

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
 January 12, 2016

**Members in Attendance:**

Chairman	Doug Hanley	Uwchlan Township	
Vice Chairman	Jack Hines	West Bradford Township	
2 <sup>nd</sup> Vice Chairman	Beth Butch	Twin Valley School District	
Secretary	Casey LaLonde	West Goshen Township	
Treasurer	David Kirkner	E. Brandywine Township	
At-Large Member	John Nagel	E. Whiteland Township	
At-Large Member	Jaclin Krumrine	Owen J. Roberts School District	1:42 PM

**Members not in Attendance:**

Asst. Treasurer	Cary Vargo	Upper Uwchlan Township
At-Large Member	E. Jean Krack	Phoenixville Borough
At-Large Member	Mark Tracy	Kennett Consolidated School District

**Non-Members in Attendance:**

Rose Harr	Keystone Collections Group
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Sharee McGibboney	Chester County Intermediate Unit
Mimi Gleason	West Whiteland Township
Sherwood Stanton	Valley Township

Doug Hanley, Chairman, called the meeting to order at 1:31 PM.

**Public Comment**

There was no public comment.

**Appointment of Management Committee At-Large Member**

A motion was made by Beth Butch to appoint Mimi Gleason, West Whiteland Township, to fill an At-Large member position on the Management Committee created when Tom Keim, Robeson Township, resigned. The motion was seconded by Casey LaLonde and carried unanimously.

It was suggested that if there was a future vacancy on the Management Committee, that we should be mindful of areas being served to insure representation on the Committee.

**Approval of September 8, 2015 and November 10, 2015 Meeting Minutes**

A motion was made by Jack Hines to approve the minutes from the September 8<sup>th</sup> and November 10<sup>th</sup> meetings. The motion was seconded by Beth Butch and carried unanimously.

**Joseph Lubitsky, CCTCC Administrator**

The Committee was asked to introduce themselves for the new Committee At-Large Member, Mimi Gleason, as well as for the public. Once introductions were made, a brief overview of the meeting packet was given to acquaint Mimi with the information.

**1. Year-to-Date Collection Reports**

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The year-to-date collection reports were reviewed. It was noted that the year end EIT collections were up almost \$2 million from last year and the year end LST collections were up almost half a million dollars.

The question was asked about the history of delinquent tax collection, wanting to know if we were comparing "apples to apples". Rose Harr said we are still on par; Keystone is doing a lot of wage attachments.

It was also noted that the level of irate tax payers have leveled off. Keystone did more training with their staff and the calls are now being handled more efficiently.

Some of the complaints received are taxpayers saying they have never received a delinquent notice before. Once they receive the second year delinquent tax letter, they can no longer say that. People are much more educated on the tax collection now.

**2. Update of CCTCC Delegates and Contact List**

A draft of the letter that is sent yearly to all participating townships, school districts and municipalities was reviewed. We ask everyone to update their delegate information so that our data base is up to date for communicating with them.

**3. Draft Annual Newsletter to Membership**

A draft of the annual newsletter that is sent to the entire membership was reviewed.

**4. Reschedule November 8, 2016 Annual Organization Meeting**

When the initial meeting dates were chosen, we somehow missed Election Day being November 8th. It was decided by the Committee to change the annual meeting date to November 15, 2016 at 1:30 PM.

**Action Items**

**Approval of the CCTCC Budget Status Reports**

Sharee McGibboney reviewed the budget status reports.

A motion was made by Jack Hines to approve the financial reports. The motion was seconded by David Kirkner and carried unanimously.

**Approval of Deduction of 2016 Membership Budget Allocations**

Keystone Collection Group would process the deduction of the 2016 CCTCC membership budget allocations from the April 2016 remittances as outlined in the Bylaws.

A motion was made by Casey LaLonde to approve this deduction. The motion was seconded by Beth Butch and carried unanimously.

**Ratification of Insurance Policy with PennPrime Trust**

The CCTCC currently obtains the general liability and public officials liability insurance coverage through PennPrime. This policy period is from January 1, 2016 through January 1, 2017.

A motion was made by Beth Butch to renew the insurance policy. The motion was seconded by Jack Hines and carried unanimously.

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**Public Comment**

There was no public comment.

John Nagel asked Keystone if his township should expect any spike in allocations between now and April 15<sup>th</sup>. He was told to email Keystone Collections and they will monitor this for him.

The Committee thanked Mimi Gleason for joining the Management Committee as an At-Large Member and also thanked Joe Lubitsky, Sharee McGibboney and Bobbie-Lou Schneider for their work with the Committee.

**Adjourn**

A motion to adjourn the meeting was made by Jack Hines at 1:52 PM. The motion was seconded by Beth Butch and carried unanimously.