



**CITY OF BETHLEHEM**  
OFFICE OF THE CITY SOLICITOR

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**INTER-OFFICE MEMORANDUM**

To: Michael Colón, Council President

From: Matthew J. Deschler, Assistant Solicitor

Re: Ordinance Amending Article 347 of the City's Codified Ordinances

Date: May 29, 2024

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Enclosed for Council's review and action is a proposed ordinance amending Article 347 of the City's Codified Ordinances, which is titled "Municipal Claims for Delinquent Accounts – Schedule of Attorneys Fees to be Added." The proposed ordinance amends Section 347.02, titled Schedule of Fees, to add a subsection (h) to include a fee charged by Portnoff Law Associates, Ltd. for providing a guaranteed payoff amount as to any delinquent accounts. Portnoff is retained to collect the City's delinquent accounts for taxes, water/sewer fees, and stormwater user fees. The fee in the proposed amendment, which is requested by Portnoff, is akin to a fee charged by a county or municipality for a tax certification. The fee is not charged to the City nor is it added to the delinquent amount of any property's account; rather, the fee is charged to the person requesting the payoff amount, such as in the case of an individual seeking to purchase a property in order to confirm whether and in what amounts there are any tax, water/sewer, and/or stormwater user fee delinquencies on that property.

A handwritten signature in black ink that reads "Matt Deschler".

Matthew J. Deschler  
Assistant Solicitor

Cc: J. William Reynolds  
Eric Evans  
John F. Spirk, Jr.

Bill No. 2024-\_\_\_\_\_

**ORDINANCE NO. 2024-\_\_\_\_\_**

AN ORDINANCE OF THE CITY OF BETHLEHEM, COUNTIES OF LEHIGH AND NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, AMENDING ARTICLE 347 OF THE CODIFIED ORDINANCES OF THE CITY OF BETHLEHEM, TITLED “MUNICIPAL CLAIMS FOR DELINQUENT ACCOUNTS – SCHEDULE OF ATTORNEYS FEES TO BE ADDED”

THE COUNCIL OF THE CITY OF BETHLEHEM HEREBY ORDAINS AS FOLLOWS:

SECTION 1: Article 347.02, titled Schedule of Fees, of the Codified Ordinances of the City of Bethlehem shall be amended to add subsection (h) as follows (underlined text denotes additions):

(h) Providing guaranteed payoff to third parties \$ 25.00

SECTION 2: All ordinances and sections thereof that are inconsistent with this Ordinance are hereby repealed.

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

Passed finally in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

This Ordinance approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor