

Chester County Tax Collection Committee Meeting
Meeting Minutes
 January 10, 2017

Members in Attendance:

Chairman	Doug Hanley	Uwchlan Township	
2 nd Vice Chairman	Beth Butch	Twin Valley School District	
Secretary	Casey LaLonde	West Goshen Township	
Treasurer	David Kirkner	E. Brandywine Township	1:33 PM
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:

Vice Chairman	Jack Hines	West Bradford Township
At-Large Member	John Nagel	E. 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
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 1:30 PM.

Public Comment

There was no public comment.

Approval of September 13, 2016 and November 15, 2016 Meeting Minutes

A motion was made by Jean Krack to approve the minutes from the September 13th and November 15th meetings. The motion was seconded by Casey LaLonde and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. Year-to-Date Collection Reports

The collections reports were reviewed.

2. Update of CCTCC Delegates and Contact List

A letter and delegate contact list has been sent to all participating townships, school districts and municipalities. We are asking everyone to update their delegate information so our data base is up to date for communicating with them.

3. Annual Newsletter to Membership

Joe Lubitsky, Sharee McGibboney and Bobbie-Lou Schneider are working on the annual newsletter. It will be sent to the Management Committee by mid-February for review and sent to the entire delegation by the end of February or beginning of March.

4. Crediting for Out-of-State Tax Payments / HB 245

Crediting for out-of-state tax payments and HB 245 were discussed. It was noted that the Governor has vetoed HB 245.

5. Reciprocity with the State of New Jersey

The reciprocity with the state of New Jersey was discussed.

Action Items

Approval of the CCTCC Budget Status Reports

Sharee McGibboney reviewed the budget status reports.

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

Approval of Deduction of 2016 Membership Budget Allocations

Keystone Collection Group would process the deduction of the 2016 CCTCC membership budget allocations from the April 2017 remittances as outlined in the Bylaws.

A motion was made by Cary Vargo to approve this deduction. The motion was seconded by Beth Butch and carried unanimously.

Ratification of Insurance Policy with PennPrime Trust

The CCTCC currently obtains the general liability and public official's liability insurance coverage through PennPrime. This policy period is from January 1, 2017 through January 1, 2018.

A motion was made by Beth Butch to renew the insurance policy. The motion was seconded by Cary Vargo and carried unanimously.

Public Comment

There was no public comment.

There was a question about the abstain and no votes on the proxy ballots. It was mentioned that the member who abstained did so because they did not collect EIT so they voted that way.

Adjourn

A motion to adjourn the meeting was made by Cary Vargo at 1:49 PM. The motion was seconded by Casey LaLonde and carried unanimously.