

# Crawford County Tax Collection Committee

## Agenda - February 16, 2023

- I. Call to Order
  1. Pledge of Allegiance
  2. Question of Quorum
  
- II. Minutes
  1. Approval of Minutes of October 20, 2022 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 2022
  
- 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 Cammie Mong)
      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) Tim Groves will be replaced with April Averill
      6. Tax Appeal Code Board (currently Kevin Cole, Beth Forbes, Guy O'Neil with alternates Tammy Bidwell and Ann Hulse) Guy O'Neil will be replaced with Rose Mumau
      7. Solicitor (currently Butcher & Winkler)
      8. Depository (currently First National Bank)
      9. Insurance (currently Euclid Public Sector 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 2023 Budget and No Allocation Amount to be collected by Berkheimer Inc
  
- VI. Discuss Update of Bylaws as recommended by the Management Committee
  
- VII. Financial Interest Statements due May 1, 2023
  
- VIII. Good of the Order
  
- IX. Next meeting will be October 19, 2023 or February 15, 2024
  
- X. Adjournment

**Crawford County Tax Collection Committee**  
**Minutes**  
**October 20, 2022**

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

Minutes

Jeff Amon moved, Renee Hayes seconded to approve the January 20, 2022 meeting minutes as presented. Vote - All Approved.

Treasurer's Report and Bill List

Renee Hayes presented the Treasurer's Report and Bills List. Jeff Amon moved, Deb Merritt seconded to accept the Treasurer's Report and approve the Bills List, as presented. Vote - All Approved.

Public Comment

Jeff Amon noted the DCED webinar information discussed at previous meetings has fallen by the wayside at the moment. He also noted the Management Committee would be meeting on November 17, 2022 to perform the 2022 Financial Review Report and Audit and discuss the upcoming insurance renewal and any other necessary issues.

Business

Approve 2023 Meeting Dates and Authorize Advertisement

Cammie Mong moved, Kristen Eckart seconded to approve the 2023 Meeting Dates and authorize the Secretary to advertise in December. Vote- All approved.

Presentation of Proposed 2023 Budget and Allocation Amounts

Jeff Amon discussed the 2023 Budget. He stated the Management Committee will be discussing allocation amounts. They should not be collected in 2023, 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. If allocations are recommended then the 2023 Budget will be updated and resent out by email to everyone. The 2023 Budget would be considered for approval at the January 19, 2023 meeting.

## Reorganizational Meeting of January 19, 2023

The Reorganizational Meeting will occur on January 19, 2023 at which time the election of Officers, Management Committee and any other various positions, adoption of the 2023 Budget and Allocation Amounts and presentation of Financial Review Report would take place.

### Good of the Order

Bill Leonard of Berkheimer, Inc was present and provided an update on the 5 year study and noted collections for our taxing areas are up by 8.41% and continue to grow.

Dorothy Gagen asked who residents should contact if they have specific tax questions. Bill Leonard stated he could be contacted with any questions.

The next meeting would be held on January 19, 2023.

Cammie Mong moved, Kristen Eckart seconded to adjourn the meeting at 6:32 p.m.  
Vote- All Approved.

Respectfully Submitted,

*Jill M. Dunlap*

Jill M. Dunlap, Crawford County Tax Collection Committee Secretary

Crawford County Tax Collection Committee

2/6/2023 2:31 PM

Register: First National Bank

From 10/20/2022 through 02/06/2023

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>
10/20/2022	1086	WEST MEAD TOW...	Operations:Admin-Use...		1,000.00	X		14,357.55
10/20/2022	1087	WOODCOCK TOW...	Operations:Administrat...		250.00	X		14,107.55
10/31/2022			Interest/Checking Acct.	Interest		X	8.48	14,116.03
11/30/2022			Interest/Checking Acct.	Interest		X	7.57	14,123.60
11/30/2022	1088	Matson Insurance Ag...	Other Types of Expens...		2,771.00	X		11,352.60
12/31/2022			Interest/Checking Acct.	Interest		X	6.66	11,359.26
01/12/2023	1089	THE MEADVILLE ...	Operations:Legal Notices		72.00	X		11,287.26
01/31/2023			Interest/Checking Acct.	Interest		X	6.46	11,293.72

# 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

November 17, 2022

Crawford County Tax Collection Committee

Re: Tax Collection Committee Financial Report Audit for 2022

To All Tax Collection Committee Representatives:

This is to advise you that at their November 17, 2022 management meeting, the Crawford County Tax Collection Management Committee members reviewed the 2022 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 2022.

Very truly yours,  
Crawford County Tax Collection Management Committee

*Jeff Amon*  
Jeff Amon  
Chairman

*Kristen Eckart*  
Kristen Eckart  
Management Committee

*Cammie Mong*  
Cammie Mong  
Management Committee

*Alan Shaddinger*  
Alan Shaddinger  
Management Committee

*Jill Dunlap*  
Jill Dunlap  
Secretary

**Crawford County Tax Collection Committee**  
**January 1, 2023 to December 31, 2023**  
**Budget Allocation by Municipality (Revenue Formula)**

**Adopted Budget - presented February 16, 2023**

EIT Revenue from Berkheimer Act 32 Report January 2021 to December 2021  
**Estimated 2023 Budget =** -

County	Municipality	EIT Revenue	Percentage	Allocation
	<b>CONNEAUT SD</b>	<b>\$1,503,057</b>	9.4666%	-
CRAWFORD	BEAVER TWP	\$66,466	0.4186%	-
CRAWFORD	CONNEAUT LAKE BORO	\$55,953	0.3524%	-
CRAWFORD	CONNEAUT TWP	\$105,569	0.6649%	-
CRAWFORD	CONNEAUVILLE BORO	\$58,630	0.3693%	-
CRAWFORD	EAST FALLOWFIELD TWP	\$113,186	0.7129%	-
CRAWFORD	GREENWOOD TWP	\$124,851	0.7863%	-
CRAWFORD	LINESVILLE BORO	\$88,139	0.5551%	-
CRAWFORD	NORTH SHENANGO TWP	\$87,558	0.5515%	-
CRAWFORD	PINE TWP	\$45,561	0.2870%	-
CRAWFORD	SADSBURY TWP	\$319,794	2.0141%	-
CRAWFORD	SPRING TWP	\$119,237	0.7510%	-
CRAWFORD	SPRINGBORO BORO	\$29,072	0.1831%	-
CRAWFORD	SUMMERHILL TWP	\$93,869	0.5912%	-
CRAWFORD	SUMMIT TWP	\$184,142	1.1598%	-
CRAWFORD	WEST FALLOWFIELD TWP	\$48,464	0.3052%	-
	<b>CRAWFORD CENTRAL SD</b>	<b>\$2,658,134</b>	16.7416%	-
CRAWFORD	COCHRANTON BORO	\$109,184	0.6877%	-
CRAWFORD	EAST FAIRFIELD TWP	\$87,153	0.5489%	-
CRAWFORD	FAIRFIELD TWP	\$106,707	0.6721%	-
CRAWFORD	MEADVILLE CITY	\$993,633	6.2582%	-
CRAWFORD	UNION TWP	\$83,583	0.5264%	-
CRAWFORD	VERNON TWP	\$621,773	3.9161%	-
CRAWFORD	WAYNE TWP	\$149,424	0.9411%	-
CRAWFORD	WEST MEAD TWP	\$574,812	3.6203%	-
MERCER	FRENCH CREEK TWP	\$79,943	0.5035%	-
	<b>JAMESTOWN AREA SD</b>	<b>\$318,565</b>	2.0064%	-
CRAWFORD	SOUTH SHENANGO TWP	\$151,077	0.9515%	-
CRAWFORD	WEST SHENANGO TWP	\$32,119	0.2023%	-
MERCER	GREENE TWP	\$120,340	0.7579%	-
MERCER	JAMESTOWN BORO	\$52,311	0.3295%	-
	<b>PENNCREST SD</b>	<b>\$2,208,752</b>	13.9113%	-
CRAWFORD	ATHENS TWP	\$54,420	0.3428%	-
CRAWFORD	BLOOMING VALLEY BORO	\$40,151	0.2529%	-
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$346,967	2.1853%	-
CRAWFORD	CAMBRIDGE TWP	\$163,422	1.0293%	-
CRAWFORD	CUSSEWAGO TWP	\$181,107	1.1407%	-
CRAWFORD	EAST MEAD TWP	\$140,869	0.8872%	-
CRAWFORD	HAYFIELD TWP	\$303,095	1.9090%	-
CRAWFORD	RANDOLPH TWP	\$163,408	1.0292%	-
CRAWFORD	RICHMOND TWP	\$140,924	0.8876%	-
CRAWFORD	ROCKDALE TWP	\$115,457	0.7272%	-
CRAWFORD	SAEGERTOWN BORO	\$98,226	0.6187%	-
CRAWFORD	STEBEN TWP	\$68,596	0.4320%	-
CRAWFORD	TOWNVILLE BORO	\$29,059	0.1830%	-
CRAWFORD	TROY TWP	\$90,249	0.5684%	-
CRAWFORD	VENANGO BORO	\$14,825	0.0934%	-
CRAWFORD	VENANGO TWP	\$108,058	0.6806%	-
CRAWFORD	WOODCOCK BORO	\$13,753	0.0866%	-
CRAWFORD	WOODCOCK TWP	\$290,373	1.8288%	-
VENANGO	PLUM TWP	\$89,242	0.5621%	-
	<b>TITUSVILLE AREA SD</b>	<b>\$1,011,481</b>	6.3706%	-
CRAWFORD	CENTERVILLE BORO	\$16,429	0.1035%	-
CRAWFORD	HYDETOWN BORO	\$42,401	0.2671%	-
CRAWFORD	OIL CREEK TWP	\$152,575	0.9610%	-
CRAWFORD	ROME TWP	\$125,938	0.7932%	-
CRAWFORD	TITUSVILLE CITY	\$359,000	2.2611%	-
VENANGO	ALLEGHENY TWP	\$25,558	0.1610%	-
VENANGO	CHERRYTREE TWP	\$125,520	0.7906%	-
VENANGO	OILCREEK TWP	\$66,432	0.4184%	-
VENANGO	PLEASANTVILLE BORO	\$68,357	0.4305%	-
WARREN	SOUTHWEST TWP	\$40,469	0.2549%	-
		<b>\$15,877,419</b>		-

**Crawford County Tax Collection Committee  
January 1, 2023 to December 31, 2023**

**Adopted Budget - presented February 16, 2023**

<b>Budget Item</b>	<b>Amount</b>	<b>Total</b>
<b>BEGINNING FUND BALANCE 01-01-2023</b>	<b>14,108.00</b>	<b>\$ 14,108.00</b>
<b>REVENUES</b>		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	-	
Interest	12.00	
<b>TOTAL REVENUES</b>		<b>\$ 12.00</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 12-31-2023</b>		<b>\$ 5,120.00</b>

**Crawford County Tax Collection Committee  
January 1, 2023 to December 31, 2023**

**Adopted Budget - presented February 16, 2023**

<b>Budget Item</b>	<b>2023 Amount</b>	<b>2023 Total</b>	<b>Using 2022 Actual Amounts</b>
<b>BEGINNING FUND BALANCE 01-01-2023</b>	<b>14,108.00</b>	<b>\$ 14,108.00</b>	<b>\$ 14,108.00</b>
<b>REVENUES</b>			
DCED SMS Grant	-		
Contributions from Munis & Districts (Detailed Analysis Attached)	-		\$ 10,000.00
Interest	12.00		\$ 38.00
<b>TOTAL REVENUES</b>		<b>\$ 12.00</b>	<b>\$ 10,038.00</b>
<b>EXPENDITURES</b>			
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		\$ 162.00
<b>TOTAL EXPENDITURES</b>		<b>\$ 9,000.00</b>	<b>\$ 1,604.00</b>
<b>YEAR END FUND BALANCE 12-31-2023</b>		<b>\$ 5,120.00</b>	<b>\$ 9,427.00</b>

\*\*insurance was paid in 2021 instead of in 2022