

APPROVED

Minutes of Tax Collection Committee

August, 12, 2010

6:00 p.m.

Mifflin County School District Administration Building

201 Eighth Street, Highland Park

Lewistown, PA

Delegates Present:

Sean Daubert- Chairman-MCSD

Harold Johnson- Vice Chairman-Menno

Holli B. Barger- Secretary-Armagh Alt 1

James W. North-Armagh

Teresa King- Brown

Tom Garver-Burnham

Kerry Whitsel-Granville Township Alt 2

Margaret M Stewart- Derry

Rich Fultz- Decatur

Douglas Kepner-Juniata Terrace, First Alt

Pam Liddle, Lewistown Borough, First Alt

Robert Long-Lewistown Borough, Alt 2

Quorum Present? Yes

Others Present:

Betty Henry-Miffco

Debbie LeGuen-Miffco

PROCEEDINGS:

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

PUBLIC COMMENT:

None

REVIEW AND APPROVE MINUTES OF JULY 8, 2010

Harold Johnson moved to approve the minutes of the July 8, 2010 meeting. Douglas

Kepner made the second. Motion carried by unanimous vote.

RESIGNATION:

The committee formally accepts the resignation of Mark DeVecchis-Lewistown

UPDATE DIRECTORS AND OFFICERS LIABILITY:

Both the Directors and Officers Liability (D&O) and the General Liability policies for the TCC are bound. The General Liability policy documents have been received. The committee is still awaiting the documents for the D&O Liability Policy. Invoice has not yet been received by the committee.

UPDATE FROM JEFFREY SNOOK, TCC SOLICITOR:

Snook discussed some suggested changes to the Audit Language as shown on the memo to Sean Daubert et al.

There was a discussion of non-resident tax. This tax is currently not collected by Mifflin County or therefore by Miffco Tax Service on behalf of the county, but it is an option as we go forward with the agreement.

Accountants for the TCC, Lori Callenberger-Richard Cox reviewed the agreement and stated that they cannot do a proper compliance audit without access to the payroll documentation as it is currently worded in 4(c)1(a) of the draft of the Agreement.

Ongoing discussions continue between Solicitor Snook and Fred Reddig, Executive Director of PA DCED, regarding concerns Snook has with the appeals process. A letter was sent to Mr. Reddig. Snook stated that a lot of the regulations are not clear at this time.

Any township or municipality can request an audit at any time at their own expense. If the TCC should request an audit Miffco would be responsible for the fees incurred from that audit.

BOND:

RE: Page 3 Item 4(d)1(i) of draft Agreement

Bob Long raised the issue of the stiff penalty assessed if the Bond Amount held by Miffco currently in the draft of the agreement as \$1,500,000.00 was not enough. Betty Henry of Miffco was going to verify the amount that Miffco is currently bonded for by the next meeting, it was thought that Miffco might already be bonded for \$2,000,000.00.

COMPUTER FRAUD COVERAGE:

Bob Long also raised the issue of the Computer Fraud Coverage that Miffco currently carries may be too narrow in the event of a breach of their system. Solicitor Snook will check with Lynn Thompson of Kish Agency for further recommendations and details of the coverage and how it would work should there be a claim filed. Rich Fultz suggested that Solicitor Snook check with Ron Rupert the insurance agent of Miffco Tax Service, Inc.

CONTACT PERSONS:

Teresa King moved to have Sean Daubert, Chairman be the primary contact for the TCC. Margaret Stewart made the second. Motion carried by unanimous vote.

Teresa King moved to have Harold Johnson, Vice Chairman be the secondary contact for the TCC. Margaret Stewart made the second. Motion carried by unanimous vote.

Teresa King moved to have James North, Treasurer be the third contact for the TCC. Margaret Stewart made the second. Motion carried by unanimous vote.

INVESTMENTS:

The committee is not looking for investments for TCC funds at this time due to the fact that there is not much money and it does not stay in the account for any length of time.

RECORD KEEPING:

The new agreement will call for more record keeping that Miffco currently has in place. Miffco representative Betty Henry expressed Miffco's intent to fully cooperate with all TCC regulations.

FORMS:

Original agreement states that all taxpayers are to get forms. The amended agreement will state that only those taxpayers who do not have a paid preparer listed on their return will get a form the next year. Miffco is currently working on software issues with generic forms.

UNDISTRIBUTED INVESTED DAILY BALANCE:

RE: Page 8 of Draft Agreement

There was significant discussion by the committee on how interest would be distributed to the municipalities. Bob Long noted that the current wording was vague. Solicitor Snook will make changes to clarify

TREASURER'S REPORT:

TCC has received \$3548.38 of the Shared Municipal Services Matching Grant in the amount of \$5,000. The TCC has received payment from all municipalities. James North and Chairman Daubert will work together on a budget for 2011. Mr. North will bill the municipalities quarterly for their share of future expenses.

Meeting adjourned by Chairman Daubert at 7:12 p.m.

Notable Dates:

Appointment of Tax Collector must be made by September 15, 2010

Must enter into agreement with PA Dept of Revenue for exchange of necessary information by December 1, 2010

Collection to begin by January 1, 2012

**Next meeting to be held September 9, 2010 at 6:00 p.m.
at the Mifflin County School District Administration Building
(meetings held the second Thursday of each month)**

Minutes taken by Holli Barger