

Chester County Tax Collection Committee  
455 Boot Road, Downingtown, PA 19335  
May 8, 2018, 1:30 p.m. Room 305

**AGENDA**

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I. Roll Call	1
II. Public Comment	2
<b><u>Agenda Topic</u></b>	
III. Approval of September 12, 2017 and November 14, 2017 Meeting Minutes	3
IV. <b>Informational Reports</b> ( <u>Joseph Lubitsky, CCTCC Administrator</u> )	
1. Audit Report for FYE 12/31/2017 (Barbacane Thornton & Company, LLP)	9
2. Proposal for Audit Services	32
3. Year-to-Date Collection Reports (will be distributed at meeting)	
4. Suggestions for Management Committee/Treasurer/Appeals Board Vacancies	
• John Nagel (Treasurer)	
• Erica Batdorf, Township Manager, West Vincent Township	
• Christopher Bashore, Borough Manager, Borough of Malvern	
• Dave Burman, Township Manager, Willistown Township	
5. Update of CCTCC delegates and contact list	
6. SOC-1 Audit	
7. Annual Newsletter to Membership	61
8. Reduction in Keystone Collections Commission Rate	
9. Customized Reporting available from Keystone Collections	
10. Request from Berkheimer Associates	67
11. Marquis Drive Taxpayers and City of Coatesville / Valley Township	
12. Earned Income Tax paid by Employees on Pipeline Projects	69
13. House Bill 866 - Out of State Tax Credits	70
14. House Resolution 291 – Statewide Collection of Earned Income Tax	71
<b><u>Action Items</u></b>	
V. Appointment of Management Committee Officers and Appeals Board Members	72
VI. Approval of CCTCC Budget Status Reports	73
VII. Acceptance of Audit Report	77
VIII. Appointment of Auditor	78
IX. Ratification of Deduction of 2018 Membership Budget Allocations	79
X. Ratification of Reduction in Keystone Collections Commission Rate	82
XI. Ratification of Renewal of Insurance Policy with Penn Prime Trust	87
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XIII. Adjournment	97

**Next Meeting:**

Tuesday, July 10, 2018, 1:30 p.m.

Chester County Intermediate Unit, 455 Boot Road, Downingtown, PA 19335