



# Lancaster County Tax Collection Bureau

Management Committee

Meeting Agenda

January 8, 2026 – 8:00 AM

Zoom Meeting ID: 879 5605 2329 PW: LCTCB

## I. Call to Order – Amanda Allison, Chair

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

## II. Public Comment (Agenda Items Only) - Please Submit to [right\\_to\\_know\\_officer@lctcb.org](mailto:right_to_know_officer@lctcb.org) by 7:30AM on 1/8)

## III. Action Items – Consent Agenda

- A. Approve Minutes – Meeting of November 13, 2025
- B. Approve Financial Reports for October & November 2025
- C. Approve Expenditures & Agency Disbursements for October & November 2025
- D. Approve Personnel Actions:
  - 1. Hire – Ann Bryson, Processor \$43,000 – Effective 12/15/2025
  - 2. Retirement – Sue Doyle, Processor - Effective 12/31/2025

## IV. Discussion/Update Items

- A. Operations Update:
  - 1. Staffing
    - a) Currently have three positions available based on the budget.
    - b) Looking for opportunities to cast a wider net, college career boards, job fairs, etc.
  - 2. Mailings will be issued starting mid-January
    - a) Final returns
    - b) Filing reminders for those who filed online or with a CPA
    - c) Estimated Payment Coupons for 2026
    - d) 2026 LST Coupons
  - 3. Tax Season Prep
    - a) Websites will not be opened up for filings until week of January 19<sup>th</sup> to try and have taxpayers wait until formal W2's are received.
- B. Financial and Real Estate Update:
  - 1. RE Turnover Prep and 2025-26 Wrap-up
  - 2. 2025 Year End Close and Audit Prep
- C. 1/14 Reorganization Meeting Documents and Process

V. Public Comment

VI. Adjournment

VII. Executive Session (Legal & Personnel)

**Upcoming Meetings**

**MC** – February 5, 2026

**Board** – January 14, 2026 (Reorganization)