

Minutes of Tax Collection Committee
September 8, 2011
6:00 p.m.
Mifflin County School District Administration Building

Delegates Present:

Sean Daubert- Chairman-MCSD	Robert T. Long- Lewistown Borough
Holli B. Barger- Secretary-Armagh Alt 1	Pam Liddle- Lewistown Alt 1
James W. North, Jr.-Armagh Township	Roland Fagan- McVeytown Borough
Rich Fultz- Decatur	Harold Johnson, Vice Chairman- Menno Twp
Kelly Shutes- Derry Township	Sherry Miller- Oliver Township
Lisa Swisher- Granville Township	Michelle L. Shirey- Union

Quorum Present? Yes

Others Present:

Keith Booher
Betty Henry
Debbie LeGuen
Jim Fossleman

Proceedings:

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

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.

INSURANCE POLICIES:

The renewal policies arrived. The bills for the Errors and Omissions (E&O) Policy through Philadelphia Insurance Company and the Liability policy through Ohio Casualty that cover the MCTCC were paid due to the due dates falling before the meeting date. The Liability policy has the same premium as last year at \$502 annually. The E&O policy had an increase of \$210 bringing the annual premium to \$4415. Motion was made to approve the renewal of these policies by Lisa Swisher. Michelle Shirey seconds the motion. Policy renewals were approved by unanimous vote.

REVIEW OF ACCOUNTANTS REPORTS:

The committee discussed and reviewed the Independent Accountant's report of Applying Agreed-Upon Procedures and the Statement of Cash Receipts and Disbursements and Accountants' Compliance Report as received from Ritchey, Cox, Hollis, Mock & Klein, PC. Motion to accept the reports was made by Roland Fagan. Harold Johnson seconds the motion. Reports were accepted by unanimous vote.

MIFFCO EXPLORATION OF ELECTRONIC FILING OPTIONS:

Miffco has been researching the possibility of implementing electronic filing of individual and business EIT returns. Jim Fosslemen, Mr. Booher and staff investigated several options and presented the costs and the pros and cons as reported by other offices using the software. The software is cost prohibitive (costing upwards of \$10,000/quarter) and at this time it does not work as a seamless adjunct to typical tax and accounting software, making it a separate step for taxpayers, reporting agents and employers. Also, the software company wanted to involve MCTCC in the leasing of the software. MCTCC solicitor Jeffrey Snook was not in favor of involving the MCTCC in the contract due to the potential financial burden to the municipalities. At this time Miffco has decided to pass on that option and will continue to review the technology as it improves. They currently offer magnetic media services and email services in addition to paper filing. The overall opinion of the committee was that the cost to Miffco and the potential financial burden to the municipalities outweighed the benefits to taxpayers at this time.

JOINDER AGREEMENT:

Solicitor Snook is going to develop a joinder agreement to cover all non-earned income taxes currently collected by Miffco Tax Service, Inc. This agreement will extend the agreement currently in place with the Mifflin County School District through to the new agreement with MCTCC. Harold Johnson makes a motion to have Mr. Snook draft the agreement. James North seconds the motion and the motion is approved unanimously.

TREASURER'S REPORT:

To Date all invoices have been paid. Report is available for review showing current Balance \$2418.60. Motion to accept Treasurer's Report with typographical corrections on the vendor of the insurance company checks is made by Lisa Swisher. Robert Long makes the second. Motion approved unanimously. Mr. North reports that due to all bills being satisfied and no anticipated current expenses we will not be requesting additional funds from the municipalities at this time.

Meeting Adjourned 6:50 PM

Next meeting set for October 13th at 6:00 PM.

Minutes taken by Holli Barger