

RESOLUTION 2023-10

A RESOLUTION AUTHORIZING THE APPOINTMENT OF A DEPUTY TAX COLLECTOR

THIS RESOLUTION, approved and adopted by the Supervisors of Londonderry Township, Dauphin County, Pennsylvania, on the date hereinafter set forth this 1st day of May, 2023:

WHEREAS, Section 5511.22 of the Pennsylvania Local Tax Collection Law, 72 P.S. §5511.1 et seq. [Act 48 of 2015, P.L. 188, No.8] provides that a tax collector may deputize one or more deputy tax collectors who, when so deputized, shall be authorized to receive and collect any or all of the taxes in like manner and with like authority as the tax collector appointing them.

WHEREAS, the surety bond entered into by the tax collector shall be deemed to cover all taxes collected by the deputy tax collector.

WHEREAS, before a deputy tax collector may receive and collect taxes in like manner and with like authority as the tax collector, the taxing district and the tax collector's surety must approve of the appointment.

WHEREAS, the Township's tax collector, Loren Bowen, has provided documentation to the Township evidencing that Erika Zinkan has been deputized and that the tax collector's surety has approved the deputy tax collector to act under the tax collector's surety bond.

NOW, THEREFORE BE IT RESOLVED, that the Supervisors of Londonderry Township do hereby approve Erika Zinkan as the deputy tax collector for Londonderry Township.

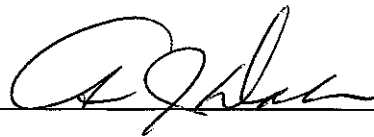
LONDONDERRY TOWNSHIP

Dauphin County, Pennsylvania

BY:



Secretary/Treasurer



Board Chair



ACT 48-2015 **APPOINTMENT OF A** **DEPUTY TAX COLLECTOR FORM**

APR 20 '23 PM12:49

Tax Collector should obtain signatures from the taxing district and return completed form to the Surety Company (keep a copy for your records.)

I, <u>LOREN M. BOWEN</u> , Tax Collector for <u>LONDONDERRY TOWNSHIP</u>	
County of <u>DAUPHIN</u> do hereby appoint as Deputy	
Tax Collector (printed/typed): <u>ERIKA A. ZINKAN</u>	
Deputy Tax Collector's Address: <u>2037 RESERVOIR DR.</u>	
<u>MIDDLETOWN, PA 17057</u>	
Deputy Tax Collector's Email: <u>Zinkaneh@aol.com</u>	Phone: <u>717-681-4614</u>
Deputy Tax Collector's Signature: <u>Erika A. Zinkan</u>	Date: _____
Tax Collector's Signature: <u>Loren M. Bowen</u>	Date: <u>4-19-23</u>
This is an appointment of a Deputy Tax Collector to collect and settle taxes during any Incapacitation of the Tax Collector (as defined in Local Tax Collection Law, Section 22 (B) [72 P.S. § 5511.22]).	

APPROVALS	
SIGNATURE & TITLE: <u>MANAGER / SEC TREASURER</u>	DATE: <u>4/21/2023</u>
MUNICIPALITY: <u>LONDONDERRY TOWNSHIP</u>	PHONE NUMBER: <u>717 944 1803</u>

SURETY COMPANY	
COMPANY APPROVAL*:	
DATE:	PHONE NUMBER:

Tax Collector should obtain signatures from each taxing district and return completed form to the Surety Company (keep a copy for your records.)
Surety should acknowledge the appointment by returning the signed document to the Tax Collector.

*Company approval may be an electronic signature, stamp, etc.

****DO NOT RETURN TO DCED****

Resolution 2023-10

Erika Zinkan

Middletown, PA
717-681-4614
Zinkaneh@aol.com

Relevant Training/ Expertise

IRS Certified tax prep
training including
Circular 230 Ethics

FAA Certified Flight
Attendant School

Recurrent Emergency
Equipment, CPR, Fire
Rescue, Evacuation,
Self Defense

Ramp Safety

De-icing Procedures

Piedmont Leaders of
Tomorrow

Unconscious Bias

Core Strengths

Critical thinker

Logical problem solver

Customer service expert

Conflict resolver

Top sales performer

Sharp Organizational
skills

Detail oriented

Energetic attitude

Courteous demeanor

Team oriented leader with more than 10 years of dedicated aviation industry service as Flight Attendant, in underwing operations and Finance Operations. Excellent leadership skills working independently, with coworkers, and with the public with awareness of and in compliance with safety in a variety of emergency and non-emergency situations. Highly proficient in interface and coordination procedures among field, office, and government authorities for customer and crew safety, service, and satisfaction. Technical expertise includes: Sabre, CrewTrac, DECS, Microsoft Tool Suite, QuickBooks Pro

Employment History

Certified IRS Income Tax Preparer/Quickbooks bookkeeping for small businesses

August 2021 to present

Small business and individual income tax returns

- Apprentice with tax preparation professional with 26 years of experience to ensure 100% accuracy
- Process and electronically file more than 250 income tax returns yearly during tax season
- Manage basic accounting for 2 small businesses

Supervisor Flight Pay

Piedmont Airlines, Inc., 1000 Rosedale Ave., Harrisburg, PA 17057

Jessica Laughman, Payroll Manager

August 2018 – July 2020

40 hours/week

\$53,000 annual

Position created as promotion for excellence in reorganization of Flight Pay Department

Lead Flight Pay Specialist Team in accurate and timely submission of crew flight duty hours for 1000 plus crew members for semimonthly payroll processing

- Trained specialist team in calculating pay adjustments and reporting credit hours ensuring compliance with federal SOX regulations, company regulations and two separate union contracts
- Oversee accuracy of thousands of pay adjustments and improve processes and procedures for Flight Pay reports and billings with 100% timely submissions between Flight Pay and Payroll Departments
- Created and updated, first comprehensive Flight Pay Procedure Manual
- Improved critical communications between departments affecting flight schedules and duty times. Regular interface with department heads to standardize reports coming into Flight Pay from Crew Planning, Scheduling, Dispatch, Benefits, Payroll, and Training departments enforcing Federal Aviation, Piedmont, and SOX regulations
- Cooperate with and interpret pay related contract language with union representatives to reduce grievance hearings with regard to pay issues

- Interfaced with Union Representatives for accurate creation of pilot and flight attendant Union billing
- Calculated and applied pay credit hours to more than 20 training instructors
- Initiated and created first procedure manual for Flight Attendant pay
- Assisted in Crew Planning Department built monthly crew schedule bid lines for more than 800 crew members in compliance with FAR 117 regulations and union contract guidelines. Trained 3 new Crew Planning Specialists
- Maintained crew meal and hotel databases for Accounts Payable processing
- Offered full time position and training for promotion

Part-time Ramp Agent

Piedmont Airlines, Inc., MDT Airport, Harrisburg, PA.17057

Fritz Knapper, Station Manager

April 2009-January 2011

24-32 hours/week

\$12,000/year

Conduct under the wing operations while ensuring safety and compliance of FAA regulations

- Marshalled evening flights to gate - zero safety violations
- Load/off-load passenger luggage - 100% accuracy
- Conducted nightly security inspections of RON aircraft
- Interfaced with operations, gate, and crew to facilitate quick turns and resolve abnormal situations

Sales

Alling & Cory Paper Distributors, Inc., Harrisburg, PA (1992-1997)

Customer Service Representative providing business and printing paper sales

- 1993 Pioneered "Mobile Paper Shop" Point of Sale (POS) program
 - Grew program to overall sales average of \$17K/quarter in less than 2 years

Education

Jefferson Parish Westbank Vocational-Technical School, Gretna, LA (1982)

- Accounting major
 - 2-year business program with focus on General Accounting

John Ehret High School, Marrero, LA (1978)

Volunteer Experience

Lower Dauphin High School (LDHS) Swim Team-2years, Treasurer

- Conducted general accounting practices
 - Reconciled statements, dispersed funds, and reported fund use
- Introduced alternative accounting program for ease of transition

Lower Dauphin High School Swimming and Diving Team-4years, Official

- Enforced Stroke & Turn-Enforce compliance with US Swim regulations
- Verified completion order of each event as Finish Judge
- Tracked and recorded times for swimmers as Timer

Hummelstown Swim Team-6 years, Swim Official and Athletic Apparel Manager

Londonderry Athletic Association Girls Softball 2006-2014-Score Keeper

- Frequent recognition by management and peers for outstanding accomplishments in exceeding expectations regarding, deadlines, work ethics, and rapport building

Awarded 2019 President's Award of excellence for expedient improvements to the Flight Pay Department. Within 2 months the department specialist team was able to perform most functions, pay procedure manual was initiated and department was operating with minimal backlog. By the end of the first year, flight pay team was able to perform every function necessary to provide accurate and efficient reporting of crew pay for payroll processing.

Flight Attendant

Piedmont Airlines, Inc., 5443 Airport Terminal Road, Salisbury, MD 21804-1700
Mandy McGuigan, Director of Inflight Services

October 2015-November 2018

75-90 hours/month 90% travel

\$36,000/year

Managed safe travel for thousands of passengers traveling regionally in compliance with FAA 121 safety regulations

Aircraft include:

De Havilland DHC-8 100

De Havilland DHC-8 300

Embraer ERJ-145

- Ensured presence and operational compliance of all cabin safety equipment - 100% accuracy
- Single Flight Attendant operation, maintained 100% safe environment of cabin aboard de Havilland DHC-8 100 & 300 and Embraer ERJ-145
- Interfaced with flight deck crew and airport officials utilizing chain of command in compliance with FAA regulations regarding hazardous passenger mitigation
- Resolved unusual circumstances and avoid safety violations while boarding and deplaning passengers with friendly, yet firm diplomacy
- Interact with passengers, ground crew, customer service and flight deck crew ensuring highest level customer service and safe, compliant passage
- Practiced situational awareness inflight and at airport facilities on and off duty regarding human trafficking, potential health issues and possible safety threats
- Regularly received "Above & Beyond" awards from passengers and coworkers for excellence in duty performance

Part-time Flight Pay Specialist

Piedmont Airlines, Inc., 1000 Rosedale Ave., Harrisburg, PA 17057

Barbara Loomis, Payroll Manager

January 2011-October 2015

24-36 hours/week

\$20,000/year

Calculated semimonthly pay for Pilot and flight attendant adjusted hours

- Solely responsible for managing pay adjustment requests more than 200 flight attendants and assist with pilot requests