



Lancaster County Tax Collection Bureau
Management Committee
Meeting Agenda
May 7, 2026 – 8:00 AM

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)

III. Action Items – Consent Agenda

- A. Approve Minutes – Meeting of March 12, 2026
- B. Approve Financial Reports for February and March 2026
- C. Approve Expenditures & Agency Disbursements for February and March 2026

IV. Discussion/Update Items

- A. Tax Season Update:
 - 1. 160,000 Tax Returns have already been reviewed and processed for 2025, a decline of 7.5K from last year (about 2 days of processing).
 - 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.
- B. Real Estate Update:
 - 1. We are actively working with Hempfield and Donegal to get adequate RE history for our records, coordinate on interims, revise bill proofs, and test with DHF and Fulton Lockbox.
- C. Key Insurance Renewals:
 - 1. Tax Collection Bond has been renewed at 30M from 20M to account for higher volume, cost rose proportionally to \$18,300 from \$12,200.

D. SOC Update:

1. SOC Auditors are already working with us to get updated narratives, and we have requested that they observe our RE process and provide a proposal for expanding the SOC starting with the 2026-27 Audit to cover RE as well.
2. Once we have a proposal and since this is something outside the scope of the original RE collection agreement, we could propose that these districts make the decision to approve and cover the cost proportionately if they do approve.
3. Total current SOC is \$27K and covers many areas that overlap with RE such as the Staffing, Management, Physical Controls, Tax System, Websites, etc, so we are hopeful this proposal would come in significantly less than the current EIT/LST focused one.

E. MC Membership and Board Coordination:

1. With an expected officer retirement, we will need to hold a meeting in June (10th?) to name a replacement officer and approve new banking resolutions to update account signers.
2. Robbins noted that Jenn Snyderman of Warwick would be willing to join the MC.
3. Forry is willing to take the Officer opening.

V. **Public Comment**

VI. **Adjournment**

VII. **Executive Session (Legal & Personnel)**

Upcoming Meetings

MC – June 4, 2026

Board – June 10, 2026 (Officer Change and Banking Update)