

Minutes of Tax Collection Committee
January 13, 2011
6:00 p.m.
Mifflin County School District Administration Building

Delegates Present:

Sean Daubert- Chairman-MCSD	James North Jr.- Armagh Township
Holli B. Barger- Secretary-Armagh Alt 1	Rich Fultz-Decatur Township
Teresa King- Brown Township	N. Sue Reinke- Derry Alt 1
Lisa Swisher- Granville Township	Douglas Kepner- Juniata Terrace Alt 1
Pam Liddle, Lewistown Borough, First Alt	Robert Long- Lewistown Borough
Harold Johnson, Menno Twp	Michelle L. Shirey- Union

Quorum Present? Yes

Others Present:

Keith Booher

Proceedings:

Meeting Called to order at 6:11P.M. by Chairman, Sean Daubert

PUBLIC COMMENT: NONE

SELECTION OF OFFICERS:

Chairman- Teresa King makes a motion to nominate Sean Daubert as Chairman. Lisa Swisher seconds the nomination. Motion is approved unanimously

Vice-Chairman- Michelle Shirey makes a motion to nominate Harold Johnson. Robert Long seconds the nomination. Motion is approved unanimously.

Secretary- Harold Johnson makes a motion to nominate Holli Barger for Secretary. Robert Long seconds the nomination. Motion is approved unanimously

Treasurer- Teresa King makes a motion to nominate James North Jr. as Treasurer. Michelle Shirey seconds the nomination. Motion is approved unanimously.

SELECTION OF SOLICITOR:

Robert Long makes a motion to nominate the Office of Knepp and Snook of Lewistown as solicitor to the Mifflin County Tax Collection Committee. Harold Johnson seconds the nomination. Motion is approved unanimously.

SELECTION OF AUDITOR:

Teresa King makes a motion to nominate the Firm of Ritchey, Cox, Hollis, Mock & Klein, PC, with primary office situated at 315 S Allen St, Suite 117, State College, PA 16801 as CPA for the MCTCC. Harold Johnson seconds the nomination. Motion is approved unanimously.

SELECTION OF INSURANCE AGENT:

Harold Johnson makes a motion to nominate Kish Agency and Agent Lynn Thompson as insurance agent for the MCTCC. James North seconds the nomination. Motion is approved unanimously.

SELECTION OF TAX APPEAL BOARD MEMBERS:

Current members are

Primary:

Sean Daubert

Michelle Shirey

Dennis Noble

Alternates:

Teresa King

Roland Fagan

Robert Long makes a motion to retain current Tax Appeal Board Members. Harold Johnson seconds the nomination. Motion is approved unanimously.

SELECTION OF PRIMARY DEPOSITORY:

Treasurer James North suggests to the committee that he would recommend continuing our relationship with Kish Bank. Michelle Shirey makes a motion to approve Kish bank as MCTCC Depository. Teresa King seconds the nomination. Motion is approved unanimously.

MEETING DATE:

Meetings are currently the second Thursday of each month at 6:00 P.M. James North makes a motion to continue meetings as needed on the second Thursday of each month at 6:00 PM.

Douglas Kepner seconds the motion. Motion is approved unanimously. Chairman Daubert notes that monthly meetings may not be required at this point but will remain scheduled and the committee will be notified if the meeting is cancelled.

REVIEW AND APPROVAL OF MINUTES:

Robert Long makes a motion to approve the minutes of the December meeting. Harold Johnson seconds the motion. Motion is approved unanimously.

RESOLUTION TO UPDATE BYLAWS:

Solicitor Snook presents Resolution No. 2011-01 A resolution amending and revising article V Finances and Contracts Section 6, Independent Auditor of the Mifflin County tax Collection Committee Bylaws. Solicitor Snook reviews with committee all proposed changes. Teresa King makes a motion to approve the amended bylaws. Douglas Kepner seconds the motion. Vote is taken by roll call.

No one abstained from voting; Motion is approved unanimously.

DISCUSSION OF DRAFT OF REQUEST FOR PROPOSALS FOR AGREED UPON PROCEDURES REPORT:

Solicitor Snook reviewed the updated draft with the committee. MCTCC will request that the completed report be returned to the committee by September 1, 2011 and then July 1st of the second and third year. Harold Johnson makes a motion to approve the Request for Proposals incorporating the changes recommended by Solicitor Snook. Robert Long seconds the motion. Motion is approved unanimously.

Committee discusses where to send the RFP. RFP will be sent to Colledge & Snyder, PC of Mifflintown, Miller-Gentry of Mifflintown, Boyer & Ritter of Lewistown and Ritchey, Cox, Hollis, Mock & Klein, PC of State College. James North makes a motion to approve sending the RFP to this list of firms. Teresa King seconds the motion. Motion is approved unanimously.

TREASURER'S REPORT:

All grant monies have now been received by the committee. All municipalities have paid their balances due.

Current Balance \$4,777.11.

Motion to accept Treasurer's Report is made by Michelle Shirey. Teresa King makes the second Motion approved unanimously.

Motion to adjourn made by Terest King. Robert Long makes the second. Motion is approved unanimously.

Adjourned 6:50 PM

Minutes taken by Holli Barger