Roll Call – A quorum was established.


Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

The Chairman, A. Memmi, called the meeting to order.

Summary Minutes from September 2017 – The summary minutes were accepted and APPROVED.

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

Mr. Lazzaro from Keystone Collections discussed Keystone’s collection report through October 2017. Dauphin County’s collection is $90,041,882. That’s up $4,626,133 since Keystone starting collecting for Dauphin County in 2016. In the past year, collections are up 5.5%. Keystone’s office is working on preparing “failure to file” notices to those that have failed to file after their extension.

He also reported that there have been questions regarding the controls audit. The audit lasted a bit longer this year because Keystone added to the scope of the audit the local services tax. Testing was also done on all of the real estate tax collection systems. Also new standards issued by AICPA governing SOC one, type two testing and procedure standards had to be incorporated into the report. This took extra time. Boyer and Ritter who does the audit has engaged a third party to perform a quality review of their firm’s work (peer review), and they are taking all steps to ensure that all requirements are met.
Mr. Lazzaro reported that the report had just been completed. Committee members should have the report prior to Thanksgiving.

Mr. Lazzaro reminded the Committee members that if they have changed a rate, adopted LST, or changed their local tax set up or arrangement, DCED must be notified by December 1st to have that new rate or that change published in the official register. If changes are published by December 1st, employers are bound to make the withholding changes.

- The Chairman reported that renewal of insurance for the Committee with PennPRIME Insurance Company has an estimated cost of $4,500. A motion was made to contract with PennPRIME for 2018 at the estimated cost of $4,500. The motion was seconded and APPROVED.

- The Chairman reviewed the proposed budget for 2018. Last year, $30,000 was used out of the TCC’s reserve towards the budget. It was recommended to do the same this year. A motion was made to accept the 2018 budget as presented and to use $30,000 out of the TCC’s reserves to reduce the amount that the municipalities/school districts pay. Motion was seconded and APPROVED.

- The Chairman stated that all members received a copy of the annual TCC cash audit for year ending 12/31/2016. The audit showed no concerns or deficiencies. A motion was made to accept the TCC’s cash account audit. Motion was seconded and APPROVED.

- The Chairman thanked the delegates for attending the meeting. The next meeting will be held on Wednesday, January 17, 2018 at 6:30 P.M. at the Middle Paxton Township building.

- Meeting adjourned at 6:55 p.m.