

# DAUPHIN COUNTY TAX COLLECTION COMMITTEE

## SUMMARY MINUTES

September 22, 2021

- Roll Call – A quorum was established.
- Delegates Present: D. Grbich, Dauphin Borough; J. Seeds and W. Evans, Middle Paxton Township; J. Fosselman, Swatara Township; 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; L. Shaw, Derry Township 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.
- 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 May 22, 2021 were presented – A motion was made and seconded to approve the May 22, 2021 summary minutes --accepted and APPROVED.
- Financial report as of August 31, 2021 was presented for approval – A motion was made and seconded to approve the August 2021 financial report -- accepted and APPROVED.
- Mr. Joe Lazzaro of Keystone Collections provided the tax collector report. Collections through the end of August 2021 have been \$86,567,157.76. Last year at this time collections were \$83,877,829. There has been a 3.2% increase in collections.
- Delinquent collections have added an additional \$705,821.00. This is also an increase over last year. Mr. Lazzaro discussed a large employer in Dauphin County that had missed a quarterly filing. This entity did eventually pay, but there were penalties and interest accrued as well as late filing fees. These have all been paid, but they are requesting a waiver for all the additional costs involved. This entity has previously paid their taxes on time. The entity states that the issue was caused due to personnel turnovers. Total fees are approximately \$48,000. They are offering to pay between \$7,000.00 and \$8,000.00.

- Mr. Lazzaro reported that the “Yellow Book Audit”, the Dauphin County Public Funds Audit Report, was sent electronically to all school districts and municipalities. The report was filed with DCED prior to the deadline of September 1, 2021. A SOC 1 Type 2 Audit of Keystone’s system and organization controls testing was done in July. That report should be released later in September.
- Mr. Lazzaro reported that taxpayer reminder letters to file EIT returns by October 15<sup>th</sup>, for those that requested an extension, are being mailed out.
- Keystone is sending out an electronic newsletter called Keystone Connects. The information is going out to all school districts and municipalities. The Chair requested that Keystone provide this information to the TCC so that it may be posted to the Tax Collection Committee’s website.
- The Chairman reported that the recent audit of the TCC’s cash account showed no issues. A copy of the audit was sent to all members in advance of the September TCC meeting. A motion was made, seconded to approve the TCC cash audit – APPROVED.
- The Chairperson reviewed the discussions he and the solicitor have had with Mr. Nick Mackereth at DCED regarding Act 32. Mr. Mackereth from DCED will be hosting a Zoom meeting with taxing collection committees on October 13, 2021 from 12:00 PM to 1:30. All Dauphin County TCC members are encouraged to participate.
- The Chairman discussed three possible changes/additions to the current bylaws.

(1) Over the years, the Chair has tried to include members from all four areas of the county. For leadership of the Committee, the TCC has tried to include delegates from townships, boroughs, the city and school districts to facilitate the Committee’s main purpose, which is to oversee the appointed tax collector. In the past few years, there has been a significant turnover among delegates. The current bylaws call for an Executive Committee with three elected officers, the Chair, Vice Chair and Secretary, and the chairpersons of subcommittees designated by the TCC. The Executive Committee is to meet as necessary in order to transact business between TCC meetings. In lieu of the Executive Committee, the Chair proposed a new nine-person Executive Management Committee comprised of the three officers and six other delegates. This Committee would be geographically balanced – delegates from different parts of the county – and, to the extent practicable, include delegates from townships, boroughs, the city and school districts. Like now, any action taken by the Executive Management Committee will be subject to ratification by the full TCC at its next meeting.

(2) This new Executive Management Committee will make the current subcommittees unnecessary (audit, risk management and finance).

(3) The Dauphin Count TCC faces challenges establishing a quorum. Currently, we need 27 delegates to be present to do official business. A quorum is usually met because two members represent numerous taxing authorities (one represents 6 and the other 10).

The abolition of the current Executive Committee will require an amendment to the bylaws, so will the creation of a new Executive Management Committee. This cannot be done at this meeting but can be done at the November meeting.

A discussion ensued as to what would be an acceptable quorum.

The solicitor will send out proposed changes to the bylaws to reflect a new Executive Management Committee, the abolishment of subcommittees and a new quorum number. These will be sent a minimum of 30 days prior to the next TCC meeting.

- The Solicitor reviewed the issue with the entity that paid its quarterly taxes late, paid all the fines and late fees and is now requesting a waiver. He reviewed the letter that was sent by the entity's attorney requesting the waiver. The Solicitor recommends having the entity file an appeal regarding the funds they want back. The solicitor explained the Committee's appeal process as required by Act 32.
- The next meeting will be held on Wednesday, November 17, 2021.
- The meeting was adjourned at 7:47 p.m.