

**Crawford County Tax Collection Committee  
Agenda - October 18, 2018**

- I. Call to Order
  - 1. Pledge of Allegiance
  - 2. Question of Quorum
  
- II. Minutes
  - 1. Approval of Minutes of January 18, 2018 Meeting
  - 2. No meeting was held on April 19, 2018 or July 19, 2018 as there was no business to conduct
  
- III. Treasurer's Report and Bill List
  - 1. Accept Treasurer's Report and Approve Bill List
  
- IV. Public Comment
  
- V. Business
  - 1. Bill Leonard to discuss options for the contract Renewal with Berkheimer Inc. for collections of EIT and LST taxes.
  - 2. Approve 2019 Meeting Dates and authorize Secretary to advertise in December.
  - 3. Presentation of Proposed 2019 Budget and Allocation Amounts.
  - 4. Reorganizational Meeting to occur January 17, 2019 at which time the election of Officers, Management Committee and various positions, adoption of 2019 Budget and presentation of Financial Review Report would take place.
  
- VI. Good of the Order
  
- VII. Next meeting will be January 17, 2019
  
- VIII. Adjournment

# Crawford County Tax Collection Committee

## Minutes

January 18, 2018

### 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 37 voting delegates was present as shown on the attendance sheet.

### Minutes

Lori Swavey moved, Tim Groves seconded to approve the October 19, 2017 meeting minutes as presented. Vote - All Approved.

### Treasurer's Report and Bill List

Renee Hayes presented the Treasurer's Report and Bills List. Cindy McCoy moved, Rose Mumau seconded to accept the Treasurer's Report and approve the Bills List with payment of \$67.60 for the Meadville Tribune and \$3,882.00 for Insurance, as presented. Vote - All Approved. The Management Committee reviewed the Year End Financial Review Report for 2017. Cindy McCoy moved, Rose Mumau seconded to accept the Year End Financial Review Report for 2017. Vote - All Approved.

### Public Comment

None

### Business

#### Reorganization Meeting

No motion was needed on the reappointment of Jeff Amon as Chairman, Cindy McCoy as Vice Chairman, Jill Dunlap as Secretary and Renee Hayes as Treasurer as this is the second year of their two year terms. Rose Mumau moved, Debra Merritt seconded to approve the appointment of Bryan Hobson, Tim Groves, Alan Shaddinger, Jill Dunlap and Renee Hayes as the Management Committee and the appointment of Kevin Cole, Beth Forbes, Guy O'Neil and to appoint alternates Sue Blose and Ann Hulse on the Tax Appeal Code Board. Vote - All Approved. Alan Shaddinger moved, Cammie Mong seconded to approve the appointment of Butcher & Winkler as Solicitor and First National Bank as Depository. Vote - All Approved. Alan Shaddinger moved, Bryan Hobson seconded to approve Cincinnati Insurance thru Bush Agency for the Treasurers Bond, in the amount of \$25,000.00; and to pay any regularly occurring bills as approved by the Management Committee, with the bills being listed on the Bill List at the next meeting for the Crawford County Tax Collection Committee. Vote - All Approved.

Jeff Amon noted the Management Committee has been discussing insurance coverages since the price keeps increasing each year. Jill Dunlap noted quotes were obtained from different brokers. Sue Blose and Alan Shaddinger discussed claims that could occur and the potential for litigation if we had no insurance coverage. Cindy McCoy noted we could get information out to legislators, PSATS, PASBO and other organizations for their input. Kathleen Wheelock moved, Alan Shaddinger seconded to approve EMC Insurance thru Matson Insurance Agency including the ratification to purchase insurance for 1-1-2018 thru 12-31-2018. Vote - All Approved.

#### Adopt 2018 Budget and Allocation Amounts

Lori Swavey questioned the use of the 2015 figures from DCED and wondered if we could use more current figures. Bryan Hobson and Bill Leonard discussed obtaining figures from Berkheimer Inc. as they would be more current. Lori Swavey moved, Tim Groves seconded to commit to replacing DCED figures going forward with Berkheimer Inc. figures. Vote - All Approved. Sue Blose moved, Alan Shaddinger seconded to approve the Proposed 2018 Budget and the Allocation Amounts, as presented. Payments would need to be made this year by each entity. Vote - All Approved.

#### Update on Berkheimer Inc. Collections

Bill Leonard presented an update on collections and noted audits will be available shortly. He discussed Act 172 as volunteer service credits for firefighters can be refunded. He also discussed Act 150 relative to farmers. Jeff Amon questioned the County Tax Collection Committee format for the collection of other taxes. Bill Leonard further discussed Act 511 taxes, business mercantile taxes and real estate tax collections. Cindy McCoy noted our current collection contract will be up December 31, 2019. Bill Leonard noted we should starting talking in October of this year to see about getting possible renewal terms figured out.

#### Good of the Order

Sue Blose reminded everyone to check their border street addresses for correct reporting as Berkheimer Inc. would be willing to provide current listings for each entity.

All municipal representatives need to provide their Financial Interest Form by May 1, 2018 to Jill Dunlap.

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

Cindy McCoy moved, Sue Blose seconded to adjourn the meeting at 7:58 p.m. Vote - All Approved.

Respectfully Submitted,

*Jill M. Dunlap*

Jill M. Dunlap, Crawford County Tax Collection Committee Secretary

11:08 AM

Crawford County Tax Collection Committee

10/05/18

**Trial Balance**

Accrual Basis

As of October 18, 2018

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	Oct 18, 18	
	Debit	Credit
First National Bank	13,359.10	
Accounts Payable	0.00	
Unrestricted Net Assets		8,748.38
TAX COLLECTION:TCC Allocations		9,999.38
Operations:Admin-Use of Facility/Sec	1,000.00	
Operations:Administrative- Treasurer	250.00	
Operations:Legal Notices	67.60	
Operations:Website Development	119.64	
Other Types of Expenses:Insurance - Liability, D and O:Gen.Liab. & POE&O	3,882.00	
Other Types of Expenses:Insurance - Liability, D and O:Treasurer's Bond	120.00	
Interest/Checking Acct.		50.58
<b>TOTAL</b>	<b>18,798.34</b>	<b>18,798.34</b>

The Crawford County Tax Collection Committee would like to announce the schedule of their 2019 meetings. Meetings will begin at 6:00 p.m. at the West Mead Township Building, 1150 Morgan Village Road, Meadville, PA 16335 and are open to the public and handicap accessible.

January 17, 2019  
\*April 18, 2019  
\*July 18, 2019  
October 17, 2019

Cancellations and updates will be posted on the website, emailed and a notice will be posted. Dates with an \* are optional and will be held only if necessary.

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Please send invoice and proof of purchase to:

Jill Dunlap, Secretary  
Crawford County Tax Collection Committee  
1150 Morgan Village Road  
Meadville, PA 16335

**Crawford County Tax Collection Committee**  
**January 1, 2019 to December 31, 2019**  
**Budget Allocation by Municipality (Revenue Formula)**

**Proposed Budget - presented October 18, 2018**

EIT Revenue from Berkheimer Act 32 Report - January 2017 to December 2017

Estimated 2019 Budget = -

County	Municipality	EIT Revenue	Percentage	Allocation
	<b>CONNEAUT SD</b>	<b>\$1,395,131</b>	9.4303%	-
CRAWFORD	BEAVER TWP	\$55,580	0.3757%	-
CRAWFORD	CONNEAUT LAKE BORO	\$51,827	0.3503%	-
CRAWFORD	CONNEAUT TWP	\$92,699	0.6266%	-
CRAWFORD	CONNEAUVILLE BORO	\$59,809	0.4043%	-
CRAWFORD	EAST FALLOWFIELD TWP	\$105,756	0.7149%	-
CRAWFORD	GREENWOOD TWP	\$114,805	0.7760%	-
CRAWFORD	LINESVILLE BORO	\$77,676	0.5250%	-
CRAWFORD	NORTH SHENANGO TWP	\$74,553	0.5039%	-
CRAWFORD	PINE TWP	\$33,263	0.2248%	-
CRAWFORD	SADSBURY TWP	\$307,377	2.0777%	-
CRAWFORD	SPRING TWP	\$110,727	0.7484%	-
CRAWFORD	SPRINGBORO BORO	\$29,536	0.1996%	-
CRAWFORD	SUMMERHILL TWP	\$87,579	0.5920%	-
CRAWFORD	SUMMIT TWP	\$172,950	1.1690%	-
CRAWFORD	WEST FALLOWFIELD TWP	\$46,421	0.3138%	-
	<b>CRAWFORD CENTRAL SD</b>	<b>\$2,542,460</b>	17.1856%	-
CRAWFORD	COCHRANTON BORO	\$96,831	0.6545%	-
CRAWFORD	EAST FAIRFIELD TWP	\$73,978	0.5000%	-
CRAWFORD	FAIRFIELD TWP	\$92,539	0.6255%	-
CRAWFORD	MEADVILLE CITY	\$967,158	6.5374%	-
CRAWFORD	UNION TWP	\$88,057	0.5952%	-
CRAWFORD	VERNON TWP	\$612,260	4.1385%	-
CRAWFORD	WAYNE TWP	\$146,588	0.9909%	-
CRAWFORD	WEST MEAD TWP	\$555,434	3.7544%	-
MERCER	FRENCH CREEK TWP	\$60,818	0.4111%	-
	<b>JAMESTOWN AREA SD</b>	<b>\$288,775</b>	1.9520%	-
CRAWFORD	SOUTH SHENANGO TWP	\$139,701	0.9443%	-
CRAWFORD	WEST SHENANGO TWP	\$28,398	0.1920%	-
MERCER	GREENE TWP	\$100,306	0.6780%	-
MERCER	JAMESTOWN BORO	\$47,935	0.3240%	-
	<b>PENNCREST SD</b>	<b>\$2,008,802</b>	13.5784%	-
CRAWFORD	ATHENS TWP	\$55,513	0.3752%	-
CRAWFORD	BLOOMING VALLEY BORO	\$34,299	0.2318%	-
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$325,825	2.2024%	-
CRAWFORD	CAMBRIDGE TWP	\$145,910	0.9863%	-
CRAWFORD	CUSSEWAGO TWP	\$151,197	1.0220%	-
CRAWFORD	EAST MEAD TWP	\$131,550	0.8892%	-
CRAWFORD	HAYFIELD TWP	\$280,035	1.8929%	-
CRAWFORD	RANDOLPH TWP	\$142,657	0.9643%	-
CRAWFORD	RICHMOND TWP	\$127,270	0.8603%	-
CRAWFORD	ROCKDALE TWP	\$105,544	0.7134%	-
CRAWFORD	SAEGERTOWN BORO	\$77,352	0.5229%	-
CRAWFORD	STEBEN TWP	\$61,432	0.4152%	-
CRAWFORD	TOWNVILLE BORO	\$23,078	0.1560%	-
CRAWFORD	TROY TWP	\$93,262	0.6304%	-
CRAWFORD	VENANGO BORO	\$16,340	0.1104%	-
CRAWFORD	VENANGO TWP	\$97,488	0.6590%	-
CRAWFORD	WOODCOCK BORO	\$13,190	0.0892%	-
CRAWFORD	WOODCOCK TWP	\$271,300	1.8338%	-
VENANGO	PLUM TWP	\$84,746	0.5728%	-
	<b>TITUSVILLE AREA SD</b>	<b>\$940,911</b>	6.3600%	-
CRAWFORD	CENTERVILLE BORO	\$13,180	0.0891%	-
CRAWFORD	HYDETOWN BORO	\$35,578	0.2405%	-
CRAWFORD	OIL CREEK TWP	\$146,177	0.9881%	-
CRAWFORD	ROME TWP	\$108,342	0.7323%	-
CRAWFORD	TITUSVILLE CITY	\$337,876	2.2839%	-
VENANGO	ALLEGHENY TWP	\$20,273	0.1370%	-
VENANGO	CHERRYTREE TWP	\$130,111	0.8795%	-
VENANGO	OILCREEK TWP	\$64,235	0.4342%	-
VENANGO	PLEASANTVILLE BORO	\$56,869	0.3844%	-
WARREN	SOUTHWEST TWP	\$36,884	0.2493%	-
		<b>\$14,794,150</b>		-

**Crawford County Tax Collection Committee  
January 1, 2019 to December 31, 2019**

**Proposed Budget - presented October 18, 2018**

Budget Item	Amount	Total
<b>BEGINNING FUND BALANCE 01-01-2019</b>	<b>13,278.00</b>	<b>\$ 13,278.00</b>
<b>REVENUES</b>		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	-	
Interest	1.00	
<b>TOTAL REVENUES</b>		<b>\$ 1.00</b>
<b>EXPENDITURES</b>		
Professional Services (Auditor, Solicitor)	6,000.00	
Insurance & Bonding	4,000.00	
Advertising	1,000.00	
Administration	1,250.00	
Education & Training	500.00	
Website	250.00	
<b>TOTAL EXPENDITURES</b>		<b>\$ 13,000.00</b>
<b>YEAR END FUND BALANCE 12-31-2019</b>		<b>\$ 279.00</b>

**Crawford County Tax Collection Committee  
January 1, 2019 to December 31, 2019**

**Proposed Budget - presented October 18, 2018**

<b>Budget Item</b>	<b>2019 Amount</b>	<b>2019 Total</b>	<b>Using 2018 Actual Amounts</b>
<b>BEGINNING FUND BALANCE 01-01-2019</b>	<b>13,278.00</b>	<b>\$ 13,278.00</b>	\$ 13,278.00
<b>REVENUES</b>			
DCED SMS Grant	-		
Contributions from Munis & Districts (Detailed Analysis Attached)	-		\$ 10,000.00
Interest	1.00		\$ 51.00
<b>TOTAL REVENUES</b>		<b>\$ 1.00</b>	\$ 23,329.00
<b>EXPENDITURES</b>			
Professional Services (Auditor, Solicitor)	6,000.00		\$ -
Insurance & Bonding	4,000.00		\$ 4,002.00
Advertising	1,000.00		\$ 68.00
Administration	1,250.00		\$ 1,250.00
Education & Training	500.00		\$ -
Website	250.00		\$ 200.00
<b>TOTAL EXPENDITURES</b>		<b>\$ 13,000.00</b>	\$ 5,520.00
<b>YEAR END FUND BALANCE 12-31-2019</b>		<b>\$ 279.00</b>	\$ 8,154.00