

**BUCKS COUNTY TAX COLLECTION COMMITTEE
MEETING MINUTES
August 30, 2011**

Warwick Township
1733 Township Greene
Jamison, PA 18929

CALL TO ORDER

Robert Pellegrino, Vice-Chairman, Northampton Township, 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, Upper Makefield Township, called the membership rolls. There was a quorum.

PUBLIC COMMENT

Mr. Pellegrino called for Public Comment. There was none.

APPROVAL OF MINUTES

Mr. Pellegrino called for approval of the May 31, 2011 minutes. On motion and second, the minutes were unanimously approved.

Chairman Michael Gallagher, Newtown Township, arrived at the meeting.

TREASURER'S REPORT

Ratification of Paid Invoices

Eileen Bradley, TCC Treasurer, New Britain Township, presented one invoice for ratification by the membership totaling \$22.15 for TD Bank fees. On motion and second, the invoice was unanimously ratified for payment.

Adoption of 2012 Budget

Ms. Bradley presented a proposed 2012 budget totaling \$26,000 including \$10,000 for auditing, 5,000 for legal services, and \$6,000 for insurance. She indicated that there was no need for a member assessment in 2012. The TCC ending fund balance on December 31, 2012 is projected at \$34,000.

Chairman Gallagher called for comments on the proposed budget. There were none. He then asked for a motion to approve the budget. On motion and second, the budget was unanimously approved.

SAS 70 Audit

Ms. Bradley informed the membership that Keystone Collections Group received a quote to conduct a SAS 70 audit. She noted the TCC had accepted a reduced commission rate and agreed that if a SAS 70 is necessary, the TCC would fund the cost separately. The quoted price was approximately \$54,000, and would be shared among the 11 TCC's served by Keystone.

She noted that Keystone was attempting to determine if the cost would be shared equally among the TCC's, or apportioned according to total tax collections. A decision would be made after further consultation and feedback to Keystone from its TCC clients.

The membership agreed that the preferred option would be to share the cost equally among the 11 TCC's served by Keystone.

SOLICITOR'S REPORT

Geoffrey Beauchamp, Esquire had no report.

OLD BUSINESS

Update on Transition to Keystone Collections Group

Thomas Butts, Director of Community Services, Keystone Collections Group, reported on the status of the transition from Berkheimer Associates to Keystone Collections Group as follows:

Training

Mr. Butts reported that Keystone completed Act 32 training sessions around Bucks County and will be starting web training sessions in September that will run through December. He noted they will also offer the same information via a YouTube Video that will be linked from their website. Once that video is live and posted, he strongly encourage all municipalities and school districts to add a link to that from their website to make sure it is properly promoted. Once it is ready, Keystone will be alerting everyone to take the appropriate steps to link it on their websites.

Data Review

Mr. Butts indicated that Keystone recently distributed initial taxpayer and employer data received from Berkheimer. The lists are available for download on their secure web transfer portal. He stated that Keystone wants to give every community an opportunity to review the information and make any corrections necessary prior to the November mailing. Any corrections to this information should be made and returned to Keystone prior to October 15 to allow the time necessary to update the system.

Invoices

Mr. Butts reported that many communities haven't realized the next to last page of their monthly detailed report is also their monthly invoice so they have many unpaid invoices. He wanted to remind everyone that the invoice is included in that report and alert everyone that Keystone will be withholding the past due invoices from the next report.

Mr. Butts also asked if any communities would like to switch from being invoiced to automatically being withheld. Several municipalities and school districts have alerted Keystone that they would like invoices to be withheld each month and any community is entitled to this option for payment.

Delinquent Collections

Mr. Butts reported that Keystone recently sent a letter to each municipality and school district regarding delinquent collections. The Bucks County TCC contract with Keystone details that Keystone Collections Group will be the delinquent tax collector for prior years unless arraignments have been made and notification is made to Keystone in writing. If Keystone is to serve as delinquent collector, they must make an official request to the prior collector for the transfer of the payment detail for prior years. A sample letter for that request was provided.

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

NEW BUSINESS

Chairman Gallagher called for new business items. There was no new business presented.

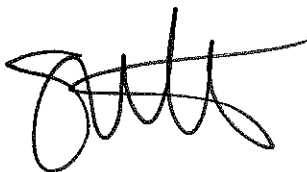
PUBLIC COMMENT

Chairman Gallagher called for Public Comment. There was none.

There being no further business, Chairman Gallagher adjourned the meeting at approximately 7:48 PM.

Respectfully Submitted,

Stephanie Teoli, Secretary

A handwritten signature in black ink, appearing to read 'Stephanie Teoli', with a stylized, cursive script.