

# **APPROVED**

Mifflin County Tax Collection Committee (MCTCC)

July 09, 2015 at 5:30 P.M.

Mifflin County School District Administrative Building

## **Delegates Present:**

Harold Johnson, Vice Chairman- Menno  
Holli Barger, Secretary- Armagh Township Alt 1, MCSD  
James North, Treasurer- Armagh Township  
Teresa King – Brown Township  
Kelly J. Shutes – Derry Township  
Lisa J. Swisher- Granville Township  
Frank Dukes- Juniata Terrace Alt 1  
Robert Long- Lewistown Borough  
Roland Fagan – McVeytown Borough

## **Quorum Present? Yes**

## **Others Present:**

Keith Booher, Miffco Tax Services, Inc.  
Betty Henry, Miffco Tax Services, Inc.  
Debbie LeGuen, Miffco Tax Services, Inc.  
Jeffrey Snook, Solicitor

## **Proceedings:**

Meeting called to order at 5:30 P.M. by Vice Chairman, Harold Johnson

## **PUBLIC COMMENT:**

No public comments were made.

## **CHANGES TO MEMBERSHIP:**

Motion is made by Teresa King to accept the following appointments as submitted to the committee by the respective Borough and the Mifflin County School District:

- Holli Barger as Mifflin County School District Primary Delegate
- Franklin Dukes as Borough of the Juniata Terrace Primary Delegate
- Rick Cook as Borough of the Juniata Terrace First Alternate Delegate

## **APPROVAL OF MINUTES:**

Motion made by Roland Fagan and seconded by Robert Long to approve minutes of the January 8, 2015 meeting of the Mifflin County Tax Collection Committee with correction of the typing error in the last paragraph of the Selection of Officers. Motion carries unanimously.

**DISBURSEMENTS:**

Motion is made by Teresa King to reimburse Miffco Tax Services, Inc. in the amount of \$200.00 for the cost of the Section 356 agreement with the PA Department of Revenue. Motion is seconded by Kelly Shutes. Motion carries unanimously.

Motion is made by Lisa Swisher to approve payment of Directors and Officers Liability policy in the amount of \$6,601. Motion is seconded by Robert Long. Motion carries unanimously.

Motion is made by Lisa Swisher to approve payment of the Commercial Business Package through Ohio Casualty in the amount of \$540. Motion is seconded by Teresa King. Motion carries unanimously.

Motion is made by Teresa King and seconded by Roland Fagan to issue payment to Ritchey Cox & Associates, PC in the amount of \$1,150 for Compilation of Financial Statements for the year ending December 31, 2014 and Agreed-Upon Procedures Services for the year ending December 31, 2014. Motion carries unanimously.

**TREASURER'S REPORT:**

Motion made by Roland Fagan and seconded by Frank Dukes to approve Treasurer's Report through July 9, 2015 reporting a balance of \$17,069.04. Motion carries unanimously.

**VACANCY OF CHAIRMAN POSITION:**

Motion is made by Roland Fagan and seconded by Teresa King to table election of a new Chairman until the January 2016 reorganization meeting. Motion carries unanimously.

Motion is made by Teresa King and seconded by Roland Fagan to elect Harold Johnson to serve as acting Chairman until the January reorganization meeting. Motion carries unanimously.

Motion is made by Teresa King and seconded by Lisa Swisher to update the signatures from the depository to add Harold Johnson as an authorized check signer. Motion carries unanimously.

**MOTION TO ADJOURN:**

With no further business before the committee, motion to adjourn is made by Lisa Swisher and seconded by Teresa King. Motion carries unanimously.

**Next meeting October 8, 2015 at 5:30 P.M. or as needed.**

**The meeting adjourned at 5:56 P.M.**