

Crawford County Tax Collection Committee

Agenda - February 15, 2024

- I. Call to Order
 - 1. Pledge of Allegiance
 - 2. Question of Quorum
- II. Minutes
 - 1. Approval of Minutes of February 16, 2023 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 2023
- 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, April Averill, Alan Shaddinger, Renee Hayes and Jill Dunlap)
 - 6. Tax Appeal Code Board (currently Kevin Cole, Beth Forbes, Rose Mumau with alternates Tammy Bidwell and Jill Reese)
 - 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-World Agency)
 - 11. Payment of regularly occurring bills as approved by the Management Committee
 - 2. Adopt 2024 Budget and Allocation Amount to be collected by Berkheimer Inc
- VI. Financial Interest Statements due May 1, 2024
- VII. Good of the Order
- VIII. Next meeting will be February 20, 2025
- IX. Adjournment

Crawford County Tax Collection Committee
Minutes
February 16, 2023

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. Jeff Amon welcomed new members and introductions were made by all.

Minutes

Jeff Amon moved, Renee Hayes seconded to approve the October 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, April Averill seconded to accept the Treasurer's Report and approve the Bills List with payment of \$72.00 for the Meadville Tribune, \$1,000.00 for West Mead Township, \$250.00 for Woodcock Township and \$2,771.00 for Matson Insurance, as presented. Vote - All Approved.

The Management Committee reviewed the Year End Financial Review Report for 2022. Jeff Amon moved, April Averill seconded to accept the Year End Financial Review Report and Treasurers Audit for 2022. Vote - All Approved.

Public Comment

None

Business

Reorganization Meeting

Rose Mumau moved, Donna Kean seconded to approve the appointment of Jeff Amon as Chairman, Cammie Young as Vice Chairman, Jill Dunlap as Secretary and Renee Hayes as Treasurer all for a 2 year term ending December 31, 2025. Vote- All Approved.

Jill Dunlap noted it just came to her attention that Ann Hulse is no longer a delegate to the Crawford County TCC so a replacement on the Tax Appeal Code Board would be necessary. Jill Reese offered to serve. Jill Reese moved, Donna Kean seconded to approve the appointment of Jill Reese as alternate on the Tax Appeal Code Board. Vote - All Approved.

Cammie Young moved, Alan Shaddinger seconded to approve the appointment of Kristen Eckart, April Averill, Alan Shaddinger, Jill Dunlap and Renee Hayes as the Management Committee, Kevin Cole, Beth Forbes, Rose Mumau and alternates Tammy Bidwell and Jill Reese on the Tax Appeal Code Board and Butcher & Winkler as Solicitor. Vote - All Approved.

April Averill moved, Alan Shaddinger seconded to approve First National Bank as Depository, Euclid Public Sector Insurance thru Matson Insurance Agency, Cincinnati Insurance thru Bush-World Insurance 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 2023 Budget and No Allocation Amount

Rose Mumau moved, Donna Kean seconded to approve the Proposed 2023 Budget and the No Allocation Amount, as presented. Allocation Amounts would not be due this year. Vote - All Approved.

Update of Bylaws

Jeff Amon provided background information on the number of yearly meetings, lack of quorum, length of meetings and possible changes to the current bylaws. Discussion was had on the efficiency of the committee and management committee members, advertisements and appointment of alternate and alternate delegates. The possibility of going to all Zoom meetings was discussed. Jill Reese and others agreed internet service is slow throughout various parts of the county so they were not in favor of that option. All present preferred meeting in person once a year to conduct necessary business. Alan Shaddinger noted we advertise quarterly meetings with a caveat that three meetings are only held if necessary. Jeff Amon and Alan Shaddinger indicated no changes to the bylaws would be necessary at this time. Donna Kean moved, Alan Shaddinger seconded to hold one meeting only a year unless otherwise necessary. Vote - All Approved.

Good of the Order

Bill Leonard discussed the audits of Berkheimer Inc that are done each year. He noted the total collection amount for Crawford County TCC member municipalities was up 8.32% in 2022. The cost of collection is 1.6% and our 7 year contract will expire December 31, 2024. We will need to renegotiate this in 2024.

All municipal representatives need to provide their Financial Interest Form by May 1, 2023 to Jill Dunlap.

The next meeting would be held on February 15, 2024.

Jeff Amon moved, Renee Hayes seconded to adjourn the meeting at 7:01 p.m. Vote - All Approved.

Respectfully Submitted,

Jill M. Dunlap

Jill M. Dunlap, Crawford County Tax Collection Committee Secretary

Crawford County Tax Collection Committee

2/12/2024 11:12 AM

Register: First National Bank

From 02/16/2023 through 02/15/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/28/2023			Interest/Checking Acct.	Interest		X	5.63	11,299.35
03/31/2023			Interest/Checking Acct.	Interest		X	6.24	11,305.59
04/30/2023			Interest/Checking Acct.	Interest		X	5.64	11,311.23
05/02/2023	1090	PROUDCITY INC.	Operations:Website De...		119.64	X		11,191.59
05/31/2023			Interest/Checking Acct.	Interest		X	6.59	11,198.18
06/08/2023	ach	Bush Insurance Agen...	Other Types of Expens...		120.00	X		11,078.18
06/30/2023			Interest/Checking Acct.	Interest		X	5.94	11,084.12
07/31/2023			Interest/Checking Acct.	Interest		X	6.12	11,090.24
08/31/2023			Interest/Checking Acct.	Interest		X	6.12	11,096.36
09/30/2023			Interest/Checking Acct.	Interest		X	5.73	11,102.09
10/11/2023	1091	WOODCOCK TOW...	Operations:Administrat...		250.00	X		10,852.09
10/11/2023	1092	West Mead Twp	Operations:Admin-Use...		1,000.00	X		9,852.09
10/31/2023			Interest/Checking Acct.	Interest		X	5.95	9,858.04
11/30/2023			Interest/Checking Acct.	Interest		X	5.27	9,863.31
12/27/2023	ach	Matson Insurance Ag...	Other Types of Expens...		2,198.00	X		7,665.31
12/31/2023			Interest/Checking Acct.	Interest		X	5.02	7,670.33
01/09/2024	1093	THE MEADVILLE ...	Operations:Legal Notices		73.50	X		7,596.83
01/31/2024			Interest/Checking Acct.	Interest		X	4.49	7,601.32

Crawford County Tax Collection Committee
January 1, 2024 to December 31, 2024
Budget Allocation by Municipality (Revenue Formula)

Adopted Budget - presented February 15, 2024

EIT Revenue from Berkheimer Act 32 Report January 2022 to December 2022

Estimated 2024 Budget = 10,000

County	Municipality	EIT Revenue	Percentage	Allocation
	CONNEAUT SD	\$1,638,599	9.5373%	953.73
CRAWFORD	BEAVER TWP	\$73,407	0.4273%	42.73
CRAWFORD	CONNEAUT LAKE BORO	\$59,069	0.3438%	34.38
CRAWFORD	CONNEAUT TWP	\$109,656	0.6382%	63.82
CRAWFORD	CONNEAUTVILLE BORO	\$65,110	0.3790%	37.90
CRAWFORD	EAST FALLOWFIELD TWP	\$125,985	0.7333%	73.33
CRAWFORD	GREENWOOD TWP	\$138,826	0.8080%	80.80
CRAWFORD	LINESVILLE BORO	\$104,166	0.6063%	60.63
CRAWFORD	NORTH SHENANGO TWP	\$92,460	0.5382%	53.82
CRAWFORD	PINE TWP	\$49,730	0.2894%	28.94
CRAWFORD	SADSBURY TWP	\$337,081	1.9619%	196.19
CRAWFORD	SPRING TWP	\$133,886	0.7793%	77.93
CRAWFORD	SPRINGBORO BORO	\$31,255	0.1819%	18.19
CRAWFORD	SUMMERHILL TWP	\$99,958	0.5818%	58.18
CRAWFORD	SUMMIT TWP	\$201,328	1.1718%	117.18
CRAWFORD	WEST FALLOWFIELD TWP	\$48,899	0.2846%	28.46
	CRAWFORD CENTRAL SD	\$2,848,439	16.5790%	1,657.90
CRAWFORD	COCHRANTON BORO	\$111,849	0.6510%	65.10
CRAWFORD	EAST FAIRFIELD TWP	\$97,863	0.5696%	56.96
CRAWFORD	FAIRFIELD TWP	\$114,636	0.6672%	66.72
CRAWFORD	MEADVILLE CITY	\$1,091,461	6.3527%	635.27
CRAWFORD	UNION TWP	\$92,709	0.5396%	53.96
CRAWFORD	VERNON TWP	\$647,077	3.7662%	376.62
CRAWFORD	WAYNE TWP	\$166,607	0.9697%	96.97
CRAWFORD	WEST MEAD TWP	\$599,491	3.4893%	348.93
MERCER	FRENCH CREEK TWP	\$81,328	0.4734%	47.34
	JAMESTOWN AREA SD	\$355,215	2.0675%	206.75
CRAWFORD	SOUTH SHENANGO TWP	\$170,809	0.9942%	99.42
CRAWFORD	WEST SHENANGO TWP	\$35,281	0.2053%	20.53
MERCER	GREENE TWP	\$129,581	0.7542%	75.42
MERCER	JAMESTOWN BORO	\$60,533	0.3523%	35.23
	PENNCREST SD	\$2,400,122	13.9696%	1,396.96
CRAWFORD	ATHENS TWP	\$66,023	0.3843%	38.43
CRAWFORD	BLOOMING VALLEY BORO	\$40,930	0.2382%	23.82
CRAWFORD	CAMBRIDGE SPRINGS BORO	\$405,597	2.3607%	236.07
CRAWFORD	CAMBRIDGE TWP	\$166,043	0.9664%	96.64
CRAWFORD	CUSSEWAGO TWP	\$196,423	1.1433%	114.33
CRAWFORD	EAST MEAD TWP	\$154,937	0.9018%	90.18
CRAWFORD	HAYFIELD TWP	\$337,113	1.9621%	196.21
CRAWFORD	RANDOLPH TWP	\$175,218	1.0198%	101.98
CRAWFORD	RICHMOND TWP	\$146,197	0.8509%	85.09
CRAWFORD	ROCKDALE TWP	\$128,721	0.7492%	74.92
CRAWFORD	SAEGERTOWN BORO	\$97,881	0.5697%	56.97
CRAWFORD	STEBEN TWP	\$73,560	0.4281%	42.81
CRAWFORD	TOWNVILLE BORO	\$32,073	0.1867%	18.67
CRAWFORD	TROY TWP	\$106,178	0.6180%	61.80
CRAWFORD	VENANGO BORO	\$18,413	0.1072%	10.72
CRAWFORD	VENANGO TWP	\$121,824	0.7091%	70.91
CRAWFORD	WOODCOCK BORO	\$14,573	0.0848%	8.48
CRAWFORD	WOODCOCK TWP	\$307,709	1.7910%	179.10
VENANGO	PLUM TWP	\$94,319	0.5490%	54.90
	TITUSVILLE AREA SD	\$1,086,448	6.3235%	632.35
CRAWFORD	CENTERVILLE BORO	\$18,493	0.1076%	10.76
CRAWFORD	HYDETOWN BORO	\$43,963	0.2559%	25.59
CRAWFORD	OIL CREEK TWP	\$164,628	0.9582%	95.82
CRAWFORD	ROME TWP	\$145,508	0.8469%	84.69
CRAWFORD	TITUSVILLE CITY	\$378,946	2.2056%	220.56
VENANGO	ALLEGHENY TWP	\$26,024	0.1515%	15.15
VENANGO	CHERRYTREE TWP	\$134,861	0.7849%	78.49
VENANGO	OILCREEK TWP	\$70,225	0.4087%	40.87
VENANGO	PLEASANTVILLE BORO	\$72,759	0.4235%	42.35
WARREN	SOUTHWEST TWP	\$43,022	0.2504%	25.04
		\$17,181,025		10,000

**Crawford County Tax Collection Committee
January 1, 2024 to December 31, 2024**

Adopted Budget - presented February 15, 2024

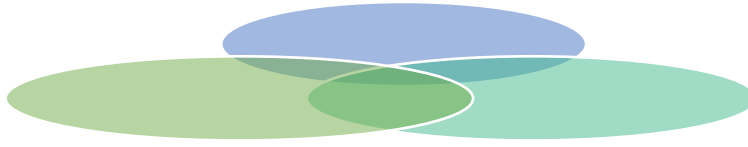
Budget Item	Amount	Total
BEGINNING FUND BALANCE 01-01-2024	7,670.00	\$ 7,670.00
REVENUES		
DCED SMS Grant	-	
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00	
Interest	60.00	
TOTAL REVENUES		\$ 10,060.00
EXPENDITURES		
Professional Services (Auditor, Solicitor)	2,000.00	
Insurance & 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 12-31-2024		\$ 8,730.00

Crawford County Tax Collection Committee
January 1, 2024 to December 31, 2024

Adopted Budget - presented February 15, 2024

Budget Item	2024 Amount	2024 Total	Using 2023 Actual Amounts
BEGINNING FUND BALANCE 01-01-2024	7,670.00	\$ 7,670.00	\$ 7,670.00
REVENUES			
DCED SMS Grant	-		
Contributions from Munis & Districts (Detailed Analysis Attached)	10,000.00		\$ -
Interest	60.00		\$ 69.00
TOTAL REVENUES		\$ 10,060.00	\$ 7,739.00
EXPENDITURES			
Professional Services (Auditor, Solicitor)	2,000.00		\$ -
Insurance & Bonding **	4,000.00		\$ 2,318.00
Advertising	1,000.00		\$ 74.00
Administration	1,250.00		\$ 1,250.00
Education & Training	500.00		\$ -
Website	250.00		\$ 120.00
TOTAL EXPENDITURES		\$ 9,000.00	\$ 3,762.00
YEAR END FUND BALANCE 12-31-2024		\$ 8,730.00	\$ 7,601.00

CRAWFORD COUNTY TAX COLLECTION COMMITTEE



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

Telephone: (814) 336-1271

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

January 10, 2024

Crawford County Tax Collection Committee

Re: Tax Collection Committee Financial Report Audit for 2023

To All Tax Collection Committee Representatives:

This is to advise you that at their November 9, 2023 management meeting, the Crawford County Tax Collection Management Committee members reviewed the 2023 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 also reviewed the updated year end information on January 10, 2024. They find this is acceptable in lieu of having an outside audit done of the accounts for 2023.

Very truly yours,
Crawford County Tax Collection Management Committee

Jeff Amon

Jeff Amon
Chairman

Kristen Eckart

Kristen Eckart
Management Committee

April Averill

April Averill
Management Committee

Alan Shaddinger

Alan Shaddinger
Management Committee

Jill Dunlap

Jill Dunlap
Secretary