CAPITAL TAX COLLECTION BUREAU
BOARD OF DIRECTORS MEETING
AGENDA – OCTOBER 21, 2026 6:30 PM

Bloomfield Borough Building, Upper level Entry to Council Chambers:
25 East McClure St, New Bloomfield, PA 17068

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT PERIOD

APPROVAL OF MINUTES – APRIL 15, 2026

MOTION: _____ _____

APPROVAL OF MINUTES – AUGUST 19, 2026 (JULY MEETING CANCELLED – TO APPROVE AUDIT)

MOTION: _____ _____

REPORT 6 – REVIEW & APPROVAL OF DISBURSEMENTS

MOTION: _____ _____

REPORT 7 – APPROVAL OF CONTRACT RENEWAL FOR RBA PROFESSIONAL DATA SYSTEMS

MOTION: _____ _____

REPORT 8 – APPROVAL OF NEW BLOOMFIELD OFFICE LEASE

MOTION: _____ _____

REPORT 9 – APPROVAL TO PERFORM A SOC 1 AUDIT WITH BAKER-TILLY

MOTION: _____ _____

REPORT 10 – APPROVAL OF 2027 MERIT-BASED INCREASES FOR CTCB EMPLOYEES

MOTION: _____ _____

REPORT 11 – APPROVAL OF 2027 CTCB BUDGET

MOTION: _____ _____

REPORT 12 – PERSONNEL – APPROVAL OF HIRING OF MATTHEW SHUPE (SCANNING/MAIL – PART-TIME)
ACCEPTANCE OF RESIGNATION OF PATRICIA SHUPE (AUDITOR – FULL-TIME)
STATUS CHANGE FOR SUSAN STOAK (FULL-TIME TO PART-TIME)

MOTION: _____ _____

INFORMATION:

1. Investments & Cash Balance
2. Meeting Questionnaire Results
3. Pennian Meeting
4. Meeting Dates 2026: December 9, 2026 (7pm)