

**BUCKS COUNTY TAX COLLECTION COMMITTEE  
MEETING MINUTES  
August 31, 2010**

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.

**PUBLIC COMMENT**

Chairman Gallagher called for Public Comment. There was none.

**APPROVAL OF MINUTES**

Chairman Gallagher called for approval of the minutes for the meeting of July 29, 2010. On motion made and seconded, the minutes were unanimously approved.

**TREASURER'S REPORT**

Eileen Bradley, TCC Treasurer, New Britain Township, presented one paid invoice for ratification and a Treasurer's report for August 2010. On motion and second, the paid invoice was ratified and Treasurer's Report was unanimously approved.

**SPECIAL PRESENTATION**

Chairman Gallagher introduced representatives from the Keystone Collections Group. The representatives in attendance were Thomas Kratzenburg, President and Chairman, Joseph Lazzaro, Vice President and Chief Counsel, David Kratzenburg, Vice President and Director of Technology, Rose Harr, Vice President, Client Services, and Thomas Butts, Director of Community Services.

Mr. Lazzaro and Mr. David Kratzenburg made a presentation about their firm including its history, current operations, their transition plan to collect EIT in 2011, and the technology used to maximize collections for their clients. A brief question and answer period followed with delegates asking about technology, delinquent collection practices, the transition plan, and the process of business and taxpayer notifications about the new collector.

SOLICITOR'S REPORT

Resolution to Accelerate EIT Withholding to January 1, 2011 from Non-Resident Taxpayers

Geoffrey Beauchamp, Esquire presented a Resolution to the delegates to mandate EIT withholding from non-resident taxpayers effective January 1, 2011. He explained that Act 32 requires withholding from non-resident taxpayers as of January 1, 2012, but recommends the TCC accelerate the requirement to simplify the collection process and improve collection results. On motion made and seconded, the Resolution was unanimously approved.

Resolution to Adopt Act 192 Fee Schedule

Geoffrey Beauchamp, Esquire presented a Resolution to the delegates setting forth the fees that could be charged for collection of delinquent taxes. He noted that the proposed fee schedule was submitted by the Keystone Collections Group as an exhibit to its proposal. The fees would be charged by the Collector but the taxing districts would receive any penalties and interest owed on delinquent tax payments. On motion made and seconded, the Resolution was unanimously approved.

OLD BUSINESS

Eileen Bradley stated that any taxing district interested in local services tax (LST) collection by Keystone Collections Group should contact them directly for a contract. Mr. Lazzaro indicated that Keystone would charge 1.75% of total collections for this service. Ms. Bradley reminded delegates to check the termination provisions in their current LST collection contracts, noting that many have a 90 day notice of cancellation provision.

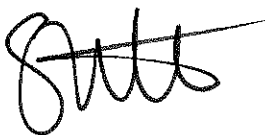
NEW BUSINESS - There was no New Business presented for discussion.

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

There being no further business, Chairman Gallagher adjourned the meeting at approximately 8:20 PM.

Respectfully Submitted,

Stephanie Teoli, Secretary



**BUCKS COUNTY TAX COLLECTION COMMITTEE  
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July 29, 2010**

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**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.

Stephanie Teoli, Secretary, Upper Makefield Township, called the attendance roll. There was a quorum to conduct business.

**PUBLIC COMMENT**

Chairman Gallagher called for Public Comment. There was none.

**APPROVAL OF MINUTES**

Chairman Gallagher called for approval of the minutes for the meeting of April 29, 2010. On motion made and seconded, the minutes were approved.

**TREASURER'S REPORT**

Eileen Bradley, New Britain Township, Treasurer presented a Resolution to the Board of Delegates to establish a bank account for the TCC at TD Bank. Ms. Bradley plans to use the Doylestown branch of TD Bank for account transactions. On motion and second the Board unanimously approved the Resolution.

Ms. Bradley then presented paid invoices for ratification and Treasurer Reports for the months of May, June, and July 2010 in the amount of \$5,477.71. The invoices were for TCC insurance, legal advertising, and reimbursement of travel expenses for Tax Collector candidate site visits. On motion and second, the Board ratified the paid invoices and approved the Treasurer Reports.

Ms. Bradley announced that the TCC Budget for 2011 would be presented at the November meeting for Board consideration. She noted that given the current fund balance, there does not appear to be a need for an assessment of member taxing authorities in 2011.