



# Agenda Item Summary Sheet

Item No: **E-4**  
Meeting Date: **July 3, 2024**

**Item Title:** Consideration of Business License and Registration Fee debt release

**Item Summary:**

Attached please find a list of businesses for license/registration fee release as well as a memo from Tax Collector Linda Bittner. This report is provided for the Board's information and is in accordance with Town Code Sec. 12-33 Releases (below).

Sec. 12-33 - Releases. If it is determined that upon the issuance date of a renewal license or registration the business has been discontinued, the finance director may release a tax of less than \$100.00. The tax collector shall annually report to the board of commissioners releases made pursuant to this section and the tax collector's annual report shall be recorded in the minutes of the board of commissioners. This report will be included with the annual request to the board to write off uncollectible accounts pursuant to section 12-32.

Number of Attachments: 1

**Specific Action Requested:**

Provided for Board information for those businesses more than three years in debt. The total amount for release is \$575.

Submitted By: Linda Bittner, Tax Collector

Date: June 26, 2024

**Finance Officer Comment:**

Every effort has been made to collect this debt; I concur with the Tax Collector's request to release this debt in the amount of \$575.

Signature: Amy Miller

Date: June 26, 2024

**Town Attorney Comment:**

N/A

Signature: John Leidy

Date: June 26, 2024

**Town Manager Comment and/or Recommendation:**

I concur with staff.

Signature: Andy Garman

Date: June 26, 2024