DAUPHIN COUNTY TAX COLLECTION COMMITTEE

SUMMARY MINUTES

November 14, 2018

• Roll Call – A quorum was not established.


Solicitor: G. Beneventano

Keystone Collections: Joe Lazzaro, Esq.

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

• Summary Minutes from September 19, 2018 – The summary minutes were then accepted and CONDITIONALLY APPROVED.

• Financial report as of October 31, 2018 – accepted and CONDITIONALLY APPROVED.

• Mr. Lazzaro from Keystone Collections reported that collections for 2018 ending on October 31st were $90,041,000.00. Failure to File Notices will be sent out by the end of November.

The SOC (internal controls audit) audit has been completed. This audit is a test of the internal systems, security, test of the reliability and protections that are in place to keep data safe. All taxing authorities will be receiving an electronic copy of the SOC audit soon.

Keystone is continuing to develop website links to be used with taxing authority websites. This can help taxpayers reach Keystone through their municipality or school district’s website. If anyone is interested in having this on their website, they should contact Mr. Lazzaro.
Mr. Lazzaro discussed stormwater management fees that are increasingly imposed by municipalities. Keystone is billing and collecting these fees for municipalities. He distributed a brochure regarding this.

Mr. Lazzaro reported that the Department of Revenue (DOR) has completed their study for PA House Resolution No. 291 and a report is due in December. The Lebanon County TCC is planning on sending memoranda to state representatives opposing a statewide takeover of EIT. He noted that a comparative audit showed that, between Keystone and Berkheimer, about 98.5% of taxes are collected and distributed on time. The DOR currently does not have a distribution system that can handle EIT taxes. It would be an expensive endeavor.

Keystone receives delinquency data from the DOR. According to Act 32, the data is to be provided to Keystone within 1 year of the filing deadline. Specifically, under §509(g)(2), “the Department of Revenue shall establish procedures under which tax collection, filing and other taxpayer and locality information in its custody will be made available to tax officers for purposes of collection, reconciliation and enforcement no later than one year after the deadline for filing returns for the tax year in question.” (Emphasis added.) Nonetheless, the data is often two to two and a half years old before Keystone gets it. Keystone gets to work on the delinquencies as soon as the data is received. Keystone, in recent quarters, has brought in an additional $4,071,000.00. There are 284 Dauphin County residents who are now under wage garnishment for nonpayment.

• The Solicitor reported that the Committee’s resolution, adopted in September, has been revised per the committee’s direction and was sent to all the legislators that comprise the Dauphin County delegation. The resolution was also sent to the two state senators that represent Dauphin County. House Resolution 291, adopted in March of 2018, required the Pa. Department of Revenue to furnish a report of its findings and recommendations to the chairperson and minority chairperson of the Finance Committee in the Senate and the chairperson and minority chairperson of the Finance Committee of the House of Representatives no later than December 31st. Senator DiSanto, the majority vice-chair of the Senate Finance Committee, has been invited to the January TCC meeting to discuss the report. It was suggested by the chairman to also file a Right-to-Know Request the beginning of January to receive the report. A motion was made, seconded and CONDITIONALLY APPROVED to have the solicitor file a Right-to-Know Request to obtain a copy of the report. (The request has been mooted by the release to the public of the DOR study.)

• Boyer and Ritter has completed their annual audit of the TCC’s cash account for fiscal year ending 12/31/17. A copy of the report was sent to all delegates. A motion was made, seconded and CONDITIONALLY APPROVED to accept the TCC’s cash audit for fiscal year ending 12/31/17.

• The Chairman reported that it was time again to purchase insurance for the Committee. The current carrier is PennPRIME. PennPRIME’s premium for 2019 is $4,485.00. A
motion was made, seconded and CONDITIONALLY APPROVED to sign another contract with PennPRIME for insurance for the Committee.

- 2019 budget: The Chairman stated that the budget does not differ a lot from the 2018 budget. In 2018, the budget was $68,500. The proposed 2019 budget is $68,000. The percentage of what each taxing authority pays was discussed. That percentage is based upon Pa. DCED calculations. A motion was made, seconded and CONDITIONALLY APPROVED to accept the 2019 budget.

- The Solicitor’s office obtained several proposals for the creation of a website for the TCC. Proposals were received from Freshpage Media, Web Tech, Round4 and the Jason Shaffer Group. Development of a website will cost approximately $1,800.00. The Committee is proposing to include on the website: agendas, minutes, resolutions, contracts, list of officers and subcommittee chairs, bylaws, meeting dates, agreements with Keystone, Boyer & Ritter audits, and links to connect viewers of the website to Keystone, if needed. A motion was made, seconded and CONDITIONALLY APPROVED to sign a contract with Round4 for the development of a website for the TCC.

- The Chairman thanked the committee for a productive year and reminded everyone that the next meeting will be held on Wednesday, January 16, 2019.

- Meeting adjourned at 7:30 p.m.