

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

REORGANIZATIONAL MEETING

January 17, 2024

- 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; T. Houck, West Hanover Township; J. Lahr, Wayne Township and Halifax Area School District; H. Greene, Harrisburg City; N. Yingst, East Hanover Township; R. Cassel, South Hanover Township; K. Ferraro, Williams Valley School District; S. Canazaro, Middletown Borough; A. Jackson, Millersburg Borough; R. Stoner, Upper Paxton Township; J. Lovett, Susquehanna Township; 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; M. Stokes, Harrisburg City School District; M. Shuler, Lower Dauphin School District; M. Carnes, Steelton-Highspire School District; O. Anderson Jr., Susquehanna Township School District; D. Franklin, Middletown Area School District; K. Ferraro, Williams Valley School District
- Solicitor: N/A
- Keystone Collections: Joe Lazzaro, Esq.
- Kaye Thoma, opened the meeting and appointed Michele Shuller as the Temporary Chairperson to request nominations for the Election of Officers. Ms. Shuler made the motion to appoint Julie Seeds as Chairperson, Marita Kelley as Vice Chair, and Kaye Thoma as Secretary, Seconded by R. Horney. The Motion was approved.
- There were no public comments.
- Chair Julie Seeds explained that according to the By-Laws, without the representation of a Solicitor, the TCC could only vote on administrative matters to reorganize.
- Summary Minutes from November 15, 2023, were presented for approval – A motion was made and seconded to approve the November 15, 2023, summary minutes --accepted and APPROVED.
- Financial report as of December 31, 2023, was presented for approval – A motion was made and seconded to approve the December 31, 2023, financial report --accepted and APPROVED.

- Keystone Collections Group representative, Joe Lazzaro began his report by giving a brief history of when Keystone Collections first started with Dauphin County in 2012 and in the first year saw a 7 percent increase and then an increase in the following year of another 9 percent. The increases, according to Mr. Lazzaro, were due to Act 32, and impart capturing people who were not previously self-reporting.
- Mr. Lazzaro reported that in Dauphin County, EIT revenue has risen every year since 2012 with Tax year 2022 the strongest performing year, until they closed the books December 2023, making 2023 the strongest year with an increase from \$139,591,794.56 in 2022 to \$148,346,271.83 in 2023; 6.3% increase. Mr. Larzzaro credits a part of the increase to their delinquent recovery of prior years, which is collected at zero percent rate, under Act 192.
- Mr. Lazzaro reviewed the proposed changes per the previous Solicitor’s draft of the Keystone Contract, which included the Bond coverage provision, business solvency, refund processing, ACH distributions, tax abatement policy, and banking and deposit policy.
- A motion was made and seconded to approve the members of the Executive Management Committee for 2024, Mark Stonbraker, Jim Fosselman, Michelle Shuler, Kathy Ferraro, Ann Jackson, and Sam Miller. The EMC also includes, Chair Julie Seeds, Vice Chair, Marita Kelley and Secretary, Kaye Thoma. – accepted and APPROVED.
- A motion was made and seconded to approve the members of the Appeals Board for 2024, Tim Houck, Ann Jackson, and Michelle Shuller – accepted and APPROVED.
- A motion was made and seconded to approve the dates, time, and location for the DCTCC to meet in 2024. The DCTCC will meet every other month (bi-monthly) in 2024 at 6:30 PM in the Middle Paxton Township Municipal meeting room – accepted and APPROVED.
- Chair Julie Seeds reminded all delegates to email, drop off or mail the Ethics Statement of Financial Interest and the Conflict-of-Interest Questionnaire and
- Chair Julie Seeds also reminded the delegates if there is a change in delegate or alternate, to email the changes to her and emphasized the importance of attendance to ensure there is a quorum to conduct business.
- A motion was made and seconded to approve the retention of Boyer & Ritter LLC, to perform the audit for year-ending 2023 – accepted and APPROVED.
- Chair Julie Seeds recommended the Executive Management Committee to conduct interviews to select candidates to serve as solicitor to the DCTCC and also suggested a special meeting be held in February to appoint a solicitor. The consensus of the TCC was to move forward as suggested.
- Meeting adjourned at 7:20 P.M. (Note. No executive session was held after the meeting.)