

Chester County Tax Collection Committee Meeting
Meeting Minutes
July 14, 2020

Members in Attendance by Phone:

Chairman	Casey LaLonde	West Goshen Township
2 nd Vice Chairman	Tony Scheivert	Upper Uwchlan Township
Secretary	Jaclin Krumrine	Owen J. Roberts School District
At-Large Member	Justin Yaich	West Bradford Township
At-Large Member	Mark Tracy	Kennett Consolidated School District
At-Large Member	E. Jean Krack	Phoenixville Borough
At-Large Member	Erica Batdorf	West Vincent Township
At-Large Member	Mimi Gleason	West Whiteland Township

Members not in Attendance:

Treasurer	John Nagel	East Whiteland Township
At-Large Member	Michael DeAngelis	Downingtown Area School District
At-Large Member	John Altshul	East Goshen Township

Non-Members in Attendance by Phone:

Rose Harr	Keystone Collections Group
Stephen Kutsuflakis	Barbacane Thornton & Company, LLC

Non-Members in Attendance in Person:

Megan Cadrew	East Caln Township
Joe Lubitsky	Chester County Intermediate Unit
Bobbie-Lou Schneider	Chester County Intermediate Unit
Teresa Wallace	Chester County Intermediate Unit

Joe Lubitsky and Casey LaLonde called the meeting to order at 1:37 PM. This meeting was conducted by conference call due to COVID-19.

Public Comment

There was no public comment.

Approval of September 10, 2019 and November 12, 2019 Meeting Minutes

A motion was made by Jean Krack to approve the minutes from the September 10, 2019 and November 12, 2019 meetings. The motion was seconded by Jaclin Krumrine and carried unanimously.

Joseph Lubitsky, CCTCC Administrator

1. Appointment of Management Committee Officers

New Committee members, Justin Yaich and John Altshul were introduced. Joe Lubitsky asked for a motion for their nomination as At-Large Members of the CCTCC Management Committee

A motion was made by Jean Krack to approve their nomination. The motion was seconded by Tony Scheivert and carried unanimously.

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Nominations for the open Management Committee positions of Vice Chairman and Assistant Treasurer have been deferred to the next meeting.

2. Audit Report for Fiscal Year Ended 12/31/2019

Stephen Kutsuflakis, Barbacane Thornton & Company presented the audit report. There were no questions.

3. 2020 Year-to-Date Collections Reports

The collection reports were reviewed. Rose Harr, Keystone Collections Group, also reviewed the supplemental reports. There were no questions.

4. Impact of Telework on EIT Collections

Joe reviewed the concern on teleworking and earned income taxes. Initially not seeing a huge change in collections due to telework. It was decided to hold off on pursuing anything further until the July collection numbers are available.

5. Keytrac System and Report Options from Keystone Collections Group

Rose Harr reviewed this with the Management Committee.

6. Update of CCTCC Delegates and Contact List

Bobbie-Lou Schneider has updated this information from the forms that have been received.

7. Annual Newsletter of Membership

The meeting materials contained a copy of the letter that was sent to all CCTCC members.

Action Items

Appointment of Management Committee Officers

This was done at the beginning of the meeting.

Approval of the CCTCC Budget Status Reports

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

A motion was made by Jaclin Krumrine to approve the financial reports. The motion was seconded by Erica Batdorf and carried unanimously.

Ratification of Deduction of 2020 Membership Budget Allocations

A motion was made by Jean Krack to ratify Keystone Collections processing the deduction of the 2020 CCTCC membership budget allocations on April 1, 2020 from the remittances as outlined in the Bylaws. The motion was seconded by Justin Yaich and carried unanimously.

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Acceptance of Audit Report

A motion was made by Jaclin Krumrine to accept the audit report prepared by Barbacane Thornton & Company, LLC for the fiscal year ending December 31, 2019. The motion was seconded by Jean Krack and carried unanimously.

Public Comment

There was no public comment.

Adjourn

A motion to adjourn the meeting was made by Mark Tracy at 2:10 PM. The motion was seconded by Jaclin Krumrine and carried unanimously.