

Chester County Tax Collection Committee Meeting  
Meeting Minutes  
 July 11, 2023

**Members in Attendance:**

Chairman	Jon Altshul	Westtown Township
Vice Chairman	Tony Scheivert	Upper Uwchlan Township
2 <sup>nd</sup> Vice Chair	Steve Brown	East Whiteland Township
Treasurer	Mark Tracy	Kennett Consolidated School District
At-Large Member	Luke Reven	East Brandywine Township
At-Large Member	Erica Batdorf	North Coventry Township
At-Large Member	Monica Koza-Lubinsky	Phoenixville Borough
At-Large Member	Chris Bashore	West Goshen Township

**Members not in Attendance:**

Asst. Treasurer	Michael DeAngelis	Downingtown Area School District
At-Large Member	Justin Yaich	West Bradford Township
Secretary	Jaclin Krumrine	Owen J. Roberts School District

**Non-Members in Attendance:**

Rose Harr	Keystone Collections Group
Teresa Wallace	Chester County Intermediate Unit
Bonnie Lucy	
Lisa Swan	Caln Township
Elaine Mathias	Twin Valley School District
Steve Kutsuflakis	Barbacane Thornton & Co.
Marty McKenzie	Willistown Township
Nick Baccino	Borough of Kennett Square
Michael Wacy	
David Ware	
Sue Chambers	Owen J Roberts SD

Joe Lubitsky, CCTCC Administrator, called the zoom meeting to order at 1:35 PM.

**Public Comment**

No public comment.

**Approval of January 10, 2023 Meeting Minutes**

A motion was made by Jon Altshul to approve the minutes from the January 10, 2023 meeting. The motion was seconded by Steven Brown and carried unanimously.

**1. Audit Report for Fiscal Year Ended 12/31/2022 (Barbacane Thornton & Co)**

Steve Kutsuflakis, Barbacane Thornton & Co, reviewed the audit for the fiscal year ended 12/31/2022. Opinion was read and it was found to be clean/unmodified. Reviewed Balance Sheet pages as well as the Revenue and Expense for 3 years. Auditor stated that it was a smooth audit and had no findings to report. It was discussed setting up a money market account to gain more interest revenue.

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**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. Comparison of YTD June 2023 and YTD June 2022 Collection Reports**

Rose distributed reports showing the overview of the YTD June 2023 vs. June 2022 collections to the Management Committee members. These reports were reviewed and there were no questions.

**Action Items**

**Acceptance of Audit Report for Fiscal Year Ended December 31, 2022**

A motion was made by Luke Reven to accept the audit report. The motion was seconded by Jon Altshul and carried unanimously.

**Approval of CCTCC Budget Status Reports**

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

A motion was made by Tony Scheivert to approve the financial reports. The motion was seconded by Elaine Mathais and carried unanimously.

**Public Comment**

There was no public comment.

**Adjournment**

A motion to adjourn the meeting was made by Jon Altshul at 1:50 p.m. The motion was seconded by Luke Reven and carried unanimously.

Respectfully submitted,

Theresa Wallace