

**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

