

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
 May 8, 2018

**Members in Attendance:**

Chairman	Casey LaLonde	West Goshen Township	
Vice Chairman	Jack Hines	West Bradford Township	
2 <sup>nd</sup> Vice Chairman	Doug Hanley	Uwchlan Township	
Treasurer	TBD		
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township	
At-Large Member	John Nagel	East Whiteland Township	
At-Large Member	Michael DeAngelis	Downingtown Area School District	1:34 PM
At-Large Member	E. Jean Krack	Phoenixville Borough	

**Members not in Attendance:**

Secretary	Jaclin Krumrine	Owen J. Roberts School District
At-Large Member	Mark Tracy	Kennett Consolidated School District
At-Large Member	Mimi Gleason	West Whiteland Township

**Non-Members in Attendance:**

Rose Harr	Keystone Collections Group
Steve Kutsuflakis	Barbacane, Thornton & Company
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Sharee McGibboney	Chester County Intermediate Unit
Chris Gehris	Phoenixville Area School District
Denis Mulhern	East Brandywine Township
Bob Hoffman	East Brandywine Township
Sandra McCabe	Chester County Intermediate Unit
Joyce Humphrey	Chester County Intermediate Unit

Casey LaLonde, Chairman, called the meeting to order at 1:30 PM.

**Public Comment**

There was no public comment.

**Approval of September 12, 2017 and November 14, 2017 Meeting Minutes**

A motion was made by Jack Hines to approve the minutes from the September 12, 2017 and November 14, 2017 meetings. The motion was seconded by Cary Vargo and carried unanimously.

**Joseph Lubitsky, CCTCC Administrator**

**1. Audit Report for FYE 12/31/2017**

Steve Kutsuflakis from Barbacane, Thornton & Company, reviewed the audit report. There were no questions.

**2. Proposal for Audit Services**

Joe Lubitsky asked Steve Kutsuflakis to present the audit proposal from Barbacane Thornton and Company, LLP. This proposal will be voted upon later in the meeting.

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
May 8, 2018

**3. Year-to-Date Collection Reports**

The collection reports were reviewed. There were no questions.

**4. Suggestions for Management Committee/Treasurer/Appeals Board Vacancies**

The following suggestions were made:

John Nagel, East Whiteland Township, to serve as Treasurer on the Management Committee.

Christopher Bashore, Malvern Borough, to serve on the Appeals Board.

Dave Burman, Willistown Township, to serve on the Appeals Board.

Erica Batdorf, West Vincent Township, to serve as an At-Large Member on the Management Committee.

These nominations will be voted on later in the meeting.

**5. Update of CCTCC Delegates and Contact List**

Joe Lubitsky said the delegate information is being updated as we receive it.

**6. SOC-1 Audit**

Everyone has received a copy of this audit for their records.

**7. Annual Newsletter to Membership**

The annual newsletter was reviewed

**8. Reduction in Keystone Collections Commission Rate**

Joe Lubitsky discussed the reduction in Keystone's commission rate.

This will be ratified later in the meeting.

**9. Customized Reporting Available from Keystone Collections**

Rose Harr discussed the customized reports that Keystone is currently doing for several members. Please call Rose Harr if you are interested in customized reports for your township/municipality/borough/school district.

**10. Request from Berkheimer Associates**

Joe Lubitsky received a request from Berkheimer Associates to be considered as a tax collector when Keystone's contract comes up for renewal. Joe will contact Berkheimer for a proposal. Keystone will also submit a proposal for the Committee's consideration

**11. Marquis Drive Taxpayers and City of Coatesville/Valley Township**

Rose Harr informed the Committee that only four residents have not complied.

**12. Earned Income Tax Paid by Employees on Pipeline Projects**

Workers required to pay once they have been there for 90 days and must pay non-resident tax.

**13. House Bill 866 – Out of State Tax Credits**

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
May 8, 2018

Joe Lubitsky discussed this bill that was signed by the governor and will take effect on July 3<sup>rd</sup>.

**14. House Resolution 291 – Statewide Collection of Earned Income Tax**

A study of the benefits on doing this on a statewide basis is due by the end of the year.

**Action Items**

**Appointment of Management Committee Officers and Appeals Board Members**

The following nominations were made:

Appoint John Nagel as Treasurer  
Appoint Erica Batdorf as an At-Large Member  
Nominate Chris Bashore and Dave Burman to the CCTCC Appeals Board.

The nomination for the At-Large Member was left open to see if Erica was still interested.

A motion was made by Jean Krack to approve the remaining three nominations. The motion was seconded by Cary Vargo and carried unanimously.

**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 Doug Hanley and carried unanimously.

**Acceptance of Audit Report**

A motion was made by Doug Hanley to accept the audit report prepared by Barbacane Thornton & Company LLC for the fiscal year ending December 31, 2017. The motion was seconded by John Nagel and carried unanimously.

**Appointment of Auditor**

A motion was made by Casey LaLonde to accept the proposal for a four-year extension of the contract with Barbacane, Thornton & Company, LLP for auditing services. The motion was seconded by Jack Hines and carried unanimously.

**Ratification of Deduction of 2018 Membership Budget Allocations**

A motion was made by Jack Hines to ratify the approval for Keystone Collections to process the deduction of the 2018 CCTC membership budget allocations from the April 1, 2018 remittances as outlined in the Bylaws. The motion was seconded by Cary Vargo and carried unanimously.

**Ratification of Reduction in Keystone Collections Commission Rate**

A motion was made by Doug Hanley to ratify a reduction in the Keystone Collections Group commission rate from 1.35% to 1.30% for the collection of earned income and local service taxes effective January 1, 2018. The motion was seconded by Cary Vargo and carried unanimously.

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
May 8, 2018

**Ratification of Renewal of Insurance Policy with PennPrime Insurance Trust**

A motion was made by Jack Hines to ratify the renewal of the insurance policy for 2018 with PennPrime Insurance Trust. Jean Krack had to recuse himself because he is on PennPrime's Board. The motion was seconded by Cary Vargo and carried unanimously.

**Public Comment**

There was no public comment.

**Adjourn**

A motion to adjourn the meeting was made by Jean Krack at 2:18 PM. The motion was seconded by Cary Vargo and carried unanimously.