

**BUCKS COUNTY TAX COLLECTION COMMITTEE
MEETING MINUTES
January 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

Vice-Chairman Robert Pellegrino, Northampton Township called the membership roll. There was a quorum present to conduct business.

2011 REORGANIZATION

Election of Chairperson

Chairman Gallagher noted that the bylaws require the Committee to reorganize annually in January. He then asked for nominations for the position of Chairman.

A motion was made and seconded to elect Michael Gallagher, Newtown Township as Chairman of the Bucks County TCC. There were no other nominations for the position. On vote, the motion carried unanimously.

Election of Vice-Chairman

Chairman Gallagher asked for nominations for the position of Vice-Chairman. A motion was made and seconded to elect Robert M. Pellegrino, Northampton Township as Vice-Chairman of the Bucks County TCC. There were no other nominations for the position. On vote, the motion carried unanimously.

Election of Secretary

Chairman Gallagher asked for nominations for the position of Secretary. A motion was made and seconded to elect Stephanie Teoli, Upper Makefield Township as Secretary of the Bucks

County TCC. There were no other nominations for the position. On vote, the motion carried unanimously.

Election of Treasurer

Chairman Gallagher asked for nominations for the position of Treasurer. A motion was made and seconded to elect Eileen Bradley, New Britain Township as Treasurer of the Bucks County TCC. There were no other nominations for the position. On vote, the motion carried unanimously.

Election of Management Committee Members

Chairman Gallagher asked the delegates for a preference on electing of the Management Committee members individually or as a group. A motion was made and seconded to re-elect the existing members of the Management Committee for another one year term. There were no other nominations for the position. On vote, the motion carried unanimously.

Election of Tax Appeals Board Members

Chairman Gallagher asked the delegates for a preference on electing of the Tax Appeals Board members individually or as a group. A motion was made and seconded to re-elect the existing members of the Tax Appeals Board for another one year term. There were no other nominations for the position. On vote, the motion carried unanimously.

Appointment of Solicitor

Chairman Gallagher indicated that Geoffrey Beauchamp, Esquire was willing to serve again as TCC Solicitor for 2011. A motion was made and seconded to appoint Geoffrey Beauchamp as TCC Solicitor. On vote, the motion carried unanimously.

Appointment of Auditor

Chairman Gallagher indicated that Eileen Bradley had obtained a proposal from Bee, Bergvall & Company for \$1,000 to conduct an audit of TCC financial records for 2010. A motion was made and seconded to appoint Bee, Bergvall & Company as TCC Auditor to conduct an audit of TCC financial records at a cost of \$1,000. On vote, the motion carried unanimously.

Appointment of Insurance Broker

Chairman Gallagher indicated that the TCC is currently insured through Penn Prime, a service provider who is part of the Pennsylvania League of Cities and Municipalities, and the Officers were recommending a renewal of the current policy. The premium is approximately \$5,500 per year. A motion was made and seconded to appoint Penn Prime as TCC Insurance Broker. On vote, the motion carried unanimously.

Appointment of Depository

Chairman Gallagher indicated that TD Bank is the current depository for TCC funds and the Officers were recommending TD Bank be reappointed as depository for 2011. A motion was made and seconded to appoint TD Bank as TCC Depository for 2011. On vote, the motion carried unanimously.

2011 Meeting Schedule

After some discussion among TCC Delegates, a motion was made and seconded to establish the following meeting dates for the TCC: May 31, 2011, August 30, 2011, November 29, 2011, and January 31, 2012 for reorganization. The motion carried unanimously.

PUBLIC COMMENT

Chairman Gallagher called for Public Comment. Gail Gordon, Bristol Township noted that Keystone was presenting information to the Feasterville Business Association on February 2, 2011 and suggested delegates notify their business communities

APPROVAL OF MINUTES

A motion was made and seconded to approve the meeting minutes for August 31, 2011, and November 30, 2011. The motion carried unanimously.

TREASURER'S REPORT

Adoption of 2011 Budget

Eileen Bradley, Treasurer, presented the proposed budget for 2011 totaling \$38,600. She noted that the budget was adjusted from 2010 to reflect the actual cost for insurance, and that legal fees were far less than originally projected, because Mr. Beauchamp is serving pro bono. She also noted that there are sufficient reserves so an assessment of the membership will not be required in 2011. Ms. Bradley expects to present the 2012 budget at the August meeting.

A motion was made and seconded to adopt the proposed 2011 Budget as presented. The motion carried unanimously.

Ratify Paid Invoices

Eileen Bradley, TCC Treasurer, New Britain Township, presented invoices for ratification in the amount of \$5,870.50, which includes \$5,519.00 for the TCC annual insurance premium. On motion made and seconded, the invoices were unanimously approved for payment.

SOLICITOR'S REPORT

The Solicitor had no report.

OLD BUSINESS

Update on Transition to Keystone Collections Group

Eileen Bradley updated the membership on key components of the transition from Berkheimer Associates to Keystone Collections Group for those taxing authorities that chose early implementation. She indicated that the transition was proceeding smoothly and Berkheimer was very cooperative in the process.

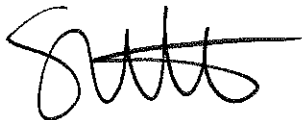
NEW BUSINESS

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

There being no further business, Chairman Gallagher adjourned the meeting at approximately 7:35 PM.

Respectfully Submitted,

Stephanie Teoli, Secretary

A handwritten signature in black ink, appearing to read 'Stephanie Teoli', written in a cursive style.