

Chester County Tax Collection Committee Meeting
Meeting Minutes
 September 8 2015

Members in Attendance:

Vice Chairman	Jack Hines	West Bradford Township	
2 nd Vice Chairman	Beth Butch	Twin Valley School District	
Treasurer	David Kirkner	E. Brandywine Township	1:45 PM
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township	
At-Large Member	Jaclin Krumrine	Owen J. Roberts School District	1:35 PM
At-Large Member	Casey LaLonde	West Goshen Township	

Members not in Attendance:

Chairman	Doug Hanley	Uwchlan Township
Secretary	John Martin	Charlestown Township
At-Large Member	Tom Keim	Robeson 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
Mary Burgoyne	West Chester Area School District

Jack Hines, Vice Chairman, called the meeting to order at 1:35 PM.

Public Comment

There was no public comment.

Approval of Minutes

A motion was made by Casey LaLonde to approve the minutes from the meeting on June 9, 2015. The motion was seconded by Beth Butch and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. Replace At-Large Representative on Management Committee

John Martin has resigned as secretary for personal reasons. It was suggested that Casey LaLonde fill in as secretary and be added to the slate of candidates for November.

2. Appointment of Secretary for 2015/Revised Slate of Candidates for 2015

Casey LaLonde will fill in as secretary and will be added to the slate of candidates for the November meeting. Joe Lubitsky will reach out to John Nagel from East Whiteland Township to see if he is interested in serving as the At-Large Member on the Management Committee. If he is, he will also be added to the slate of candidates for the November meeting.

3. 2015 Annual Meeting Information and Proxy Vote

The Committee reviewed the draft cover letter along with the meeting packet. The slate of candidates will be updated to reflect the changes.

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4. Year-to-Date Collection Reports

The year-to-date collection reports were reviewed. It was noted that the EIT collections were up 4% and the LST collections were up 4.8%.

5. Keystone Offices in Chester County

Keystone was temporarily running their office out of an office at the Oxford Area School District since the fire in their office in Downingtown. Keystone has now opened their new office in the Brookworth Plaza, 780 Miles Road, West Chester, PA.

6. SOC 1 Audit Report

The SOC 1 audit was reviewed, no exceptions were noted and there were no findings. Joe Lubitsky will email a copy of this audit to the CCTCC delegation. Joe commended Keystone on a job well done.

7. Keystone Responses to Taxpayer Concerns

There has been a steady flow of appeals, complaints, concerns and confusion. Keystone had mailed some letters to tax payers who should not have received them. They had been Centax customers. Within the same day, these tax payers received another letter saying they should not have received the first letter.

The largest percentage of complaints is residents saying they did not know they owed the tax. They are upset with the penalties and fees as well. A handful of the complaints were due to accountant error. Some of the taxpayers are reluctant to scan and send their records to get the process started.

Jack Hines asked if Keystone could do a press release or something for the municipalities to put out with their newsletter letting residents know if they need to file, if they work in Philadelphia they must file final returns, etc. Rose Harr said Keystone will put something together.

8. EIT Appeal Activity

See above.

9. Delinquent Taxes and Explanation of Penalty and Interest Calculations

Rose Harr, Keystone Collections Group, explained how Keystone calculates the penalty and interest charges for delinquent taxes. For tax years 2011 and prior, penalty and interest accrues at one percent per month. For tax years 2012 and forward, penalty and interest is capped at fifteen percent.

10. Member Delegate Database and CCTCC Website

Joe Lubitsky thanked Bobbie-Lou Schneider for her work on the website. It will go live this week.

11. PennPrime Insurance Trust Member Participation Agreement

A copy of the proposed policy was reviewed with the changes highlighted.

Action Items

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Appointment of CCTCC Management Committee Representatives

A motion was made by Cary Vargo to nominate Casey LaLonde for Secretary. The motion was seconded by Beth Butch and carried unanimously.

Approval of the CCTCC Budget Status Reports

Sharee McGibboney reviewed the budget status reports.

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

Approval of PennPrime Insurance Trust Member Participation Agreement

The PennPrime Insurance Trust member participation agreement was recently revised.

A motion was made by Beth Butch to accept the member participation agreement. The motion was seconded by David Kirkner and carried unanimously.

SOC 1 Audit

The SOC 1 Systems control audit of Keystone Collections group for the period ending June 30, 2015 was reviewed.

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

Public Comment

There was no public comment.

Adjourn

A motion to adjourn the meeting was made by Cary Vargo at 2:10 PM. The motion was seconded by Casey LaLonde and carried unanimously.