

# DAUPHIN COUNTY TAX COLLECTION COMMITTEE

## SUMMARY MINUTES

May 18, 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; L. Eyer, Derry Township; J. Lahr, Wayne Township and Halifax Area School District; M. Kelley, Harrisburg City; D. Hummer, Hummelstown Borough; B. Marchuck, Londonderry Township; A. Jackson, Millersburg Borough; M. Stonbraker, Highspire Borough; M. Stokes, Harrisburg City School District; M. Shuler, Lower Dauphin School District and Middletown Area School District; O Anderson, Susquehanna Township School District.

Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

- The Chairperson called the meeting to order.
- No public comments were made.
- Summary Minutes of the March 16, 2022 meeting were presented for approval – A motion was made to accept and approve the March 16, 2022 summary minutes -- accepted and APPROVED.
- Financial report as of April 30, 2022 was presented for approval – A motion was made and seconded to accept and approve the April 30, 2022 financial report --accepted and APPROVED.
- Chairperson Julie Seeds offered some initial thoughts on becoming chair of the Tax Collection Committee. Going forward, she welcomes questions, comments and input from all TCC delegates, regardless of whether they are voting delegates or alternate delegates. She reminded the delegates that, under Act 32, each taxing authority has the duty to pay a share of the committee's operating expenses. The Chair asked the delegates to inquire whether the governing bodies of their respective political subdivisions have paid their share of committee expenses for the current fiscal year. If the governing bodies have not yet made payment, she respectfully asked the delegates to remind the governing bodies of the duty to do so.

Also, the Chair emphasized that the overriding purpose of the committee is to oversee the appointed tax collector. That oversight cannot be accomplished without regular meeting of the committee attended by as many delegates as possible. Therefore, the Chair respectfully requested that the voting delegates ask their appointed alternates to attend scheduled TCC meetings when circumstances preclude the attendance of the voting

delegate. If the governing body of the political subdivision has not appointed an alternate delegate, the Chair respectfully urges the voting delegates to ask the governing body to do so. Act 32 requires the committee to establish a quorum through the physical presence of delegates (voting or alternates) at scheduled meetings. This means that the committee cannot use “hybrid” meeting technology to establish a quorum. Nevertheless, the Chair believes that such technology may help the committee as it seeks to involve some of its member political subdivisions which heretofore have shown little interest in the work of the committee. She will share her thoughts on the use of such hybrid technology at future committee meetings.

Finally, the Chair stated her intention to personally reach out to member political subdivisions which are not participating with the committee, particularly those political subdivisions located north of Peters Mountain. She anticipates reporting to the delegates on the substance of her communications with such political subdivisions when the committee next meets.

- Mr. Joe Lazzaro of Keystone Collections provided a review of the 2022 second quarter and collections to date. Through April 30, 2022, total EIT distributions to member political subdivisions (i.e., the 52 political subdivisions comprising the Dauphin County TCC) is \$4.15 million higher than at the same time last year. Total EIT distributions for the first quarter of 2022 (January 1<sup>st</sup> through March 31<sup>st</sup>) are 10.5% higher than at the same time last year. Mr. Lazzaro noted that more political subdivisions within the Dauphin County TCC are using Keystone’s “KeyTRAC” system to monitor EIT distributions. All delegates with questions about KeyTRAC are urged to contact Mr. Lazzaro. He welcomes the opportunity to explain or review the system’s usefulness to each member political subdivision.

Mr. Lazzaro then turned his attention to delinquent tax collections, an important tax collector duty under Act 32. Through April 30, 2021, Keystone recovered \$156,465 in delinquent EIT. Through April 30, 2022, Keystone has recovered \$441,252. As Mr. Lazzaro explained: “We’re going to see a lot of delinquent recoveries through the course of this year. And I think that’s probably the biggest driver of the current revenue, EIT being up, **because once people go through that process, they pay their current [taxes] on time.**” (Emphasis added.)

Mr. Lazzaro noted that total collections of “local services taxes” (LST) are decreasing, while total EIT collections are increasing. He attributed the difference to this: “\* \* \* the LST \* \* \* is not income based. It is per job. \* \* \* **So the jobs that are there are paying higher, but there’s less of them.**” (Emphasis added.) Mr. Lazzaro stated that he will provide further reports on the difference between LST and EIT collections in the future.

- Resolution No. 2022-01 was presented for approval – A motion was made and seconded to approve Resolution No. 2022-01 which, among other matters, provides that all checks shall be signed by two (2) of the following: TCC Chairperson, Vice-Chairperson or Secretary – accepted and APPROVED. (Note: the approved Resolution is posted on the TCC website.)

- Boyer & Ritter’s audit of collections made by Keystone for the Dauphin County TCC (FYE 12/31/2021) was presented for approval – A motion was made and seconded to approve the audit –accepted and APPROVED.
- The TCC discussed cancellation of the TCC meeting scheduled for July 20, 2022 – A motion was made and seconded to cancel such meeting – accepted and APPROVED.
- Pursuant to the bylaws, the Chair appointed Marita Kelley (Voting Delegate, City of Harrisburg) to the Executive Management Committee – A motion was made and seconded to approve such appointment – accepted and APPROVED.
- During closing comments, the Chair expressed her interest in meeting with representatives of Keystone at its Irwin, PA offices over the summer in an effort to better understand Keystone’s operations and the tax collection process. All members of the TCC executive management committee will be invited to attend. Transportation will be provided. If space permits, other TCC delegates are welcome to attend on a “first come, first served” basis. The Chair anticipates making a full report on the visit to the committee when it next meets in September.
- Meeting adjourned at 6:50 p.m.