

Memorandum

To: Lavon Phillips, Township Administrator

From: Leigh Schenck, Tax Collector

Date: August 1, 2025

Re: Monthly Report

Attached is our monthly cash report for the month of July.

This month has been a trying time in my office. The Estimated 3rd Q tax bill mailing was completed on July 10, 2025. The grace period for 3rd Q does not have to be extended this year due to them being mailed before July 17th. I worked together with the Tax Assessor, Administration, CFO and IT to get information out on the website about the estimated bills. We have had an influx of tax payers calling and coming into our office complaining about the bills. The residents are not happy at all. My staff has done the best they can do to explain the situation we are in and resolve any concerns they have. Unfortunately we cannot determine when the final bills will be mailed due to the budget still not being adopted. Just to note, my final bills ... have to be mailed no later than September 30th.

I spoke to the Postmaster at the Jackson Post Office concerning the amount of returned mail we received. Most of the returned mail has addresses that are perfectly fine but they were returned stating undeliverable as addressed. He had me return the returned mail that we did not open and he said he would speak to the carriers and make sure the mail gets delivered. This is an ongoing problem. We get returns stating the address doesn't exist when in all reality it is a legitimate property in town. The post master seemed concerned and I am hoping the problem gets resolved.

We are constantly reaching out to properties with LLC's to try and have them put the correct address on the property. Many are saying they did not receive the bill. Many of the properties are rentals and the mailing address is not the owners so the tenants must not be turning over the mail to them.

Thank you,

