

**Minutes of the Schuylkill Tax Collection Committee Meeting
January 18, 2010 6:00 p.m.**

The Schuylkill Tax Collection Committee (STCC) held a meeting on Monday, January 18, 2010 in Courtroom 1 of the Schuylkill County Courthouse, 401 North Second Street, Pottsville, Pennsylvania 17901.

Chairman Jack Hurst called the meeting to order at 6:12 p.m. All present were led in the Pledge of Allegiance to the Flag. A quorum was verified.

Officers Present: Jack Hurst, Steve Pellman, Patricia Reazor and Solicitor Robert Frycklund.

Municipalities Present:

Blue Mountain SD	Deer Lake Boro	East Brunswick Twp	New Ringgold Boro
North Manheim Twp	Wayne Twp	West Brunswick Twp	Mahanoy Area SD
Gilberton Boro	Mahanoy City Boro	Rush Twp	Ryan Twp
Minersville Area SD	Branch Twp	Cass Twp	Foster Twp
North Schuylkill SD	Conyngham Twp	Butler Twp	Frackville Boro
Ringtown Boro	Pine Grove Area SD	Frailey Twp	Pine Grove Boro
Pine Grove Twp	Tremont Boro	Washington Twp	Pottsville Area SD
Mechanicsville Boro	Mt Carbon Boro	Norwegian Twp	Port Carbon Boro
Pottsville City	Saint Clair Area SD	Blythe Twp	East Norwegian Twp
New Castle Twp	New Philadelphia Boro	St Clair Boro	Shenandoah Boro
Schuylkill Haven Area SD	Landingville Boro	Schuylkill Haven Boro	South Manheim Twp
	Schuylkill Twp	Tri-Valley SD	Barry Twp
Hegins Twp	Hubley Twp	Upper Mahantango Twp	

Municipalities Present:

Auburn Boro	Cressona Boro	Orwigsburg Boro	Delano Twp
Mahanoy Twp	Minersville Boro	Reilly Twp	Ashland Boro
Girardville Boro	Gordon Boro	Union Twp	Tremont Twp
Palo Alto Boro	Middleport Boro	Shenandoah Valley SD	West Mahanoy Twp
Port Clinton Boro	Tamaqua Boro	Tamaqua Area SD	Walker Twp
West Penn Twp	Eldred Twp		

Delegate/Public Comment on Agenda Items: No comment was given at this time.

Minutes: On Motion by Michael Van Allen, Gilberton Borough. 2nd Linda Tarlecki, Conyngham Twp and the ayes voted in favor of approving the minutes from December 14, 2009 as a matter of record.

Visitors Present: Robert Heydt of the Don Wilkinson Agency, Inc.

Old Business:

Update on E & Q Insurance/Treasurers Bond: Chairman Hurst is working with Rutherford Insurance Professionals for E & O insurance and should have a quote by the next meeting. Secretary Reazor will be working with Seltzer Insurance to secure the Treasurers Bond.

Update on Tax Exempt Number & Bank Account Status: Solicitor Frycklund will apply for the Federal EIN number on-line and Chairman Hurst will open the M & T Bank Account this month.

Bylaws: All Delegates have received the Bylaws as it was recommended to be changed based on the last meeting minutes. It was noted that notice given for special meetings should be changed from 24 hours to 5 days.

A **Motion** to start the voting process for approval of the Bylaws was made by Julian Milewski, Ringtown Boro, 2nd by Jim Wosochlo, Deer Lake Boro. Chairman Hurst clarified the Bylaw Committee was given direction at the last meeting to make the equal vote provision in the Bylaws. Secretary Reazor reviewed the Bylaws as presented by the Bylaw Committee and noted article 4 section 7 (manner of voting) conflicted with article 1 section 5. The Bylaws were not reviewed for comment by Solicitor Frycklund prior to presentation to the Delegates/Board.

The roll call vote commenced, 47.11% no votes and 29.1 % yes votes were recorded. Chairman Hurst stated the Bylaws will be revised to reflect a weighted vote system.

There was a **Motion** on the floor by Leo Schwartz to amend the Bylaws to reflect the weighted vote system, 2nd by Kimberly Umphrey, Schuylkill Haven SD. A debate ensued. There was no official vote taken, Chairman Hurst Tabled, no action taken.

New Business:

Approve Solicitor Invoice: A **Motion** was made to approve for payment the Solicitor Invoice for December 2009 services in the amount of \$262.50 by Pat Bowman, 2nd Roland Price,

Approve West Brunswick Township Invoice: Kimberly Umphrey, South Manheim Township and Schuylkill Haven Area SD questioned the legitimacy of the charges for photocopies, quick books, and time spent by STCC secretary needed for data entry on the Township computer which had to be done during working hours. It is the Delegates/Boards responsibility to provide the necessary resources to allow the STCC secretary to adequately fulfill her duties. A Motion was made by Francis Burke, 2nd Larry Padora to approve this Invoice with all ayes and zero (0) nays recorded.

Establish RFP committee for Tax Collector: An RFP Committee for Tax Collector was formed with the following members: Larry Padora, Mike Van Allen, Leo Schwartz, Harry Ebling, Jim Wosochlo, Bob Amos, Linda Tarlecki. The meeting will be held at Padora's Six Pack House on January 26, 2010 at 7:00 p.m.

RFP for Solicitor Service: A Motion was made by Larry Padora and 2nd by Tom Oblas to task Solicitor Frycklund to prepare the RFP for legal services and for the Officers to advertise, review and bring recommendation to the Delegates/Board Members at the next meeting. A vote was taken all ayes and zero (0) nays.

Delegate/Public Comment: No comment was given at this time.

Adjourn: With no further business to be discussed, Chairman Jack Hurst adjourned the meeting at 7:22 p.m.

SCHUYLKILL TAX COLLECTION COMMITTEE

TCC Legal Services' RFP

To Whom It May Concern:

The Tax Collection Committee (TCC) for Schuylkill County is seeking proposals from law firms interested in providing legal services to the TCC as TCC solicitor or special counsel.

Our goal is to obtain the highest quality legal services provided in a cost effective manner. If your firm is interested, please submit a proposal addressing:

- Your firm's qualifications and credentials, with particular emphasis on your firm's experience with, and understanding of, Act 32; the Tee process; EIT, PIT, LST, and other local government taxes; tax collection agreement provisions important for protection of taxing authorities; and the tax collection process.
- Characteristics that differentiate your firm from other firms and suggest the desirability of our retaining your law firm to provide TCC legal services.
- Proposed engagement letter.
- A listing of any municipalities and/or school districts in which your firm currently serves as solicitor.
- Any other matters you wish to address.

Please provide 5 copies of your proposal to the undersigned by 4:00 p.m. on Friday February 19, 2010.

Interviews may be scheduled shortly thereafter with selected law firms.

If you have any questions, please feel free to contact the undersigned.

Date: February 2, 2010

Sincerely,

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