

# Crawford County Tax Collection Committee

## Agenda - January 20, 2022

- I. Call to Order
    - 1. Pledge of Allegiance
    - 2. Question of Quorum
  
  - II. Minutes
    - 1. Approval of Minutes of October 21, 2021 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 2021
  
  - 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 vacant)
        - 3. Secretary (currently Jill Dunlap)
        - 4. Treasurer (currently Renee Hayes)
        - 5. Management Committee (currently Kristen Eckart, 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 2022 Budget and Allocation Amounts to be collected by Berkheimer Inc
  
    - 3. Bill Leonard of Berkheimer Inc will be present to answer any questions
- 
- VI. Good of the Order
- 
- VII. Next meeting will be October 20, 2022
- 
- VIII. Adjournment

# Crawford County Tax Collection Committee

## Minutes

October 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 discussed relaxing the rules to approve by unanimous consent. Jill Dunlap noted she preferred to do approvals by motions and seconds to keep everyone involved. Rose Mumau and Kathleen Wheelock also expressed their viewpoints. Alan Shaddinger moved, Renee Hayes seconded to approve the January 21, 2021 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, Kevin Cole seconded to accept the Treasurer's Report and approve the Bills List, as presented. Vote - All Approved.

### Public Comment

Introductions were done by all in attendance.

### Business

#### DCED Questionnaire and Zoom Meeting on October 13, 2021

Jeff Amon listened to the Zoom Meeting held by DCED with representatives from various Tax Collector Committees from around the Commonwealth. He noted there were 63 participants and 32 responded to the questionnaire. He reviewed the Tax Collector Committee Conversation PowerPoint document that was presented. This will be posted on the website for anyone interested.

#### Approve 2022 Meeting Dates and Authorize Advertisement

Kathleen Wheelock moved, Renee Hayes seconded to approve the 2022 Meeting Dates and authorize the Secretary to advertise in December. Vote- All approved.

#### Replacement of Bryan Hobson on Management Committee

Rose Mumau moved, Alan Shaddinger seconded to appoint Kristen Eckart to replace Bryan Hobson on the Management Committee to fulfill the vacancy left through the end of his term. Vote - All Approved.

## Presentation of Proposed 2022 Budget and Allocation Amounts

Jeff Amon discussed the 2022 Budget. He stated allocation amounts should be collected in 2022, as in past years we've collected every other year to try to maintain a balance in the checking account for insurance and other noted expenditures. The 2022 Budget would be considered for approval at the January 20, 2022 meeting.

## Resolution No. 2021 - 1 for Berkheimer Inc to Collect the Allocation Amounts

Resolution No. 2021 -1 would enable Berkheimer Inc to deduct the 2022 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. Bill Leonard noted similar resolutions have been passed in other counties and this would eliminate invoices and reminder emails as well as alleviate the extra work in trying to get the monies collected from each entity. One check would be provided to the Treasurer in late February. Renee Hayes moved, Kristen Eckart seconded to approve Resolution No. 2021 -1, as presented. Kevin Cole and Rose Mumau noted this seemed a better way to collect the fees at no charge from Berkheimer. Vote - All Approved.

## Reorganizational Meeting of January 20, 2022

The Reorganizational Meeting will occur on January 20, 2022 at which time the election of Officers, Management Committee and any other various positions, adoption of the 2022 Budget and Allocation Amounts, presentation of Financial Review Report would take place.

## Good of the Order

Kevin Cole questioned if the agendas are posted online or onsite due to the new regulations. All agendas and meeting packets are posted on the website at [www.crawfordcountytcc.org](http://www.crawfordcountytcc.org).

The next meeting would be held on January 20, 2022.

Rose Mumau moved, Kevin Cole seconded to adjourn the meeting at 7:15 p.m. Vote- All Approved.

Respectfully Submitted,

*Jill M. Dunlap*

Jill M. Dunlap, Crawford County Tax Collection Committee Secretary

Crawford County Tax Collection Committee

1/7/2022 3:29 PM

Register: First National Bank

From 09/16/2021 through 01/20/2022

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
09/30/2021			Interest/Checking Acct.	Interest		X	1.01	9,427.95
10/21/2021	1080	West Mead Twp	Operations:Admin-Use...		1,000.00	X		8,427.95
10/21/2021	1081	WOODCOCK TOW...	Operations:Administrat...		250.00	X		8,177.95
10/31/2021			Interest/Checking Acct.	Interest		X	0.97	8,178.92
11/05/2021	1082	Matson Insurance Ag...	Other Types of Expens...		2,507.00	X		5,671.92
11/30/2021			Interest/Checking Acct.	Interest		X	0.64	5,672.56
12/31/2021			Interest/Checking Acct.	Interest		X	0.53	5,673.09

# 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 9, 2021

Crawford County Tax Collection Committee

Re: Tax Collection Committee Financial Report Audit for 2021

To All Tax Collection Committee Representatives:

This is to advise you that at their December 9, 2021 management meeting, the Crawford County Tax Collection Management Committee members reviewed the 2021 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 2021.

Very truly yours,  
Crawford County Tax Collection Management Committee

*Jeff Amon*  
Jeff Amon  
Chairman

*Kristen Eckart*  
Kristen Eckart  
Management Committee

*Alan Shaddinger*  
Alan Shaddinger  
Management Committee

*Jill Dunlap*  
Jill Dunlap  
Secretary

**Crawford County Tax Collection Committee**  
**January 1, 2022 to December 31, 2022**  
**Budget Allocation by Municipality (Revenue Formula)**

**Adopted Budget - presented January 20, 2022**

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

Estimated 2022 Budget = **10,000**

County	Municipality	EIT Revenue	Percentage	Allocation
	<b>CONNEAUT SD</b>	<b>\$1,432,632</b>	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
	<b>CRAWFORD CENTRAL SD</b>	<b>\$2,591,918</b>	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
	<b>JAMESTOWN AREA SD</b>	<b>\$291,636</b>	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
	<b>PENNCREST SD</b>	<b>\$2,102,244</b>	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
	<b>TITUSVILLE AREA SD</b>	<b>\$974,114</b>	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
		<b>\$15,247,040</b>		<b>10,000</b>

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

**Adopted Budget - presented January 20, 2022**

<b>Budget Item</b>	<b>Amount</b>	<b>Total</b>
<b>BEGINNING FUND BALANCE 01-01-2022</b>	<b>9,427.00</b>	<b>\$ 9,427.00</b>
<b>REVENUES</b>		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00	
Interest	12.00	
<b>TOTAL REVENUES</b>		<b>\$ 10,012.00</b>
<b>EXPENDITURES</b>		
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	
<b>TOTAL EXPENDITURES</b>		<b>\$ 9,000.00</b>
<b>YEAR END FUND BALANCE 12-31-2022</b>		<b>\$ 10,439.00</b>

**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 **21<sup>st</sup>** day of **October, 2021**.

By: \_\_\_\_\_

*Jeffery R. Aron*  
**Chairman**

Attest:

By: \_\_\_\_\_

*[Signature]*  
**Secretary**