

Mercer County Tax Collection Committee Finance Committee Meeting

Minutes
November 5, 2009

The Finance Committee meeting of the Mercer County Tax Collection Committee was held at the Sharon City School District Administration Building, 215 Forker Blvd., Sharon, PA 16146, at 9:00 a.m. on November 5, 2009.

Roll Call

The following members were present: Jaime Roberts, Sharpsville Area School District; Tresa Templeton, Sharon City School District; Diane Thee, City of Sharon; Bill Walters, Pine Township; James Berger, New Vernon and Sandy Lake Townships; and Jami Kirila, City of Hermitage.

APPROVAL OF MINUTES

Minutes from the previous Finance Committee meeting were presented and approved.

OLD BUSINESS - EON/SALES TAX EXEMPTION

James Berger informed the committee that he has registered for the EIN and obtained the paperwork for the sales tax exemption. He noted that a proposed budget is needed.

DEPOSITORY/SIGNATURE AUTHORITY

It was suggested that the next course of action was to open a checking account with First National Bank and that James Berger be recommended to the full Mercer County Tax Collection Committee for approval as Treasurer at the next meeting as well as obtain the committee's approval for the officers to have signature authority with the bank.

NEXT MEETING DATE

The next finance committee meeting was scheduled for December 3, 2009 at 7:30 p.m. at the COG office, Highland Road, Hermitage, PA. Tresa agreed to check on the availability of the Mercer County Courthouse for meetings.

NEW BUSINESS - INVOICING

Jami Kirila shared a sample invoice that will be distributed to the taxing bodies, preferably electronically. It was suggested that a letter accompany the invoice explaining the necessity of funds to cover start up costs. It was determined that the invoice was okay with the addition of a phone number to call for questions.

ERRORS AND OMISSIONS INSURANCE

Jaime Roberts informed the committee that PASBO is recommending E&O Insurance Coverage for the TTC. Tresa Templeton agreed to obtain quotes from the following agencies: Reinhardt, Gilberts, Mehler, and Davidic.

CURRENT COST OF COLLECTION

There was general discussion regarding the current cost of collection for each individual taxing body. A survey was suggested to obtain the information. Jami Kirila has estimated numbers and will bring them to the next meeting.

BUDGET

The following proposed budget was established and will be submitted to the TTC for approval:

REVENUES

\$100 Assessment	\$ 5,500.00
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EXPENDITURES

Postage	\$ 500.00
Advertising	1,000.00
Legal	2,000.00
Insurance	<u>2,000.00</u>
Total	\$ 5,500.00

FUTURE MEETING DATES

It was determined that the Finance Committee will meet the 1st Thursday of each month with the odd months at 9:00 a.m. at the Sharon City School District Administration Offices, 215 Forker Blvd., Sharon, PA, and the even months at the Mercer County Courthouse, Mercer PA at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 10:05 a.m.

Jaime L. Roberts
Secretary, Finance Committee
Mercer County Tax Collection Committee