

**Mifflin County Tax Collection Committee (MCTCC)**  
**October 11, 2018 at 5:30 p.m.**  
**Mifflin County School District Administrative Building**

**DELEGATES PRESENT:**

Robert Long, Vice Chairman-Menno Township, Decatur Twp. Alt 1  
Lisa Swisher, Treasurer-Granville Township  
Kelly J. Shutes, Derry Township  
Barbara Stiver, McVeytown Borough  
Melinda Kenepp, Mifflin Co. School District  
Sherry L. Miller, Oliver Township

**QUORUM PRESENT:** Yes

**OTHERS PRESENT:** None

**PROCEEDINGS:**

Meeting called to order at 5:30 p.m.

**PUBLIC COMMENT:** None

**MEMBERSHIP:**

The Committee welcomes Jacob Harper as first alternate for McVeytown Borough.

**APPROVAL OF MINUTES:**

Lisa Swisher made a motion to approve the Minutes of the July 12, 2018 Mifflin Co. Tax Collection Commission Meeting. Robert Long seconded the motion. Motion passed unanimously.

**NEW BUSINESS:**

Melinda Kenepp and Robert Long reviewed the bank statements for all remaining funds (approximately \$159,000) left in accounts held by Miffco Tax Services existing on December 31, 2017 and anything collected by Miffco after that date. Lisa Swisher made a motion accepting Robert Long's verbal report indicating that all existing bank accounts held by Miffco as of December 31, 2017 have been closed out and all monies have been distributed properly. Barbara Stiver seconded the motion. Motion passed unanimously.

Lisa Swisher made a motion to adopt a Resolution approving and directing Miffco to properly destroy all paper records and electronic data associated with Miffco's collection of tax under the TCC's jurisdiction attributable or otherwise related to the 2012 through 2017 tax years. Barbara Stiver seconded the motion. Motion passed unanimously.

**TREASURER'S REPORT:**

Robert Long made a motion to accept the treasurer's report as presented. Sherri Miller seconded the motion. Motion passed unanimously.

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**BUDGET APPROVAL:**

Barbara Stiver made a motion to accept the 2019 TCC Budget as presented. Sherri Miller seconded the motion. Motion passed unanimously.

**TAX COLLECTOR UPDATE:**

Keystone Collections Group submitted a Tax Collection Update by letter dated October 10, 2018.

**AUDIT APPROVAL:**

Robert Long made a motion to accept the audit completed by Fiore, Fedeli, Snyder, Carothers, LLP of the cash receipts and disbursements of the Mifflin Co. Tax Collection Committee for the years 2015, 2016 and 2017. Barbara Stiver seconded the motion. Motion passed unanimously.

**ADJOURNMENT:**

Meeting was adjourned at 5:55 p.m. on a motion by Lisa Swisher and seconded by Sherri Miller. Next meeting is scheduled for Thursday, January 10, 2019 at 5:30 p.m. Election of officers will be held.

**MIFFLIN COUNTY TAX COLLECTION COMMITTEE****Resolution Approving Destruction of Records and Data**

**Background.** The Mifflin County Tax Collection Committee (the "TCC") oversees and supervises the collection of all local earned income tax ("EIT") throughout the Mifflin Tax Collection District ("TCD"). From January 1, 2012 through December 31, 2017, the TCC engaged Miffco Tax Service, Inc. ("Miffco") to collect EIT throughout the TCD and certain other taxes.

Effective January 1, 2018, the TCC engaged Keystone Collections Group ("Keystone") to take over the tax collections that Miffco had been responsible for leading up to that date. Keystone has confirmed that it has all paper and electronic data from Miffco needed to collect tax in the TCD. The TCC has confirmed that all tax revenue collected by Miffco on behalf of the school district and the municipalities in the TCD has been accounted for and distributed.

The purpose of this Resolution is for the TCC to direct and authorize Miffco to properly destroy all paper records and electronic data associated with Miffco's collection of tax under the TCC's jurisdiction.


Notably, the TCC has no jurisdiction over EIT or other tax collections pre-dating January 1, 2012. Accordingly, the only records and data subject to this Resolution are the records and data in Miffco's possession that are attributable or otherwise relate to the 2012 through 2017 tax years.

**RESOLVED**, by the TCC Board of Delegates as follows:

1. Miffco is hereby authorized and directed to destroy all records and data in its possession that is attributable or otherwise relate to the 2012 through 2017 tax years.
2. Miffco's destruction of the records and data shall be in accordance with all applicable laws, and Miffco shall ensure that all employer and taxpayer information remains confidential.
3. Miffco shall not retain a copy of any of the records or data it is being directed to destroy.
4. Upon the TCC's adoption of this Resolution, the Solicitor of the TCC shall forward a signed copy of the Resolution to Miffco with corresponding instructions.
5. The Chairperson of the TCC is authorized and directed to take all other actions that she deems necessary or appropriate to carry out the purposes of this Resolution.

**Certification of Adoption.** The undersigned certifies that the above Resolution was duly adopted at a public meeting held on the date listed below.

Date: October 11, 2018

  
Secretary (Assistant)

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