

Minutes of Tax Collection Committee
January 12, 2012
6:00 p.m.
Mifflin County School District Administration Building

Delegates Present:

Sean Daubert- Chairman-MCSD	Pam Liddle- Lewistown Alt 1
Holli B. Barger- Secretary-Armagh Alt 1	Roland Fagan- McVeytown Borough
James W. North, Jr.-Armagh Township	Harold Johnson, Vice Chairman- Menno Twp
Rich Fultz- Decatur	Sherry Miller- Oliver Township
Kelly Shutes- Derry Township	Teresa King- Brown Township
Lisa Swisher- Granville Township	R. Dennis Noble-Juniata Terrace
Robert T. Long- Lewistown Borough	Frank Dukes-Juniata Terrace Alt 1

Quorum Present? Yes

Others Present:

W. Keith Booher
Debbie LeGuen

Proceedings:

Meeting Called to order at 6:01 p.m. by Chairman, Sean Daubert

REVIEW AND APPROVAL OF MINUTES:

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

JUNIATA TERRACE REPRESENTATIVES:

The committee acknowledges the removal of Douglas Kepner as first alternate for Juniata Terrace and the addition of Frank Dukes as first alternate.

ANNUAL ELECTIONS:

Selection of Chairman to serve for one year:

Robert Long nominates Sean Daubert to continue as chairman for 2012. No other nominations are made. Teresa King makes a motion to elect Sean Daubert as chairman of the MCTCC. Lisa Swisher seconds the motion. Motion approved by unanimous vote.

Selection of Vice Chairman to serve for one year:

Teresa King makes a motion to nominate Harold Johnson to continue as vice chairman for 2012. . No other nominations are made. Roland Fagan seconds the motion. Motion is approved by unanimous vote.

Selection of Secretary to serve for one year:

Harold Johnson makes a motion to nominate Holli Barger to continue as secretary for 2012. No other nominations are made. Robert Long seconds the motion. Motion is approved by unanimous vote.

Selection of Assistant Secretary to serve one year:

Robert Long makes a motion to have Lisa Swisher serve as assistant secretary for 2012. No other nominations are made. Teresa King seconds the motion. Motion is approved by unanimous vote.

Selection of Treasurer to serve one year:

Teresa King makes a motion to have James North continue as treasurer for 2012. No other nominations are made. Harold Johnson seconds the motion. Motion is approved by unanimous vote.

Selection of MCTCC Solicitor to serve one year:

Roland Fagan makes a motion to have the office of Knepp and Snook of Lewistown to continue to serve as solicitor. No other nominations are made. Harold Johnson seconds the motion. Motion is approved by unanimous vote.

Selection of MCTCC Tax Collector Auditor to serve one year:

Teresa King makes a motion to have Ritchey, Cox and Associates continue to serve as Tax Collector auditor for 2012. No other nominations are made. James North seconds the motion. Motion is approved by unanimous vote.

Selection of Auditor of MCTCC records to serve one year:

Harold Johnson makes a motion to have Ritchey, Cox and Associates continue to serve as MCTCC auditor for 2012. No other nominations are made. Teresa King seconds the motion. Motion is approved by unanimous vote.

Selection of Insurance Agent for MCTCC to serve one year:

Teresa King makes a motion to have Tony Willard of Kish Agency serve as Insurance agent to the MCTCC for 2012. No other nominations are made. Lisa Swisher seconds the motion. Motion is approved by unanimous vote.

Selection of Tax Appeals Board Members:

Robert Long makes a motion to keep the current membership of

Primary:

Sean Daubert

Michelle Shirey

Dennis Noble

Alternates:

Teresa King

Roland Fagan

in place for 2012. Harold Johnson seconds the motion. Motion is approved by unanimous vote.

Selection of Depository:

Robert Long makes a motion to retain Kish Bank as MCTCC depository. Teresa King seconds the motion. Motion is approved by unanimous vote.

Selection of Meeting Dates & Times for 2012:

Committee discusses needs for upcoming meetings. After group discussion, Teresa King makes a motion to continue to hold meetings the second Thursday of each month at 6:00 p.m. with the planned meetings for 2012 being January, April, July and October. Other months are available if needed. Roland Fagan seconds the motion. Motion is approved by unanimous vote.

TREASURER’S REPORT:

To Date all municipalities are in good standing. Report is available for review showing current Balance \$5484.81. Motion to accept Treasurer’s Report was made by Teresa King. Sherri Miller makes the second. Motion approved unanimously.

PUBLIC COMMENT:

W. Keith Booher presents to the committee that Miffco Tax Service, Inc. has obtained the following insurance coverages per their agreement with MCTCC:

- Certificate of Liability listing MCTCC as holder
- \$1 million in general liability
- \$1 million in Auto Insurance
- \$1 million Umbrella Policy
- Workers Compensation Coverage of \$1m/\$1m/\$1m

He also wishes to make the committee aware of the potential costs of increasing his insurance coverages to some of the other limits listed in the agreement. Miffco Tax Service, Inc. would be looking at an increase of potentially \$20,000 per year to comply with the standards set by DCED. He says that under the new system and the implementation of PSD coding Miffco will be depositing more frequently, as often as monthly. As a result, the amount of money in their possession on any given day will be significantly lower. Miffco is requesting that lower limits be accepted for the following coverages:

- Employee Dishonesty:** before the agreement with the MCTCC Miffco carried \$10,000 of employee dishonesty coverage. They currently have \$50,000 and increasing it to \$1 million as DCED suggests would be an increase of approximately \$3500/year.*
- Professional Liability:** To purchase the \$2 million of coverage suggested by DCED would cost Miffco between \$9,000-\$12,000/year. They previously did not have this coverage.*
- Computer Fraud:** To purchase \$1 million in coverage would cost \$6400/year. DCED actually suggests \$2 million in coverage. Miffco did not previously have this coverage.*

Solicitor Snook says that the agreements would have to be amended if the committee chose to allow Miffco to insure for less than was originally agreed upon and recommended by DCED. Miffco is going to track their average daily balances and report back to the committee.

**Next meeting set for April 12th at 6:00 PM.
Meeting Adjourned at 6:50 p.m.**

Minutes taken by Holli Barger