

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
 March 8, 2022

**Members in Attendance:**

Chairman	Vacant		
Vice Chairman	Jon Altshul	Westtown Township	
2 <sup>nd</sup> Vice Chairman	Tony Scheivert	Upper Uwchlan Township	
Secretary	Jaclin Krumrine	Owen J. Roberts School District	1:46 p.m.
Treasurer	Mark Tracy	Kennett Consolidated School District	
Asst. Treasurer	Vacant		
At-Large Member	Michael DeAngelis	Downingtown Area School District	
At-Large Member	Vacant		

**Members not in Attendance:**

At-Large Member	John Nagel	East Whiteland Township
At-Large Member	Justin Yaich	West Bradford Township
At-Large Member	Erica Batdorf	North Coventry Township

**Non-Members in Attendance:**

Rose Harr	Keystone Collections Group
Joe Lubitsky	Chester County Intermediate Unit
Teresa Wallace	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Monica Koza-Lubinsky	Phoenixville Borough
Chris Bashore	West Goshen Township
Luke Reven	East Brandywine Township

Joe Lubitsky, CCTCC Administrator, called the zoom meeting to order at 1:36 PM.

**Public Comment**

No public comment.

**Approval of November 9, 2021 Meeting Minutes**

A motion was made by Tony Scheivert to approve the minutes from the November 9, 2021 meeting. The motion was seconded by Mark Tracy and carried by majority. Let the record show Luke Reven abstained from voting.

The approval of the meeting minutes from November 9, 2021 was done after the appointment of the new Management Committee Representatives and Officers.

**Joseph Lubitsky, CCTCC Administrator**

**1. Appointment of Management Committee Representatives and Officers**

Joe Lubitsky. advised the Management Committee that there have been a lot of resignations and retirements in the townships and districts and on the Management Committee; therefore, we need to elect new members to fill those vacant positions. He explained how the CCTCC

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
March 8, 2022

came about and that to be on the Management Committee, you need to be either the primary or alternate delegate for your township or school district.

Joe asked for a motion to appoint the new officers and committee representatives. A motion was made by Jon Altshul to approve the new officers and committee representatives. The motion was seconded by Michael DeAngelis and carried unanimously.

Joe then asked all the Committee members to introduce themselves.

**2. Year-to-Date Collection Reports**

The year-to-date collection reports were reviewed by Rose Harr, Keystone Collections Group. There were no questions.

**3. Overview of 2021 Collections**

Rose distributed reports showing the overview of the 2021 collections to the Management Committee members. These 2021 collection reports were reviewed and there were no questions.

**4. Update of CCTCC Delegates and Contact List**

Requests for updated delegate names and contact information was sent to all CCTCC members. We have updated our information to reflect what has been provided to us.

You can check the CCTCC website for updates and collection reports.

**5. Annual Newsletter of Membership**

A draft of the annual newsletter that will be sent to all CCTCC delegates was reviewed. There were no questions.

**Action Items**

**Appointment of Management Committee Officers**

This action item was done at the beginning of the meeting.

**Approval of CCTCC Budget Status Reports**

The budget status reports were reviewed. There were no questions.

A motion was made by Chris Bashore to approve the financial reports. The motion was seconded by Jackie Krumrine and carried unanimously.

**Approval of Deduction of 2022 Membership Budget Allocations**

This was discussed earlier in the meeting as part of the annual newsletter.

A motion was made by Luke Reven to authorize Keystone Collections Group to process the deduction of the 2022 CCTCC membership budget allocations from the April 1, 2022

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
March 8, 2022

remittances as outlined in the Bylaws. The motion was seconded by Chris Bashore and carried unanimously.

**Public Comment**

There was no public comment.

It was mentioned that the audit is being completed and will be presented to the Committee at a future meeting.

The CCIU administrative support agreement expires in January 2023. A new proposal will be presented later this year.

Keystone Collections Group's contract expires in December 2024. They will be submitting a proposal to extend this agreement.

**Adjournment**

A motion to adjourn the meeting was made by Jon Altshul at 2:20 PM. The motion was seconded by Chris Bashore and carried unanimously.