

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

November 17, 2021

- Roll Call – A quorum was established.
- Delegates Present: D. Grbich, Dauphin Borough; A. Memmi, Derry Township; Tyler James, Wayne Township, Halifax Township, Jackson Township, Halifax Area School District; D. Hummer, Hummelstown Borough; A. Jackson, Millersburg Borough; M. Stonbraker, Highspire Borough; G. Painter, Conewago Township; P. Cornell, East Hanover Township; R. Stoner, Upper Paxton Township; K. Thoma representing Boroughs of Berryburg, Elizabethville, Gratz, Lykens and Pillow; K. Thoma representing Townships of Jefferson, Lykens, Mifflin and Washington and Upper Dauphin School District; R. Horney, Central Dauphin School District; M. Shuler, Lower Dauphin School District; D. Franklin, Middletown Area School District.
Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

- The Chairman, A. Memmi, called the meeting to order. A quorum was not met.
- The Chair noted that no one from the public is participating in the meeting; therefore, there are no public comments.
- Summary Minutes of the meeting from September 22, 2021 were presented – A motion was made and seconded to approve the September 22, 2021 summary minutes --accepted and **CONDITIONALLY APPROVED**.
- Financial report as of October 31, 2021 was presented for approval – A motion was made and seconded to approve the October 2021 financial report -- accepted and **CONDITIONALLY APPROVED**.
- Mr. Joe Lazzaro of Keystone Collections provided the tax collector report. Collections through the end of October 2021 have been \$101,239,501.00. In 2019 this total was \$94,234,234.00. Keystone collected \$7 million dollars more than in 2019, a 7.4% increase. Collections are up 6 million over 2020, an increase of 6.3%.
- Delinquent collections were \$603,000.00 in 2019 and \$750,000.00 in 2020. This year, Keystone has already recovered \$1.028 million dollars in delinquent collections through October.
- Mr. Lazzaro reported that a SOC 1, Type 2 Audit of Keystone's system and organization controls testing was done in July. The results of that audit were distributed to all taxing authorities.

- Keystone is preparing to release the “failure to file” notices. This goes out to all taxpayers from whom Keystone expected a return but who have not yet filed one.
- Individual tax returns for 2021 are being printed at this time as well as the 2021 employer business packets for payroll withholding operations.
- Over 98 percent of Dauphin County employers file electronically.
- A question was raised as to when the Sterling Act would be available. Keystone is now working on this as the deadline was two days prior to this meeting.
- The Chairman presented the proposal from PennPRIME Trust for insurance coverage for the committee from January 1, 2022 to December 31, 2022. The premium is the same amount as last year. A motion was made, seconded and **CONDITIONALLY APPROVED** to accept the proposal of PennPRIME in the amount of \$5,248.00.
- The Chairman reviewed the proposed budget for 2022. 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 2022 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 **CONDITIONALLY APPROVED**.
- The discussion and vote on the proposed bylaws changes were tabled until the January 2022 meeting.
- The Chairman and several members attended the ZOOM meeting with the Department of Community Economic Development (DCED) in November. DCED utilized eight of the best practices that were developed by this Committee and given to DCED.
- The next meeting will be held on Wednesday, January 19, 2022.
- Chairman Memmi announced that this will be his last meeting as he has relocated to Williamsport for a new employment position. Mr. Memmi was thanked for his leadership as the Chairperson for the last twelve years.
- The meeting was adjourned at 7:47 p.m.