

**Crawford County Tax Collection Committee  
Agenda - October 17, 2019**

- I. Call to Order
  - 1. Pledge of Allegiance
  - 2. Question of Quorum
  
- II. Minutes
  - 1. Approval of Minutes of January 17, 2019 Meeting
  - 2. No meeting was held on April 18, 2019 or July 18, 2019 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. Approve 2020 Meeting Dates and authorize Secretary to advertise in December.
  - 2. Presentation of Proposed 2020 Budget and Allocation Amounts.
  - 3. Reorganizational Meeting to occur January 16, 2020 at which time the election of Officers, Management Committee and various positions, adoption of 2020 Budget and presentation of Financial Review Report would take place.
  
- VI. Good of the Order
  
- VII. Next meeting will be January 16, 2020
  
- VIII. Adjournment

# Crawford County Tax Collection Committee

## Minutes

January 17, 2019

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

### Minutes

Tim Groves moved, Rose Mumau seconded to approve the October 18, 2018 meeting minutes as presented. Vote - All Approved.

### Treasurer's Report and Bill List

Renee Hayes presented the Treasurer's Report and Bills List. Alan Shaddinger moved, Deb Merritt seconded to accept the Treasurer's Report and approve the Bills List with payment of \$67.60 for the Meadville Tribune and \$34.00 for Butcher & Winkler, as presented. Vote - All Approved. The Management Committee reviewed the Year End Financial Review Report for 2018. Alan Shaddinger moved, Rose Mumau seconded to accept the Year End Financial Review Report for 2018. Vote - All Approved.

### Public Comment

Jeff Amon noted the Second Addendum to the Articles of Agreement was signed on December 17, 2019 with Berkheimer, Inc. allowing them to continue the collection of Earned Income Taxes, until December 31, 2025.

There is no update on House Bill No. 291 for the collection of EIT revenues by the state at this time.

Insurance Coverage was discussed and it has been determined that the Crawford County TCC needs covered as a group instead of under each entity.

### Business

#### Reorganization Meeting

Rose Mumau moved, Deb Merritt seconded to approve the reappointment of Jeff Amon as Chairman, Cindy McCoy as Vice Chairman, Jill Dunlap as Secretary and Renee Hayes as Treasurer, Bryan Hobson, Tim Groves, Alan Shaddinger, Jill Dunlap and Renee Hayes as the Management Committee. Vote - All Approved. Alan Shaddinger moved, Cindy McCoy seconded to approve the appointment of Kevin Cole, Beth Forbes, Guy O'Neil and to appoint alternates Tammy Bidwell and Ann Hulse on

the Tax Appeal Code Board, Butcher & Winkler as Solicitor and First National Bank as Depository. Vote - All Approved. Alan Shaddinger moved, Cindy McCoy seconded to approve EMC Insurance thru Matson Insurance Agency, 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.

Adopt 2019 Budget and Allocation Amounts

Rose Mumau moved, Deb Merritt seconded to approve the Proposed 2019 Budget and the Allocation Amounts, as presented. Payments would not need to be made this year by each entity. Vote - All Approved.

Good of the Order

All municipal representatives need to provide their Financial Interest Form by May 1, 2019 to Jill Dunlap.

The next meeting would be held on October 17, 2019.

Cindy McCoy moved, Renee Hayes seconded to adjourn the meeting at 6:25 p.m. Vote - All Approved.

Respectfully Submitted,

*Jill M. Dunlap*

Jill M. Dunlap, Crawford County Tax Collection Committee Secretary

1:15 PM

09/06/19

Accrual Basis

**Crawford County Tax Collection Committee**  
**Trial Balance**  
As of October 31, 2019

	Oct 31, 19	
	Debit	Credit
First National Bank	9,052.41	
Accounts Payable	0.00	
Unrestricted Net Assets		13,266.63
Contract Services:Legal Fees	34.00	
Operations:Legal Notices	67.60	
Operations:Website Development	119.64	
Other Types of Expenses:Insurance - Liability, D and O:Gen.Liab. & POE&O	3,920.00	
Other Types of Expenses:Insurance - Liability, D and O:Treasurer's Bond	120.00	
Interest/Checking Acct.		47.02
<b>TOTAL</b>	<b>13,313.65</b>	<b>13,313.65</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 16, 2020  
\*April 16, 2020  
\*July 16, 2020  
October 15, 2020

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.

\*\*\*\*\*

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, 2020 to December 31, 2020**  
**Budget Allocation by Municipality (Revenue Formula)**

Proposed Budget - presented October 17, 2019

EIT Revenue from Berkheimer Act 32 Report - January 2018 to December 2018  
 need updated from Bryan Estimated 2020 Budget = **10,000**

County	Municipality	EIT Revenue	Percentage	Allocation
	<b>CONNEAUT SD</b>	<b>\$1,395,131</b>	9.4303%	943.03
CRAWFORD	BEAVER TWP	\$55,580	0.3757%	37.57
CRAWFORD	CONNEAUT LAKE BORO	\$51,827	0.3503%	35.03
CRAWFORD	CONNEAUT TWP	\$92,699	0.6266%	62.66
CRAWFORD	CONNEAUVILLE BORO	\$59,809	0.4043%	40.43
CRAWFORD	EAST FALLOWFIELD TWP	\$105,756	0.7149%	71.49
CRAWFORD	GREENWOOD TWP	\$114,805	0.7760%	77.60
CRAWFORD	LINESVILLE BORO	\$77,676	0.5250%	52.50
CRAWFORD	NORTH SHENANGO TWP	\$74,553	0.5039%	50.39
CRAWFORD	PINE TWP	\$33,263	0.2248%	22.48
CRAWFORD	SADSBURY TWP	\$307,377	2.0777%	207.77
CRAWFORD	SPRING TWP	\$110,727	0.7484%	74.84
CRAWFORD	SPRINGBORO BORO	\$29,536	0.1996%	19.96
CRAWFORD	SUMMERHILL TWP	\$87,579	0.5920%	59.20
CRAWFORD	SUMMIT TWP	\$172,950	1.1690%	116.90
CRAWFORD	WEST FALLOWFIELD TWP	\$46,421	0.3138%	31.38
	<b>CRAWFORD CENTRAL SD</b>	<b>\$2,542,460</b>	17.1856%	1,718.56
CRAWFORD	COCHRANTON BORO	\$96,831	0.6545%	65.45
CRAWFORD	EAST FAIRFIELD TWP	\$73,978	0.5000%	50.00
CRAWFORD	FAIRFIELD TWP	\$92,539	0.6255%	62.55
CRAWFORD	MEADVILLE CITY	\$967,158	6.5374%	653.74
CRAWFORD	UNION TWP	\$88,057	0.5952%	59.52
CRAWFORD	VERNON TWP	\$612,260	4.1385%	413.85
CRAWFORD	WAYNE TWP	\$146,588	0.9909%	99.09
CRAWFORD	WEST MEAD TWP	\$555,434	3.7544%	375.44
MERCER	FRENCH CREEK TWP	\$60,818	0.4111%	41.11
	<b>JAMESTOWN AREA SD</b>	<b>\$288,775</b>	1.9520%	195.20
CRAWFORD	SOUTH SHENANGO TWP	\$139,701	0.9443%	94.43
CRAWFORD	WEST SHENANGO TWP	\$28,398	0.1920%	19.20
MERCER	GREENE TWP	\$100,306	0.6780%	67.80
MERCER	JAMESTOWN BORO	\$47,935	0.3240%	32.40
	<b>PENNCREST SD</b>	<b>\$2,008,802</b>	13.5784%	1,357.84
CRAWFORD	ATHENS TWP	\$55,513	0.3752%	37.52
CRAWFORD	BLOOMING VALLEY BORO	\$34,299	0.2318%	23.18
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$325,825	2.2024%	220.24
CRAWFORD	CAMBRIDGE TWP	\$145,910	0.9863%	98.63
CRAWFORD	CUSSEWAGO TWP	\$151,197	1.0220%	102.20
CRAWFORD	EAST MEAD TWP	\$131,550	0.8892%	88.92
CRAWFORD	HAYFIELD TWP	\$280,035	1.8929%	189.29
CRAWFORD	RANDOLPH TWP	\$142,657	0.9643%	96.43
CRAWFORD	RICHMOND TWP	\$127,270	0.8603%	86.03
CRAWFORD	ROCKDALE TWP	\$105,544	0.7134%	71.34
CRAWFORD	SAEGERTOWN BORO	\$77,352	0.5229%	52.29
CRAWFORD	STEBEN TWP	\$61,432	0.4152%	41.52
CRAWFORD	TOWNVILLE BORO	\$23,078	0.1560%	15.60
CRAWFORD	TROY TWP	\$93,262	0.6304%	63.04
CRAWFORD	VENANGO BORO	\$16,340	0.1104%	11.04
CRAWFORD	VENANGO TWP	\$97,488	0.6590%	65.90
CRAWFORD	WOODCOCK BORO	\$13,190	0.0892%	8.92
CRAWFORD	WOODCOCK TWP	\$271,300	1.8338%	183.38
VENANGO	PLUM TWP	\$84,746	0.5728%	57.28
	<b>TITUSVILLE AREA SD</b>	<b>\$940,911</b>	6.3600%	636.00
CRAWFORD	CENTERVILLE BORO	\$13,180	0.0891%	8.91
CRAWFORD	HYDETOWN BORO	\$35,578	0.2405%	24.05
CRAWFORD	OIL CREEK TWP	\$146,177	0.9881%	98.81
CRAWFORD	ROME TWP	\$108,342	0.7323%	73.23
CRAWFORD	TITUSVILLE CITY	\$337,876	2.2839%	228.39
VENANGO	ALLEGHENY TWP	\$20,273	0.1370%	13.70
VENANGO	CHERRYTREE TWP	\$130,111	0.8795%	87.95
VENANGO	OILCREEK TWP	\$64,235	0.4342%	43.42
VENANGO	PLEASANTVILLE BORO	\$56,869	0.3844%	38.44
WARREN	SOUTHWEST TWP	\$36,884	0.2493%	24.93
		<b>\$14,794,150</b>		<b>10,000</b>

**Crawford County Tax Collection Committee  
January 1, 2020 to December 31, 2020**

**Proposed Budget - presented October 17, 2019**

<b>Budget Item</b>	<b>2020 Amount</b>	<b>2020 Total</b>	<b>Using 2019 Actual Amounts</b>
<b>BEGINNING FUND BALANCE 01-01-2020</b>	<b>7,740.00</b>	<b>\$ 7,740.00</b>	\$ 7,740.00
<b>REVENUES</b>			
DCED SMS Grant	-		
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00		\$ -
Interest	50.00		\$ 67.00
<b>TOTAL REVENUES</b>		<b>\$ 10,050.00</b>	\$ 7,807.00
<b>EXPENDITURES</b>			
Professional Services (Auditor, Solicitor)	5,000.00		\$ 34.00
Insurance & Bonding	5,000.00		\$ 4,040.00
Advertising	1,000.00		\$ 68.00
Administration	1,250.00		\$ 1,250.00
Education & Training	500.00		\$ -
Website	250.00		\$ 120.00
<b>TOTAL EXPENDITURES</b>		<b>\$ 13,000.00</b>	\$ 5,512.00
<b>YEAR END FUND BALANCE 12-31-2020</b>		<b>\$ 4,790.00</b>	\$ 8,154.00