

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

AGENDA

November 15, 2023

- I. Welcome to Regular Meeting – Julie A. Seeds, Chairperson
- II. Roll Call to Establish Quorum
- III. Public Comments
- IV. Accept Summary Report of September 2023 Regular Meeting
- V. Accept Financial Report Ending October 31, 2023
- VI. Chairperson’s Comments
- VII. New Business
 - A. Tax Collection Matters
 - i. Keystone’s 2023 Fourth Quarter Review and Summary of 2023 Collections to date
 - ii. Executive Management Committee’s Comments on Keystone’s Report on Internal Controls – SOC 1, Type 2 Audit for the period July 1, 2022 to June 30, 2023
 - iii. Executive Management Committee’s Comments on Proposed New Contract with Keystone
 - B. Administrative Matters
 - i. TCC’s Proposed Budget for FYE 12/31/2024 – **VOTE REQUIRED**
 - ii. Proposal of PennPRIME Trust; Coverage Term: January 1, 2024 – January 1, 2025; Approximate Cost -- \$6,000.00 (increase of \$752.00) – **VOTE REQUIRED**
 - iii. Executive Management Committee’s Comments on RFP for Auditing Services, FYE 12/31/2023 – **VOTE RECOMMENDED**
 - iv. Appointment of two Executive Management Committee Members (Michelle Shuler and Kathy Ferraro) by Chairperson, subject to TCC approval – **VOTE REQUIRED**
- VIII. Old Business
- IX. Closing Comments and Adjournment
 - A. Next Meeting – January 17, 2024 at 6:30 p.m. (Please note: under Article II, Section 2 of the TCC’s bylaws, the third Wednesday in January is designated as the annual organization meeting.)
 - B. Adjournment
 - C. Executive Session re Proposed New Contract with Keystone