

# APPROVED

Minutes of the Mifflin County Tax Collection Committee (MCTCC)

January 10, 2013

6:00 p.m.

Mifflin County School District Administration Building

## ***Delegates Present:***

Sean Daubert, Chairman-MCSD

Holli B. Barger, Secretary-Armagh Alt 1

Teresa King- Brown Township

Lisa Swisher- Granville Township

Frank Dukes-Juniata Terrace Alt 1

Robert T. Long- Lewistown Borough

Pamela Liddle- Lewistown Alt 1

Roland Fagan- McVeytown Borough

Harold Johnson, Vice Chairman, Primary

Sherry Miller- Oliver Township

James W. North Jr., Treasurer-Armagh Twp

Michelle L. Shirey, Union

## ***Quorum Present? Yes***

## ***Others Present:***

W. Keith Booher, Miffco Tax Services, Inc.

Betty Henry, Miffco Tax Services, Inc.

Debbie LeGuen, Miffco Tax Services, Inc.

## ***Proceedings:***

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

## **PUBLIC COMMENT:**

No public comment

## **SELECTION OF OFFICERS:**

Motion was made by Lisa Swisher to nominate Sean Daubert as MCTCC Chairman. Teresa King seconds the motion. Motion carried unanimously.

Motion was made by Robert Long to nominate Harold Johnson as MCTCC Vice-Chairman. Frank Dukes seconds the motion. Motion carried unanimously.

Motion was made by Teresa King to nominate Holli Barger as MCTCC Secretary. Harold Johnson seconds the motion. Motion carried unanimously.

Motion was made by Teresa King to nominate Lisa Swisher as MCTCC Assistant Secretary. Robert Long seconds the motion. Motion carried unanimously.

Motion was made by Teresa King to nominate Jim North as MCTCC Treasurer. Harold Johnson seconds the motion. Motion carried unanimously.

**SELECTION OF SOLICITOR:**

Motion was made by Roland Fagan to retain the office of Knepp and Snook as MCTCC solicitor. Harold Johnson seconds the nomination. Motion carried unanimously.

**SELECTION OF MCTCC TAX COLLECTOR AUDITOR/ FIRM TO PROVIDE AGREED UPON PROCEDURES:**

The Mifflin County School District will send out requests for proposals to procure a new auditor for the school district and offered to include the MCTCC in that request. The committee is in favor of this option. Motion is made by Teresa King to include the MCTCC in the Mifflin County School District search for a new auditor. Roland Fagan seconds the motion. Motion carried unanimously.

**SELECTION OF INSURANCE AGENT:**

Motion was made by Lisa Swisher to retain Tony Willard of Kish Agency as MCTCC Insurance Agent. Harold Johnson seconds the motion. Motion carried unanimously.

**SELECTION OF TAX APPEALS BOARD MEMBERS:**

Motion was made by Lisa Swisher to retain current tax appeal board:

<u>PRIMARY:</u>	<u>ALTERNATE:</u>
Sean Daubert	Teresa King
Michelle Shirey	Roland Fagan
Dennis Noble	

Robert Long seconds the motion. Motion carried unanimously.

**SELECTION OF DEPOSITORY:**

Motion was made by Harold Johnson to retain Kish Bank as MCTCC depository for one year. Michele Shirey seconds the motion. Motion carried unanimously.

**SELECTION OF MEETING DATES AND TIMES:**

Motion was made by James North to hold MCTCC meetings the 2<sup>nd</sup> (second) Thursday of each month at 6:00 pm at the Mifflin County School District Administration Building located at 201 8<sup>th</sup> St., Highland Park, Lewistown, PA 17044. Frank Dukes seconds the motion. Motion carried unanimously.

**APPROVAL OF MINUTES:**

Motion was made by Teresa King and seconded to approve the minutes of the October 11, 2012 meeting.

**MIFFCO INSURANCE UPDATE:**

Motion was made by Robert Long to approve amendment to the Mifflin County Tax Collection Agreement. Harold Johnson seconds the motion. Motion carried unanimously. Miffco has sent request to bond company to amend Surety Bond per Solicitor Snook’s recommendations, discussion tabled.

**YEAR END REVIEW OF TAX COLLECTION AGREEMENT:**

Motion was made by Teresa King to remove the Commercial Census clause (Pg 13, Paragraph 4 (l) (iv)). Harold Johnson seconds the motion. Motion carried unanimously.

**TREASURER'S REPORT:**

Motion is made by Michelle Shirey to approve Treasurer's report with current balance of \$4,462.23. Roland Fagan seconds the motion. Motion approves unanimously.

Motion to adjourn is made by Roland Fagan and seconded by Frank Dukes. Meeting Adjourned at 7:20 p.m.

**Next meeting set for April 11, 2013 at 6:00 PM.**

*Minutes taken by Holli Barger*