

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

March 22, 2023

- Roll Call – A quorum was established.
- Delegates Present: J. Seeds and W. Evans, Middle Paxton Township; D. Grbich, Dauphin Borough; S. Miller, Lower Paxton Township; J. Lahr, Halifax Area School District and Wayne Township; M. Kelley, Harrisburg City; S. Umberger, East Hanover Township; M. Shuler, Lower Dauphin School District and Middletown Area School District; E. Petery, Millersburg Area School District; M. Stonbraker, Highspire Borough; A. Jackson, Millersburg Borough; R. Cassel, South Hanover Township; B. Schaeffer, Porter Township; K. Ferraro, Williams Valley School District; O. Anderson, Susquehanna Township School District; C. Long, Royalton Borough; Kaye 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; R. Horney, Central Dauphin School District; M. Rizzo, Derry Township School District; Marcia Stokes, Harrisburg City School District; M. Carnes, Steelton-Highspire School District.
Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

- J. Seeds, Chairperson, called the meeting to order.
- Chairperson Seeds welcomed Kaye Thoma upon her return to the TCC's public meeting, and expressed her strong support for Kaye's continued efforts as the delegate for ten taxing authorities.
- There were no public comments.
- Summary Minutes from January 18, 2023 were presented for approval – A motion was made and seconded to approve the January 2023 summary minutes --accepted and APPROVED.
- Financial report as of February 28, 2023 was presented for approval – A motion was made to approve the February 28, 2023 financial report --accepted and APPROVED.
- Chairperson Seeds reported that since the January meeting there have been two inquiries from political subdivisions asking why there is a tax collection committee and why they needed to attend meetings. The Chairperson stated that letters were sent to both political subdivisions explaining the importance of this committee, primarily to oversee the tax collector.
- Mr. Joe Lazzaro of Keystone Collections provided the tax collector report. 2022 was a successful collection year with tax generation up 11.1 percent over the prior year. In

2021, Dauphin County brought in \$125,668,627.73. In 2022, \$139,591,794.36 was collected.

About five million dollars of delinquent local earned income tax in Dauphin County has been collected over the past two years.

Prior to the TCC's May 2023 meeting, Keystone will undergo its Yellow Book audit. The Yellow Book Audit is an audit of Keystone's business activities including review of Keystone's handling of public funds and the accuracy of its commission rate, bonding, and finances. It is a very thorough audit that takes several weeks. In July, the separate service organization control audit (SOC) will be conducted. The SOC audit reviews Keystone's systems and internal controls. This also takes several weeks to complete.

- Audit of Keystone Collections and Tax Collection Committee Cash Account – Boyer and Ritter is proposing to complete audits for the TCC for year ending 12/31/2022. They are proposing \$6,000 for the Yellow Book audit of Keystone's collections on behalf of the TCC and \$8,250 for the audit of the TCC's cash account. Boyer & Ritter has completed these audits for the last seven years. A motion was made to conditionally retain Boyer & Ritter for both the Yellow Book audit and audit of the TCC's cash account – UNANIMOUSLY APPROVED. (The condition for approval is that the proposed letter agreements with Boyer & Ritter must be approved by the solicitor for form and legality.)
- The Chairperson asked the delegates to complete and return an Ethics Act form. They are due by May 1st. Please email all forms to the Solicitor.
- Meeting adjourned at approximately 7:10 p.m.