DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

January 17, 2018

- Roll Call – A quorum was established.


Solicitor:  G. Beneventano

Keystone Collections:  Joe Lazzaro, Esq.

- The Chairman called the meeting to order.

- The Chair stated that this is the annual organizational meeting and typically the solicitor acts as temporary chairperson. There was no opposition to the solicitor acting in this capacity.

- Mr. Beneventano stated that under the bylaws, the TCC is to meet the third Wednesday of January to organize. He called for a motion for a slate of officers. A motion was made to keep Skip Memmi as Chairman, Karen McConnell as Vice-Chair, and Kaye Thoma as Secretary, and the motion was seconded – accepted and APPROVED.

- Summary Minutes from November 2017 – A motion was made and seconded to approve the summary minutes --accepted and APPROVED.

- Financial report as of December 31, 2017 – accepted and APPROVED.

- The Chair noted that there were several new delegates to the committee and invited them to remain after the meeting to go over what the committee does and why it was established.
Mr. Lazzaro from Keystone Collections reported Keystone has the closing numbers for 2017. Each of the municipalities and school districts have received their reports, including the cumulative totals. The Dauphin County Tax Collection District closed the year with $109,562,000-plus in collections. This is a little over three and a half million ahead of the previous highest year, which was 2016.

Tax returns for 2017 were mailed out to taxpayers between January 9-11, 2018. Mr. Lazzaro brought a sample tax return including the new instruction booklet.

Delinquent tax collections came in at just under three and a half million dollars.

Mr. Lazzaro reported that Keystone’s controls audit (SOC audit) was sent electronically to all municipalities and school districts. If any delegate requires another copy, please contact Keystone.

Keystone has published a new booklet on how to prepare taxes, how to do the local return. If anyone has questions regarding local taxes, the book walks you through it, step by step. The booklet has gotten good reviews from the leadership of the Pennsylvania Institute of Certified Public Accountants (PICPA).

The Chairman asked Mr. Lazzaro to update the committee on House Bill 866 and Senate Bill 653. Mr. Lazzaro stated that these are two bills looking to consolidate further, beyond earned income tax, all other taxes except real estate tax under the TCC. One concern that Keystone sees in the bills is not allowing a contingent fee for delinquent tax collection. Right now, a commission rate is passed on to the delinquent party. This would not be allowed under the new bills. This would be a fixed rate. A question was raised as to whether the TCC should send letters regarding the bills. The Chair proposed a letter composed by the solicitor and signed by the Chair that supports municipalities that collect their own business privilege tax and want to continue collecting the tax. The letter would also address the proposed fee structure so that those that pay their taxes on time are not burdened with the effect of having to pay for those that are delinquent. A motion was made to have the Chair and solicitor prepare a letter that addresses both the business privilege tax collection as well as the proposed fee structure regarding delinquent taxes – motion made, seconded and APPROVED.

Designation of subcommittees – The solicitor reported that the Bylaws provide that the TCC may designate subcommittees and these are required to be established every year. A motion was made to continue the following subcommittees for 2017 – Audit, Finance and Risk Management. Motion was seconded, accepted and APPROVED.

Members of the subcommittees require committee approval. The Chairman recommended the following delegates for the following subcommittees: Finance – P. Cornell (chair); D. Hummer, M. Shuler and J. McHale; Audit – G. Shade (chair), D. Franklin and D. Kratzer; Risk Management – M. Shuler (chair), C. Artz and R. Hepner. (Note: The Executive Committee and its membership are established at Art. IV, Section 6 of the Bylaws; therefore, the TCC does not vote on its establishment or membership.) The Tax Appeals Board members recommended are J. Seeds, R. Hepner, and B. Weber.
A motion was made to accepted those members recommended. The motion was seconded and APPROVED.

- The TCC had traditionally met on the third Wednesday of the Month at 6:30 p.m. at the Middle Paxton Township Building in the months of March, May, July, September and November. It was noted that November 21st is the day before Thanksgiving and may not be a good evening to meet. It was recommended that the November meeting be moved to November 14th. A motion was made and seconded to continue meeting in 2017, every other month on the third Wednesday, except in November when it will meet on the second Wednesday, at 6:30 p.m. at the Middle Paxton Township building -- APPROVED.

- The Solicitor asked the delegates to take an Ethics Act form. They are due by May 1st, but asked that they be returned at the March meeting. They can also be scanned and emailed to the Solicitor. The Solicitor will also email the Conflict of Interest forms. These may be mailed backed or scanned and emailed. If there are any changes in the appointment of delegates (voting or alternates), the Solicitor’s office should be made aware as soon as possible. The solicitor asked for evidence of appointments to this committee. This can include a copy of the motion and vote at a public meeting, a copy of the page of the minutes that shows the appointment or a copy of a resolution if one was made. He also stated that he likes to keep as accurate a database as possible, so please notify him when municipalities appoint new delegates, alternates as well as voting delegates.

- The Chairman thanked the delegates for attending the meeting. The next meeting will be held on Wednesday, March 21, 2018 at 6:30 p.m. at the Middle Paxton Township building.

- Meeting adjourned at 7:01 p.m.