

**BUCKS COUNTY TAX COLLECTION COMMITTEE
MEETING MINUTES**

January 21, 2010

Warwick Township
1733 Township Greene
Jamison, PA 18929

Michael Gallagher, Newtown Township, Chairman convened the meeting of the Bucks County Tax Collection Committee (TCC) at 7:00 PM. He noted that the educational session scheduled for 6:00 pm by the Pa Department of Community and Economic Development (DCED) was postponed due to the weather.

Robert M. Pellegrino, Northampton Township, Secretary, called the attendance roll. There was a quorum to conduct business.

Chairman Gallagher called for Public Comment. There was none.

Chairman Gallagher noted that Cynthia Philo, Doylestown Township, Vice-Chairperson as not reappointed as a delegate to the Committee. He then asked for nomination for a Vice-Chairperson. A motion was made and seconded to elect Robert M. Pellegrino to the office of Vice Chairperson of the TCC. The motion carried unanimously.

Chairman Gallagher then called for nomination for the office of TCC Secretary. A motion was made and seconded to elect Stephanie Teoli, Upper Makefield Township to the office of TCC Secretary. The motion carried unanimously.

Chairman Gallagher then called for a discussion of the draft by-laws. He noted that the draft bylaws proposed options at certain sections that the TCC must consider and decide upon. These include using a weighted voting system, allowing members to participate in voting by conference call, requiring a supermajority vote for certain actions, electing a Treasurer and whether the Treasurer is a voting member of the Executive Committee and must be a delegate, appointing an Executive Director and Management Committee and determining its authority, and fixing the fiscal year for the TCC.

Chairman Gallagher called for discussion on the options in the draft bylaws to be considered by the TCC. Questions were raised concerning the source of the draft bylaws. Mr. Pellegrino noted that two sets of draft bylaws are available. Both the Pennsylvania Association of School Boards (PASBO) and DCED have provided model bylaws that can be used by TCC's in the Commonwealth.

After discussion, it was agreed that a decision on whether the TCC should have a weighted voting system would be made at the next meeting.

The TCC voted unanimously to not allow members to participate and vote by conference call and to require a supermajority for certain actions as outlined in the draft bylaws. It was agreed that the website would be considered the preferred method of communication among TCC delegates. Chairman Gallagher reminded delegates to make sure the TCC officers had correct e-mail addresses.

The TCC membership voted unanimously to elect a Treasurer and to require that the Treasurer be a voting delegate and member of the Executive Committee.

A motion was made to elect Eileen Bradley, New Britain Township, to the office of TCC Treasurer. The motion carried unanimously.

The TCC membership voted unanimously to remove all references to the position of Executive Director from the draft bylaws.

The TCC membership agreed to the election of a Management Committee with the number of members and term of office to be discussed at the next meeting.

The TCC membership voted unanimously to select January 1 through December 31 as the TCC fiscal year.

Chairman Gallagher noted that the TCC must decide on the appointment of a Solicitor, Auditor, and Open Records Officer; establish a budget, and purchase liability and Directors and Officers insurance following adoption of the bylaws.

Mr. Pellegrino advised that there were two attorneys available to review the bylaws at no cost to TCC members. The attorneys are Geoffrey Beauchamp, Esquire in-house Counsel to the Delaware Valley Trusts, a local municipal insurance pool, with offices in Willow Grove, PA and Thomas Smith, Esquire, Harris & Harris, Warrington, PA.

A motion was made and seconded to appoint Geoffrey Beauchamp, Esquire, as Interim Solicitor to the TCC for the purpose of reviewing proposed bylaws and any other business requested by the TCC so long as there is no cost to the TCC. The motion passed unanimously.

Chairman Gallagher then noted that the TCC has investigated prices for Directors and Officers insurance coverage. Mr. Pellegrino reviewed 3 quotations for D&O coverage, with two quotes of about \$13,000, and one quote of approximately \$7,000. The TCC agreed to continue to pursue options and other quotes for the D&O insurance coverage recognizing that price differences can be attributed to levels of coverage.

Chairman Gallagher noted that the TCC must adopt bylaws by April 15, 2010 and appoint a Tax Collection Officer by September 15, 2010. It was agreed that an RPF would be issued for this service.

Chairman Gallagher stated that the TCC must appoint a Tax Appeals Board consisting of 3 County residents. The TCC membership agreed that the Tax Appeals Board should consist of TCC delegates. These appointments must be made by June 1, 2010.

There was no Old Business presented for discussion.

Under New Business, Chairman Gallagher called for discussion on when the next meeting should be scheduled. TCC delegates agreed to schedule the next TCC meeting for Thursday, March 25, 2010 at 7:00 PM with the possibility of DCED training beginning at 6:00 PM. The meeting will be held at the Warwick Township Municipal Building, 1733 Township Greene, Jamison, PA 18929.

There being no further business, Mr. Gallagher adjourned the meeting at approximately 9:00 PM.

Respectfully Submitted,

Robert M. Pellegrino, Secretary