

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
 June 9, 2015

**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	
Treasurer	David Kirkner	E. Brandywine Township	
Asst. Treasurer	Cary Vargo	Upper Uwchlan Township	
At-Large Member	Jaclin Krumrine	Owen J. Roberts School District	1:40 PM
At-Large Member	E. Jean Krack	Phoenixville Borough	
At-Large Member	Casey LaLonde	West Goshen Township	
At-Large Member	Tom Keim	Robeson Township	

**Members not in Attendance:**

Secretary	John Martin	Charlestown Township
At-Large Member	Mark Tracy	Kennett Consolidated School District

**Non-Members in Attendance:**

Rose Harr	Keystone Collections Group
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Sue Chambers	Chester County Intermediate Unit
Lisa Myers (conference Call)	Boyer & Ritter
Mary Burgoyne	West Chester Area School District
John Nagle	East Whiteland Township
David Burman	Willistown Township

Doug Hanley, Chairman, called the meeting to order at 1:30 PM.

**Public Comment**

There was no public comment.

**Approval of Minutes**

A motion was made by Jean Krack to approve the minutes from the meeting on March 10, 2015. The motion was seconded by Casey LaLonde and carried unanimously.

**Joseph Lubitsky, CCTCC Administrator**

**1. Audit Report for CCTCC Tax Officer**

At 1:32 PM, Joe Lubitsky introduced Lisa Myers, CPA from Boyer & Ritter, via conference call.

Ms. Myers presented the audit report to the Management Committee. There were no questions. The conference call ended at 1:45 PM.

**2. 2014 Year-to-Date Collections Reports**

Rose Harr, Keystone Collections Group, reviewed the reports for EIT and LST collections. EIT collections are down a little from this time last year. Cary Vargo asked what would cause these discrepancies. Rose said it could be the timing on where the money is coming from or it could be

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because an individual or company did not file. In the past, there had been issues with other TCC's but now all are compliant.

Beth Butch asked if an employer has filed regularly and then you notice a drop off in their filing, is there a process to address this? Rose said Keystone has a program that watches for non-compliant employers. Keystone reaches out to them to assist with filing. Usually the problem cannot be seen until the end of the quarter.

The question was raised if Keystone could notify school districts/municipalities if a onetime filer was sending a high payment so they would have that information for future budgeting plans. Keystone is using new auditing software to identify these situations and help with this issue.

Joe Lubitsky also mentioned that LST collections were up over \$364,000 from last year. He said certain municipalities had concerns about the LST collections. Rose said some municipalities feel Keystone is not paying attention to LST, however, they have been monitoring this closely. Non-compliant tracking for this includes working with employers to help them file. LST is a problem. Businesses are not required to give a physical location. The form is changing next year; trying to make it mandatory that a business give their physical location. DCED has been made aware of the issue. Also, Keystone is enhancing their system to try and capture business's actual location.

**3. Relocation of Keystone Office in Chester County**

Keystone's office is currently at the Oxford Area School District. They hope to be in the Brookworth Plaza off Route 322 in about 2 months.

**4. Keystone Responses to Taxpayer Concerns**

Joe Lubitsky explained to the Management Committee that the vast majority of complaints that come through his office are from tax payers claiming they did not know they had to pay. Some of the complaints come through municipalities and townships.

Rose explained that a more advanced phone system has been installed at Keystone, a program has been implemented for quality assurance, and all of Keystone's tax people have receive additional training. Keystone is going back to having specialty representatives which means there are different people who handle different questions.

Doug Hanley complimented Keystone on how helpful they have been with the tough issues.

Rose also mentioned that client services should be sending letters to municipalities and school districts when they are sending out delinquent notices.

**5. Reporting Capabilities with KeyTRAC System**

Rose informed the Committee that six municipalities have not responded or registered for KeyTRAC. They are: Coatesville City, Sadsbury Township, Valley Township, Wallace Township, West Marlborough Township, and West Goshen Township.

**6. Draft 2015 Annual Meeting Information and Proxy Vote**

Joe Lubitsky reviewed the annual meeting packet and asked about any changes. One change the Committee wanted to make was to change the annual meeting time back to a 1:30 PM meeting instead of it being at 6:00 PM. No changes were made to the slate of candidates. The only other change the Committee made was to change the meeting schedule to every two months starting with January 2016.

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The Annual Meeting Informational Packet will be mailed to all delegates in early September to allow for the return of the proxy votes.

**7. Demonstration of CCTCC Website**

Bobbie-Lou Schneider navigated the new CCTCC website asking for the Committee's suggestions. It was noted that Berks County was missing on the TCC map that the web designer had placed on the home page. A new map, which includes Berks County, will be sent to him to replace this map. The Committee also asked to have the title changed to Your Guidance to Taxation Under the Chester County Tax Collection Committee. A link to Keystone's website along with contact information is also needed. Rose will send that information to Bobbie-Lou. Under the Member Resources tab, the Committee is requesting a list of the municipalities that are a part of the TCC by County.

All of these suggestions will be given to Kyle Seckinger, the CCTCC web master.

**8. PSATS Resolution on Sterling Tax**

Rose Harr attended this ACT 32 meeting in Hershey, PA, which was not well attended. The main topics discussed how many counties are not doing a proper audit and the need for a property address for businesses in relation to LST. The LST problem is a state wide issue.

**Action Items**

**Approval of the CCTCC Budget Status Reports**

Sue Chambers reviewed the budget status reports.

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

**Acceptance of the Audit Report**

The audit report was presented earlier in the meeting by Lisa Myers of Boyer & Ritter via conference call.

A motion was made by David Kirkner to accept the audit report. The motion was seconded by Beth Butch and carried unanimously.

**Public Comment**

There was no public comment. The Committee thank the Chester County Intermediate Unit for their overall support and for their work on the CCTCC website.

**Adjourn**

A motion to adjourn the meeting was made by Jean Krack at 2:33 PM. The motion was seconded by Cary Vargo and carried unanimously.