

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

January 19, 2022

- Roll Call – A quorum was established.
- Delegates Present: A. McConnell, Central Dauphin School District; J. Seeds and W. Evans, 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; E. Petery, Millersburg Area School District; J. Lahr, Halifax Area School District and Wayne Township; D. Hummer, Hummelstown Borough; M. Stonbraker, Highspire Borough; A. Jackson, Millersburg Borough; S. Umberger, East Hanover Township; J. Fosselman, Swatara Township; S. Canazaro, Middletown Borough; D. Grbich, Dauphin Borough; S. Miller, Lower Paxton Township; B. Marchuck, Londonderry Township, R. Cassel, South Hanover Township; J. Fry, Royalton Borough; B. Schaeffer, Porter Township; K. Ferraro, Williams Valley School District; J. Lovett, Susquehanna Township.
Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.
- K. Thoma, in her capacity as TCC Secretary, called the meeting to order.
- The Secretary 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 Chairperson of the TCC. There was no motion made to appoint a new Chairperson. A separate motion was made to keep Aaron McConnell as Vice-Chair, and the motion was seconded – accepted and APPROVED. A separate motion was then made to keep Kaye Thoma as Secretary, and the motion was seconded – accepted and APPROVED.
- At this point, the Vice-Chair assumed the duties as Chairperson for the rest of the meeting.
- Summary Minutes from September 2021 were presented for ratification and the November 2021 minutes were presented for approval – A motion was made and seconded to ratify the September 2021 minutes and to approve the November 2021 summary minutes --accepted and APPROVED.
- Financial report as of October 31, 2021 was presented for ratification and the December 31, 2021 financial report was presented for approval – A motion was made and seconded

to ratify the September 2021 financial report and to approve the November 2021 financial report --accepted and APPROVED.

- Mr. Joe Lazzaro of Keystone Collections provided the tax collector report. EIT income through the end of the year for 2021 increased over 8.2 million from the previous year. That is a 7.1% increase. Many taxing authorities within this TCC saw double digit increases in collections. Delinquent collections in 2020 yielded an additional \$757,472.00, and in 2021 an additional \$1,655,369.00 in delinquent taxes was collected.

Individual tax return forms have been mailed. Tax Day for 2022 is April 18th. Employer business packets were delivered in December. More people are paying their taxes online. Keystone has made it very easy to do this.

The Solicitor requested that new TCC delegates meet with Mr. Lazzaro after the meeting so that he can add them to his email database.

- The two proposed bylaws amendments were discussed. One is to reduce the number of delegates needed for a quorum – 27 is the current quorum and 18 is being proposed. The second amendment will establish an executive management committee in place of an executive board. Both changes were thoroughly discussed at the September 2021 TCC meeting. The proposed bylaws amendments were sent to all delegates and taxing authorities prior to the November 2021 meeting. Since there was not a quorum at the November meeting, no action was taken on the proposed amendments. The proposed amendments were again sent out to all delegates and taxing authorities following the November TCC meeting. A motion was made and seconded to approve the proposed amendments to the bylaws – APPROVED.
- The appointment of the new nine-person executive management committee, which includes the Chairperson, Vice-Chairperson and Secretary, will have to wait as no Chairperson was chosen at this meeting. (Note: the chair must appoint the members subject to TCC approval.) The Solicitor asked those delegates who were approached by former Chairperson Skip Memmi to be on the new executive committee to consider serving as the new Chairperson. Also, now that the executive management committee has been approved, there is no longer a need for the previous subcommittees (i.e., Audit, Finance or Risk Management).
- The acting Chairperson reported that the proposed budget for 2022 was conditionally approved at the November Meeting. A motion was made to ratify 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 APPROVED.
- Ratification of the renewal proposal of PennPRIME's Trust, Coverage Term: January 1, 2022 to January 1, 2023; Cost \$5,248.00 (same price as last year) – A motion was made, seconded and APPROVED to ratify PennPRIME'S proposal for insurance coverage.
- The Solicitor reported that Act 32 requires that the TCC have in place a three-person tax appeals board for purposes of being ready to hear any appeals filed by taxpayers or

businesses. In thirteen years, there has not been an appeal. The Solicitor asked for a motion for three volunteers to serve on the tax appeals board. A motion was made, seconded and APPROVED to appoint A. Jackson, J. Seeds and J. Lovett to the appeals board.

- 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. A motion was made and seconded to continue meeting in 2022, every other month, as aforementioned, on the third Wednesday at 6:30 p.m., 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 no later than 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.
- Due to lack of a Chairperson, the Solicitor asked the Committee to authorize the Vice-Chairperson and the Secretary can sign TCC checks until a Chairperson is selected. At the present time, a check from the TCC must have two signers. Discussion was held regarding having three eligible signers for the checking account, but only requiring two signatures. The Solicitor stated that this would require a bylaws change. A motion was made, seconded and APPROVED to authorize the Vice-Chairperson to sign TCC checks along with the Secretary.
- Meeting adjourned at 7:12 p.m.