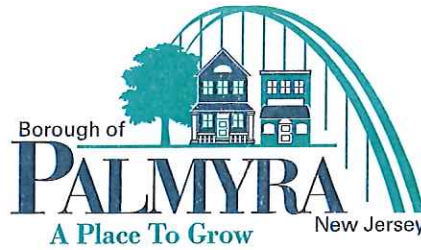


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Borough Council  
Carol Riener  
*President*  
Michele Dobbs  
Robert Bostock  
Howard W. Norcross  
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Adam Nowicki  
Emily Kane  
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*Borough Administrator*  
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May 12, 2014

Re: BID Refund Checks

Dear Business / Commercial Property Owner,

The Borough of Palmyra recently mailed to you or your organization a Business Improvement District (BID) Refund check, which was intended to represent your full reimbursement for unexpended funds remaining on account after the BID was dissolved by Borough Council last year. You may recall that BID fees were previously collected with your property taxes.

The BID Management Corporation (a private, non-profit corporation that maintained responsibility for management of the BID and control of the funds in question) officially returned all unexpended funds to the Borough this past February. The total amount received from the BID Management Corporation for re-distribution to BID property owners was \$45,894.73. The amount you were to receive was a pro-rated portion of those funds, in part based on your property's assessed value.

After receipt of the funds the Borough moved quickly to reimburse the 162 BID property owners.

As you may know, adopting Ordinance 2009-21 identified BID properties on one of two distinct schedules primarily based on a property's proximity to our downtown business district. Those two groups were identified on either Schedule A or Schedule B. Subsequent to adoption of the Ordinance, and on an annual basis, the BID Management Corporation would submit a Budget to Borough Council, which was approved via resolution. Per these Budgets, for all years the BID was active, properties on Schedule A (totaling 96 properties, centrally located to our business district) paid BID fees at a higher rate than those properties on Schedule B (a total of 66 properties located farther from our business center). In fact, in 2012, the last year the BID was active, the 96 properties on schedule A paid a combined total of \$30,000 in fees while the 66 properties on Schedule B paid a combined total of only \$6,000 in fees. In the previous year the combined totals were \$60,000 and \$12,000 respectively, for Schedule A and Schedule B properties.

Unfortunately, when calculating the amount of the BID Refund checks, our Tax Office did not account for the disproportionate fees paid by the two separate groups and all BID properties were reimbursed at the same rate (solely based on assessed value) regardless of which Schedule they appeared on. In other words, we under-reimbursed the 96 properties listed on Schedule A and over-reimbursed the 66 properties on Schedule B.

We sincerely apologize for this inconvenience and any confusion it may have caused. Please know that we are committed to rectifying this matter as soon as possible.

We wanted to get this general information out to all BID property owners as soon as practical but please note that each BID property owner will also soon be receiving a second letter specifically indicating either the exact amount you are still owed, or the amount we are requesting be returned to the Borough. We will include all necessary calculations with the next correspondence. There is also more information posted to the Borough's website at <http://boroughofpalmyra.com/community/bid-information>. Finally, in an abundance of caution, we took the extraordinary step of engaging the services of an independent Auditor in order to verify all data and confirm the correct amounts due.

Once again, on behalf of the Borough, I wish to apologize for this oversight. Please feel free to contact me at (856) 829-6100 x125 or via email at [jgural@boroughofpalmyra.com](mailto:jgural@boroughofpalmyra.com), or you may contact Tax Collector Tanyika Johns at (856) 829-6100 (on Monday evenings or Friday afternoons) or via email at [taxcollector@boroughofpalmyra.com](mailto:taxcollector@boroughofpalmyra.com), if you have any questions or require any additional information. Thank you very much.

Very truly yours,



John Gural, CPM  
Borough Administrator

Cc: Mayor Karen A. Scheffler, Esq. & Borough Council  
Tanyika Johns, CTC  
Donna Condo, CMFO  
Barbara Sheipe, RMC