

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

Warwick Township
1733 Township Greene
Jamison, PA 18929

CALL TO ORDER

Michael Gallagher, Chairman, Newtown 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 not a quorum to conduct business.

PUBLIC COMMENT

Chairman Gallagher called for public comment. There was none.

APPROVAL OF MINUTES

Due to lack of a quorum, approval of the minutes was deferred to the January 2012 meeting.

TREASURER'S REPORT

Ratification of Paid Invoices

Eileen Bradley, TCC Treasurer, New Britain Township, presented one invoice for ratification by the membership totaling \$111.00 for outside legal services. Ratification of the paid invoice was deferred to the January 2012 meeting.

SSAE16 Audit (formerly SAS 70 Audit)

Thomas Butts, Keystone Collections Group informed the membership that five other Tax Collection Committees served by the firm have agreed to share in the cost of conducting the SSAE16 audit. He indicated that a decision from other TCC's was pending. He reminded the membership that the Bucks TCC had accepted a reduced commission rate and agreed that if a SSAE16 is necessary, the TCC would fund the cost separately. The quoted price was approximately \$54,000, and would be shared equally among the TCC's served by Keystone. If other Keystone clients do not participate in the cost to produce the SSAE16, they would not be eligible to obtain the audit results. The lack of a SSAE16 audit will increase annual auditing costs. The Bucks TCC share of the audit is expected to be approximately \$10,000. The membership present agreed that the TCC should participate in the SSAE16 audit.

SOLICITOR'S REPORT

Geoffrey Beauchamp, Esquire had no report.

OLD BUSINESS

Update on Transition to Keystone Collections Group

Thomas Butts, Keystone Collections Group, reported that information packets were being sent to businesses within the Tax Collection District (TCD) for earned income and local services tax reporting. He suggested that communities insure that staff is prepared to answer questions concerning the mailing and that Act 32 information is posted on municipal websites. He noted that employers are expected to distribute Certificates of Residency to each employee to verify their proper address for reporting purposes, and should be prepared for the new reporting rules effective January 1, 2012. He also asked that new resident information be send to Keystone on a regular basis so their database can be kept as up to date as possible.

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.

Thomas Butts indicated that there may be some confusion over when delinquent tax collections should be assumed by Keystone. Some delegates indicated that Berkheimer would continue to collect delinquents through June 2012, while others did not have and end date with the former collector. It was agreed that the TCC should gather information from the TCD's about the transition for collection of delinquent taxes and discuss this matter at the next meeting.

Matthew Melinson, Ivyland Borough, informed the membership about an issue concerning the Philadelphia "super credit". He noted recent discussions concerning changes to the regulations that could mean increased revenue for the Bucks County TCD's. The delegates agreed that this matter would be discussed at the next meeting.

PUBLIC COMMENT

Chairman Gallagher called for Public Comment. There was none.

There being no further business, Chairman Gallagher adjourned the meeting at 7:50 PM.

Respectfully Submitted,

Stephanie Teoli, Secretary

