

# DAUPHIN COUNTY TAX COLLECTION COMMITTEE

## RESOLUTION NO. 1-2011

### **A RESOLUTION OF THE DAUPHIN COUNTY TAX COLLECTION COMMITTEE CONDITIONALLY APPROVING AN AGREEMENT WITH A TAX OFFICER FOR THE COLLECTION AND ADMINISTRATION OF INCOME TAXES IN THE TAX COLLECTION DISTRICT.**

WHEREAS, the Dauphin County Tax Collection Committee (TCC) governs the Dauphin County Tax Collection District (TCD), the body established in Dauphin County, Commonwealth of Pennsylvania, under the Local Tax Enabling Act for purposes of collecting and administering income taxes; and

WHEREAS, the TCC is required to appoint, by resolution, a tax officer for the TCD for purposes of collecting and administering income taxes; and

WHEREAS, on September 15, 2010, the TCC appointed, by resolution, Berkheimer Tax Administrator (Berkheimer) to be the tax officer for the TCD; and

WHEREAS, on March 16, 2011, the TCC revoked, rescinded and repealed its appointment of Berkheimer; and

WHEREAS, following such official action, the TCC appointed Keystone Collections Group (Keystone) to be the tax officer for the TCD; and

WHEREAS, Keystone's appointment was based in part on its March 16, 2011 correspondence to the TCD's solicitor, a true and correct copy of which is attached hereto at **Exhibit A**; and

WHEREAS, by law, the TCC is required to oversee the appointed tax officer and approve, by resolution, a written tax collection agreement (Agreement) with the tax officer; and

WHEREAS, a form of the Agreement has been submitted to the TCC for review and comment, the sum and substance of which was provided to Keystone by the TCC when it issued a request for proposals (RFP) for the services of a tax officer.

NOW, THEREFORE, be it resolved by the TCC, as follows:

1. By approving this Resolution, the TCC hereby ratifies the appointment of Keystone as tax officer for 2012 income taxes.
2. The Agreement is approved in the form submitted, with such modifications as are deemed necessary by the Chairman or Vice Chairman, and with the approval of counsel.
3. The Chairman or Vice-Chairman is authorized to execute, in the name of the TCC, the Agreement, substantially in the form conditionally approved at this meeting and with

such modifications as are deemed necessary by the Chairman or Vice-Chairman, with the approval of counsel.

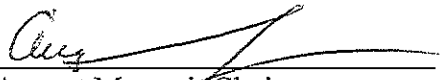
4. A select group of TCC delegates is hereby appointed to assist the Chairman or Vice Chairman with the task of determining which modifications to the Agreement are, in fact, necessary. The TCC delegates in question are identified at **Exhibit B** hereto.

5. This Resolution was duly adopted by a motion of the TCC. A certified Resolution will be forthwith provided to the appointed tax officer.

ATTEST

DAUPHIN COUNTY  
TAX COLLECTION COMMITTEE

  
Kaye Thomas, Secretary

By:   
August Memmi, Chairperson

Date: April 20, 2011

EXHIBIT A



KEYSTONE  
collections group™

546 Wendel Road • Irwin, PA 15642 • keystonecollects.com • Phone: 724.978.0300 • Fax: 724.978.0339  
March 16, 2011

Guy P. Beneventano, Esquire  
4349 Linglestown Road – Suite B  
Harrisburg PA 17112

RE: Dauphin County TCC

Dear Guy:

Thank you for your telephone inquiry yesterday and your e-mail of last evening. This will confirm that Keystone remains very interested in serving as the Tax Collector for the Dauphin County TCC.

Should the TCC leadership engage Keystone, we would perform current EIT collections at a commission rate of 1.45% plus appropriate postage as reflected in our original proposal. This would include a specially segregated TCC-held account whereby investment interest on said account would be retained by the TCC, subject to banking and bonding qualifications as we discussed. Of particular importance, if the State government payroll system indeed originates in Dauphin County for all State and State-affiliated employment, the TCC could receive a substantial benefit while the funds are retained in its segregated account. Obviously, to make this process cost-effective, Keystone would only be responsible for bonding the tax revenues disbursed to all political subdivisions within the Dauphin County TCC, and the TCC would assume the bonding responsibility for the funds it holds for out-of-county distribution. Keystone is capable of distributing the funds to the proper out-of-county jurisdictions pursuant to the timeframes mandated by Act 32. As such, the Dauphin County TCC would derive the benefit of the float.

With regard to choice of financial institution, as I explained yesterday, Keystone uses Huntington Bank as the depository and in return receives corresponding bank charge write-offs, which makes use of a single, large financial institution a good business decision. Keystone could also accommodate depositing the Dauphin County TCC funds into an institution of your choosing, including any out-of-county State withholdings. This arrangement would be acceptable to Keystone, so long as your institution:

1. Can receive the standard electronic deposits.,
2. Will absorb the banking costs (which it would likely do in light of the anticipated size of the State deposits), and
3. Otherwise complies as a satisfactory depository under Act 32).



# KEYSTONE

Guy P. Beneventano

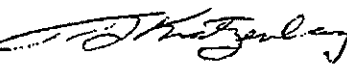
March 16, 2011

Page Two

I hope the above information is helpful to you for your discussions during tonight's meeting. Thank you.

Sincerely,

KEYSTONE COLLECTIONS GROUP

By:   
T.J. Kratzenberg,  
President

TJK/vem

**DAUPHIN COUNTY TAX COLLECTION COMMITTEE**

**EXHIBIT B TO RESOLUTION NO. 1-2011**

Delegates

Berard, Tim

Cornell, Paul (alt.)

Latavic, Steve

McConnell, Karen (alt.)

Memmi, August

Seeds, Julie

Shade, Gary

Wenger, Jay

Taxing Authority

Swatara Township

Swatara Township

Londonderry Township

Central Dauphin School District

Derry Township

Middle Paxton Township

HASD; Halifax, Jackson and Wayne Townships

Central Dauphin School District