

Chester County Tax Collection Committee Meeting
Meeting Minutes
September 11, 2018

Members in Attendance:

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
At-Large Member	Mark Tracy	Kennett Consolidated School District
At-Large Member	E. Jean Krack	Phoenixville Borough

Members not in Attendance:

Chairman	Casey LaLonde	West Goshen Township
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
Erica Batdorf	West Vincent Township
Joanne Beard	Owen J. Roberts School District
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Teresa Wallace	Chester County Intermediate Unit
Sue Chambers	Chester County Intermediate Unit

Jack Hines, Vice Chairman, called the meeting to order at 1:30 PM.

Public Comment

There was no public comment.

Approval of May 8, 2018 Meeting Minutes

A motion was made by Jean Krack to approve the minutes from the May 8, 2018 meeting. The motion was seconded by Cary Vargo and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. CCTCC Tax Officer December 31, 2017 Audit Report (Boyer & Ritter LLC)

Joe Lubitsky reviewed the audit report that was provided by Boyer & Ritter LLC. There were no questions

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

2. Comparative Statistics from 2017 and 2018 Audit Reports

These statistics were reviewed. There were no questions.

3. 2018 Year-to-Date Collection Reports

The year-to-date collection reports were reviewed.

Chester County Tax Collection Committee Meeting
Meeting Minutes
September 11, 2018

4. Suggestions for Management Committee Vacancy

Erica Batdorf, Township Manager, West Vincent Township, was nominated as an At-Large Member. A motion to approve her nomination will appear later in the minutes.

5. Draft Agenda for 2018 Annual Meeting and Proxy Vote

The meeting materials were reviewed. They will be mailed to all delegates in the next week or so.

6. Update on House Resolution 291 – Statewide Collection of Earned Income Tax

Keystone provided the CCTCC Management Committee with an update on the House Resolution 291.

7. Proposals from Keystone Collections Group and Berkheimer Associates

Proposals from both tax collection firms were reviewed and found to be competitive. A motion to appoint a tax collector will appear later in the minutes.

Action Items

Appointment of Management Committee Officer

A motion to appoint Erica Batdorf, Township Manager, West Vincent Township, as an at-large representative on the Management Committee was made by Cary Vargo. The motion was seconded by Jean Krack and carried unanimously.

Approval of the CCTCC Budget Status Reports

Teresa Wallace reviewed the budget status reports.

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

Acceptance of Audit Reports

The audit report was presented earlier in the meeting.

A motion was made by Doug Hanley to accept the audit report prepared by Boyer & Ritter LLC. The motion was seconded by Cary Vargo and carried unanimously.

Appointment of Tax Collection Officer

A motion was made by Cary Vargo to enter into an agreement with Keystone Collections Group to serve as the CCTCC Tax Collection Officer for the period of January 1, 2020 through December 31, 2024. The motion was seconded by John Nagel. The vote was Aye - 7 and Nay - 1. The motion passed.

Public Comment

There was no public comment.

Adjourn

Chester County Tax Collection Committee Meeting
Meeting Minutes
September 11, 2018

A motion to adjourn the meeting was made by Cary Vargo at 2:10 PM. The motion was seconded by Doug Hanley and carried unanimously.