

# Crawford County Tax Collection Committee Agenda - January 16, 2020

- I. Call to Order
    - 1. Pledge of Allegiance
    - 2. Question of Quorum
  
  - II. Minutes
    - 1. Approval of Minutes of October 17, 2019 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 2019
  
  - 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 Tammy Bidwell 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 2020 Budget and Allocation Amounts
  
    - 3. Bill Leonard from Berkheimer, Inc. to provide updated information
- 
- VI. Good of the Order
- 
- VII. Next meeting will be October 15, 2020
- 
- VIII. Adjournment

**Crawford County Tax Collection Committee**  
**Minutes**  
**October 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 30 voting delegates was present as shown on the attendance sheet.

Jeff Amon announced Secretary Jill Dunlap's absence due to recovering from surgery.

Jeff Amon welcomed Marc Kirchner as the new delegate for Saegertown Boro.

Minutes

Tim Groves moved, Alan Shaddinger seconded to approve the January 17, 2019 meeting minutes as presented. Vote - All Approved. No meeting was held on April 18, 2019 or July 18, 2019 as there was no business to conduct.

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 \$1000.00 for the use of West Mead Township building and secretarial services and \$250.00 to Woodcock Township for treasurer services, as presented. Vote - All Approved.

Public Comment

Jeff Amon reported there is no update on House Bill No. 291 for the collection of EIT revenues by the state at this time. Their website has not changed; there were no alerts from Berkheimer. He will continue to monitor and keep the committee informed.

Business

2020 Meeting Dates and Advertisement

Cindy McCoy moved, Alan seconded to approve the 2020 Meeting Dates and authorize the Secretary to advertise in December. Vote- All approved.

## Presentation of Proposed 2020 Budget and Allocation Amounts

Jeff Amon presented the 2020 budget noting a correction to the Year End Fund Balance should be \$2295.00 instead of \$8154.00. He stated allocation amounts should be collected in 2020, as in past years we've collected every other year to try to maintain a balance in the checking account for the ever-rising cost of insurance and other noted expenditures. The 2020 Budget would be considered for approval at the January 16, 2020 meeting.

## Reorganizational Meeting of January 16, 2020

The Reorganizational Meeting will occur on January 16, 2020 at which time the election of Officers, Management Committee and any other various positions, adoption of the 2020 Budget and Allocation Amounts, presentation of Financial Review Report and 2019 Audit would take place.

## Good of the Order

None

The next meeting would be held on January 16, 2020.

Rose Mumau moved, Kevin Cole seconded to adjourn the meeting at 6:17 p.m. Vote- All Approved.

Respectfully Submitted,

*Renee D. Hayes*

Renee D. Hayes, Crawford County Tax Collection Committee Treasurer

# CRAWFORD COUNTY TAX COLLECTION COMMITTEE



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

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

Telephone: (814) 336-1271

December 12, 2019

Crawford County Tax Collection Committee

Re: Tax Collection Committee Financial Report Audit for 2019

To All Tax Collection Committee Representatives:

This is to advise you that at their December 12, 2019 meeting, the Crawford County Tax Collection Management Committee reviewed the 2019 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 2019.

Very truly yours,  
Crawford County Tax Collection Management Committee

*Jeff Amon*  
Jeff Amon  
Chairman

*Cindy McCoy*  
Cindy McCoy  
Vice Chairman

*Tim Groves*  
Tim Groves  
Management Committee

*Alan Shaddinger*  
Alan Shaddinger  
Management Committee

*Jill Dunlap*  
Jill Dunlap  
Secretary

3:22 PM

# Crawford County Tax Collection Committee

01/06/20

## Trial Balance

Accrual Basis

As of December 31, 2019

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	Dec 31, 19	
	Debit	Credit
First National Bank	7,821.01	
Accounts Payable	0.00	
Unrestricted Net Assets		13,266.63
Contract Services:Legal Fees	34.00	
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	3,920.00	
Other Types of Expenses:Insurance - Liability, D and O:Treasurer's Bond	120.00	
Interest/Checking Acct.		65.62
<b>TOTAL</b>	<b>13,332.25</b>	<b>13,332.25</b>

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

**Adopted Budget - presented January 16, 2020**

<b>Budget Item</b>	<b>Amount</b>	<b>Total</b>
<b>BEGINNING FUND BALANCE 01-01-2020</b>	<b>7,740.00</b>	<b>\$ 7,740.00</b>
<b>REVENUES</b>		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00	
Interest	50.00	
<b>TOTAL REVENUES</b>		<b>\$ 10,050.00</b>
<b>EXPENDITURES</b>		
Professional Services (Auditor, Solicitor)	5,000.00	
Insurance & Bonding	5,000.00	
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 12-31-2020</b>		<b>\$ 4,790.00</b>

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

**Adopted Budget - presented January 16, 2020**

<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>	\$ 2,295.00

**Crawford County Tax Collection Committee**  
**January 1, 2020 to December 31, 2020**  
**Budget Allocation by Municipality (Revenue Formula)**

**Adopted Budget - presented January 16, 2020**

EIT Revenue from Berkheimer Act 32 Report - January 2018 to December 2018

Estimated 2020 Budget = **10,000**

County	Municipality	EIT Revenue	Percentage	Allocation
	<b>CONNEAUT SD</b>	<b>\$1,443,343</b>	9.2729%	927.29
CRAWFORD	BEAVER TWP	\$57,255	0.3678%	36.78
CRAWFORD	CONNEAUT LAKE BORO	\$49,622	0.3188%	31.88
CRAWFORD	CONNEAUT TWP	\$94,614	0.6079%	60.79
CRAWFORD	CONNEAUVILLE BORO	\$53,891	0.3462%	34.62
CRAWFORD	EAST FALLOWFIELD TWP	\$107,157	0.6884%	68.84
CRAWFORD	GREENWOOD TWP	\$119,748	0.7693%	76.93
CRAWFORD	LINESVILLE BORO	\$81,671	0.5247%	52.47
CRAWFORD	NORTH SHENANGO TWP	\$78,681	0.5055%	50.55
CRAWFORD	PINE TWP	\$35,741	0.2296%	22.96
CRAWFORD	SADSBURY TWP	\$337,908	2.1709%	217.09
CRAWFORD	SPRING TWP	\$112,814	0.7248%	72.48
CRAWFORD	SPRINGBORO BORO	\$30,179	0.1939%	19.39
CRAWFORD	SUMMERHILL TWP	\$88,808	0.5706%	57.06
CRAWFORD	SUMMIT TWP	\$172,487	1.1082%	110.82
CRAWFORD	WEST FALLOWFIELD TWP	\$48,256	0.3100%	31.00
	<b>CRAWFORD CENTRAL SD</b>	<b>\$2,686,676</b>	17.2608%	1,726.08
CRAWFORD	COCHRANTON BORO	\$95,927	0.6163%	61.63
CRAWFORD	EAST FAIRFIELD TWP	\$83,152	0.5342%	53.42
CRAWFORD	FAIRFIELD TWP	\$101,755	0.6537%	65.37
CRAWFORD	MEADVILLE CITY	\$1,174,787	7.5475%	754.75
CRAWFORD	UNION TWP	\$87,826	0.5642%	56.42
CRAWFORD	VERNON TWP	\$660,483	4.2433%	424.33
CRAWFORD	WAYNE TWP	\$147,883	0.9501%	95.01
CRAWFORD	WEST MEAD TWP	\$587,035	3.7715%	377.15
MERCER	FRENCH CREEK TWP	\$68,130	0.4377%	43.77
	<b>JAMESTOWN AREA SD</b>	<b>\$296,193</b>	1.9029%	190.29
CRAWFORD	SOUTH SHENANGO TWP	\$141,176	0.9070%	90.70
CRAWFORD	WEST SHENANGO TWP	\$30,796	0.1979%	19.79
MERCER	GREENE TWP	\$102,943	0.6614%	66.14
MERCER	JAMESTOWN BORO	\$51,013	0.3277%	32.77
	<b>PENNCREST SD</b>	<b>\$2,067,416</b>	13.2823%	1,328.23
CRAWFORD	ATHENS TWP	\$54,846	0.3524%	35.24
CRAWFORD	BLOOMING VALLEY BORO	\$39,528	0.2540%	25.40
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$318,049	2.0433%	204.33
CRAWFORD	CAMBRIDGE TWP	\$145,821	0.9368%	93.68
CRAWFORD	CUSSEWAGO TWP	\$157,833	1.0140%	101.40
CRAWFORD	EAST MEAD TWP	\$129,484	0.8319%	83.19
CRAWFORD	HAYFIELD TWP	\$287,569	1.8475%	184.75
CRAWFORD	RANDOLPH TWP	\$150,601	0.9675%	96.75
CRAWFORD	RICHMOND TWP	\$133,065	0.8549%	85.49
CRAWFORD	ROCKDALE TWP	\$108,325	0.6959%	69.59
CRAWFORD	SAEGERTOWN BORO	\$85,855	0.5516%	55.16
CRAWFORD	STEBEN TWP	\$64,844	0.4166%	41.66
CRAWFORD	TOWNVILLE BORO	\$25,646	0.1648%	16.48
CRAWFORD	TROY TWP	\$94,688	0.6083%	60.83
CRAWFORD	VENANGO BORO	\$18,320	0.1177%	11.77
CRAWFORD	VENANGO TWP	\$100,679	0.6468%	64.68
CRAWFORD	WOODCOCK BORO	\$13,261	0.0852%	8.52
CRAWFORD	WOODCOCK TWP	\$279,618	1.7964%	179.64
VENANGO	PLUM TWP	\$82,259	0.5285%	52.85
	<b>TITUSVILLE AREA SD</b>	<b>\$986,177</b>	6.3358%	633.58
CRAWFORD	CENTERVILLE BORO	\$11,935	0.0767%	7.67
CRAWFORD	HYDETOWN BORO	\$40,903	0.2628%	26.28
CRAWFORD	OIL CREEK TWP	\$152,593	0.9803%	98.03
CRAWFORD	ROME TWP	\$118,261	0.7598%	75.98
CRAWFORD	TITUSVILLE CITY	\$351,178	2.2562%	225.62
VENANGO	ALLEGHENY TWP	\$23,780	0.1528%	15.28
VENANGO	CHERRYTREE TWP	\$131,285	0.8435%	84.35
VENANGO	OILCREEK TWP	\$63,049	0.4051%	40.51
VENANGO	PLEASANTVILLE BORO	\$62,809	0.4035%	40.35
WARREN	SOUTHWEST TWP	\$37,559	0.2413%	24.13
		<b>\$15,565,190</b>		<b>10,000</b>