

Chester County Tax Collection Committee Meeting
Meeting Minutes
 July 12, 2022

Members in Attendance:

Chairman	Jon Altshul	Westtown Township	
Vice Chairman	Tony Scheivert	Upper Uwchlan Township	
2 nd Vice Chairman	John Nagel	East Whiteland Township	
Secretary	Jaclin Krumrine	Owen J. Roberts School District	
Treasurer	Mark Tracy	Kennett Consolidated School District	
Asst. Treasurer	Michael DeAngelis	Downingtown Area School District	
At-Large Member	Erica Batdorf	North Coventry Township	
At-Large Member	Chris Bashore	West Goshen Township	1:33 p.m.

Members not in Attendance:

At-Large Member	Luke Reven	East Brandywine Township
At-Large Member	Monica Koza-Lubinsky	Phoenixville Borough
At-Large Member	Justin Yaich	West Bradford Township

Non-Members in Attendance:

Rose Harr	Keystone Collections Group
Teresa Wallace	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Steve Kutsuflakis	Barbacane Thornton, LLC
Judy Lizza	Thornbury Township – Delaware Cty.
Deb Klahold	Tredyffrin/Easttown School District
Suzanne Simone	Popcopson Township
Sue Howat	Thornbury Township – Delaware Cty.
Marty McKenzie	Willistown Township
Elaine Mathias	Twin Valley School District
George Firrantello	Elverson Borough
Lisa Swan	Caln Township
Usha Hogan	East Whiteland Township
Beth Polinski	Owen J. Roberts School District
Sue	
Linda	

Jon Altshul, Chairman, called the zoom meeting to order at 1:31 PM.

Public Comment

No public comment.

Approval of March 8, 2022 Meeting Minutes

A motion was made by Mark Tracy to approve the minutes from the March 8, 2022 meeting. The motion was seconded by Tony Scheivert and carried by majority.

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1. Audit Report for Fiscal Year Ended 12/31/2021

Steve Kutsuflakis, Barbacane Thornton, LLC, reviewed the audit for fiscal year ended 12/31/2021. 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. Year-to-Date Collection Reports

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

Teresa Wallace, CCIU, mentioned the year-to-date EIT collections were up 1.9%, \$12 million ahead of 2021. The year-to-date LST collections are up 6.2%, \$280,000 ahead of 2021.

3. Contract Extension Proposal from Keystone Collections Group

Teresa Wallace informed the Committee that the contract extension from Keystone Collections Group had been reviewed by our solicitor, Jason Confair. This contract will provide significant savings to the Committee. The fee for the years 2023 and 2024 will be reduced to 1.24%. For years 2025 and thereafter, the rate will be 1.22%. If a lower fee is given to a surrounding county, that fee will be matched for Chester County.

4. Proposal from Chester County Intermediate Unit

The Chester County Intermediate Unit presented the Committee with a proposal to provide Administrative Services to support the Chester County Tax Collection Committee. The Committee reviewed the proposal and accepted it. A vote was taken and will show later in the minutes.

5. CCTCC Website

On the CCTCC website, which can be found at <https://www.chestercountytcc.org>, you can find copies of the financial reports, meeting minutes, operations manual, rights, policies, & regulations, and other information that pertains to the CCTCC.

Action Items

Acceptance of Audit Report for Fiscal Year Ended December 31, 2021

A motion was made by Jon Altshul to accept the audit report prepared by Barbacane Thornton & Company, LLC for the fiscal year ending December 31, 2021. The motion was seconded by Erica Batdorf and carried unanimously.

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 Mark Tracy and carried unanimously.

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Approval of Contract Extension with Keystone Collections Group

A motion was made by Chris Bashore to approve the extension of the contract with Keystone Collections Group. The motion was seconded by Jackie Krumrine and carried unanimously.

Approval of Proposal from Chester County Intermediate Unit

A motion was made by Jackie Krumrine to accept the proposal from the Chester County Intermediate Unit to provide Administrative Support to the Chester County Tax Collection Committee. The motion was seconded by Tony Scheivert and carried unanimously.

Public Comment

There was no public comment.

Adjournment

A motion to adjourn the meeting was made by Jackie Krumrine at 1:57 p.m. The motion was seconded by Tony Scheivert and carried unanimously.