

Minutes of the Tax Collection Committee
July 8, 2010
6:00 p.m.
Mifflin County School District Administration Building
201 Eighth Street, Highland Park
Lewistown, PA

DELEGATES PRESENT:

Sean Daubert – Chairman-MCSD

Teresa King – Brown

Tom Garver – Burnham

Rich Fultz – Decatur

Margaret M. Stewart – Derry

Lisa J. Swisher - Granville

Mark DeVecchis - Lewistown

Roland Fagan - McVeytown

Harold Johnson - Menno

QUORUM PRESENT: Yes

OTHERS PRESENT:

Jeffrey L. Snook – Solicitor

Lynn Thompson – Kish Agency

Keith Booher, Betty Henry, Debbie LeGuen – MIFFCO Tax Service, Inc.

Chairman Sean Daubert called the meeting to order at 6:00 p.m.

PUBLIC COMMENT:

Keith Booher, MIFFCO, informed the committee that all four people in his office have passed the exam and are now certified tax officers. Chairman Daubert thanked MIFFCO for their effort to become certified officers.

REVIEW AND APPROVE MINUTES OF JUNE 10, 2010:

Mark DeVecchis moved to approve the minutes of the June 10, 2010 meeting with the following change: “The committee formally accepts the resignation of Martin Bubb”. Harold Johnson made the second. Motion Carried by Unanimous Vote.

UPDATE, LYNN THOMPSON, KISH AGENCY:

Mr. Thompson presented three (3) quotes for review by the committee. The Public Officials’ and Officers and Directors insurance through Philadelphia Indemnity: (1) \$1,000,000/\$1,000,000 at \$4,205.00; (2) \$2,000,000/2,000,000 at \$6,307.00; (3) \$3,000,000/3,000,000 at \$7,778.00. The three quotes have a \$10,000 retention. Claims made, full prior acts and legal defense are within the policy limit. Mr. Thompson also presented a quote for General Liability at a limit of \$1,000,000/2,000,000, and \$5,000 Medical payments. This proposal includes personal injury liability. It also covers non-owned auto of \$1,000,000. The company is Ohio Casualty and the cost is \$502 per year.

TCC Meeting Cont’d

Tom Garver questioned how the bills are being paid. Attorney Snook referred Mr. Garver to the chart on the last page of the agenda which breaks down the percentages for each municipality. Chairman Daubert stated the committee has been approved for a Shared Municipal Services Matching Grant in the amount of \$5,000. The committee has applied for \$3,500 of that grant which can be used to pay bills.

Teresa King made the motion to purchase The Public Officials' and Officers and Directors Policy from Philadelphia Indemnity in the amount of \$1,000,000/1,000,000 at a cost of \$4,205, and also the General Liability Policy from Ohio Casualty at a cost of \$502 per year. Tom Garver made the second. Chairman Daubert asked for discussion. Mark DeVecchis asked if the amount of insurance can be increased at a later date. Mr. Thompson assured him it could be. A brief discussion was held on the date of coverage and renewal versus municipalities preparing their annual budgets. It was decided the \$1,000,000/1,000,000 limit would be sufficient for now and the policy should become effective immediately. Motion Carried by Unanimous Vote.

UPDATE TAX COLLECTION AGREEMENT:

A copy of the proposed tax collection agreement was distributed to each municipality. Attorney Snook briefly reviewed the contents of the agreement. He stated three individuals will need to be appointed to act as authorized representatives of the TCC to make requests of, consult with, and receive information from the Collector. Copies of every municipality's Tax Collection Ordinance should be on file at the Tax Collector's Office.

Chairman Daubert asked that each municipality review the agreement and submit any comments or changes by July 22nd so the sub-committee can review them. The Resolution accepting the agreement must be adopted by September 15, 2010. The August 12th meeting will focus on addressing any issues or comments with the proposed agreement.

PROPOSED RELEASE OF AGREEMENT TO MIFFCO:

Chairman Daubert asked if the committee would like to release the agreement to MIFFCO for their review and comments. Tom Garver made the motion to release the agreement to MIFFCO seconded by Roland Fagan. No discussion. Motion Carried by Unanimous Vote. MIFFCO's comments and changes must also be submitted by July 22nd.

Chairman Daubert reminded all present that the next TCC meeting will be held Thursday, August 12, 2010 at 6:00 p.m.

Meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Margaret M. Stewart
Derry Township Delegate

