

Chester County Tax Collection Committee Meeting
Meeting Minutes
 January 13, 2015

Members in Attendance:

Chairman	Doug Hanley	Uwchlan Township	
Vice Chairman	Jack Hines	West Bradford Township	
Asst. Secretary	Beth Butch	Twin Valley School District	
Treasurer	David Kirkner	E. Brandywine Township	
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township	
At-Large Member	Mark Tracy	Kennett Consolidated School District	1:31 PM
At-Large Member	Casey LaLonde	West Goshen Township	
At-Large Member	Tom Keim	Robeson Township	

Members not in Attendance:

2 nd Vice Chairman	Chip Lewis	Oxford Area School District
Secretary	John Martin	Charlestown Township

Non-Members in Attendance:

Rose Harr	Keystone Collections Group
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Sue Chambers	Chester County Intermediate Unit
Mary Burgoyne	West Chester Area School District
Jackie Krumrine	Owen J. Roberts School District
E. Jean Krack	Phoenixville Borough

Doug Hanley, Chairman, called the meeting to order at 1:30 PM.

Public Comment

There was no public comment.

Appointment of Management Committee Officers and Appeals Board Members

A motion was made by Jack Hines to appoint Jaclin Krumrine, Owen J. Roberts School District and E. Jean Krack, Borough of Phoenixville, as Management Committee members replacing Chip Lewis and Stephen Nease, respectively, who have both resigned. The motion was also for the appointment of Beth Butch, Twin Valley School District, as 2nd Vice Chairman; Joe Lubitsky, Chester County Intermediate Unit, as the open records officer; and Casey LaLonde, West Goshen Township, and Mark Tracy, Kennett Consolidated School District, to the CCTCC Appeals Board.

The motion was seconded by Cary Vargo and carried unanimously.

Approval of Minutes

A motion was made by Casey LaLonde to approve the minutes from the meetings on October 14, 2014 and November 11, 2014. The motion was seconded by Beth Butch and carried unanimously.

Chester County Tax Collection Committee Meeting
Meeting Minutes
January 13, 2015

Joseph Lubitsky, CCTCC Administrator

1. 2014 YTD Collection Reports

Joe Lubitsky reviewed the 2014 YTD collection reports as well as the comparison reports which showed a summary of the final collections year-to-date for EIT and LST collections.

Rose Harr, Keystone Collections Group, was asked if collections were up across the state. She said some were not but have leveled off; Keystone's clients are up not as much as us though. She thinks the reason our collections were higher is due to the delinquent tax collections at no cost to us. Rose was also asked if she felt the delinquent accounts have been cleaned up since before ACT 32. She believes so as in 2012 there were a lot of non-compliant employers.

Joe credited Keystone Collections for their detailed reports that answer questions or give the TCC direction.

It was mentioned that Robeson Township seemed to be off by one month which is due to the fact that Keystone has to wait one month for money from Berks County.

2. KeyTRAC

KeyTRAC is a secured website that replaces FTP site. Reports such as collections and ACH can be pulled from this site. Chester County is the last county to sign up for KeyTRAC.

Joe Lubitsky asked if there were any transition concerns. Rose did not feel there should be any. A quick start guide for KeyTrac was given to each Committee member. Communication will be sent to members in January.

With the other TCC's, Keystone has checked and made sure everyone is registered. The FTP site has been left open for one year. Notification will be given before that site would be closed.

3. Feedback on Annual Meeting

The annual meeting went smoothly. The proxy voting was a good move.

4. Update of CCTCC Delegates and Contact List

We will be sending information to each member asking them to update their delegates and contact information.

5. Annual Newsletter to Membership

The annual newsletter will be compiled and shown to the Management Committee for approval before being sent to the CCTCC members.

6. EIT Appeals Activity

The request for appeals has slowed down. The ones we have received recently have been tough. Keystone Collections Group has produced information to prove that the taxes are due.

7. Participation in Management Committee Meetings via Telephone

There was discussion about allowing conference calls in place of attending the meetings due to everyone's schedules and the parking difficulty. Some of the members mentioned that their

Chester County Tax Collection Committee Meeting
Meeting Minutes
January 13, 2015

township/municipality passed an ordinance that a physical quorum was needed first then the phone in members votes counted.

Joe will check into the CCTCC Bylaws more closely concerning this and will address this issue on a future agenda.

8. CCTCC Website Consideration

We have received requests asking where our website is, who is on the Board, where is the agenda, and looking for the tax appeals forms. Would the Committee like a proposal from the CCIU for creating a website? The website would be kept as simple as possible. We could include a link to Keystone.

Action Items

Approval of the CCTCC Budget Status Reports

Sue Chambers reviewed the budget status reports.

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

Approval of Deduction of 2015 Membership Budget Allocations

Keystone Collections Group would process the deduction of the 2015 CCTCC membership budget allocations from the April 2015 remittances as outlined in the Bylaws.

A motion was made by Cary Vargo to approve this deduction. The motion was seconded by Jack Hines and carried unanimously.

Public Comment

There was no public comment.

Jack Hines Thanked the IU for their help over the last year.

Adjourn

A motion to adjourn the meeting was made by Cary Vargo at 1:54 PM. The motion was seconded by Casey LaLonde and carried unanimously.