

Chester County Tax Collection Committee (CCTCC)
Summary of Management Committee Meetings

The following is a summary of the Chester County Tax Collection Committee Management Committee meetings held between January 2026 and September 2026. Complete agenda, supporting material and meeting minutes can be provided upon request.

Meeting Date: May 5, 2026

1. Presentation and Approval of Audit Report for Fiscal Year Ended 12/31/2025
2. Discuss Year-to-Date Collection Reports
3. Review of Annual Newsletter to Membership
4. Update of CCTCC Delegates and Contact List
5. Ratification of Deduction of 2026 Membership Budget Allocations

Meeting Date: September 15, 2026

1. Discuss Year-to-Date Collection Reports
2. Discuss Appeal Activity
3. Review Draft Agenda and Proxy Ballot for 2026 Annual Meeting

APPROVAL OF 2027 CCTCC SLATE OF CANDIDATES

Recommend the Board approve the CCTCC Slate of Candidates for 2027.

Discussion: _____

Action: Motion _____ Seconded _____

Vote: Yes _____ No _____

Background

The CCTCC By-Laws outline the Management Committee as follows:

ARTICLE III. Officers, Agents, Employees

Section 3. Annual Board Organization Meeting/Officer Election/Other Appointments:

Beginning in 2010, the Board will designate one of the regular Board meetings as the annual organization meeting. This meeting will generally be held in November. At the annual organization meeting, the Board shall elect officers and at-large Management Committee Members.

Responsible Staff: Joseph P. Lubitsky

Attachment: Slate of Candidates

NOMINATIONS COMMITTEE

SLATE OF CANDIDATES for 2027

Tony Scheivert, Chairman	Upper Uwchlan Township
Steve Brown, Vice Chairman	East Whiteland Township
Monica Koza-Lubinsky, 2nd Vice Chairman	Phoenixville Borough
Erica Batdorf, Secretary	North Coventry Township
Mark Tracy, Treasurer	Kennett Consolidated School District
Michael DeAngelis, Asst. Treasurer	Downingtown Area School District
Lori Diefenderfer, At-Large Member	Coatesville Area School District
Luke Reven, At-Large Member	East Brandywine Township
Justin Yaich, At-Large Member	West Bradford Township
Chris Bashore, At-Large Member	West Goshen Township

APPROVAL OF 2025-26 EXPENDITURES

Recommend the Board approve the 2025-26 CCTCC expenditures.

Discussion: _____

Action: Motion: _____ Seconded _____

Vote: Yes _____ No _____

Background

The Tax Committee Bylaws state all TCC expenditures paid or incurred since the last annual organization Board meeting will be presented to the Board for ratification at the next annual Board meeting.

Responsible staff: Joseph P. Lubitsky

Attachments: 2025-26 CCTCC Expenditures

Chester County Tax Collection Committee
Bill Payment Spreadsheet
as of August 31, 2026

Date	Check #	Payee	Amount	Memo
09/29/2025	1253	Saxton & Stump LLC	29.50	Legal Services for 9/4/2025
09/29/2025	1254	Chester County Intermediate Unit	7,456.37	Administrative Costs Q1 \$7350 & \$81.37 of Printing July and August
11/12/2025	1255	Saxton & Stump LLC	88.50	Legal Services for 10/11/2025
11/19/2025	1256	Municipal Web Management	1,800.00	1 Year Updating and Website Maintenance
12/09/2025	1257	Saxton & Stump LLC	7,990.50	Legal Services for 11/21/2025
12/09/2025	1258	Chester County Intermediate Unit	58.09	Printing and Binding September - October 2025
12/29/2025	1259	Chester County Intermediate Unit	7,375.00	2nd Quarter Administrative Costs
01/07/2026	1260	Saxton & Stump LLC	615.00	December 5-12 Lawyer Billing
01/07/2026	1262	Penn Prime	4,600.00	Liability Insurance 2026
01/08/2026	1263	Saxton & Stump LLC	350.00	December 8 Billing
01/21/2026	1264	21st Century Media-Philly	121.49	1/1/26 AD
01/21/2026	1265	Saxton & Stump LLC	413.00	December 18 Billing
03/30/2026	1266	CCIU	7,500.00	3rd Quarter 2025-26 Administrative Costs
04/07/2026	1267	Saxton & Stump LLC	1,076.50	January and February Legal Fees
04/08/2026	1268	CCIU	2.96	Postage
06/02/2026	1269	Saxton & Stump LLC	3,991.50	April and May Legal Fees
06/02/2026	1270	CCIU	7,528.08	Printing, Binding and Postage 4th Quarter 2025-26 Administrative Costs
08/12/2026	1271	CCIU	7,629.68	Printing, Binding and Postage Mar-May 2026 Printing, Binding and Postage June 2026 1st Quarter 2026-27 Administrative Costs
08/12/2026	1272	Void	0.00	Void
08/12/2026	1273	Void	0.00	Void
08/12/2026	1274	Barbacane Thorton	4,150.00	Progress Billing 2025 and Audit Final Billing 2025 Audit
Total			62,776.17	

APPROVAL OF THE CCTCC 2027 OPERATING BUDGET

Recommend the Board approve the 2027 Operating Budget.

Discussion: _____

Action: Motion: _____ Seconded _____

Vote: Yes _____ No _____

Background

The CCTCC Bylaws outline the Budget Adoption as follows:

Article VII. Finances and Contracts

Section 3. a. Budget Adoption: *The proposed annual budget of the TCC for the next fiscal year shall be prepared by the Chairperson or the Chairperson's designee and distributed to delegates at least 10 days prior to the Board meeting at which the budget is expected to be presented for adoption. A special meeting may be called for advance discussion of the proposed budget. The budget will generally be presented for adoption at the Board annual organization meeting. However, the budget may be presented for adoption at an earlier or later meeting. As set for in Article II, Section 8, Board approval of the budget shall require the affirmative vote of a 51% majority of all delegate votes that could be cast if all delegates were present.*

Responsible Staff: Joseph P. Lubitsky

Attachments: Proposed 2027 Operating Budget

Chester County Tax Collection Committee**2027 Proposed Operating Budget****2027 Budget Assumptions:**

1. Based on January 1 - December 31 fiscal year.
2. No employees projected for Tax Collection Committee
3. Tax Collection Committee administrative services provided by Chester County Intermediate Unit
4. Based on Keystone Collections Group contract terms and conditions

<u>Description</u>	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Original Budget	2026 Projected Budget	2027 Proposed Budget	Change from 2026 Projected Budget	% Change
Beginning Balance	24,518	28,778	32,347	35,725	35,707	38,594	39,577	30,457	47,519		
<u>Revenue</u>											
Committee Members Contributions	41,183	41,183	41,183	41,183	41,183	41,183	66,183	66,183	51,780	(14,403)	-22%
Interest Earnings	134	51	111	282	1,595	1,520	1,000	1,200	1,200	-	0%
Other Revenue	-	-	-	-	-	-	-	-	-	-	0%
Total Revenue	41,317	41,234	41,294	41,465	42,778	42,703	67,183	67,383	52,980	(14,403)	-21%
<u>Expenditures</u>											
Professional Fees	2,253	2,107	1,847	4,629	1,822	12,228	25,000	10,000	10,000	-	0%
CCTCC Administrative Services	27,000	27,500	28,000	28,500	29,000	29,250	30,000	30,000	31,000	1,000	3%
Insurance	3,500	4,100	4,100	4,100	4,650	4,600	5,000	4,600	4,830	230	5%
Employer Education and Training	-	-	-	-	-	-	-	-	-	-	-
Audit Fees	3,850	3,850	3,850	4,000	4,150	4,150	4,500	4,571	4,800	229	5%
Supplies, Postage, Document Production	454	108	120	254	269	612	500	500	500	-	-
Appeals Board Administration	-	-	-	-	-	-	-	-	-	-	-
Meeting Expenses	-	-	-	-	-	-	150	150	150	-	0%
Contingency	-	-	-	-	-	-	500	500	500	-	0%
Total Expenditures	37,057	37,665	37,917	41,483	39,891	50,840	65,650	50,321	51,780	1,459	3%
Increase in Net Assets	4,261	3,569	3,377	(18)	2,887	(8,137)	183	17,062	1,200	(15,862)	-93%
Ending Balance	28,778	32,347	35,725	35,707	38,594	30,457	41,110	47,519	48,719		

Proposed 2027 Budget Allocation per Tax Collection Committee Member
Based on Proposed TCC Budget

Tax Collection Committee Member	EIT Distributions to TCD Members (Source: 2025 Boyer & Ritter Audit Report)	Percentage of Total Collections	Share of 2027 TCC Budget at \$51,780
AVON GROVE SD	-	0.00%	-
AVONDALE BORO	445,220.00	0.15%	78.50
BIRMINGHAM TWP	-	0.00%	-
CAERNARVON TWP	1,045,934.00	0.36%	184.39
CALN TWP	3,032,440.00	1.03%	534.58
CHADDS FORD TWP	-	0.00%	-
CHARLESTOWN TWP	5,561,555.00	1.89%	980.45
COATESVILLE AREA SD	11,531,206.00	3.93%	2,032.83
COATESVILLE CITY	5,844,991.00	1.99%	1,030.42
DOWNINGTOWN AREA SD	23,870,306.00	8.13%	4,208.11
DOWNINGTOWN BORO	2,033,923.00	0.69%	358.58
EAST BRADFORD TWP	4,587,649.00	1.56%	808.75
EAST BRANDYWINE TWP	4,055,530.00	1.38%	714.98
EAST CALN TWP	1,790,705.00	0.61%	315.70
EAST COVENTRY TWP	2,619,320.00	0.89%	461.77
EAST FALLOWFIELD TWP	1,693,790.00	0.58%	298.62
EAST GOSHEN TWP	5,988,851.00	2.04%	1,055.79
EAST MARLBOROUGH TWP	-	0.00%	-
EAST NANTMEAL TWP	823,384.00	0.28%	145.14
EAST NOTTINGHAM TWP	2,498,122.00	0.85%	440.39
EAST PIKELAND TWP	3,490,652.00	1.19%	615.35
EAST VINCENT TWP	3,394,024.00	1.16%	598.32
EAST WHITELAND TWP	12,527,840.00	4.27%	2,208.57
EASTTOWN TWP	3,331,241.00	1.13%	587.29
ELK TWP	487,770.00	0.17%	86.01
ELVERSON BORO	218,206.00	0.07%	38.47
FRANKLIN TWP	1,110,843.00	0.38%	195.83
GREAT VALLEY SD	-	0.00%	-
HONEY BROOK BORO	306,165.00	0.10%	53.95
HONEY BROOK TWP	2,648,107.00	0.90%	466.85
KENNETT CONSOLIDATED SD	6,689,388.00	2.28%	1,179.29
KENNETT SQUARE BORO	1,477,878.00	0.50%	260.56
KENNETT TWP	5,457,548.00	1.86%	962.12
LONDON BRITAIN TWP	-	0.00%	-
LONDON GROVE TWP	3,742,099.00	1.27%	659.68
LOWER OXFORD TWP	1,512,115.00	0.51%	266.56
MALVERN BORO	2,395,727.00	0.82%	422.37

Proposed 2027 Budget Allocation per Tax Collection Committee Member
Based on Proposed TCC Budget

Tax Collection Committee Member	EIT Distributions to TCD Members (Source: 2025 Boyer & Ritter Audit Report)	Percentage of Total Collections	Share of 2027 TCC Budget at \$51,780
MODENA BORO	54,632.00	0.02%	9.63
NEW GARDEN TWP	3,790,559.00	1.29%	668.22
NEW LONDON TWP	1,464,930.00	0.50%	258.28
NEW MORGAN BORO	22,142.00	0.01%	3.88
NEWLIN TWP	595,256.00	0.20%	104.96
NORTH COVENTRY TWP	2,676,487.00	0.91%	471.82
OWEN J ROBERTS SD	9,939,440.00	3.38%	1,752.24
OXFORD AREA SD	4,090,519.00	1.39%	721.14
OXFORD BORO	915,525.00	0.31%	161.40
PENN TWP	1,351,883.00	0.46%	238.34
PENNSBURY TWP	1,043,192.00	0.36%	183.92
PHOENIXVILLE AREA SD	11,172,045.00	3.80%	1,969.56
PHOENIXVILLE BORO	4,929,242.00	1.68%	868.97
POCOPSON TWP	1,470,411.00	0.50%	259.21
ROBESON TWP	1,541,915.00	0.53%	271.85
SADSBURY TWP	1,026,696.00	0.35%	181.02
SCHUYLKILL TWP	4,789,112.00	1.63%	844.27
SOUTH COATESVILLE BORO	294,053.00	0.10%	51.83
SOUTH COVENTRY TWP	684,617.00	0.23%	120.70
THORNBURY TWP - CHESTER CTY	1,255,489.00	0.43%	221.31
THORNBURY TWP - DELAWARE CTY	2,157,954.00	0.73%	380.43
TREDYFFRIN TWP	-	0.00%	-
TREDYFFRIN-EASTTOWN SD	-	0.00%	-
TWIN VALLEY SD	4,770,126.00	1.62%	840.91
UNIONVILLE-CHADDS FORD SD	-	0.00%	-
UPPER OXFORD TWP	854,818.00	0.29%	150.68
UPPER UWCHLAN TWP	5,282,029.00	1.80%	931.16
UWCHLAN TWP	8,877,607.00	3.02%	1,565.05
VALLEY TWP	1,492,666.00	0.51%	263.15
WALLACE TWP	1,185,539.00	0.40%	208.98
WARWICK TWP	1,065,031.00	0.36%	187.75
WEST BRADFORD TWP	6,342,624.00	2.16%	1,118.14
WEST BRANDYWINE TWP	1,928,714.00	0.66%	340.04
WEST CALN TWP	1,586,310.00	0.54%	279.66
WEST CHESTER AREA SD	29,702,299.00	10.11%	5,236.22
WEST CHESTER BORO	6,679,529.00	2.27%	1,177.53
WEST GOSHEN TWP	10,666,409.00	3.63%	1,880.39

Proposed 2027 Budget Allocation per Tax Collection Committee Member
Based on Proposed TCC Budget

Tax Collection Committee Member	EIT Distributions to TCD Members (Source: 2025 Boyer & Ritter Audit Report)	Percentage of Total Collections	Share of 2027 TCC Budget at \$51,780
WEST GROVE BORO	934,677.00	0.32%	164.76
WEST MARLBOROUGH TWP	248,302.00	0.08%	43.75
WEST NANTMEAL TWP	517,106.00	0.18%	91.18
WEST NOTTINGHAM TWP	586,588.00	0.20%	103.40
WEST PIKELAND TWP	2,664,076.00	0.91%	469.64
WEST VINCENT TWP	3,814,525.00	1.30%	672.47
WEST WHITELAND TWP	8,197,697.00	2.79%	1,445.18
WESTTOWN TWP	3,997,910.00	1.36%	704.78
WILLISTOWN TWP	10,845,516.00	3.69%	1,911.98
Total Earned Income Tax Collected	293,718,726.00	100.00%	51,780.00

APPROVAL OF CHESTER COUNTY TAX COLLECTION COMMITTEE MEETING DATES

Recommend the Board approve the 2027 meeting dates.

Discussion: _____

Action: Motion _____ Seconded _____

Vote: Yes _____ No _____

Background

The Tax Committee By-Laws state that the meeting dates shall be voted upon by the Board at the annual meeting each year.

Responsible staff: Joseph P. Lubitsky

Attachments: 2027 Meeting Date Schedule

2027 Meeting Dates for the
Chester County Tax Collection Committee

The following is a list of dates for the Chester County Tax Collection Committee meetings in the 2027 calendar year. All meetings will be held at the Chester County Intermediate Unit, 455 Boot Road, Downingtown, PA or via Zoom.

<u>Date</u>	<u>Time</u>	<u>Description of Meeting</u>
January 12, 2027	1:30 p.m.	CCTCC Management Committee Meeting
March 9, 2027	1:30 p.m.	CCTCC Management Committee Meeting
May 4, 2027	1:30 p.m.	CCTCC Management Committee Meeting
July 13, 2027	1:30 p.m.	CCTCC Management Committee Meeting
September 14, 2026	1:30 p.m.	CCTCC Management Committee Meeting
November 9, 2027	1:30 p.m.	CCTCC Annual Organization Meeting