

APPROVED

Mifflin County Tax Collection Committee (MCTCC)

July 11, 2013 at 6:00 P.M.

Mifflin County School District Administrative Building

I. Delegates Present:

Sean A. Daubert, Chairman – MCSD
James W. North, Jr. – Armagh Township
Teresa King – Brown Township
Kelly J. Shutes – Derry Township
Robert T. Long – Lewistown Borough
Pamela Liddle – Lewistown Borough Alt 1
Roland Fagan – McVeytown Borough
Harold Johnson – Menno Township
Sherry Miller – Oliver Township

Quorum Present? Yes

Others Present:

W. 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

II. Public Comment Period

No public comments were made.

III. Approval of Minutes:

Motion made by Robert Long and seconded by James North to approve minutes of the April 11, 2013 Mifflin County Tax Collection Committee meeting. Motion carried unanimously.

IV. Second amendment to the Mifflin County Tax Collection Agreement.

This item was reviewed by Solicitor Snook. The amendments were voted on and approved at the April 11, 2013 meeting. Mr. Snook presented final documents for signatures and distribution.

V. Status of MIFFCO Surety Bond.

Mr. Snook reviewed his most recent letter concerning items incomplete or missing from the surety bond. Mr. Daubert requested the Mr. Booher arrange a conference call with insurance agent Ron Rupert, the surety company underwriter, Mr. Snook, Mr. Daubert, Mr. Booher and any other member of the MCTCC who wishes to attend.

- VI. Authorization for the TCC to enter into a section 356 agreement with the Pennsylvania Department of Revenue at a cost of \$200.00. The TCC will have access to state personal income tax return data for those residing within the boundaries of the TCC.**

Motion made by Howard Johnson and seconded by Roland Fagan to approve item VI above. The motion carried unanimously.

- VII. Authorize payment to Philadelphia Indemnity Insurance Company for the Directors & Officers Liability policy renewal in the amount of \$5,625. The previous year's premium amount was \$4,724.**

Motion made by Roland Fagan and seconded by Robert Long to approve item VII above. The motion carried unanimously.

- VIII. Authorize the renewal of the Commercial Business Package through Ohio Casualty in the amount of \$517, same as current year.**

Motion made by Robert Long and seconded by Harold Johnson to approve item VIII above. The motion carried unanimously.

- IX. Informational: Independent Accountants' report on applying agreed upon procedures December 31, 2012. Report to be distributed to MCTCC participating governmental units.**

- X. Informational: Statement of Cash Receipts and Disbursements and Accountants compilation report December 31, 2012. Report to be distributed to MCTCC participating governmental units.**

- XI. Authorize payment to Ritchey Cox & Associates in the amount of \$950 for the 2012 agreed upon procedures and compiled financial statements reports.**

Motion made by Harold Johnson and seconded by Roland Fagan to approve item XI above. The motion carried unanimously.

- XII. Treasurer's Report – James North**

Motion made by Roland Fagan and seconded by Teresa King to approve item XII above. The motion carried by a unanimous vote.

- XIII. Next meeting October 10, 2013 at 6:00 P.M. or as needed.**

- XIV. The meeting adjourned at 6:45 P.M.**