

## **NOT APPROVED**

Mifflin County Tax Collection Committee (MCTCC)  
August 10, 2017  
Mifflin County School District Administrative Building

### **DELEGATES PRESENT:**

Robert T. Long, **Vice Chairman**- Menno Township, Decatur Twp. Alt. 1  
Lisa Swisher, **Treasurer**-Granville Township  
Autumn Fiscus, **Chairman**-Mifflin County School District  
R. Scott Welham, Lewistown Borough

### **QUORUM PRESENT? Yes**

### **OTHERS PRESENT:**

Jason Confair, KKAL, Solicitor  
John E. Pinkerton, Client Liaison, Keystone Collections Group  
Joseph W. Lazzaro, VP Keystone Collections Group

### **PROCEEDINGS:**

Meeting called to order at 5:40 p.m.

### **PUBLIC COMMENT:**

There were no public comments.

### **APPROVAL OF MINUTES:**

Robert T. Long made a motion to accept the minutes of the May 12, 2017 Mifflin County Tax Collection Committee meeting as submitted. R. Scott Welham seconded the motion. Motion carried unanimously.

### **TREASURER'S REPORT:**

R. Scott Welham made a motion to accept the Treasurer's report as submitted. Robert T. Long seconded the motion. Motion carried unanimously. Cash balance as of July 31, 2017 is \$8,214.20.

### **KEYSTONE PRESENTATION/TRANSITION UPDATE:**

Joseph W. Lazzaro stated that they want all master file data as soon as possible. They will need payment data in November. The person that can extract the data is no longer there so they need to get him back to do it. Miffco must pay to have this done. Validation of the master files will be done this month. Pending items on the delinquent side such as wage attachments,

magisterial complaints, executions, bankruptcy status and anything like that will be turned over in November. We need to receive all the payment data for individuals in November. If they have any inbound or outbound claims for surrounding counties, they would come in December. County Real Estate data from the Assessment office would be very helpful and he asked that the TCC make this request. Bob said occupation assessment data would be helpful also. They will be working with the Local Chamber of Commerce to get the word out about the change and how to connect to it. We will have training so everyone will know how to use business portal to do it all on line. Autumn said we also reached out to the Sentinel to get the word out, but they did not come. Joe said he is glad they did not come. Timing is everything and if you tell people now, we can get things filed with us that should still go to Miffco at this time. We will schedule a presentation at the chamber's meeting and it will be after the third quarter is over. Notice needs to be sent to other collectors, local payroll processors. They will go over the system at a later date when more members are present. A training will be held for employers and they will have a separate meeting after that training to show KeyTrac to municipalities.

#### **OPEN DISCUSSION OF TAX COLLECTION AGREEMENT:**

The Tax Collection Agreement has been completed and the only thing missing is the bond form. The person that they contacted at the bond company was on bereavement leave, but they will get that as soon as she returns. Jason has no problem with that.

#### **EXECUTION OF TAX COLLECTION AGREEMENT:**

The Tax Collection Agreement was approved to be signed upon motion of Lisa J. Swisher, seconded by R. Scott Welham. Motion passed unanimously

#### **OTHER ITEMS DISCUSSED:**

The audit for 2016 and 2017 were discussed. Robert T. Long stated that Young, Oaks and Brown were approached for a quote since they have done the most recent audits and they are familiar with Miffco. Their fee quotes are \$9,000 for 2016 and \$9,250 for 2017. They can have the 2016 audit done in September and do parts of the 2017 audit and finish it in early 2018. Motion to approve Young Oaks and Brown to do these audits at the cost of \$9,000 for 2016 and \$9,250 for 2017 was made by Robert T. Long and seconded by R. Scott Welham. Motion passed unanimously. YOB will bring an engagement letter for the audits to the School District office on Monday when they meet with Autumn.

The TCC needs to solicit for a RFP for a compilation report, with an agreed upon procedure report, which accompanies that compilation report of the TCC financial records for the years 2015-2019. Motion to approve sending out Requests for Proposals was made by Robert T. Long, seconded by R. Scott Welham. Motion passed unanimously.

**NEXT MEETING:**

The next meeting will be held on November 9, 2017 at 5:30 p.m. at the MCSD Administration Building. Julianne Cahill from the Lewistown Sentinel will be asked to be there to do a press release on the change in collectors to get the word out.

**ADJOURNMENT:**

Motion was made by R. Scott Welham, seconded by Lisa J. Swisher, to adjourn the meeting at 6:15 p.m.