



Lancaster County Tax Collection Bureau

Management Committee

Meeting Agenda

June 5, 2025 – 8:00 AM

Zoom Meeting ID: 850 0207 2243 PW: LCTCB

I. Call to Order – Kirsten Peachey, Vice 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 6/5)

III. Action Items – Consent Agenda

- A. Approve Minutes – Meeting of May 1, 2025
- B. Approve Financial Reports for April 2025
- C. Approve Expenditures & Agency Disbursements for April 2025
- D. Approve Personnel Actions:
 - 1. Retirement – Angel Delgado, Processor - Effective 7/4/2025

IV. Discussion/Update Items

- A. Tax Season Update:
 - 1. 230K Tax Returns have already been reviewed and processed for 2024, an increase of 13K from last year. Roughly 33K returns remain to process from initial filings, before we transition to RE, Data Cleanup and Compliance.
 - 2. Doc Prep and Scanning are complete, and mail temps have completed their assignments. We still have 1 temp working in a temp to hire role for mailroom assistance, and completion/data entry.
- B. Other Items:
 - 1. RE Billing is expected to be complete and over to DHF June 16-25th.
 - 2. New SOC Auditors came onsite at the end of May to review operations and walkthrough key processes ahead of normal SOC testing.
 - a) SOC Auditors have recommended we add a SOC control for vendor oversight/review, and we will be working on those procedures in June.
 - 3. PICPA Local Government Committee and I are meeting with the PA DOR this afternoon (6/5) to discuss eFiling.
 - 4. Lancaster City meeting on potential low income EIT exemption for City Residents.

C. Key Insurance Renewals:

1. Tax Collection Bond has been renewed at 20M, cost unchanged at \$12,200.
2. Cybersecurity Insurance has been renewed, cost up 11.7% to \$39,225.

D. MC Meeting:

1. Due to summer schedules and no expected significant decisions, recommend that the MC reconvene in August via Zoom.

V. Public Comment

VI. Adjournment

VII. Executive Session (Legal & Personnel)

Upcoming Meetings

MC – August 7, 2025 (Zoom)

Board – September 17, 2025 (SOC Audit)