

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

January 21, 2021

- Roll Call – A quorum was established.
- Delegates Present: A. Memmi, Derry Township; A. McConnell, Central Dauphin School District; J. Seeds, Middle Paxton Township; K. Thoma representing Berrysburg Borough, Elizabethville Borough, Gratz Borough, Jefferson Township, Lykens Twp., Lykens Borough, Mifflin Township, Pillow Borough, Washington Township and Upper Dauphin School District; M. Shuler, Lower Dauphin School District; D. Franklin, Middletown Area School District; C. Artz, Millersburg Area School District; R. Wentzel representing Halifax Township, and Wayne Township; D. Hummer, Hummelstown Borough; M. Stonbraker, Highspire Borough; A. Jackson, Millersburg Borough; G. Shade Halifax Borough; M. Ulmer, Halifax Area SD and Jackson Township; P. Cornell, East Hanover Township; V. Shaw, Penbrook Borough; J. Fosselman, Swatara Township; S. Canazaro, Middletown Borough.
Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

- The Chairman, A. Memmi, called the meeting to order. He stated that this meeting is being held remotely by GoToMeeting and the meeting was appropriately advertised to the public. The meeting agenda was posted on the TCC's website.
- The Chair stated that this is the annual organizational meeting and typically the solicitor acts as temporary chairperson. There was no opposition to the solicitor acting in this capacity.
- Mr. Beneventano stated that under the bylaws, the TCC is to meet the third Wednesday of January to organize. He called for a motion for a slate of officers. A motion was made to keep Skip Memmi as Chairman, Aaron McConnell as Vice-Chair, and Kaye Thoma as Secretary, and the motion was seconded – accepted and APPROVED.
- Summary Minutes from September 2020 were presented for ratification and the November 2020 minutes were presented for approval – A motion was made and seconded to ratify the September 2020 minutes and to approve the November 2020 summary minutes --accepted and APPROVED.
- Financial report as of October 31, 2020 was presented for ratification and the December 31, 2019 financial report was presented for approval – A motion was made and seconded to ratify the September 2020 financial report and to approve the November 2020 financial report --accepted and APPROVED.
- Mr. Joe Lazzaro of Keystone Collections provided the tax collector report. The Chairman thanked Mr. Lazzaro and Keystone for hosting the meeting. Year-to-date

through December of 2019 collections were \$115,839,069.00. Year-to-date through December 2020 collections were \$117,391,383.99 – an increase of 1.3 percent over 2019. Even though collections were up, Keystone is concerned about the continuation of that success. There are some problematic performance lapses occurring at other levels of government. The IRS is having difficulties keeping up with tracking individual taxpayer returns. The PA Department of Revenue announced months ago that it was unable to fill its commitment to turn over the PA-40 EIT data to Act 32 tax officers. DOR information may be three years old by the time it gets to Keystone. Keystone was able to increase revenue in 2020 due to efforts in recovering delinquent accounts. Keystone has upgraded its delinquent recovery operations, particularly in IT automation, making it easier for delinquents to pay online. Keystone collected an additional \$800,000 this past year due to these efforts. Not having current information from the Department of Revenue will slow collections. Mr. Lazzaro would like all municipalities and school districts to provide any information on new developments, occupancy permits for individuals and businesses.

- In regard to per capita taxes, those that utilize Keystone’s Revenue Recovery System for delinquent per capita taxes have seen that collections have been very successful. Mr. Lazzaro introduced Mr. John Pinkerton, community liaison, who works with the per capita taxes. Mr. Pinkerton stated that Keystone would like to expand in Dauphin County and offer these services to municipalities and school districts. If a municipality or school district is interested in Keystone’s per capita tax services, they should contact Mr. Pinkerton.
- The Chair asked the delegate from Central Dauphin School District, Aaron McConnell, to update the committee on the school district’s agreement with a company that helps identify individuals or organization that are currently not paying EIT taxes. Mr. McConnell reported that Central Dauphin is still waiting to see outcomes. This company reports on individuals that move in and out of the district. Any information derived from this company will be sent to Keystone.
- The “Disclosure Statement” under the Local Taxpayer Bill of Rights was prepared by Keystone. This document is used when an individual wants to know what their appeal rights are. The language in this Disclosure Statement parallels the language that the state adopted in the state statute. The notice is sent out when a taxpayer reports that they have some type of problem and they believe they are being treated unfairly. Keystone recommends that the Disclosure Statement be sent to the taxpayer directly from the TCC when taxpayers expresses an interest in filing an appeal. As of this date, the TCC has not had any appeals. The Disclosure Statement will be taken up at the next meeting for approval.
- Designation of subcommittees – The solicitor reported that the Bylaws provide that the TCC may designate subcommittees and that such subcommittees are to be established every year at the organization meeting. A motion was made to continue the following subcommittees for 2021 – Audit, Finance and Risk Management. Motion was seconded, accepted and APPROVED.

- Members of the subcommittees require committee approval following the Chairman's appointment of such members. The Chairman recommended the following delegates for the following subcommittees: Finance – P. Cornell (chair); M. Shuler and J. Fosselman; Audit – G. Shade (chair), Robb Wentzel and D. Franklin; Risk Management – M. Shuler (chair), J. Seeds and T. Houck. (Note: The Executive Committee and its membership are established at Art. IV, Section 6 of the Bylaws; therefore, the TCC does not vote on its establishment or membership.) A motion was made to approve those members recommended by the Chair. The motion was seconded and APPROVED.
- The Tax Appeals Board members recommended are R. Wentzel (chair), A. Jackson and J. Seeds. The motion was seconded and APPROVED .
- The TCC has traditionally met on the third Wednesday of the month at 6:30 p.m. at the Middle Paxton Township Building in the months of March, May, July, September and November. The September meeting is recommended to be moved to the fourth Wednesday (9/22) due to Yom Kippur. A motion was made and seconded to continue meeting in 2021, every other month, as aforementioned, on the third Wednesday at 6:30 p.m. with the September meeting to be held on September 22nd, at the Middle Paxton Township building -- APPROVED.
- The Solicitor asked the delegates to complete and return an Ethics Act form. They are due by May 1st, but the Solicitor requested that the forms be returned at the March meeting, if possible. They can also be scanned and emailed to the Solicitor. The Solicitor will also email the Conflict of Interest forms. These may be mailed backed or scanned and emailed. If there are any changes in the appointment of delegates (voting or alternates), the Solicitor's office should be made aware as soon as possible. The solicitor asked for evidence of current appointments to this committee. This can include evidence of the motion and vote at a public meeting, a copy of the page of the minutes that shows the appointment, or a copy of a resolution if one was prepared and approved. The TCC should keep as accurate a database as possible, so please notify the Solicitor when municipalities appoint new delegates, alternates as well as voting delegates.
- The Chairman reviewed the proposed budget for 2021. Last year, \$30,000 was used out of the TCC's reserve towards the budget. It was recommended to do the same this year. A motion was made to accept the 2021 budget as presented and to use \$30,000 out of the TCC's reserves to reduce the amount that the municipalities/school districts pay. Motion was seconded and APPROVED.
- Ratification of the renewal proposal of PennPRIME's Trust, Coverage Term January 1, 2021 to January 1, 2022; Cost \$4,485.00 (an increase of \$763.00 from last year) – A motion was made, seconded and APPROVED to ratify PennPRIME'S insurance coverage.
- The Chairman thanked everyone for attending the meeting through GoToMeeting. He recommended that the March meeting be held this way as well. There was a general agreement of the committee to meet again remotely.
- Meeting adjourned at 7:26 p.m.