

APPROVED

Minutes of Tax Collection Committee

October 11, 2012

6:00 p.m.

Mifflin County School District Administration Building

Delegates Present:

Sean Daubert- Chairman-MCSD

Holli B. Barger- Secretary-Armagh Alt 1

Teresa King- Brown Township

Kelly Shutes- Derry Township

Rich Fultz- Decatur Township

Frank Dukes-Juniata Terrace Alt 1

Pamela Liddle- Lewistown Alt 1

Robert T. Long- Lewistown Borough

Roland Fagan- McVeytown Borough

Sherry Miller- Oliver Township

Quorum Present? Yes

Others Present:

W. Keith Booher, Miffco Tax Services, Inc.

Betty Henry, Miffco Tax Services, Inc.

Debbie LeGuen, Miffco Tax Services, Inc.

Proceedings:

Meeting Called to order at 6:00 p.m. by Chairman, Sean Daubert

PUBLIC COMMENT:

No public comment

REVIEW AND APPROVAL OF MINUTES:

Teresa King makes a motion to approve the minutes of the July meeting with changes to titling of Rupert Insurance Agency. Robert Long seconds the motion. Motion is approved unanimously.

SURETY BOND UPDATE:

Per section 509(D) of Act 32, the surety bond currently in force for Miffco Tax Services, Inc. lacked the six months of coverage required after the termination of the agreement between MCTCC and Miffco Tax Services, Inc. Ron Rupert Insurance Agency stated that Western Surety is unwilling to make any further changes to the policy. Keith Booher of Miffco Tax Services, Inc. states that Miffco will carry the bond for six months after the termination of the agreement even if it means that they must carry it for a full year after termination. This is satisfactory to the committee. A Traveler's Insurance policy was reviewed by Solicitor Snook and Keith Booher and found to be a similar product. Parts of our bond were found to be more specific as far as who is actually covered and what taxes are collected by Miffco.

INSURANCE COVERAGES UPDATE:

Concerns were raised that the umbrella policy might not cover computer fraud because it is not issued by the same company as the General Liability Policy. Miffco noted that they are distributing advances to keep balances under \$1,000,000.00 which lowers their liability at any

given time. Solicitor Snook notes that The Committee needs to amend the agreement or insist that the coverages be adhered to as currently listed in the agreement. Committee discusses lowering the Computer Fraud Coverage to \$1,000,000.00 (one million dollars) per occurrence/ \$1,000,000.00 (one million dollars) aggregate.

Motion is made by Teresa King to authorize Committee Chairman and Secretary to amend Exhibit B to change coverage as it relates to Collector Minimum Insurance Requirements. Robert Long seconds the motion. Solicitor Snook will draft an amendment to the agreement for vote in January.

MCTCC BUDGET:

2013 budget of \$13,610.00 is presented to Committee for review. The \$200 (two hundred dollars) for miscellaneous expenses was used to pay Pennsylvania for taxpayer information in 2012. Robert Long makes a motion to approve the 2013 budget of the Mifflin County Tax Collection Committee to be collected on an "as needed" basis. Roland Fagan seconds the motion. Motion carries unanimously.

INDEPENDENT ACCOUNTANT'S REPORT:

Review of Independent Accountant's Report. Committee did well upon review. Committee reviewed suggestions made by the Accountant and will make some small changes regarding the dating of mailed checks to improve procedures.

TREASURER'S REPORT:

Current account balance \$5,339.38. Motion to approve treasurer's report made by Roland Fagan. Frank Dukes seconds the motion. Motion is approved unanimously.

Next meeting set for January 10, 2013 at 6:00 PM.

Meeting Adjourned 6:45

Minutes taken by Holli Barger