

Chester County Tax Collection Committee Meeting
Meeting Minutes
 May 11, 2021

Members in Attendance:

Chairman	Casey LaLonde	West Goshen Township	
Vice Chairman	Jon Altshul	Westtown Township	
Secretary	Jaclin Krumrine	Owen J. Roberts School District	1:31 p.m.
Treasurer	John Nagel	East Whiteland Township	
Asst. Treasurer	Hugh Purnell	West Goshen Township	
At-Large Member	Erica Batdorf	North Coventry Township	
At-Large Member	E. Jean Krack	Phoenixville Borough	

Members not in Attendance:

2 nd Vice Chairman	Tony Scheivert	Upper Uwchlan Township
At-Large Member	Michael DeAngelis	Downingtown Area School District
At-Large Member	Justin Yaich	West Bradford Township
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
Elaine Mathias	Twin Valley School District
Audrey Hudak	Thornbury Township
Brett Dolente	West Marlborough Township
Marty MacKenzie	Willistown Township
Linda Csete	Charlestown Township
Jonathan Ewald	Phoenixville Boro
Peggy Lennon	East Bradford Township
Jeremy Melber	Phoenixville Area School District
Joe Breslin	East Fallowfield Township
Lisa Swan	Caln Township
Dave Ware	East Goshen Township
Chris Boylan	East Goshen Township
Steve Kutsuflakis	Barbacane Thornton
Usha Hogan	East Whiteland Township
Neil Lovekin	
Joseph P. Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Teresa Wallace	Chester County Intermediate Unit

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

Public Comment

There was no public comment.

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Approval of September 8, 2020 and November 10, 2020 Meeting Minutes

A motion was made by Jean Krack to approve the minutes from the September 8, 2020 and November 10, 2020 meetings. The motion was seconded by Jon Altshul and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. Audit Report for Fiscal Year Ended 12/30/2020

Steve Kutsuflakis, Barbacane Thornton, LLC, reviewed the audit for fiscal year ended 12/30/2020. We received a clean opinion. There were no questions about the audit. A vote to accept the audit will appear later in the agenda.

2.& 3. Year-to-Date Collection Reports & Overview of 2020 Collections

Rose Harr, Keystone Collections Group, reviewed the year-to-date collection reports. There was a large increase in EIT collections due to the timing of funds and moving the filing date last year. There was an increase in LST collections due to the same reasons.

Keystone tried to collect delinquent accounts but not do so until businesses started opening up.

4. Update of CCTCC Delegates and Contact List

Joe Lubitsky informed the Committee that we sent an email to all delegates requesting their entities delegate information for 2021. We have updated our contact list with the information we have received.

5. Annual Newsletter of Membership and CCTCC Website

The annual newsletter was sent to the entire membership. Anyone who is looking for information on collections or other items that pertain to the CCTCC can find this information on the CCTCC website.

6. Extension of Tax Filing Deadline to May 17, 2021

Keystone Collections Group sent a letter to Joe Lubitsky, CCTCC Administrator, asking for the CCTCC's consent to extend the deadline for filing EIT returns to May 17, 2021 to match the Federal and State filing deadlines. This interim waiver was recommended by the DCED.

Action Items

Approval of the CCTCC Budget Status Reports

Teresa Wallace reviewed the budget status reports. There were no questions.

A motion was made by John Nagel to approve the financial reports. The motion was seconded by Hugh Purnell and carried unanimously.

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Ratification of 2021 Membership Budget Allocations

A motion was made by Jon Altshul to ratify the approval for Keystone Collections to process the deduction of the 2021 CCTCC membership budget allocations from the April 1, 2021 remittances as outlined in the Bylaws. The motion was seconded by Jean Krack and carried unanimously.

Ratification of Extension of Tax Filing Deadline to May 17, 2021

A motion was made by Jon Altshul to ratify the extension of the tax filing deadline to May 17, 2021 as proposed in the letter from Keystone Collections Group. The motion was seconded by John Nagel and carried unanimously.

Acceptance of Audit Report for Fiscal Year Ended December 31, 2020

A motion was made by Jean Krack to accept the audit report prepared by Barbacane Thornton & Company, LLC for the fiscal year ending December 31, 2020. The motion was seconded by Erica Batdorf and carried unanimously.

Public Comment

There was no public comment.

Adjourn

A motion to adjourn the meeting was made by Hugh Purnell at 2:11 PM. The motion was seconded by Jackie Krumrine and carried unanimously.