

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
September 12, 2017

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

**Members not in Attendance:**

At-Large Member	John Nagel	East Whiteland Township
At-Large Member	Jaclin Krumrine	Owen J. Roberts School District
At-Large Member	Mimi Gleason	West Whiteland Township

**Non-Members in Attendance:**

Rose Harr	Keystone Collections Group
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 1:31 PM.

**Public Comment**

There was no public comment.

**Approval of May 9, 2017 Meeting Minutes**

A motion was made by Jack Hines to approve the minutes from the May 9, 2017 meeting. The motion was seconded by Beth Butch and carried unanimously.

**Joseph Lubitsky, CCTCC Administrator**

**1. CCTCC Tax Officer December 31, 2016 Audit Report (Boyer & Ritter LLC)**

Joe Lubitsky introduced Mindy Werner from Boyer & Ritter LLC. 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 2015 and 2016 Audit Reports**

These statistics were reviewed. There were no questions.

**3. Update on SOC 1 Audit Report**

Keystone Collections Group has not received the SOC 1 audit report yet. It should be received soon.

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**4. 2017 Year-to-Date Collection Reports**

The year-to-date collection reports were reviewed. Collections for both EIT and LST are up.

**5. Draft Agenda for 2017 Annual Meeting and Proxy Vote**

Doug Hanley will be stepping down as chairman. A motion was made by Carey Vargo to nominate Casey LaLonde as Chairman. The motion was seconded by Doug Hanley and carried unanimously.

A motion was made by Casey LaLonde to nominate Jaclin Krumrine for Secretary. The motion was seconded by Doug Hanley and carried unanimously.

Beth Butch will be stepping down as 2<sup>nd</sup> Vice-Chairman in November. A replacement will be needed.

The remaining meeting information was reviewed. No other changes were needed.

**6. EIT Appeal Activity**

Keystone has a good process in place to handle appeal requests. There have not been any cases requiring the Appeals Board to convene.

**7. PennPrime Trust Membership Meeting**

Jean Krack is on the board at PennPrime.

**8. Real Estate Development in Chester County**

There have been more appeals requests as people who are not from Chester County move here and they are not familiar with EIT. Keystone can notify new residents only if they are made aware of them. Keystone is not always notified by the municipalities, school districts, or the county.

**9. Agreement with Chester County Intermediate Unit**

Terms for another three-year agreement were presented to the Board. An action item will appear later in the report.

**10. Future Vacancy on CCTCC Management Committee**

As discussed earlier, Beth Butch will be stepping down as 2<sup>nd</sup> Vice-Chairman.

**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 Cary Vargo and carried unanimously.

**Acceptance of Audit Reports**

The audit report was presented earlier in the meeting.

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A motion was made by Beth Butch to accept the audit report prepared by Boyer & Ritter LLC. The motion was seconded by Casey LaLonde and carried unanimously.

**Approval of Agreement with Chester County Intermediate Unit**

A motion was made by Jack Hines to approve a three-year agreement with the Chester County Intermediate Unit to provide administrative services. The motion was seconded by Beth Butch and carried unanimously.

**Public Comment**

There was no public comment.

**Adjourn**

A motion to adjourn the meeting was made by Beth Butch at 2:06 PM. The motion was seconded by Carey Vargo and carried unanimously.