

Chester County Tax Collection Committee Meeting
Meeting Minutes
 September 10, 2019

Members in Attendance:

Chairman	Casey LaLonde	West Goshen Township	
Vice Chairman	Jack Hines	West Bradford Township	
2 nd Vice Chairman	Doug Hanley	Uwchlan Township	
Treasurer	John Nagel	East Whiteland Township	
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township	
At-Large Member	Michael DeAngelis	Downingtown Area School District	1:34 p.m.
At-Large Member	Mark Tracy	Kennett Consolidated School District	
At-Large Member	E. Jean Krack	Phoenixville Borough	
At-Large Member	Erica Batdorf	West Vincent Township	

Members not in Attendance:

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

Non-Members in Attendance:

Rose Harr	Keystone Collections Group
Steven Kutsuflakis	Barbacane Thornton & Company
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Teresa Wallace	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 March 12, 2019 Meeting Minutes

A motion was made by Jean Krack to approve the minutes from the March 12, 2019 meeting. The motion was seconded by Cary Vargo and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. CCTCC December 31, 2018 Audit Report (Barbacane Thornton & Company, LLP)

Joe Lubitsky introduced Steven Kutsuflakis from Barbacane Thornton & Company. Mr. Kutsuflakis reviewed the audit. There were no questions.

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

2. CCTCC Tax Officer December 31, 2018 Audit Report (Boyer & Ritter LLC)

Rose Harr, Keystone Collections Group, presented the highlights from the audit performed by Boyer & Ritter. There were no questions

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3. Comparative Statistics from Audit Reports

These statistics were reviewed. There were no questions.

4. Year-to-Date Collection Reports

The year-to-date collection reports were reviewed.

5. Suggestions for Management Committee Vacancy

Doug Hanley, Uwchlan Township, will be leaving the CCTCC after a decade of service. It was suggested to contact Tony Sheivert, New Garden Township, to see if he is interested in serving on the Management Committee.

6. Draft Agenda for 2019 Annual Meeting and Proxy Vote

The meeting materials were reviewed. The question was raised about what was an appropriate fund balance. A motion to set the fund balance at \$20,000 was made by Cary Vargo. The motion was seconded by Jean Krack and carried unanimously. The meeting materials will be updated to reflect this change.

7. Proposal from CCIU for Administrative Services

The proposal for CCIU to provide administrative services to the Chester County Tax Collection Committee was reviewed. This would be a three-year agreement. A motion to approve the proposal was made by Jack Hines. The motion was seconded by John Nagel and carried unanimously.

Action Items

Appointment of Management Committee Officer

Casey LaLonde will reach out to Tony Scheivert to see if he is interested in serving on the CCTCC Management Committee.

Approval of the CCTCC Budget Status Reports

Teresa Wallace reviewed the budget status reports.

A motion was made by Jack Hines to approve the financial reports. The motion was seconded by Jean Krack and carried unanimously.

Acceptance of Audit Report

The audit report was presented earlier in the meeting.

A motion was made by Jean Krack to accept the audit report prepared by Barbacane Thornton & Company. The motion was seconded by Cary Vargo and carried unanimously.

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Public Comment

There was no public comment.

Adjourn

A motion to adjourn the meeting was made Doug Hanley at 2:11 PM. The motion was seconded by Jack Hines and carried unanimously.