

YORK ADAMS TAX BUREAU BOARD OF
DIRECTORS MEETING Minutes
August 31, 2026

Call to Order

President Russ Raub called the special meeting of the Board of Directors of the York Adams Tax Bureau to order at 6:30 PM Monday, August 31, 2026, in the meeting room of the York Adams Tax Bureau and online.

Quorum

A count of voting representatives was taken by K.C. McCleary. Fifty-four (54) voting members were present, representing a quorum. Bureau membership stands at 124. According to the By-Laws, a quorum shall be represented by 25% of membership, or 31 voting members.

President's Remarks

Russ Raub welcomed everyone thanked all representatives for attending tonight's meeting, both in person and virtually.

The purpose of this special meeting of the Board of Directors is to review the submitted bids and award the contract for the construction of the second-floor office space. Board members and representatives should have received the bid tabulation for review.

Presentation of Bid Tabulation for Second Floor Expansion Project

Kinsley Construction \$ 526,825.00
Keystruct Construction \$ 486,100.00
Real Services \$ 557,787.00
Capitol View Construction \$ 674,305.00
Purcell Construction \$ 511,000.00
Unlimited Construction Services \$ 516,870.00

Core Design Group, the architect and project manager for the project, recommended awarding the construction contract to Keystruct Construction, which submitted the lowest bid. Core Design Group reviewed and evaluated the complete bid package and noted that they worked with Keystruct Construction on previous projects and is familiar with the contractor's work. It was also noted that Keystruct Construction is a local contractor.

Legal counsel has reviewed the bid documents. Keystruct Construction is current with its employer tax filings.

The Board discussed the submitted bids and the potential cost savings to taxpayers associated with awarding the contract to the lowest qualified bidder. The Board noted that the project is based on a fixed bid.

The bid addendums included the elimination of the kitchen expansion, revisions to the mailroom window design, and a change to the bid opening date. The Board has been advised that there will be additional costs associated with the project that are outside the bid scope.

Brenda Wallen moved and Bill Tollinger seconded the motion to award the bid for the Second-Floor IT Department Buildout to Keystruct Construction. The motion passed unanimously.

Director Comments

Upcoming Meeting

- September 16, 2026- Executive Committee
- October 26, 2026- Board of Directors meeting (Adams County EMS Center)

Other Comment

None

Public Comment

None

Adjournment

Keith Whittaker made a motion for adjournment. This was seconded by John Dockery. Motion passed unanimously. There being no further business, the meeting adjourned at 7:25 PM.

Respectfully submitted,

Lisa Raab
Recording Secretary

The following members and alternates were present at August 31, 2026, Board of Directors Meeting:

Travis Johnson	Abbottstown Borough
Anne Loeffler, proxy	Arendtsville Borough
Belinda Wallen	Bermudian Springs School District
Anne Loeffler, proxy	Biglerville Borough
Anne Loeffler, proxy	Bonneauville Borough
Garry Fair	Butler Township
Frank Setlak	Carroll Township
Luann Dille	Carroll Valley Borough
David Blocher	Cumberland Township
Wesley Anderson	Dallastown Area School District
Anne Loeffler, proxy	Dallastown Borough
Anne Loeffler, proxy	Delta Borough
Anne Loeffler, proxy	Dover Area School District
Anne Loeffler, proxy	Dover Borough
Trena Hall	Dover Township
Kathy Emswiler	East Manchester Township

Jordan Sites
Anne Loeffler, proxy
Susan Plank
Melissa Zirkle
Belinda Wallen
Tammy Murdorf
Sherry Myers
Jeremy Smith
Luann Dille
Doug Fuhrman, proxy
Corina Mann
Nina Tipler
Tim Ferrence
Anne Loeffler
Nina Tipler
David Westcott
Rose Kirkpatrick
Anne Loeffler, proxy
Bill Tollinger
Alissa Harrison
Stephanie Sciortino
Anne Loeffler, proxy
Ken Thomas
Leah Pritchett
Doug Fuhrman
Rebecca Nicklow
Jamie Reid
John B. Dockery
Anne Loeffler, proxy
John B. Dockery
Keith Whittaker
Terry Rynearson
Anne Loeffler, proxy
Kipp Allison
Anne Loeffler, proxy
Nina Tipler
Nicole Fry
Larena Keller

Fairfiled Borough
Fawn Grove Borough
Franklin Township, Adams
Germany Township
Gettysburg Area School District
Gettysburg Borough
Hallam Borough
Hamilton Township
Hamiltonban Township
Hanover Area School
Hellam Township
Huntington Township
Jackson Township
Jefferson Borough
Latimore Township
Littlestown Borough
Manheim Township
Mount Pleasant Township
North Hopewell Township
Northeastern School District
Red Lion Area School
Seven Valleys Boro
Shrewsbury Township
South Eastern School District
South Western School District
Spring Garden Township
Springettsbury Township
Warrington Township
Washington Township
Wellsville Borough
West Manchester Township
West Manheim Township
West York School District
Windsor Township
York City School District
York Springs Borough
York Suburban School District
York Township

K.C. McCleary
Lisa Raab
Jennifer Diamond
Karla Wolfe
Jamie Tyndall

Executive Director
Deputy Director, Recording Secretary
Deputy Director
Deputy Director
Director of Applications