

APPROVED

Mifflin County Tax Collection Committee (MCTCC)

January 14, 2016 at 5:30 P.M.

Mifflin County School District Administrative Building

Delegates Present:

Holli Barger, **Secretary**- Armagh Township Alt 1, MCSD Alt 1
Teresa King – Brown Township
Kelly J. Shutes – Derry Township
Lisa J. Swisher- Granville Township
Rick Cook- Juniata Terrace
Robert Long- Lewistown Borough
Roland Fagan – McVeytown Borough
Harold Johnson- **Acting Chairman**-Menno Township
Autumn Fiscus- Mifflin County School District
Sherry Miller- Oliver Township

Quorum Present? Yes

Others Present:

Keith Booher, Miffco Tax Services, Inc.
Betty Henry, Miffco Tax Services, Inc.
Debbie LeGuen, Miffco Tax Services, Inc.
Jeffrey Snook, Solicitor

Proceedings:

Meeting called to order at 5:30 P.M.

PUBLIC COMMENT:

No public comments were made.

SELECTION OF OFFICERS:

Robert Long nominates Autumn Fiscus as MCTCC Chairman. Harold Johnson makes a motion to close the nominations. Motion carried unanimously. With no other nominations before the committee the committee votes unanimously to elect Autumn Fiscus as Chairman for 2016. Autumn takes over as Chairman and conducts the remainder of the meeting.

Harold Johnson nominates Robert Long as MCTCC Vice Chairman. Frank Dukes makes a motion to close the nominations. Roldan Fagan seconds. Motion carried unanimously. With no other nominations before the committee the committee votes unanimously to elect Harold Johnson as Vice Chairman for 2016

Teresa King nominates Holli Barger as MCTCC Secretary. Roland Fagan makes a motion to close the nominations. Motion carried unanimously. With no other

nominations before the committee the committee votes unanimously to elect Holli Barger as Secretary for 2016

Robert Long nominates Lisa Swisher as MCTCC Treasurer. Roland Fagan makes a motion to close the nominations. Motion carried unanimously. With no other nominations before the committee the committee votes unanimously to elect Lisa Swisher as Treasurer for 2016

Lisa Swisher nominates Kelly Shutes as MCTCC Assistant Secretary. Harold Johnson makes a motion to close the nominations. Motions carried unanimously. With no other nominations before the committee, the committee votes unanimously to elect Kelly Shutes as Assistant Secretary for 2016

SELECTION OF SOLICITOR:

Motion was made by Harold Johnson to retain the office of Knepp and Snook as MCTCC solicitor. Lisa Swisher seconds the motion. Motion carried unanimously.

MCTCC TAX COLLECTOR AUDITOR:

Young, Oakes, Brown and Company has been retained for 2013, 2014 and 2015

MCTCC AGREED UPON PROCEDURES:

Ritchey, Cox and Associates P.C. has been retained for 2013, 2014 and 2015

MCTCC FUTURE AUDITS AND REVIEWS:

A motion is made by Teresa King and seconded by Harold Johnson to have Chairman Autumn Fiscus request a proposals from Ritchey Cox and Young, Oakes and Brown for future services

SELECTION OF INSURANCE AGENT:

Motion was made by Harold Johnson to retain Tony Willard of Kish Agency as MCTCC Insurance Agent. Teresa King seconds the motion. Motion carried unanimously.

SELECTION OF TAX APPEALS BOARD MEMBERS:

Motion was made by Lisa Swisher to elect the following members to the tax appeal board:

<u>PRIMARY:</u>	<u>ALTERNATE:</u>
Robert Long	Teresa King
Rick Cook	Roland Fagan
Autumn Fiscus	

Harold Johnson seconds the motion. Motion carried unanimously.

SELECTION OF DEPOSITORY:

Motion was made by Robert Long to retain Kish Bank as MCTCC depository for one year. Harold Johnson seconds the motion. Motion carried unanimously.

SELECTION OF MEETING DATES AND TIMES:

Motion was made by Lisa Swisher to hold MCTCC meetings the 2nd (second) Thursday of each month at 5:30 pm at the Mifflin County School District Administration Building located at 201 8th St., Highland Park, Lewistown, PA 17044. Robert Long seconds the motion. Motion carried unanimously.

TREASURER'S REPORT:

Motion made by Teresa King and seconded by Roland Fagan to approve Treasurer's Report through December 31, 2015. Motion carried unanimously.

REQUEST FOR FUNDS:

Motion is made by Teresa King to collect 50% of the MCTCC 2016 budget on May 1, 2016. Roland Fagan seconds the motion. Motion carries unanimously.

Next meeting March 10, 2016 at 6:00 P.M. or as needed.

The meeting adjourned at 6:10 P.M.