

BUCKS COUNTY TAX COLLECTION COMMITTEE
MEETING MINUTES
July 29, 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.

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.

SOLICITOR’S REPORT - There was no Solicitor’s Report.

DISCUSSION – APPOINTMENT OF TCC TAX COLLECTOR

Chairman Gallagher presented the findings of the Management Committee resulting from the Request for Proposals process to select a county-wide tax collector. He noted that the TCC received six proposals to provide the service as outlined in a memorandum dated July 26, 2010 to the Board of Delegates, and the Committee narrowed the field of candidates to Keystone Collections Group, Irwin, PA, and H.A. Berkheimer, Inc, Bangor, PA. He advised that members of the Management Committee conducted facility site visits of these candidates, and was recommending Keystone Collections Group for appointment effective January 1, 2011.

Chairman Gallagher advised that the Committee was unanimous in its recommendation based on the following factors: Rate, technology, experience, customer services, aggressive delinquent collections, a managed growth policy, and proposed transition plan.

Members of the Board asked many questions about experience, the process to identify tax parcels with the correct taxing authority, rates, transition, customer service, local offices, and reporting. Members of the Management Committee responded accordingly.

After a lengthy question and answer period, a motion was made and seconded to appoint Keystone Collections Group, Irwin, PA as the Tax Collector for the Bucks County Tax Collection Committee effective January 1, 2011, and to authorize the TCC Solicitor to finalize an agreement for the service with Keystone Collections Group.

Several delegates suggested the vote be postponed so that the recommendation could be reviewed by their respective governing bodies. A majority of the TCC delegates disagreed with postponing the vote.

TCC Secretary, Stephanie Teoli conducted a roll call vote on the motion. The Resolution appointing Keystone Collections Group as Tax Collector effective January 11, 2011 was passed.

OLD BUSINESS – Delegates agreed that the next TCC meeting will be August 31, 2010.

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 8:25 PM.

Respectfully Submitted,

Stephanie Teoli, Secretary