

Crawford County Tax Collection Committee Agenda - October 21, 2021

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

- II. Minutes
 - 1. Approval of Minutes of January 21, 2021 Meeting

- III. Treasurer's Report and Bill List
 - 1. Accept Treasurer's Report and Approve Bill List

- IV. Public Comment

- V. Business
 - 1. Discuss DCED Questionnaire and Zoom Meeting held on October 13, 2021.
 - 2. Approve 2022 Meeting Dates and authorize Secretary to advertise in December.
 - 3. Presentation of Proposed 2022 Budget and Allocation Amounts.
 - 4. Consider Resolution No. 2021 -1 to enable Berkheimer Inc. to deduct the 2021 allocation payment from the taxing entities of the Crawford County Tax Collection Committee and then remit the allocation directly to the Crawford County Tax Collection Committee; with the deduction and allocation payment to take place in February of 2022.
 - 5. Reorganizational Meeting to occur January 20, 2022 at which time the election of Officers, Management Committee and various positions, adoption of 2022 Budget and presentation of Financial Review Report would take place.

- VI. Good of the Order

- VII. Next meeting will be January 20, 2022

- VIII. Adjournment

Crawford County Tax Collection Committee

Minutes

January 21, 2021

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 25 voting delegates was present as shown on the attendance sheet.

Minutes

Jeff Amon moved by unanimous consent (there was no second) to approve the January 16, 2020 meeting minutes as presented. There was no October 15, 2020 meeting due to the CoronaVirus COVID-19 Pandemic. Vote - All Approved.

Treasurer's Report and Bill List

Renee Hayes presented the Treasurer's Report and Bills List. Jeff Amon moved by unanimous consent (there was no second) to accept the Treasurer's Report and approve the Bills List with payment of \$72.00 for the Meadville Tribune, as presented. Vote - All Approved. The Management Committee reviewed the Year End Financial Review Report for 2021. Jeff Amon moved by unanimous consent (there was no second) to accept the Year End Financial Review Report for 2021. Vote - All Approved.

Public Comment

None

Business

Reorganization Meeting

Jeff Amon moved by unanimous consent (there was no second) to approve the appointment of Jeff Amon as Chairman, Bruce Drake as Vice Chairman, Jill Dunlap as Secretary and Renee Hayes as Treasurer for a 2 year term ending December 31, 2022. Vote- All Approved.

Jeff Amon moved by unanimous consent (there was no second) to approve the appointment of Bryan Hobson, Tim Groves, Alan Shaddinger, Jill Dunlap and Renee Hayes as the Management Committee, Kevin Cole, Beth Forbes, Guy O'Neil and 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.

Jeff Amon moved by unanimous consent (there was no second) to approve Euclid Public Sector 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 2021 Budget and Allocation Amounts

Jeff Amon moved by unanimous consent (there was no second) to approve the Proposed 2021 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, 2021 to Jill Dunlap.

The next meeting would be held on October 21, 2021.

Jeff Amon moved by unanimous consent (there was no second) to adjourn the meeting at 6:34 p.m. Vote - All Approved.

Respectfully Submitted,

Jill M. Dunlap

Jill M. Dunlap, Crawford County Tax Collection Committee Secretary

The Crawford County Tax Collection Committee would like to announce the schedule of their 2022 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 20, 2022
*April 21, 2022
*July 21, 2022
October 20, 2022

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, 2022 to December 31, 2022
Budget Allocation by Municipality (Revenue Formula)

Proposed Budget - presented October 21, 2021

EIT Revenue from Berkheimer Act 32 Report - January 2020 to December 2020

Estimated 2022 Budget = **10,000**

County	Municipality	EIT Revenue	Percentage	Allocation
	CONNEAUT SD	\$1,432,632	9.3961%	939.61
CRAWFORD	BEAVER TWP	\$59,914	0.3930%	39.30
CRAWFORD	CONNEAUT LAKE BORO	\$55,082	0.3613%	36.13
CRAWFORD	CONNEAUT TWP	\$98,529	0.6462%	64.62
CRAWFORD	CONNEAUVILLE BORO	\$52,654	0.3453%	34.53
CRAWFORD	EAST FALLOWFIELD TWP	\$113,987	0.7476%	74.76
CRAWFORD	GREENWOOD TWP	\$116,503	0.7641%	76.41
CRAWFORD	LINESVILLE BORO	\$81,989	0.5377%	53.77
CRAWFORD	NORTH SHENANGO TWP	\$85,497	0.5607%	56.07
CRAWFORD	PINE TWP	\$40,065	0.2628%	26.28
CRAWFORD	SADSBURY TWP	\$310,751	2.0381%	203.81
CRAWFORD	SPRING TWP	\$116,415	0.7635%	76.35
CRAWFORD	SPRINGBORO BORO	\$27,768	0.1821%	18.21
CRAWFORD	SUMMERHILL TWP	\$90,949	0.5965%	59.65
CRAWFORD	SUMMIT TWP	\$170,593	1.1189%	111.89
CRAWFORD	WEST FALLOWFIELD TWP	\$47,050	0.3086%	30.86
	CRAWFORD CENTRAL SD	\$2,591,918	16.9995%	1,699.95
CRAWFORD	COCHRANTON BORO	\$96,062	0.6300%	63.00
CRAWFORD	EAST FAIRFIELD TWP	\$82,396	0.5404%	54.04
CRAWFORD	FAIRFIELD TWP	\$104,054	0.6825%	68.25
CRAWFORD	MEADVILLE CITY	\$968,843	6.3543%	635.43
CRAWFORD	UNION TWP	\$90,402	0.5929%	59.29
CRAWFORD	VERNON TWP	\$606,998	3.9811%	398.11
CRAWFORD	WAYNE TWP	\$143,653	0.9422%	94.22
CRAWFORD	WEST MEAD TWP	\$569,224	3.7333%	373.33
MERCER	FRENCH CREEK TWP	\$68,309	0.4480%	44.80
	JAMESTOWN AREA SD	\$291,636	1.9127%	191.27
CRAWFORD	SOUTH SHENANGO TWP	\$141,726	0.9295%	92.95
CRAWFORD	WEST SHENANGO TWP	\$29,503	0.1935%	19.35
MERCER	GREENE TWP	\$106,787	0.7004%	70.04
MERCER	JAMESTOWN BORO	\$48,152	0.3158%	31.58
	PENNCREST SD	\$2,102,244	13.7879%	1,378.79
CRAWFORD	ATHENS TWP	\$49,676	0.3258%	32.58
CRAWFORD	BLOOMING VALLEY BORO	\$40,825	0.2678%	26.78
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$348,371	2.2848%	228.48
CRAWFORD	CAMBRIDGE TWP	\$148,694	0.9752%	97.52
CRAWFORD	CUSSEWAGO TWP	\$161,881	1.0617%	106.17
CRAWFORD	EAST MEAD TWP	\$135,079	0.8859%	88.59
CRAWFORD	HAYFIELD TWP	\$294,758	1.9332%	193.32
CRAWFORD	RANDOLPH TWP	\$157,649	1.0340%	103.40
CRAWFORD	RICHMOND TWP	\$129,286	0.8479%	84.79
CRAWFORD	ROCKDALE TWP	\$110,025	0.7216%	72.16
CRAWFORD	SAEGERTOWN BORO	\$87,702	0.5752%	57.52
CRAWFORD	STEBEN TWP	\$62,505	0.4099%	40.99
CRAWFORD	TOWNVILLE BORO	\$28,043	0.1839%	18.39
CRAWFORD	TROY TWP	\$93,082	0.6105%	61.05
CRAWFORD	VENANGO BORO	\$16,125	0.1058%	10.58
CRAWFORD	VENANGO TWP	\$101,088	0.6630%	66.30
CRAWFORD	WOODCOCK BORO	\$11,926	0.0782%	7.82
CRAWFORD	WOODCOCK TWP	\$284,473	1.8658%	186.58
VENANGO	PLUM TWP	\$84,095	0.5515%	55.15
	TITUSVILLE AREA SD	\$974,114	6.3889%	638.89
CRAWFORD	CENTERVILLE BORO	\$14,316	0.0939%	9.39
CRAWFORD	HYDETOWN BORO	\$39,973	0.2622%	26.22
CRAWFORD	OIL CREEK TWP	\$155,366	1.0190%	101.90
CRAWFORD	ROME TWP	\$116,797	0.7660%	76.60
CRAWFORD	TITUSVILLE CITY	\$348,205	2.2838%	228.38
VENANGO	ALLEGHENY TWP	\$22,463	0.1473%	14.73
VENANGO	CHERRYTREE TWP	\$125,269	0.8216%	82.16
VENANGO	OILCREEK TWP	\$62,593	0.4105%	41.05
VENANGO	PLEASANTVILLE BORO	\$62,227	0.4081%	40.81
WARREN	SOUTHWEST TWP	\$38,149	0.2502%	25.02
		\$15,247,040		10,000

**Crawford County Tax Collection Committee
January 1, 2022 to December 31, 2022**

Proposed Budget - presented October 21, 2021

Budget Item	Amount	Total
BEGINNING FUND BALANCE 01-01-2022	9,427.00	\$ 9,427.00
REVENUES		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00	
Interest	12.00	
TOTAL REVENUES		\$ 10,012.00
EXPENDITURES		
Professional Services (Auditor, Solicitor)	2,000.00	
Insurance & Bonding	4,000.00	
Advertising	1,000.00	
Administration	1,250.00	
Education & Training	500.00	
Website	250.00	
TOTAL EXPENDITURES		\$ 9,000.00
YEAR END FUND BALANCE 12-31-2022		\$ 10,439.00

**Crawford County Tax Collection Committee
January 1, 2022 to December 31, 2022**

Proposed Budget - presented October 21, 2021

Budget Item	2022 Amount	2022 Total	Using 2021 Actual Amounts
BEGINNING FUND BALANCE 01-01-2022	9,427.00	\$ 9,427.00	\$ 9,427.00
REVENUES			
DCED SMS Grant	-		
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00		\$ -
Interest	12.00		\$ 12.00
TOTAL REVENUES		\$ 10,012.00	\$ 9,439.00
EXPENDITURES			
Professional Services (Auditor, Solicitor)	2,000.00		\$ -
Insurance & Bonding **	4,000.00		\$ 120.00
Advertising	1,000.00		\$ 72.00
Administration	1,250.00		\$ 1,250.00
Education & Training	500.00		\$ -
Website	250.00		\$ 120.00
TOTAL EXPENDITURES		\$ 9,000.00	\$ 1,562.00
YEAR END FUND BALANCE 12-31-2022		\$ 10,439.00	\$ 9,427.00

**insurance was paid at end of 2020 so not included in 2021 figures

Crawford County Tax Collection Committee

9/15/2021 1:44 PM

Register: First National Bank

From 01/01/2021 through 09/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/11/2021	1078	THE MEADVILLE ...	Operations:Legal Notices		72.00	X		9,657.48
01/31/2021			Interest/Checking Acct.	Interest		X	1.16	9,658.64
02/28/2021			Interest/Checking Acct.	Interest		X	1.11	9,659.75
03/31/2021			Interest/Checking Acct.	Interest		X	1.31	9,661.06
04/30/2021			Interest/Checking Acct.	Interest		X	1.19	9,662.25
05/31/2021			Interest/Checking Acct.	Interest		X	1.11	9,663.36
06/02/2021	1079	PROUDCITY INC.	Operations:Website De...		119.64	X		9,543.72
06/30/2021			Interest/Checking Acct.	Interest		X	1.14	9,544.86
06/30/2021	1080	Bush Insurance Agen...	Other Types of Expens...		120.00	X		9,424.86
07/31/2021			Interest/Checking Acct.	Interest		X	1.01	9,425.87
08/31/2021			Interest/Checking Acct.	Interest		X	1.07	9,426.94

**Tax Collection Committee
Crawford County, Pennsylvania**

Resolution No. 2021-1

A RESOLUTION TO AUTHORIZE BERKHEIMER INC. TO COLLECT AND REMIT TO THE CRAWFORD COUNTY TAX COLLECTION COMMITTEE THE FEES ASSESSED TO EACH TAXING DISTRICT FOR THE ANNUAL OPERATIONAL EXPENSES OF THE COMMITTEE

Whereas, the Tax Collection Committee is responsible under Pennsylvania Law for collection of the Earned Income Taxes for all taxing districts located within the Crawford County Tax Collection Area. Each Taxing District participating in and served by the Tax Collection Committee is assessed a fee, (which is apportioned based on Taxing District's population), each year to cover the Committee's operational and administrative expenses, which have historically been less than \$10,000.00 per year. The Committee has been informed that the Tax Collector that performs the tax collection services for the Taxing Districts in the Tax Collection Committee area, will make payment of the assessments of each Taxing District from the earned income taxes collected for that Taxing District, to the Committee. The Tax Collection Committee desires to authorize this means of receiving the assessments for the convenience it provides to both the Taxing Districts and the Committee.

Now, Therefore, Be It Resolved by the members of the Crawford County Tax Collection Committee (CCTCC), Crawford County, Pennsylvania, and it is hereby resolved by and with the authority thereof as follows:

Section 1. Authorization For Collection and Distribution of Annual Tax Collection Committee Assessment. Subject to applicable provisions of law, the Crawford County Tax Collection Committee hereby authorizes and directs Berkheimer Inc. the Tax Collector retained by the Tax Collection Committee, for the collection of Earned Income Taxes, to remit from the Earned Income Taxes collected for each Taxing District within the Crawford County area, the amount of the assessment made by the Tax Collection Committee for the calendar year in which the taxes are being collected.

Section 2. Effective Date. This resolution shall become effective immediately.

Resolved by the Members of the Crawford County Tax Collection Committee this _____
day of January 2022.

By: _____
Chairman

Attest:

By: _____
Secretary