

# Bucks County Tax Collection Committee

Warwick Township  
1733 Township Greene  
Jamison, PA 18929

August 30, 2011      7:00 PM

## Meeting Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Delegates
4. Public Comment
5. Approval of Minutes – May 31, 2011 Meeting
6. Treasurer Report
  - a. Ratify Paid Invoices
  - b. Consider Adoption of 2012 Budget
  - c. SAS 70 Audit
7. General Counsel Report
8. Old Business
  - a. Update on Transition - Tom Butts, Keystone Collections Group
9. New Business
10. Public Comment
11. Adjournment

**BUCKS COUNTY TAX COLLECTION COMMITTEE  
MEETING MINUTES  
May 31, 2011**

Warwick Township  
1733 Township Greene  
Jamison, PA 18929

**CALL TO ORDER**

Michael Gallagher, Newtown Township, Chairman convened the meeting of the Bucks County Tax Collection Committee (TCC) at 7:00 PM and led the committee in the Pledge of Allegiance to the flag.

**ROLL CALL**

Stephanie Teoli, Secretary called the membership rolls. There was a quorum.

**PUBLIC COMMENT**

Chairman Gallagher called for Public Comment. There was none.

**APPROVAL OF MINUTES**

Chairman Gallagher called for approval of the January 31, 2011 minutes. On motion and second, the minutes were unanimously approved.

**TREASURER'S REPORT**

Eileen Bradley, TCC Treasurer, New Britain Township, presented two invoices for ratification by the membership. One invoice was for TCC insurance for 2011 and the other was for legal services. On motion and second, the invoices were unanimously ratified for payment.

**SPECIAL PRESENTATIONS**

There were no special presentations.

**SOLICITOR'S REPORT**

Geoffrey Beauchamp, Esquire reported that Keystone Collections Group and Berkheimer Associates had reached an agreement to transmit funds collected and owed to each other within a 30 day period.

OLD BUSINESS

Update on Transition to Keystone Collections Group

Joseph Lazzaro, Esquire, Keystone Collections Group, reported on the status of the transition from Berkheimer Associates to Keystone Collections Group as follows:

- DCED had identified transfers between collectors as a problem and Keystone has reached an agreement with Berkheimer on inter TCD remittances as reported by the Solicitor.
- Keystone is working with employers and payroll companies to educate staff and taxpayers on new rules for earned income tax collection and is meeting with local business organizations and chambers of commerce as well.
- The local Bucks County office is open in Warrington Township at 1243 Easton Road (Route 611), Suite 101, Warrington, PA, and the toll free number is 888-519-3898.
- The Client Portal for employers will be available sometime this summer, and will provide on-line access to information and reports.
- There was a lag in transmitting funds in April because of a problem with the Irwin, PA Post Office. The Post Office had not processed hundreds of remittances to the Keystone office. The problem was corrected within several weeks but caused a delay in remittances to Keystone clients.

Mr. Lazzaro indicated that the transition was going smoothly and municipalities should expect good service and at least weekly remittances of tax receipts.

NEW BUSINESS

2012 Budget

Eileen Bradley indicated that the 2012 TCC budget would be available for consideration at the August 31, 2011 meeting. She stated that an assessment would most likely not be necessary in 2012.

PUBLIC COMMENT - Chairman Gallagher called for Public Comment. There was none.

There being no further business, Chairman Gallagher adjourned the meeting at approximately 8:08 PM.

Respectfully Submitted,

Stephanie Teoli, Secretary

## Bob Pellegrino

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**From:** Butts, Tom T. [tbutts@keystonecollects.com]  
**Sent:** Tuesday, August 30, 2011 9:18 AM  
**To:** Bob Pellegrino; ebradley@newbritaintownship.org  
**Subject:** RE: Tomorrow's meeting

There are only four items I'd like to talk about.

- ? Delinquent Collections – I want to go over the recent letter that went out on delinquent collections. We want to distribute the request letter to Berkheimer to initiate that for the communities that have asked us to collect their delinquents.
- ? Invoices- The second item I'd like to talk about invoicing. Many communities haven't realized the next to last page of their monthly report is their invoice. It's not a huge concern back here, but we want to make sure everyone realizes it because we have many unpaid invoices out there. We want to remind them where it is, alert everyone that we will be withholding the past due invoices from the next report, and ask if any of the communities would like to switch to being automatically withheld.
- ? Training - The third thing is training, we've completed our sessions around Bucks County. I will be starting web sessions in September that will run through December. We are also going to offer the information via a YouTube Video that we will be linking from our website.
- ? Data Review - We were reminded that we didn't distribute the initial data we received from Berkheimer for review by the various communities. Yesterday we placed that information on each communities SFTP site and we want to give everyone an opportunity to review it and make any corrections necessary.

Sincerely,

*Tom Butts*

Director of Community Services



**KEYSTONE**  
collections group

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