

Chester County Tax Collection Committee Meeting
Meeting Minutes
 September 13, 2016

Members in Attendance:

Chairman	Doug Hanley	Uwchlan Township
Vice Chairman	Jack Hines	West Bradford Township
2 nd Vice Chairman	Beth Butch	Twin Valley School District
Secretary	Casey LaLonde	West Goshen Township
Treasurer	David Kirkner	East Brandywine Township
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township
At-Large Member	Mark Tracy	Kennett Consolidated School District
At-Large Member	Jaclin Krumrine	Owen J. Roberts School District
At-Large Member	E. Jean Krack	Phoenixville Borough
At-Large Member	Mimi Gleason	West Whiteland Township

Members not in Attendance:

At-Large Member	John Nagel	East Whiteland Township
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Non-Members in Attendance:

Rose Harr	Keystone Collections Group
Lisa Myers	Boyer & Ritter LLC
Mindy Werner	Boyer & Ritter LLC – by phone
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Sharee McGibboney	Chester County Intermediate Unit

Doug Hanley, Chairman, called the meeting to order at 1:26 PM.

Public Comment

There was no public comment.

Approval of May 10, 2016 Meeting Minutes

A motion was made by Jack Hines to approve the minutes from the May 10, 2016 meeting. The motion was seconded by Cary Vargo and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. CCTCC Tax Officer December 31, 2015 Audit Report (Boyer & Ritter LLC)

Joe Lubitsky introduced Lisa Myers, CPA from Boyer & Ritter, LLC and Mindy Werner from Boyer & Ritter was called to participate in the meeting by conference call. The audit report was presented. There were no questions

A motion to accept the audit will appear later in the minutes.

2. Comparative Statistics from 2014 and 2015 Audit Reports

These statistics were reviewed. There were no questions.

3. SOC 1 Audit Report

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The SOC 1 audit report was distributed at the meeting and discussed. It is an unmodified report with no findings.

4. 2016 Year-to-Date Collection Reports

The year-to-date collection reports were reviewed.

5. Draft Agenda for 2016 Annual Meeting and Proxy Vote

The meeting information was reviewed. There are no changes.

6. EIT Appeal Activity

Rose Harr and Joe Lubitsky handle appeals activity with the Appeals Board. There has not been a need for the Board to convene.

7. ACT 32 Legislative Review

DCED has a survey asking for feedback on ACT 32.

8. Sterling Tax Update

There was an article from the Daily Local concerning Philadelphia that was included in the meeting packets. Joe Lazzaro attended CETO's meeting. There was nothing new since the last meeting.

Action Items

Approval of the CCTCC Budget Status Reports

Sharee McGiboney reviewed the budget status reports.

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

Acceptance of Audit Reports

The audit report was presented earlier in the meeting.

A motion was made by Jack Hines to accept the audit report prepared by Boyer & Ritter LLC. The motion was seconded by David Kirkner and carried unanimously.

Public Comment

There was no public comment.

Adjourn

A motion to adjourn the meeting was made by Jack Hines at 2:02 PM. The motion was seconded by Beth Butch and carried unanimously.