

TCC RFP COMMITTEE MEETING MINUTES 12/16/2009

In Attendance:

Jim Meyer
Peggy Gillespie
Jim Morrison
Margaret Graham
Dave Amatangelo
Becky Maruca
Dan Watson

Not In Attendance:

George Safin
Joe Koluder

Development of Tentative RFP Timeline

The committee agreed to the following timeline:

12/16/09 – 1/25/10	Develop Standard Tax Levy Resolution/Ordinance
1/26/10	Present Standard Tax Levy Resolution/Ordinance to Full TCC
12/16/09 – 2/22/10	Develop RFP/TCA (Tax Collectors Agreement)
2/23/10	Present RFP/TCA to Full TCC
3/23/10	Seek Final RFP/TCA Approval from Full TCC
4/1/10	Issue RFP
5/15/10	RFP Response Due
5/16/10 – 6/21/10	Evaluate Proposals, Schedule Interviews, Site Visits
6/22/10	Present Preliminary Tax Collector Selection to Full TCC
6/23/10 – 7/26/10	Finalize Tax Collector Appointment Resolution
7/27/10	Adopt Tax Collector Appointment Resolution by Full TCC
8/24/10	2 nd Opportunity to Adopt Tax Collector Appointment Resolution by Full TCC (incase quorum is not present on 7/27/10)
8/25/10 – 9/15/10	Finalize Tax Collectors Agreement
	»Sign Tax Collector Agreement
	»Within 10 Days of Appointment, Notify DCED
9/16/10 – 12/31/11	Transition to New County-Wide EIT Collection
1/1/11	Act 32 County-Wide EIT Collection <u>Option</u> Begins
1/1/12	Act 32 County-Wide EIT <u>Mandatory</u> Collection Begins

Reviewed Sample RFP Provided by PASBO (PA Association of School Business Officials)

The following items were discussed:

- RFP is to include EIT (including delinquent) collections only.

- Discussions occurred pertaining to the implementation effective date for Act 32 county-wide collections, January 1, 2011 vs. January 1, 2012. The RFP committee's recommendation is that January 1, 2012 becomes the official start date to allow for a transitional period.
- The committee discussed the possibility of doing a pre-qualification mailing to potential tax collectors to see if any or all will meet the bonding capacity limit requirements. We felt that we needed a legal opinion on this before pursuing further. More to come...

Next Meeting Dates

January 14, 2010 at 2:00 PM-GLSD Administration (This date has been added)
 January 20, 2010 at 2:00 PM-GLSD Administration (Existing date)

Homework for Next Meeting

The following information will be gathered prior to the next meeting date, 1/14/10:

- Jim Meyer will prepare a preliminary RFP for Westmoreland County using the sample provided by PASBO.
- Jim Morrison will contact Mike Foreman from DCED to see if he can attend the next meeting, as well as, attempt to get a sample RFP and/or Tax Collectors Agreement from DCED.
- Peggy Gillespie will contact PASBO and Lebanon County (they have already completed this process) to see if she can get sample copies of Tax Collectors Agreement
- Becky Maruca is going to attend a meeting in January held by her Districts legislative representative, Tim Krieger, where Act 32 implementation will be discussed. She will take committee questions to this meeting and report back. Becky will also contact her programmer, who has been involved with Act 32 implementations out East, to try and make additional contacts
- Dan Watson will generate the DCED reports containing the tax rates levied by the school districts and municipalities within our county, as well as, the approximate amount of tax collected in the most recent fiscal year and distribute at the next meeting. He will also talk with the TCC chair about obtaining some legal expertise for one of the upcoming meetings.

Next Meeting Tentative Agenda

- Review preliminary RFP in detail
- Share additional information gathered