



Lancaster County Tax Collection Bureau
Management Committee
Meeting Agenda
October 3, 2024 – 8:00 AM

I. Call to Order – Andrew Stern, Chair

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

II. Public Comment (Agenda Items Only)

III. Action Items – Consent Agenda

- A. Approve Minutes – Meeting of September 12, 2024
- B. Approve Financial Reports for August 31, 2024
- C. Approve Expenditures & Disbursements for August 2024

IV. Discussion/Update Items

- A. 2024 Financial Review:
 - 1. December Special Distribution – around \$320K expected, up from \$250K last year.
 - 2. Bureau’s Net EIT Collection Rate is projected to end 2024 at 0.22%, meaning interest income and interest, penalties, and fees from compliance work is nearing the total EIT commission charged.
 - 3. Waiver of October, November, and December EIT Fees.
 - 4. 2024 Estimated Totals include continuing last year’s employee bonus.
- B. 2025 Operating Budget Draft Review:
 - 1. Consideration of reduction of EIT rate from 1.7% to 1.5%.
- C. November MC Meeting for Final Budget Consideration:
 - 1. Originally Scheduled for 11/7 – However this conflicts with the SD Administrators Annual Conference, would the majority be available for a Zoom meeting on 11/5?
- D. Delinquent Collection Agency:
 - 1. Bureau is currently looking for an outside collection agency to pursue long delinquent accounts.
- E. Individual & Employer Filing Websites:
 - 1. Currently working with SFS on new filing websites to replace the RBA Websites that have remained largely unchanged since they were rolled out in 2011. Their goal is to have them operational by compliance season

next year, and the plan is to continue offering the old site alongside the new ones as a “Beta” option to ease the transition.

F. Local Services Tax Self-Consolidation:

1. We were able to confirm Mount Joy Boro’s Transition a few days before the deadline, leaving only 4 Members who self-collect or still use an outside non-LCTCB collector.

V. Public Comment

VI. Adjournment

VII. Executive Session (Legal & Personnel)

Upcoming Meetings

MC – November 5th, 2024 (Final Budget Review)

Board – November 13th, 2024 (2024 Budget)