

APPROVED

Mifflin County Tax Collection Committee (MCTCC)

November 11, 2017 at 5:30 P.M.

Mifflin County School District Administrative Building

DELEGATES PRESENT:

Linda Marks- Armagh Township

Holli Barger, **Secretary**- Armagh Township Alt 1, MCSD Alt 1

Robert T. Long- **Vice Chairman**- Menno Township, Decatur Twp. Alt 1

Kelly J. Shutes- Derry Township

Lisa Swisher, **Treasurer**- Granville Township

Autumn Fiscus, **Chairman**- Mifflin County School District

R. Scott Welham- Lewistown Borough

Sherry L. Miller – Oliver Township

Barbara Stiver- McVeytown Borough

QUORUM PRESENT? Yes

OTHERS PRESENT:

Joseph Lazzaro, VP Keystone Collections Group

John Pinkerton, Client Liaison Keystone Collections Group

PROCEEDINGS:

Meeting called to order at 5:30 P.M.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

R. Scott Welham makes a motion to accept the minutes of the August 10, 2017 Mifflin County Tax Collection Committee meeting as submitted. Robert Long seconds the motion. Motion carries unanimously.

KEYSTONE UPDATE:

Transition is going smoothly. First employer mailing went out November 2, 2017. Keystone is currently locating businesses with bad addresses.

BUSINESS:

Motion is made by Robert Long to approve Keystone Costs of Collection. Lisa Swisher seconds the motion. Motion carries unanimously.

Motion is made by R. Scott Welham to accept the financial reports of Miffco Tax Services, Inc. for the period ending December 31, 2016. Report shows two findings, failure to have internal controls audit (SOC- audit) and over-collection of delinquent commissions. Robert Long seconds the motion. Motion carries unanimously.

AUDIT RFP:

After a review of the proposals to provide accounting services to the MCTCC submitted by Young, Oakes, Brown & Co., Matthew Conrad, CPA and Fiore, Fedeli, Snyder, Carothers, LLP, motion is made by Kelly Shutes and seconded by Barbara Stiver to accept the proposal submitted by Fiore, Fedeli, Snyder, Carothers LLP in the amount of \$1200/year for years December 31, 2015 through December 31, 2019.

TREASURER'S REPORT:

Robert Long makes a motion to accept the Treasurer's report as submitted. R. Scott Welham seconds the motion. Motion carries unanimously. Cash balance as of November 10, 2017 is 1254.20.

Motion is made by Robert Long to accept 2018 Budget of \$36,600 as submitted to the Committee by Lisa Swisher. R. Scott Welham seconds the motion. Motion carries unanimously.

ADJOURNMENT:

Lisa Swisher makes a motion to adjourn. Barbara Stiver seconds the motion. Motion carries unanimously. Next meeting is December 14, 2017 at 5:30 P.M. at the MCSD Administration Building.