

Chester County Tax Collection Committee Meeting
Meeting Minutes
March 10, 2015

Members in Attendance:

Chairman	Doug Hanley	Uwchlan Township	
Vice Chairman	Jack Hines	West Bradford Township	
Secretary	John Martin	Charlestown Township	
Treasurer	David Kirkner	E. Brandywine Township	
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township	
At-Large Member	E. Jean Krack	Phoenixville Borough	1:38 PM
At-Large Member	Casey LaLonde	West Goshen Township	
At-Large Member	Tom Keim	Robeson Township	

Members not in Attendance:

2 nd Vice Chairman	Beth Butch	Twin Valley School District
At-Large Member	Mark Tracy	Kennett Consolidated School District
At-Large Member	Jaclin Krumrine	Owen J. Roberts School District

Non-Members in Attendance:

Rose Harr	Keystone Collections Group
Jason Lawson	Keystone Collections Group
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Sue Chambers	Chester County Intermediate Unit
Steven Kutsuflakis	Barbacane Thornton & Company

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

Public Comment

There was no public comment.

Approval of Minutes

A motion was made by Cary Vargo to approve the minutes from the meeting on January 13, 2015. The motion was seconded by Casey LaLonde and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. Audit Report for FYE 12/31/2014

Joe Lubitsky introduced Steven Kutsuflakis, the auditor from Barbacane Thornton & Company.

Mr. Kutsuflakis presented the audit report to the Management Committee. There were no questions.

2. Year-to-Date Collections Reports

Rose Harr, Keystone Collections Group, reviewed the reports for EIT and LST collections. The collections seem to be consistent and it is believed that they are leveling off.

Berks County has improved in submitting their payments to Keystone.

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3. Amendment to Agreement with Keystone Collections Group

Tom Kratzenberg called Joe Lubitsky to discuss the removal of the fee for the required annual "Yellow Book" audit. Keystone will no longer charge the CCTCC for this annual audit which will save the CCTCC \$6,000 in fees.

4. Keystone Office in Downingtown

Rose Harr said there has been some discussion about whether to keep the Downingtown office open or to close it. No decision has been made. Approximately 455 tax payers came into the office for EIT collections, the rest were real estate tax payments for Phoenixville which can be paid at Keystone or at the Phoenixville Area School District. Keystone is looking to pick up real estate collections in Chester County.

John Martin said the state tax return forms are available at the library; however, there are none available for local tax returns, EIT or LST collections. Rose said they can send them to the library.

It was noted that not all counties have offices; a lot of the filing is done online. A pay site is available which does not require a debit or credit card; you can use your bank information. If there is a need for an office in Chester County, Keystone will keep one open in the county.

David Kirkner said he had a bad personnel experience at the Downingtown Office which he will discuss with Rose after the meeting.

The Committee felt that having a local office helped with delinquent tax collections. They also felt that a local office was good for customer service so that customers have a place to go where they can talk to someone from the tax office face to face.

5. Taxpayer Concerns with Keystone IT Systems

Two tax payers were dismayed by the lack of Keystone's usage of Safari. Rose Harr said there was a pop-up that appeared when people accessed Keystone's website using Safari stating the browser may not be supported. She said they could have used Safari and it would have worked. The pop-up has since been removed.

6. Progress on Updating of CCTCC Delegates and Contact List

To date we have received 30 responses.

7. Annual Newsletter to Membership

The annual newsletter to the CCTCC membership is being emailed to everyone by the end of this week or the beginning of next week.

8. Participation in Management Committee Meetings via Telephone

The CCTCC Bylaws state "a delegate or committee member may participate in a meeting by means of conference telephone or other electronic technology by means of which all persons participating in the meeting can hear each other. Participation in a meeting in this manner shall constitute presence at the meeting. If a person participates in this manner, a log-on, log-off record shall be maintained".

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Many of the Committee members feel it is a distraction to have conference call participation. They would like to keep the meeting attendance the way it currently is unless there is a need to change it.

9. Act 32 Conference Invitation

A handout was given to all Committee members concerning an Act 32 meeting being held by the Dauphin County Tax Collection Committee on May 15 – 16, 2015. The question was asked if we need to send a representative from the CCTCC to attend this meeting. Since Rose Harr will be at that meeting, she was asked if she would mind reporting back to the Management Committee on what took place. Rose will be reporting back.

10. CCTCC Website Development Proposal

There have been frequent requests about the TCC's website. Joe Lubitsky stated a website for the CCTCC is a good idea and also feels it is good representation.

Two proposals were given to the Committee for consideration; one from Ken Mueller from Mueller Computers and one from Kyle Seckinger from Municipal Web Management, LLC. The Committee decided they liked the proposal from MWM who will design our website to mirror Bucks County TCC.

A motion was made by E. Jean Krack to approve the hiring of Municipal Web Management, LLC to design the CCTCC website. The motion was seconded by Cary Vargo and carried unanimously.

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 Doug Hanley and carried unanimously.

Acceptance of the Audit Report

The audit report was presented earlier in the meeting by Steven Kutsuflakis of Barbacane Thornton & Company.

A motion was made by Jack Hines to accept the audit report. The motion was seconded by Cary Vargo and carried unanimously.

Approval of Amendment to Agreement with Keystone Collections Group

The amendment of agreement with Keystone Collections Group was discussed earlier in the meeting.

A motion was made by Casey LaLonde to accept the amendment. The motion was seconded by Cary Vargo and carried unanimously.

Public Comment

There was no public comment.

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Adjourn

A motion to adjourn the meeting was made by Cary Vargo at 2:07 PM. The motion was seconded by Casey LaLonde and carried unanimously.