

Crawford County Tax Collection Committee

Agenda - January 18, 2018

- I. Call to Order
 1. Pledge of Allegiance
 2. Question of Quorum

- II. Minutes
 1. Approval of Minutes of October 19, 2017 Meeting

- III. Treasurer's Report and Bill List
 1. Accept Treasurer's Report and Approve Bill List
 2. Accept Year End Financial Review Report and Treasurers Audit for 2017

- IV. Public Comment

- V. Business
 1. Reorganization Meeting -
 - A. Consider appointment or reappointment for the following:
 1. Chairman (currently Jeff Amon)
 2. Vice Chairman (currently Cynthia McCoy)
 3. Secretary (currently Jill Dunlap)
 4. Treasurer (currently Renee Hayes)
 5. Management Committee (currently Bryan Hobson, Tim Groves, Alan Shaddinger, Renee Hayes and Jill Dunlap)
 6. Tax Appeal Code Board (currently Kevin Cole, Beth Forbes, Guy O'Neil with alternates Eugene Bocan and Ann Hulse)
 7. Solicitor (currently Butcher & Winkler)
 8. Depository (currently First National Bank)
 9. Insurance (currently EMC Insurance thru Matson Insurance Agency)
 10. Treasurers Bond in the amount of \$25,000 (currently Cincinnati Insurance thru Bush Agency)
 11. Payment of regularly occurring bills as approved by the Management Committee
 2. Adopt 2018 Budget and Allocation Amounts
 3. Bill Leonard - Update from Berkheimer, Inc.

- VI. Good of the Order

- VII. Next meeting will be October 18, 2018.

- VIII. Adjournment

**Crawford County Tax Collection Committee
Minutes
October 19, 2017**

Call to Order

The regular meeting was called to order at 6:00 p.m. at the West Mead Township building, 1150 Morgan Village Road, Meadville, PA 16335 and opened with the Pledge of Allegiance. A quorum of 32 voting delegates was present as shown on the attendance sheet.

Minutes

Eugene Bocan moved, Tim Groves seconded to approve the January 19, 2017 meeting minutes, as presented. Vote - All Approved. No meeting was held on April 20, 2017 or July 20, 2017 as there was no business to conduct.

Treasurer's Report and Bill List

Renee Hayes presented the Treasurer's Report and Bills List. Eugene Bocan moved, Tim Groves seconded to accept the Treasurer's Report and approve the Bills List, as presented. Vote - All Approved.

Public Comment

None

Business

2018 Meeting Dates and Advertisement

Eugene Bocan moved, Cammie Young seconded to approve the 2018 Meeting Dates and authorize the Secretary to advertise in December. Vote - All Approved.

Presentation of Proposed 2018 Budget and Allocation Amounts

Jeff Amon presented the Proposed 2018 Budget and noted there would be Allocation Amounts included for each municipal entity totaling \$10,000.00 as recommended by the Management Committee. The 2018 Budget would be considered for approval at the January 18, 2018 meeting.

Reorganizational Meeting of January 18, 2018

The Reorganizational Meeting will occur on January 18, 2018 at which time the election of Officers and Management Committee, adoption of the 2018 Budget and

Allocation Amounts, presentation of Financial Review Report and 2017 Audit would take place. Jeff Amon noted only the Appeals Code Board may need appointed for 2018. Anyone interested in serving or nominating someone should get their information to Jill Dunlap.

Good of the Order

Jeff Amon noted Bill Leonard would be invited to attend the January 18, 2018 to provide an update on the collection of taxes by Berkheimer, Inc and answer any questions the members may have.

Jill Dunlap will obtain various quotes on the Crawford County Tax Collection Committee insurance package to be further reviewed by the Management Committee.

The next meeting would be held on January 18, 2018.

Eugene Bocan moved, Cindy McCoy seconded to adjourn the meeting at 6:17 p.m. Vote - All Approved.

Respectfully Submitted,

Jill M. Dunlap

Jill M. Dunlap
Crawford County Tax Collection Committee Secretary

11:04 AM

Crawford County Tax Collection Committee

Trial Balance

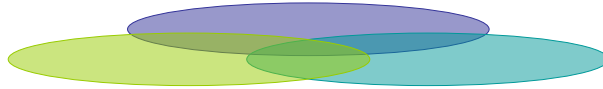
01/02/18

As of December 31, 2017

Accrual Basis

	Dec 31, 17	
	Debit	Credit
First National Bank	8,748.38	
Accounts Payable	0.00	
Unrestricted Net Assets		13,423.46
Operations:Admin-Use of Facility/Sec	1,000.00	
Operations:Administrative- Treasurer	250.00	
Operations:Legal Notices	105.80	
Operations:Website Development	119.64	
Other Types of Expenses:Insurance - Liability, D and O:Gen.Liab. & POE&O	3,109.00	
Other Types of Expenses:Insurance - Liability, D and O:Treasurer's Bond	120.00	
Interest/Checking Acct.		29.36
TOTAL	13,452.82	13,452.82

CRAWFORD COUNTY TAX COLLECTION COMMITTEE



Telephone: (814) 336-1271

CRAWFORD COUNTY, PENNSYLVANIA
1150 MORGAN VILLAGE ROAD
MEADVILLE, PA 16335

HOURS
MONDAY THRU FRIDAY
8:30 TO 4:30
Fax: (814) 336-1707

December 7, 2017

Crawford County Tax Collection Committee

Re: Tax Collection Committee Financial Report Audit for 2017

To All Tax Collection Committee Representatives:

This is to advise you that at their December 7, 2017 meeting, the Crawford County Tax Collection Management Committee reviewed the 2017 Year End Financial Report as prepared by Renee Hayes, Crawford County Tax Collection Treasurer and have found the financial report to be in good order. They find this is acceptable in lieu of having an outside audit done of the accounts for 2017.

Very truly yours,
Crawford County Tax Collection Management Committee

Jeff Amon
Jeff Amon
Chairman

Tim Groves
Tim Groves
Management Committee

Bryan Hobson
Bryan Hobson
Management Committee

Alan Shaddinger
Alan Shaddinger
Management Committee

Jill Dunlap
Jill Dunlap
Secretary

Crawford County Tax Collection Committee

1/2/2018 2:43 PM

Register: First National Bank

From 01/01/2017 through 12/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2017	1049	Matson Insurance Ag...	Other Types of Expens...		3,109.00	X		10,314.46
01/09/2017	1050	THE MEADVILLE ...	Operations:Legal Notices		40.30	X		10,274.16
01/31/2017			Interest/Checking Acct.	Interest		X	1.42	10,275.58
02/09/2017	1051	THE MEADVILLE ...	Operations:Legal Notices		65.50	X		10,210.08
02/28/2017			Interest/Checking Acct.	Interest		X	1.18	10,211.26
03/31/2017			Interest/Checking Acct.	Interest		X	1.30	10,212.56
04/30/2017			Interest/Checking Acct.	Interest		X	2.63	10,215.19
05/31/2017			Interest/Checking Acct.	Interest		X	3.23	10,218.42
06/22/2017	1052	Bush Insurance Agen...	Other Types of Expens...		120.00	X		10,098.42
06/30/2017			Interest/Checking Acct.	Interest		X	2.93	10,101.35
06/30/2017	1053	PROUDCITY INC.	Operations:Website De...		119.64	X		9,981.71
07/31/2017			Interest/Checking Acct.	Interest		X	2.97	9,984.68
08/31/2017			Interest/Checking Acct.	Interest		X	2.97	9,987.65
09/30/2017			Interest/Checking Acct.	Interest		X	2.78	9,990.43
10/19/2017	1054	WEST MEAD TOW...	Operations:Admin-Use...		1,000.00	X		8,990.43
10/19/2017	1055	WOODCOCK TOW...	Operations:Administrat...		250.00	X		8,740.43
10/31/2017			Interest/Checking Acct.	Interest		X	3.00	8,743.43
11/30/2017			Interest/Checking Acct.	Interest		X	2.52	8,745.95
12/31/2017			Interest/Checking Acct.	Interest		X	2.43	8,748.38

**Crawford County Tax Collection Committee
January 1, 2018 to December 31, 2018**

Adopted Budget - presented January 18, 2018

Budget Item	Amount	Total
BEGINNING FUND BALANCE 01-01-2018	8,748.00	\$ 8,748.00
REVENUES		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00	
Interest	1.00	
TOTAL REVENUES		\$ 10,001.00
EXPENDITURES		
Professional Services (Auditor, Solicitor)	6,000.00	
Insurance & Bonding	3,250.00	
Advertising	1,000.00	
Administration	1,250.00	
Education & Training	500.00	
Website	250.00	
TOTAL EXPENDITURES		\$ 12,250.00
YEAR END FUND BALANCE 12-31-2018		\$ 6,499.00

Crawford County Tax Collection Committee
January 1, 2018 to December 31, 2018
Budget Allocation by Municipality (Revenue Formula)

Adopted Budget - presented January 18, 2018

EIT Revenue from DCED 2015 Tax Information

Estimated 2018 Budget = **10,000**

County	Municipality	EIT Revenue	Percentage	Allocation	
	CONNEAUT SD	\$1,407,629	9.2462%	924.62	
CRAWFORD	BEAVER TWP	\$54,501	0.3580%	35.80	
CRAWFORD	CONNEAUT LAKE BORO	\$50,225	0.3299%	32.99	
CRAWFORD	CONNEAUT TWP	\$99,572	0.6541%	65.41	
CRAWFORD	CONNEAUVILLE BORO	\$57,755	0.3794%	37.94	
CRAWFORD	EAST FALLOWFIELD TWP	\$97,714	0.6418%	64.18	
CRAWFORD	GREENWOOD TWP	\$120,903	0.7942%	79.42	
CRAWFORD	LINESVILLE BORO	\$78,193	0.5136%	51.36	
CRAWFORD	NORTH SHENANGO TWP	\$77,876	0.5115%	51.15	
CRAWFORD	PINE TWP	\$34,476	0.2265%	22.65	
CRAWFORD	SADSBURY TWP	\$308,949	2.0294%	202.94	
CRAWFORD	SPRING TWP	\$111,727	0.7339%	73.39	
CRAWFORD	SPRINGBORO BORO	\$30,339	0.1993%	19.93	
CRAWFORD	SUMMERHILL TWP	\$89,251	0.5863%	58.63	
CRAWFORD	SUMMIT TWP	\$163,603	1.0746%	107.46	
CRAWFORD	WEST FALLOWFIELD TWP	\$49,298	0.3238%	32.38	
	CRAWFORD CENTRAL SD	\$2,608,326	17.1331%	1,713.31	
CRAWFORD	COCHRANTON BORO	\$93,940	0.6171%	61.71	
CRAWFORD	EAST FAIRFIELD TWP	\$79,496	0.5222%	52.22	
CRAWFORD	FAIRFIELD TWP	\$92,199	0.6056%	60.56	
CRAWFORD	MEADVILLE CITY	\$1,210,584	7.9519%	795.19	
CRAWFORD	UNION TWP	\$87,197	0.5728%	57.28	
CRAWFORD	VERNON TWP	\$660,362	4.3377%	433.77	
CRAWFORD	WAYNE TWP	\$141,064	0.9266%	92.66	
CRAWFORD	WEST MEAD TWP	\$575,068	3.7774%	377.74	
MERCER	FRENCH CREEK TWP	\$63,642	0.4180%	41.80	
	JAMESTOWN AREA SD	\$299,133	1.9649%	196.49	
CRAWFORD	SOUTH SHENANGO TWP	\$141,369	0.9286%	92.86	
CRAWFORD	WEST SHENANGO TWP	\$32,807	0.2155%	21.55	
MERCER	GREENE TWP	\$95,871	0.6297%	62.97	
MERCER	JAMESTOWN BORO	\$51,892	0.3409%	34.09	
	PENNCREST SD	\$2,040,833	13.4055%	1,340.55	
CRAWFORD	ATHENS TWP	\$57,182	0.3756%	37.56	
CRAWFORD	BLOOMING VALLEY BORO	\$35,751	0.2348%	23.48	
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$321,699	2.1131%	211.31	
CRAWFORD	CAMBRIDGE TWP	\$144,671	0.9503%	95.03	
CRAWFORD	CUSSEWAGO TWP	\$156,904	1.0306%	103.06	
CRAWFORD	EAST MEAD TWP	\$133,356	0.8760%	87.60	
CRAWFORD	HAYFIELD TWP	\$277,350	1.8218%	182.18	
CRAWFORD	RANDOLPH TWP	\$147,334	0.9678%	96.78	
CRAWFORD	RICHMOND TWP	\$105,974	0.6961%	69.61	
CRAWFORD	ROCKDALE TWP	\$109,791	0.7212%	72.12	
CRAWFORD	SAEGERTOWN BORO	\$85,910	0.5643%	56.43	
CRAWFORD	STEBEN TWP	\$59,864	0.3932%	39.32	
CRAWFORD	TOWNVILLE BORO	\$22,331	0.1467%	14.67	
CRAWFORD	TROY TWP	\$97,160	0.6382%	63.82	
CRAWFORD	VENANGO BORO	\$17,378	0.1141%	11.41	
CRAWFORD	VENANGO TWP	\$92,288	0.6062%	60.62	
CRAWFORD	WOODCOCK BORO	\$13,232	0.0869%	8.69	
CRAWFORD	WOODCOCK TWP	\$262,781	1.7261%	172.61	
VENANGO	PLUM TWP	\$83,450	0.5482%	54.82	
	TITUSVILLE AREA SD	\$944,845	6.2063%	620.63	
CRAWFORD	CENTERVILLE BORO	\$14,435	0.0948%	9.48	
CRAWFORD	HYDETOWN BORO	\$34,275	0.2251%	22.51	
CRAWFORD	OIL CREEK TWP	\$152,566	1.0021%	100.21	
CRAWFORD	ROME TWP	\$109,279	0.7178%	71.78	
CRAWFORD	TITUSVILLE CITY	\$347,228	2.2808%	228.08	
VENANGO	ALLEGHENY TWP	\$18,459	0.1213%	12.13	Not on DCED list - Used 2014 collection
VENANGO	CHERRYTREE TWP	\$121,953	0.8011%	80.11	
VENANGO	OILCREEK TWP	\$63,790	0.4190%	41.90	
VENANGO	PLEASANTVILLE BORO	\$58,945	0.3872%	38.72	
WARREN	SOUTHWEST TWP	\$27,917	0.1834%	18.34	Not on DCED list - Used 2011 collection
		\$15,223,892		10,000	