Roll Call – A quorum was established.


Solicitor: G. Beneventano

The Chairman called the meeting to order.

Summary Minutes from January 2018 organization meeting – A motion was made and seconded to approve the summary minutes --accepted and APPROVED.

Financial report as of April 2018 – accepted and APPROVED.

The Chair noted that a representative from Keystone was unable to attend the meeting. However, a report from Keystone was distributed to the members present. The report will also be distributed electronically. (See attachment.) The Chairperson’s review of the report indicated that collections have increased year after year.

The Chair reported that a contract with Boyer & Ritter for audit services had to be signed prior to the meeting to move forward with audits of Keystone’s collections and the TCC’s checking account. The March meeting was cancelled due to inclement weather, so this was not voted on. The Chairman did sign the contracts, and a ratification is required. A motion was made and seconded to ratify the actions of the Chairman in the signing of the contracts for Boyer & Ritter. Motion was accepted and APPROVED.

The Chairperson of the Audit Sub-committee asked for approval of the annual audit of the tax collector for financial year ending December 31, 2017 so that it can be filed with
DCED by September 1st, as per Act 32. The audit noted that Keystone has maintained the appropriate bond coverage, as required by the TCC. The Chair of the audit subcommittee reported that the audit on Keystone Collections was clean and showed no concerns, and should be accepted. It was moved, seconded and APPROVED.

- The Chairman requested a special meeting in June to discuss the current contract with Keystone and the possibility for an RFP for tax collector. A motion was made, seconded and APPROVED to have a special meeting on Wednesday, June 20th.

- The Chairman reported that for the last eight years, Dauphin County has been gracious to allow the committee’s website on Dauphin County’s website. It has been cumbersome trying to get the information posted. Since the Chairman is retired from Dauphin County, it has been more difficult to get items posted on the website. He stated that it may be easier for the Committee to have its own independent website. Ballpark figures indicate that it would cost between $1500 and $2000 to have the site built and approximately $300 a year for upkeep. A motion was made to obtain quotes for an independent website for review and discussion at a future meeting. It was seconded and APPROVED.

- Meeting adjourned at 6:55 p.m.

- Following adjournment, the TCC met in executive session to obtain the advice of counsel on a proposed amendment to the current contract with Keystone for tax collection services, plus related legal issues.