

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

March 16, 2022

- Roll Call – A quorum was established.
- Delegates Present: 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; D. Hummer, Hummelstown Borough; M. Stonbraker, Highspire Borough; A. Jackson, Millersburg Borough; J. Fosselman, Swatara Township; D. Grbich, Dauphin Borough; S. Miller, Lower Paxton Township; B. Marchuck, Londonderry Township; K. Ferraro, Williams Valley School District; J. Lovett, Susquehanna Township; T. Houck, West Hanover Township; G. Painter, Conewago Township; M. Stokes, Harrisburg City School District

Members of the Public: M. Kelley and B. Giampietro

Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

- K. Thoma, in her capacity as TCC Secretary, called the meeting to order.
- The Secretary asked for a nomination for Chairperson. A motion was made, seconded and APPROVED to elect Julie A. Seeds as the Chairperson.
- Ms. Seeds thanked the committee for the opportunity to be the new Chairperson.
- Summary Minutes of the January 2022 meeting were presented for approval – A motion was made to approve the January 2022 summary minutes --accepted and APPROVED.
- Financial report as of February 2022 was presented for approval – A motion was made and seconded to approve the February 2022 financial report --accepted and APPROVED.
- Mr. Joe Lazzaro of Keystone Collections provided the tax collector report. EIT income has been increasing. A full picture of the first quarter revenues will be available at the next TCC meeting. Delinquent tax collections are also up significantly. Through the end of February 2022, \$185,512.00 delinquent payments have been collected. Last year, 2021, the amount collected for January and February was \$88,820.00. For those taxing authorities that use Keystone to collect their LST, collections are up by over \$160,000.00.

The tax filing deadline for 2022 is April 18th. Keystone will have extended customer service hours.

- The Chairperson reported that Boyer & Ritter has sent in proposals to perform audits for the fiscal year ending December 31, 2021 for both collections made by Keystone and the TCC cash account. The amount of their proposal for the Keystone audit would be \$6,000.00 and \$7,750 for the TCC cash account. A motion was made, seconded and APPROVED to accept the proposals by Boyer & Ritter for audit services.
- The Chairperson stated that at the January meeting, the creation of an Executive Management Committee was authorized through a bylaws amendment. The following individuals were appointed by the Chairperson to the Executive Management Committee, subject to TCC approval: Deb Hummer, Ann Jackson, Jim Fosselman, and Mark Stonbraker. A motion was made, seconded and APPROVED to approve those individuals appointed by the Chairperson to the Executive Management Committee.
- The Solicitor reminded the delegates that Ethics Act forms as well as a conflict of interest statement must be completed by all delegates. He also requested that the delegates provide evidence of their appointment to the committee. This can be done by a formal resolution or a copy of the minutes showing a motion and a vote at a public meeting.
- Meeting adjourned at 6:47 p.m.