



Lancaster County Tax Collection Bureau
Management Committee
Meeting Agenda
May 1, 2025 – 8:00 AM

I. Call to Order – Amanda Allison, Chair

Management Committee			
Amanda Allison, Chair		Donna Robbins, Past Chair	
Kirsten Peachey, Vice Chair		Rebecca Denlinger	
Kimberly Reynolds, Treasurer		Dan Forry	
Brian Harris, Secretary		Andrew Stern	

II. Public Comment (Agenda Items Only) - Please Submit to right_to_know_officer@lctcb.org by 7:30AM on 3/14)

III. Action Items – Consent Agenda

- A. Approve Minutes – Meeting of March 17, 2025
- B. Approve Financial Reports for February and March 2025
- C. Approve Expenditures & Agency Disbursements for February and March 2025

IV. Discussion/Update Items

A. Tax Season Update:

- 1. 160,000 Tax Returns have already been reviewed and processed for 2024, a decline of 5K from last year.
- 2. Doc Prep is working through deadline payments and paper returns, and our focus will remain on processing through at least the 4th of July Break.
- 3. We are facing 3 processor retirements at year end, so staffing and planning for those roles will be evaluated over the next few months.

B. Financial Update:

- 1. With ¼ of 2025's results already available, some notable trends are showing up on our financials.
 - a) Positive impact of last May's revised lease on rent/utilities.
 - b) Negative impact of slight decline in interest income rates.
 - c) Negative impact of Health Insurance costs – Up 13% from the start of 2024, although we have 2 more staff members on payroll than previously. The IU has warned us that they are projecting around a 12-18% increase in costs for the 2025-26 year.

C. Economic Update:

1. Too early to quantify potential impacts related to economic issues, we will see further strain on Farming and Business Profits locally by the end of 2025, which will show up around this time next year, as well as likely wage pressure if there is a jump in prices on goods, also around this time next year.

D. Other Items:

1. We are working with Solanco to get RE history, and preparing for their upcoming onboarding to LCTCB's RE service. Generic RE Bills have been updated for the 2025.
2. SOC Auditors are working with SEK to get access to prior year workpapers and we expect to schedule preliminary work around the June 30th mid-year cutoff.
3. We have established an investment account and checking account with Univest and plan to begin shifting operational investment funds during May to the new institution.

V. Public Comment

VI. Adjournment

VII. Executive Session (Legal & Personnel)

Upcoming Meetings

MC – June 5, 2025 (Zoom)

Board – September 17, 2025 (SOC Audit)