

APPROVED

Mifflin County Tax Collection Committee (MCTCC)

January 8, 2015 at 6:00 P.M.

Mifflin County School District Administrative Building

Delegates Present:

Sean A. Daubert, Chairman – MCSD
Harold Johnson, Vice Chairman- Menno
Holli Barger, Secretary- Armagh Township Alt 1, MCSD Alt 1
James North, Treasurer- Armagh Township
Teresa King – Brown Township
Kelly J. Shutes – Derry Township
Lisa J. Swisher- Granville Township
Frank Dukes- Juniata Terrace Alt 1
Robert Long- Lewistown Borough
Roland Fagan – McVeytown Borough
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 6:00 P.M. by Chairman, Sean Daubert

PUBLIC COMMENT:

No public comments were made.

SELECTION OF OFFICERS:

Lisa Swisher nominates Sean Daubert as MCTCC Chairman. Roland Fagan makes a motion to close the nominations. Frank Dukes seconds. Motion carried unanimously. With no other nominations before the committee the committee votes unanimously to elect Sean Daubert as Chairman for 2015

Teresa King nominates Harold Johnson as MCTCC Vice Chairman. Frank Dukes makes a motion to close the nominations. Roland Fagan seconds. Motion carried unanimously. With no other nominations before the committee the committee votes unanimously to elect Harold Johnson as Vice Chairman for 2015

Robert Long nominates Holli Barger as MCTCC Secretary. Roland Fagan makes a motion to close the nominations. Teresa King seconds. Motion carried

unanimously. With no other nominations before the committee the committee votes unanimously to elect Holli Barger as Secretary for 2015

Robert Long nominates Lisa Swisher as MCTCC Assistant Secretary. Roland Fagan makes a motion to close the nominations. Harold Johnson seconds. Motion carried unanimously. With no other nominations before the committee the committee votes unanimously to elect Lisa Swisher as Assistant Secretary for 2015

SELECTION OF SOLICITOR:

Motion was made by Harold Johnson to retain the office of Knepp and Snook as MCTCC solicitor. Teresa King 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

SELECTION OF INSURANCE AGENT:

Motion was made by Harold Johnson to retain Tony Willard of Kish Agency as MCTCC Insurance Agent. Kelly Shutes 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>
Sean Daubert	Teresa King
Robert Long	Roland Fagan
Frank Dukes	

Kelly Shutes seconds the motion. Motion carried unanimously.

SELECTION OF DEPOSITORY:

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

SELECTION OF MEETING DATES AND TIMES:

Motion was made by Harold Johnson 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.

APPROVAL OF MINUTES:

Motion made by Roland Fagan and seconded by Teresa King to approve minutes of the October 9, 2014 Mifflin County Tax Collection Committee meeting.
Motion carried unanimously.

SOC 1 AUDIT:

Motion is made by Roland Fagan to take no action at this time. Harold Johnson seconds the motion. Motion carried unanimously.

TREASURER'S REPORT:

Motion made by Harold Johnson and seconded by Robert Long to approve Treasurer's Report through December 31, 2014. Motion carried unanimously.

REQUEST FOR FUNDS:

Motion is made by Harold Johnson to collect municipality contributions based on the budget without regard to the expense of the SOC 1 Audit. Robert Long seconds the motion. Motion carries unanimously.

Motion is made by Teresa King to request 50% of the MCTCC 2015 budget from the municipalities at the discretion of Treasurer James North, based on the need for funds. Lisa Swisher seconds the motion. Motion carried unanimously.

Next meeting April 9, 2015 at 5:30 P.M. or as needed.

The meeting adjourned at 6:30 P.M.