CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 9756 **DATE** 10-26-23

TITLE

Resolution for Letter of Engagement with Kathleen M Thomas, Esquire

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT that the City Treasurer's Office be authorized to utilize the professional services of Kathleen M Thomas, Esquire as an **ALTERNATE TAX HEARING OFFICER.**

WHEREAS, Resolution 9164 served as the original grounds for appointment of **Kathleen M Thomas** of **High Swartz LLP.** As **Kathleen M Thomas, Esquire** no longer has affiliation with **High Swartz LLP**, this resolution serves to continue the use of her services as well as update terms and conditions. Attached Letter of Engagement outlines these updated terms and conditions.

Approved

City Clerk

President

KATHLEEN M. THOMAS, ESQUIRE

October 18, 2023

Via email - Kmackey@cityofwilliamsport.org
Kevin Mackey
Williamsport Treasurer & Tax Collector
Treasurer's Office
City of Williamsport
100 West Third St
Williamsport, PA 17701

Re: Alternate Tax Hearing Officer – City of Williamsport

Dear Mr. Mackey:

Thank you for thinking of me to serve as the Alternate Act 511 Tax Hearing Officer for the City of Williamsport. I will be pleased to serve as the Alternate Hearing Officer when the appointed Hearing Officer has a conflict of interest. My goal is to provide exemplary service, on schedule and at a fair cost for both parties. I am required by the Pennsylvania Professional Rules of Conduct to provide an engagement letter to you outlining our obligations to each other. It is also a good idea to share some important details early on in our relationship. This letter is a summary of some of those details, including some boring, but important language throughout.

Fees and Expenses. My hourly rate is typically $350.00 per hour. However, as previously agreed, your office will be billed at the reduced rate of $225.00 per hour. Your office will also be responsible for all out-of-pocket expenses, including but not limited to: court filing fees, including Magisterial District Justice costs, express postage, deposition fees, and multiple copies. I will keep you fully advised of anticipated expenses.

Primary Contact. My primary contact will be attorney, Jennifer W. Brown. Ms. Brown will provide me with any Petitions that I will be responsible for deciding as well as scheduling any hearings I will preside over.

File Retention and Destruction. I practice from a paperless position. While your matter is ongoing a paper file and electronic file will be maintained. At the conclusion of each matter, the paper file is destroyed. An electronic file is maintained for a period of six (6) years from the date

528 W Market Street
Perkasie, PA 18944
kmthomasesq@gmail.com
267-994-1757

Re: Alternate Tax Hearing Officer – City of Williamsport

such matter was concluded. At the expiration of the six (6) year period, the electronic legal file may be destroyed unless you notify me in writing to the contrary.

Termination. I take ethics and my professional obligations very seriously. If you ask me to do anything illegal or unethical, I will terminate the representation. You have the right to terminate our representation at any time upon written notice to me. Likewise, I have the right to terminate representation according to the applicable rules of professional conduct. In either event, you agree to pay all fees accrued and expenses incurred through the date of termination and during the transition of the matter to you or your successor counsel. When you sign this letter, the City of Scranton is promising me that it has the financial ability to pay all fees, costs, and expenses contemplated by this agreement. If the City of Scranton or Scranton Single Tax Office has questions regarding any invoice, please call me so we can discuss the issues.

Privacy & Confidentiality. I know that your privacy is important and mandated by the Local Taxpayer's Bill of Rights regarding taxpayer information. I am committed to protecting the privacy of any taxpayer who files a Petition for Review.

Attorneys, like other professionals who advise on financial matters, are required to inform our clients of our policies regarding the privacy of client information. Further, attorneys have been, and continue to be, bound by professional standards of confidentiality that are even more stringent than those required by law. At the time of any hearing, it will be determined how the decision will be delivered.

As my client, you should know that all information that I receive from you is held in confidence, and is not released to people outside your office, except as agreed by you, or as required under applicable law.

I retain records relating to professional services that I provide so that I am better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your non-public information, I maintain physical, electronic, and procedural safeguards that comply with professional standards.

Client Communication. Client communication is very important to me. Sometimes things don't always go as hoped and frustrating things happen during the legal process. If you feel this way, please let me know, so that I can discuss your frustrations and address any difference that may arise.

I make every attempt to respond quickly to clients. The best form of communication is via email at kmthomasesq@gmail.com. There are times when I may need to communicate by telephone. You

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may reach me at the following phone number (267) 994-1757. I make every attempt to return client calls within 48 hours.

Thank you for your continued trust and confidence. Please sign a copy of this letter and return it to me via email or regular mail. I look forward to working with you.

Sincerely,

Kathleen M. Thomas

/KMT

Approved this day of , 2023.

Read and agreed to by:

City of Williamsport

Attest:

By:

By:

City of Williamsport authorizes email communication through Kevin Mackey using the email addresses of kmackey@cityofwilliamsport.org

By:_____

Controller

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