

# CITY of Harrisburg

## City Treasurer

### APPLICATION FORM

received  
9-4-19



Name: Dan Miller

Address: Emerald Street

How long have you resided at this address? 14 years

Occupation: Certified Public Accountant

Place of Employment & Address:

Miller Dixon Drake, CPAs  
701 North 2nd Street  
Harrisburg PA 17102

How long have you been at your current place of employment? 24 years

Telephone Number: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

I have lived in Harrisburg most of my life and am committed to its success. Harrisburg has tremendous potential. I am committed to civic responsibility and want to help as best I can. My skills and experience mesh well with the job of Treasurer. I will be able perform with little or no learning curve and allow the citizens to have trust in their public officials.

2. In your opinion, what is the City Treasurer's primary function?

The City Treasurer's main functions and duties are the collection, receiving and safe keeping of City revenue. The Treasurer also signs all payments and has the responsibility to ensure that funds are available to meet those payments. In addition the Treasurer will perform other duties and functions as assigned by City Council.

3. Do you have a background in Accounting? If yes, please explain:

My entire career is in accounting. I have a BS in Accounting from Etown College and an MBA in finance from PSU main campus. I am a Certified Public Accountant (CPA) and have worked in accounting for more than 35 years. I have had my own firm for 24 years and have worked with hundreds of businesses ranging from a typical small business to a billion dollar international corporation. I also interned on Wall Street in 1981.

4. Please describe your previous work experience with governmental entities (If Any).

I served as an elected official in 2 capacities:

2006-2009 on City Council (2009-2010 Vice-President)

2010-2013 as City Controller

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations.

I am a long-time activist in the LGBT Community and founded both the LGBT Pride Festival and the LGBT Business Association now Chamber of Commerce. I have served on many community boards including Planned Parenthood and the WIFT Advisory Board. Additional organizations are listed on my resume.

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment.

My only city employment has been as an elected official.

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe?

No business relationship with the city ever.

8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

I was appointed to the Revolving Loan Committee by Mayor Reed, ten or more years ago.

9. Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No X If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:


Additional information:

10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

Business - Miller Dixon Drake CPAs 701 N 2nd St

Property: Emerald Street  
N 2nd Street  
: N 2nd Street  
) N 2nd Street

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature  Date September 3, 2014

**\*\* REQUIRED\*\*** Attach your resume, include three references and please return the completed form to:  
**The Office of the City Clerk - 10 North 2<sup>nd</sup> Street (Suite One) Harrisburg, PA 17101**

**Applications are due in the City Clerk's office no later than the close of business (5PM) on Monday, September 15, 2014. Please note that applications will only be accepted by the City Clerk Via Hard Copy.**

# Daniel C. Miller

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## Summary of qualifications

A solid educational and professional background, combined with twenty years of varied business and community experience, provide a strong financial, marketing and social base to manage my business; as well as consult on the management of scores of other businesses. Personal experience with blatant discrimination as a minority citizen has increased my sensitivity to the unique circumstances and needs of all citizens. Valuable experience with a broad range of media, civic organizations and public speaking forums will assist me as a board member.

## Education

1980 – 1982      Pennsylvania State University      State College, PA

### **Master of Business Administration – Finance Concentration**

- Graduation with honors

1975 – 1977      Elizabethtown College      Elizabethtown, PA

### **Bachelor of Science – Accounting**

- Graduation with honors

1974 – 1975      Harrisburg Area Community College      Harrisburg, PA

1971 – 1974      Central Dauphin High School      Harrisburg, PA

## Professional experience

1990–2014      Miller Dixon Drake LLC      Harrisburg, PA

### **Certified Public Accountant/Financial Consultant**

- Founder of public accounting firm that has grown to include four professionals and is located in downtown Harrisburg. More information is available at [www.MillerDixonDrake.com](http://www.MillerDixonDrake.com)

1985 – 1990      DeMuth Management Consultants      Camp Hill, PA

### **Certified Public Accountant/Financial Consultant**

- Respected consultant, various professional speaking engagements

1984 – 1985      Snell and Associates      Hilton Head, SC

### **Controller**

1982 – 1984      Taylor Wine Company      Hammondsport, NY

### **Financial Analyst**

- Subsidiary of Coca-Cola Company

<b>Professional publications</b>	Physician's Guide to the Tax Reform Act of 1986 - co-author, published by Medical Economics Press 1987
<b>Professional Memberships</b>	American Institute of Certified Public Accountants National Association of Healthcare Consultants
<b>Accreditation</b>	Certified Public Accountant by the Commonwealth of Pennsylvania License number CA-18130-L
<b>Civic duties</b>	<p>2010-13 Served as <b>Harrisburg City Controller</b></p> <p>2006-09 Served on <b>Harrisburg City Council, Vice-President</b> 2 years</p> <p>2011-14 PA State Democratic Committee</p> <p>2002-04 <b>Treasurer</b>, Dauphin County Democratic Committee</p> <p>2000-04 <b>Board Member</b>, Harrisburg City Business Revolving Loan Committee</p> <p>1999-01 <b>Vice-Chair</b> Dauphin County General Authority</p> <p>1994-99 <b>Democratic Committeeman</b>, City of Harrisburg, 1<sup>st</sup> ward, 1<sup>st</sup> precinct, elected May 1994, re-elected May 1998</p> <p>1994 Testified concerning civil rights before the Congressional subcommittee on Select Education and Civil Rights – Hon. Major Owens, D-NY, Chair</p> <p>1994 Civil rights testimony before the Wilkes-Barre City Council</p>
<b>Volunteer Experience</b>	<p>2000-05 <b>Board Member</b> – Planned Parenthood of the Susquehanna Valley, Treasurer 2002-05</p> <p>1992-95 <b>Board Member</b> – WITF Public Television, Community Advisory Board</p> <p>1994 <b>Founder</b> and <b>Initial Chair</b> of the Business Association of Gays and Lesbians. This professional/social organization continues to meet monthly and has grown to include more than 150 dues paying members in Central Pennsylvania.</p> <p>1992-93 <b>Founder</b> and <b>Initial Co-Chair</b> of the first (and second) openly Gay and Lesbian Pride Festival of Central Pennsylvania – held in Reservoir Park, Harrisburg, PA.</p> <p>1987-89 <b>Tutor</b> – Central Pennsylvania Literacy Council. Also performed pro-bono audits of the non-profit corporation's financial records for two years.</p> <p>1987-91 <b>AIDS Support Buddy</b> – South Central AIDS Assistance Network Provided emotional and social support for a person with AIDS until time of death.</p>
<b>Experience with media and public speaking</b>	Considerable experience with local, regional and national media including print, radio and television. Most notable coverage includes cover story in <u>The New Yorker</u> magazine, several appearances on News Talk Television, Canadian Public Radio, C-SPAN and the Pennsylvania Cable Network. Personal speaking engagements include various events and numerous colleges, churches and other organizations.
<b>Web site</b>	<b><u><a href="http://www.MillerDixonDrake.com">www.MillerDixonDrake.com</a></u></b> - for additional information

# Curriculum Vita

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**Dan Miller**, recently served as Harrisburg City Controller being elected in 2009. Prior to Controller, Miller was Vice President of the Harrisburg City Council. Miller was elected in his first attempt in 2005 and has served as Chair of the Community and Economic Development, Building and Housing and Parks and Recreation Committees. He has been effective in restoring checks and balances into an eroded city administration. As Controller he has been successful in bringing unprecedented transparency to city government, especially finances. A wealth of information is provided on the newly established website [www.HarrisburgCityController.com](http://www.HarrisburgCityController.com). Dan has been a reliable source of respected financial advice to help place Harrisburg in a solid financial position.

As a one term council member he consistently held the administration accountable for its actions. In his first term he was instrumental in writing, introducing and passing Harrisburg's Domestic Partnership Registry. He has also been a strong proponent of fiscal responsibility and helped the City avoid incurring additional debt.

Dan is a CPA by profession and is the founder of the Harrisburg accounting firm Miller Dixon Drake PC. He received his B.S. in Accounting from Elizabethtown College and his Masters in Business Administration from the Pennsylvania State University. He has been a long time activist/organizer in the LGBT community. He organized Harrisburg's first open LGBT Pride Festival and founded the current Central PA Gay and Lesbian Chamber of Commerce. He has served on many community Board of Directors including the Dauphin County General Authority, Planned Parenthood, and the local public television advisory board among others. Dan has been endorsed three times by the Victory Fund and was a delegate for Barack Obama at both the 2008 and 2012 Democratic National Conventions.

Dan's history proves he is willing to weather intense battles. Prior to owning his own accounting firm, Dan was fired from an accounting firm in Camp Hill, PA because of his sexual orientation. This incident got wide media attention and he went on to testify in front of the U.S. House of Representatives on the importance of the Employment Non-Discrimination Act.

Dan lives with his husband of 24 years and their son. Their daughter lives in Philadelphia.

# City of Harrisburg

## City Treasurer

### APPLICATION FORM

Name: TIMOTHY R. EAST

Address: STATE ST HBG, PA 17103

How long have you resided at this address? 1 yr

Occupation: CPA

Place of Employment & Address: EAST FINANCIAL SERVICES  
1624 STATE ST  
HBG, PA 17103

How long have you been at your current place of employment? 4

Telephone Number: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

I WANT TO USED MY OVER TWENTY YEARS  
EXPERIENCE IN CORPORATE TREASURY, FINANCE  
AND ACCOUNTING TO ASSIST THE CITY IN  
REALIZING IT'S FINANCIAL OBJECTIVES.

2. In your opinion, what is the City Treasurer's primary function?

PRIMARY FUNCTION IS THE COLLECTION  
AND SAFEKEEPING OF CITY REVENUES  
AND TO REVIEW AND SIGN OFF ON  
CHECKS DISBURSED FOR PAYROLL AND OTHER  
CITY GOODS AND SERVICES.

3. Do you have a background in Accounting? If yes, please explain:

I HAVE SERVED IN VARIOUS ACCOUNTING AND FINANCIAL ROLES FOR DOMESTIC AND INTERNATIONAL CORPORATIONS.

4. Please describe your previous work experience with governmental entities (If Any).

I HAVE PERFORMED ACCOUNTING AND AUDIT WORK FOR THE CITY OF ATLANTA AND WASHINGTON, D.C.

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations.

AUDIT COMMITTEE MEMBER - CITY OF HARRISBURG

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment.

I CURRENTLY SERVE ON THE CITY AUDIT COMMITTEE

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe?

NONE



8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

NO

9. Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_ No ☒ If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:

Additional information:

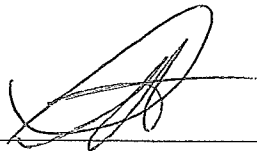
10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

EAST FINANCIAL SERVICES  
STATE ST  
HBG, PA 17103

Property . . . LINDEN ST  
HBG, PA

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature



Date

9/10/14

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# TIMOTHY R. EAST CIA, CMA, CPA

Linden St  
Harrisburg, PA 17103

**Summary:** *Over twenty years of diverse experience in financial reporting and analysis, capital budgeting and appropriations, internal auditing and risk management activities for both domestic and international operations*

## Experience

2010 – Present	<b>East Financial Services</b> Partner and Owner	Harrisburg, PA
	<ul style="list-style-type: none"><li>• Perform monthly financial reporting for middle market companies, non-profit and public entities including month-end reporting, payroll processing and variance analysis</li><li>• Prepare tax returns for individuals, partnerships and corporations</li><li>• Create and implement accounting systems and establish internal controls for clients</li><li>• Prepare business plans and analysis for client seeking venture capital or bank financing</li><li>• Provide IRS representation for clients</li></ul>	
2004 – 2010	<b>Internal Audit and Sarbanes Oxley Consultant</b>	New York, NY
	<ul style="list-style-type: none"><li>• Utilized COSO methodology to perform overall business risk assessment for internal audit and SOX engagements</li><li>• Created or updated existing documentation for key business processes including preparing control documentation, flowcharts and templates</li><li>• Evaluated the internal control design for each process and proposed internal control recommendations to correct any noted deficiencies</li><li>• Created and performed testing procedures to ensure compliance with documented procedures</li><li>• Communicated to senior management and the audit committee progress of remediation steps on identified internal control deficiencies</li></ul>	
2003 – 2004	<b>United Nations Development Program</b> Financial Consultant	New York, NY
	<ul style="list-style-type: none"><li>• Led conversion and data reconciliation efforts of chart of accounts to new PeopleSoft Enterprise Resource Planning System</li><li>• Assessed and recommend internal control activities for new ERP system</li><li>• Performed review of UNDP trust fund and annual financial statements</li></ul>	
1999 – 2002	<b>KPMG LLP, Management Assurance Services (MAS)</b>	
2000 - 2002	Senior Manager	Atlanta, GA
	<ul style="list-style-type: none"><li>• Managed and performed delivery of practice services including risk assessments, business process analysis and internal auditing for various Fortune 500 clients</li><li>• Served as General Auditor for Fortune 500 clients developing audit plan and presenting audit results to senior management and the audit committee</li><li>• Marketed MAS services to prospective domestic and international clients</li></ul>	
1999 - 2000	Manager	New York, NY
	<ul style="list-style-type: none"><li>• Selected to serve as subject matter expert for the MAS practice in the development of KPMG risk assessment software and KPMG Management Assurance Process Methodology (KMAP)</li><li>• Developed and served as an instructor of courses for the deployment of KMAP and technology at the Assurance and Advisory Service Center</li><li>• Performed competitive analysis of methodology and technology used by other Big 5 firms providing written assessment for practice wide review</li></ul>	

1995 - 1999	<b>GM Investment Management Corporation</b> Manager, Risk Management and Internal Controls	New York, NY
	<ul style="list-style-type: none"> <li>• Planned and performed internal audits of investment groups providing recommendations for stronger internal controls and risk management of investment activity including trading, portfolio management and accounting for plan investments</li> <li>• Developed and documented policy and procedures related to operational activities of pension funds</li> <li>• Participated in the management review of internally and externally managed investment portfolios including performing due diligence for the hiring of new investment managers</li> </ul>	
1991 - 1995	<b>General Motors Corporation</b>	Detroit, MI
1993 - 1995	Senior Internal Auditor	
	<ul style="list-style-type: none"> <li>• Planned and performed operational audit of various manufacturing divisions, functional departments and GM subsidiaries</li> <li>• Developed and modified audit programs to more effectively audit the treasury and pension activities of Electronic Data Systems (EDS), GM and international operations</li> <li>• Performed quarterly analysis of gross margins charged by EDS to GM for senior management review</li> </ul>	
1991 - 1993	International Product Program Analyst	
	<ul style="list-style-type: none"> <li>• Performed overall business case analysis including competitor analysis, vehicle pricing and expected demand, legal, environmental issues, projected investment cost and return for GM car programs/joint ventures in South America, Europe and the former Soviet Union</li> <li>• Reviewed and analyzed overseas capital appropriations ranging from \$10 million to \$200 million providing written and oral summary for senior management</li> <li>• Performed special studies analyzing financial and strategic ramifications of various investment proposals</li> </ul>	
1985 - 1989	<b>Toronto Dominion Holdings, Inc.</b>	Atlanta, GA
1987 - 1989	Assistant Treasurer	
	<ul style="list-style-type: none"> <li>• Prepared consolidated financial statements for \$2.5 billion holding company comprised of limited partnerships, venture capital and private placement investments</li> <li>• Prepared and maintained accounting records including gap analysis for commercial paper issued by bank</li> <li>• Analyzed and prepared business plans and investment valuation reports for holding company, investment subsidiary and nine real estate subsidiaries</li> </ul>	
1985 - 1987	Accounting Officer	
	<ul style="list-style-type: none"> <li>• Maintained \$750 million corporate and real estate loan portfolio</li> <li>• Designed and implemented letters of credit, interest rate swaps and commercial paper reporting programs</li> <li>• Cited by internal audit for improving financial reporting of loans and letters of credit portfolios</li> </ul>	
Education	<b>University of Michigan</b> Graduate School of Business Administration Master of Business Administration, May 1991	Ann Arbor, MI
	<b>Morehouse College</b> Bachelor of Arts in Accounting, May 1985	Atlanta, GA
	<b>Passed Level I CFA Exam</b>	
	<b>Member Audit Committee – City of Harrisburg, PA</b>	

# CITY of Harrisburg

received  
9-12-14

## City Treasurer

### APPLICATION FORM

Name:

Peter V. MARKS SR

Address:

Nagle St. HARRISBURG PA 17104

How long have you resided at this address?

SIX YEARS

Occupation:

ATTORNEY-ARBITRATOR-MEDIATOR

Place of Employment & Address:

AS ABOVE

How long have you been at your current place of employment?

SINCE 2011

Telephone Number:

717-633-1111

E Mail Address:

marks@pvh.com

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

To ensure in an open and accessible way that the people's money is properly and timely used for their benefit. To work with all stakeholders to raise confidence, working within the law.

2. In your opinion, what is the City Treasurer's primary function?

To timely and properly handle the people's money in an open and accountable way with fiduciary accountability and cooperate with others in resolving questions that may arise. Review systems and procedures to ensure best results.

3. Do you have a background in Accounting? If yes, please explain: *Ran a legal business for a number of years, set prices, paid bills, kept the records of escrow and business accounts. Employed up to sixty people and a time on projects. Administered a six million dollar budget. Estate and other accounts. Costed out Collective Bargaining Contracts. Reviewed employee accounts.*

4. Please describe your previous work experience with governmental entities (If Any). *Commonwealth of PA. as Deputy Commissioner and as Executive Deputy Chief Counsel supervised 50 Attorneys and 50 support personnel. Please see C.V.*

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations. *Baseball Coach - Teamwork - Sportsmanship and handling success and defeat. Various times as Board Member, Dauphin County and Atlantic County Bar Associations. Board member, Berwyn Law Society. Bar Association ADR Committee. Lectured and Educational venues. Harrisburg Schools on Law and Government program Shipoke Neighborhood Flea Market and Villa Joseph M.A.A.N.S. Fundraiser.*

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment. *NO.*

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe? *NO*

8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service. *NO*

9. Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_ No ☒ If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:

Additional information:

10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

*Nagle St*  
*Cowoy St*  
*Peter V. MARKS SA Attorney at Law*  
*Mediator Arbitrator*

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature



Date

*9-12-14*

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## Curriculum Vitae

**Peter V. Marks, Sr.**  
*Attorney-at-Law*

### HOME/OFFICE

Nagle Street  
Harrisburg, PA 17104  
Business & Cell: 717-653-1111  
Office: 717-653-1111  
Fax: 717-653-1111

### BAR ADMISSIONS

Supreme Courts of Pennsylvania and New Jersey, United States District Courts for the Eastern, Middle and Western Districts of Pennsylvania and the District of New Jersey, United States Courts of Appeals for the Third Circuit and the District of Columbia, United States Tax Court and the Supreme Court of the United States.

Member of Pennsylvania, Dauphin County and American Bar Associations. Served on the Board of Directors of the Dauphin County Bar Association and the Atlantic County New Jersey Bar Association. Member of ADR committees of the Dauphin County Bar Association and Pennsylvania Bar Association.

### EDUCATION

- |      |   |
|------|---|
| 1977 | Juris Doctor – Delaware Law School of Widener College. Top 15% of class. Selected for Law Review. Moot Court Honor Society. |
| 1972 | LaSalle University, Philadelphia, PA – Bachelor of Science in Personnel and Labor Relations.                                |

### EMPLOYMENT

- |              |   |
|--------------|---|
| Current      | Private practice of law, and arbitrator and mediator, and adjunct professor, Susquehanna University.  |
| 2006 to 2011 | Executive Deputy Chief Counsel at the Bureau of Professional and Occupational Affairs, Department of State, Commonwealth of Pennsylvania, Harrisburg, PA. Responsible for supervision of 51 attorneys and approximately 50 others, interaction with 29 Professional Boards and Commissions and additional outside entities, providing information up and down the chain, as well as moving cases along. Among other things, from January 1, 2006 through October 2007, reduced the backlog of cases from 12,000 to 7,200. Maintained at about 8000 cases and reduced the average time for handling to less than one year. Additionally, trained as a mediator and mediated cases on behalf of the Office of |

	General Counsel of the Commonwealth of Pennsylvania and the United States District Court for the Middle District of Pennsylvania.
2005	Deputy Commissioner of the Bureau of Professional and Occupational Affairs, Department of State, Commonwealth of Pennsylvania. Sat on various Boards and Commissions as the Commissioner's designee.
1994 to 2005	Private practice of Law representing labor organizations, workers and general practice in Pennsylvania and New Jersey.  Assistant Trustee, 40,000 member SEIU Local 144, New York City (1997-98). Included teaching how to negotiate contracts, handle grievances, and health and welfare and pensions.  Approved Arbitrator of the Superior Court of the State of New Jersey and American Arbitration Association.  Mediator of the United States Postal Service.
1994 to 1996	Office of the Election Officer for the International Brotherhood of Teamsters. Helped draft policies and procedures. Responsible for elections in Pennsylvania, New Jersey, Delaware, Maryland and the District of Columbia. Helped plan and run the International Union Convention, including nomination and election procedures. Hired, trained and supervised a staff of over 60 people as well as dealing with adversaries as a neutral.
1993 to 1994	Assistant General Counsel, United Food and Commercial Workers International Union. Retired October 1994.
1991 to 1993	United Food and Commercial Workers, Local 23 AFL-CIO & CLC.  President and Chief Executive Officer of 22,000 member local covering Ohio, West Virginia and Western Pennsylvania. Served on and/or was the Chair of the Board of five Health and Welfare, Pension and Legal Funds.
1990 to 1991	Office of the Election Officer for the International Brotherhood of Teamsters.  Regional Coordinator for Teamsters Elections in Eastern Pennsylvania, Southern New Jersey and Delaware and helped conduct the 1991 International Convention. Included hiring, training and supervising a staff of 60 people as well as dealing with adversaries as a neutral.
1987 to 1991	Walters, Willig, Williams and Davidson.  Partner. Emphasis on Labor/Employment Law along with Civil, Criminal, Wills and Estates, Workers' Compensation and Social Security.
1985 to Aug 87	Meranze and Katz.  Emphasis on Labor Law along with Civil, Criminal, Estates, Workers' Compensation and Social Security.
1978 to 1985	Stack and Gallagher, P.C.  General Practice of Law.



1977 to 1991

LaSalle University.

Adjunct Associate Professor, Labor Relations, Labor Law and Collective Bargaining.

1962 to 1985

Retail Clerks and United Food and Commercial Worker's Union, 1357.

Appointed Organizer; Legislative Representative; Elected Business Representative; Elected Recording Secretary. Served as Trustee on various Health, Welfare, Pension and Pre-Paid Legal Funds. Lobbyist at the Pennsylvania State Legislature. Two notable successes in lobbying were Pennsylvania Public Employee Collective Bargaining Act and Pennsylvania Anti-polygraph Law. Also served as Director of Organizing, Director of Education and Director of Collective Bargaining, dealing with approximately 250 Collective Bargaining Agreements, and supervising a staff of five negotiators. Designed and implemented pre-paid dental program for approximately 14,000 people. Taught stewards, business agents and others to improve job performance. Various legal matters for local starting in 1978.

# CITY of Harrisburg

received  
9-15-14

## City Treasurer

### APPLICATION FORM

Name: Karen M. Balaban

Address: Cumberland Street, Harrisburg, PA 17102

How long have you resided at this address? 23 years, 5 months

Occupation: Attorney

Place of Employment & Address:

Karen M. Balaban LLC  
223 State Street, Suite 200  
Harrisburg, PA 17101

Location: 5 years, 4 months

How long have you been at your current place of employment? Employer (self-employed): 12 years

Telephone Number: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

I am at the point in my professional career where I have the time to dedicate my talents to serve the citizens of Harrisburg. I believe that the interim Treasurer-appointee should focus on the responsibilities of the position, and not political aspirations. I have never held public office and, if appointed, will not seek election to the position. Harrisburg is at an important crossroads in its financial recovery. I believe that I can maintain the public's confidence in the integrity of the office while competently performing the duties of the Treasurer.

2. In your opinion, what is the City Treasurer's primary function?

The City Treasurer oversees the administrative functions of collecting revenue, safeguarding it by promptly depositing funds and investing them, where appropriate, making timely disposition of funds for budgeted expenses, and ensuring transparency by providing accurate financial reports. As a steward of Harrisburg's treasury, this office must be prudent in the exercise of its function, responsive to the financial requests made by the branches of city government, and not obstruct government operations. The Treasurer's cooperation with the branches of city government is a keystone to successfully completing the tasks under the Strong Plan. Disagreements should be for legal reasons, not for personal or political gain.

3. Do you have a background in Accounting? If yes, please explain:

During twenty five of my 35-year legal career, I have been responsible for the financial operations of the office, both as a partner, and as a solo practitioner, including computerizing check writing and accounting. I have served as treasurer of the Dauphin County Bar Association. I have actively managed my own apartment rentals for 33 years. I have served as power of attorney for individuals where I managed money and investments in excess of \$1 million dollars. As a member of the board of directors of a publicly traded company, Old Guard Group, Inc., I participated in decision-making for the solvency of the company. (See attached)

4. Please describe your previous work experience with governmental entities (If Any).

Past experience includes:

2003 to present            East Pennsboro Township Zoning Hearing Board – Solicitor

2000 to present            Carroll Township Zoning Hearing Board – Solicitor

(See attached)

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations.

Working part-time over the past eight years has allowed me to provide voluntary service as a caregiver for my mother and a fellow church parishioner. In prior years, I have also provided caregiving services to several other parishioners such as driving to doctor appointments, scheduling other caregivers, annually re-analyzing medical and prescription drug insurance coverages, managing finances and investments. I also volunteer through the Cathedral Parish of St. Patrick with the Susquehanna Safe Haven winter shelter for the homeless, staying overnight and supervising the residents. For three years, I also assisted with the winter homeless shelter hosted by the center city churches. Taking this responsibility seriously, twice I slept on the floor with women guests to protect them from the threat of sexual assault from the male guests. (See attached)

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment.

No

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe?

In the period between 1982 and June 1986, I reviewed contracts for the Department of Community and Economic Development while at the law firm of Balaban and Balaban (I was not a named partner.)

8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

June 1986 through December 1991 Harrisburg Zoning Hearing Board - Solicitor

September 1987 The Harrisburg Authority - Special Counsel  
to November 1995

(See attached)

9. Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_ No X If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:

Additional information:

10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

Properties owned:

1 ) and 1 Cumberland Street

Business owned:

Karen M. Balaban LLC, 600 State Street, Suite 100, Harrisburg, Pa 17101

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature Karen M. Balaban

Date 9.15.14

**\*\* REQUIRED\*\*** Attach your resume, include three references and please return the completed form to:  
**The Office of the City Clerk - 10 North 2<sup>nd</sup> Street (Suite One) Harrisburg, PA 17101**

**Applications are due in the City Clerk's office no later than the close of business (5PM) on Monday, September 15, 2014. Please note that applications will only be accepted by the City Clerk Via Hard Copy.**

Question 3

I am currently in the 4<sup>th</sup> year as a director of the Loyal Christian Benefit Association (LCBA), a fraternal benefit society with \$183 million in assets. I am chair of its Governance Committee. As a director, I review and comment on financial statements and tax forms; approve investment purchases and sales; and review and revise the investment policy on an annual basis, a statutory requirement. Our Board is advised by Wellington Management Company, one of the top asset management groups in the country, globally managing \$904 billion of client assets in 50 countries.

Old Guard and LCBA are regulated by the Pennsylvania Insurance Department. Therefore, the actions of the company, as well as its directors, are highly scrutinized. Both required background clearances from the Pennsylvania State Police.

On a smaller scale, as president of the Susquehanna Appalachian Trail Club, in 2009, I implemented a financial review process which occurs every quarter before the Board's meeting. As chair of the financial review committee, I oversee this process which entails the reconciliation of the checkbook, a review of all receipts and disbursements, and confirmation whether these items are within budget. This occurs with the treasurer present and at least one other board member, on a rotating basis to keep a fresh set of eyes on the process thereby reducing the opportunity for misconduct or collaboration on misuse of funds.

The focus of my law practice has been with insurance companies, particularly with issues involving market conduct review and financial examinations, solvency issues involving statutory minimum capital and surplus requirements, eligible investments and admitted assets, surplus notes, and Insurance Holding Company "control" issues.

Question 4

2004

**Department of Banking** – Presiding Officer

*Applications of Cory Jamestown Credit Union, Freedom Credit Union, and TruMark Financial Credit Union for Community Charters*

2003

**Department of State** – Arbitrator

*Section 8 of the Institutions of Purely Public Charity Act (10 P.S. § 378)  
Club 2000 Health and Fitness Center, Inc. v. Hanover Area YMCA*

1991 to 1993

**Professional Practices and Standard Commission** - Hearing Officer

1989 to 1992

**Pa. Department of Education, Special Audits** - Hearing Officer

Matters: Community Country Day School  
The Abraxas Foundation, Inc.

June 1986 to  
December 31, 1991

**Harrisburg Zoning Hearing Board** - Solicitor

January 1980 to  
December 31, 1991

**East Pennsboro Township Zoning Hearing Board** - Solicitor

**Balaban, Karen M.**

**Application for City Treasurer( supplement p. 2 of 5)**

June 1979 to           **Local Government Commission, Commonwealth of Pennsylvania**  
September 1980       Legal Counsel

**Question 5**

In March 2012, I organized a task force of the Dauphin County Bar Association to provide pro bono efforts to assist City Solicitor Jason Hess with his case load. Due to budget constraints, he had no assistant at that time. I believe in leading by example, so I took the first case which was favorably resolved for the City. However, due to the solicitor's work load, he did not have time to pursue this relationship since briefing a lawyer on each case file averages 30 to 60 minutes.

In January 1996, a month before beginning my term as president of the Dauphin County Bar Association, I organized a team of lawyers, insurance professionals, and representatives from FEMA to assist south Harrisburg flood victims with legal and property issues.

For the past 2 years, I have participated in "Two Minute Tuesday" and always pick up trash in front of the Cathedral of St. Patrick on my daily walk into work.

My volunteer work consists of the following:

**St. Patrick's Cathedral, Harrisburg**

1981 - 2002	<i>Lector</i>
1981 - 1985; 1996 - 1999	Parish Advisory Council, <i>Member</i>
1984 - 1985	<i>Secretary</i>
1996 to 1999	Finance Committee, <i>Member</i>
1998-1999	<i>Chair</i>
2009 to Present	Volunteer for Winter homeless shelter

**Croatian Fraternal Union of America**

1978-1988	Coach of Lodge 13 Girl's Basketball Team
1990-1991	Coach of Lodge 13 Girl's Basketball Team

**St. Thomas More Society**

1990 - Present	<i>Member</i>
1990 - 1993	<i>Member</i> , Red Mass Committee
1996	<i>Member</i> , Lenten Series Committee

**Project Mercy** (Used furniture bank serving Harrisburg and Dauphin County)

1992 to 2004	<i>Volunteer</i>
1993 to 2004	<i>Advisory Board</i> (Personally raised \$30,000 to assist with the operation expense, also picked up and delivered furniture to recipients)

**Catholic Diocese of Harrisburg**

1998 to 2002	<i>Pastoral Council</i>
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2000 to 2006	<i>Member</i> , Board of Education (representative of Cathedral Parish of St Patrick)
2002 to 2004	<i>Chair</i> , Long Range Planning Committee,

1990 to Present	<i>Member</i>
2001 to 2003	<i>Director</i>
2008 - 2012	<i>President</i>
2006 - 2008	<i>Vice-President</i>
2002	<i>Member, Computer Task Force,</i>
2009 to Present	<i>Chair, Financial Review Committee</i>
2001 to Present	<i>Hike Leader</i>
2008 to Present	<i>Trail Work Volunteer</i>

2002 to 2005 *Member, Central Pennsylvania Advisory Board, October*

2009	Hike Leader, Biennial Conference (Castleton College, VT)
2011	Hike Leader, Biennial Conference (Emory and Henry College, VA)
2013	Hike Leader, Biennial Conference (Western Caroline University, NC)

2010 to Present	Organizer and Trail Logistics Co-ordinator for the Ironmaster's Challenge (Annual fundraiser for the Ironmaster's Mansion, Pine Grove Furnace State Park)
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1999 - 2004	<i>Member, Hearing Committee 3.02</i>
2002 - 2004	<i>Chair, Hearing Committee 3.02</i>

1979	<i>Treasurer</i>
1980	<i>Secretary</i>
1981	Vice-Chairperson
1982	<i>Chairperson</i> 1982

**Dauphin County Bar Association**

1982; 1985 - 1986	<i>Director</i>
1990 – 1992	<i>Treasurer</i>
1994	<i>Vice President</i>
1995	<i>President-Elect</i>
1996	<i>President</i>
1997	<i>Immediate Past President</i>
1984 - 1996	Memorial Committee: <i>Chairman</i>
1991 - 2009	Court Relations Committee, <i>Member</i>
1997 - 1999	Court Relations Committee, <i>Chair</i>
1999 - 2000	Court Relations Committee, <i>Co-Chair</i>
1992 - 1994	Long Range Planning Committee, <i>Member</i>
1993 - 1994	Bylaws Committee, <i>Member</i>

**Dauphin County Bar Foundation**

1984 - 1999	<i>Director</i>
1999 - 2003	<i>Vice President</i>
2003 - 2009	<i>President</i>

**Pennsylvania Bar Association - Young Lawyers Division**

1980 - 1981	<i>County Delegate</i>
1981 - 1982	<i>Zone 3 Chairman</i>
1982 - 1985	<i>Division Delegate</i>
1985 - 1990	<i>Pennsylvania Bar Institute Liaison</i>
1987 - 1990	By-Laws Committee, <i>Chairman</i>

**Pennsylvania Bar Association**

1996 - 2006	Bar/Press Committee, <i>Member</i>
2002 - 2004	<i>Co-Chair</i>
2001 - 2002	<i>Vice-Chair</i>
2003 - 2006	Board of Governors - <i>Zone 3 Governor</i>
1993 - Present	Editorial Committee, <i>Member</i>
1999 - 2004	<i>Chair</i>
1994	<i>Co-Vice Chair</i>
1998	<i>Vice-Chair 1</i>
1985 - 2012	House of Delegates. <i>Member</i>
1988 - 1990	Membership Committee, <i>Member</i>
1997	Membership Services Committee, <i>Member</i>
1992- 1996	Long Range Planning Committee, <i>Member</i>
1994-1996	<i>Chair</i>
1990 - 1991; 1992 - 1993	Rules and Calendar Committee, <i>Member</i>
2003 - 2004	Public Relations Task Force: <i>Tri-Chair</i>
2004 - 2005	Public Relations Implementation Committee: <i>Tri-Chair</i>



**Pennsylvania Bar Foundation**

1993 - 1999	<i>Zone Director (Zone 3)</i>
1999 - 2000, 2002-2005	<i>Vice-President</i>
2005 - 2008	<i>President</i>
2009 - 2011	<i>Immediate Past President</i>
2013 - 2014	<i>Scholarship Committee, Member</i>
2013 - 2014	<i>Events, Co-chair</i>
2011 - 2013	<i>Bylaws &amp; Governance Committee</i>
2010	<i>LRAP Document Review Committee, Chair</i>
2009 - 2011	<i>Nominating Committee, Chair</i>
2008 - 2009	<i>Promotions/Recognition Committee, Member</i>
2005, 2007, 2008 - 2009	<i>Finance Committee, Member</i>
2005	<i>Investment Committee, Member</i>
2001, 2007	<i>PBF/PBA-YLD Pro Bono Grants Committee, Member; 2005 Chair</i>
2000 - 2001	<i>Silent Auction Committee Chair</i>

Question 8

**Capital Area Regional Solid Waste Authority - Solicitor (Harrisburg)**

February 1987 - March 1988

**SETCO Private Industry Council (JTPA)**

1983 - July 1988	<i>Member</i>
1984 - 1985	<i>Secretary</i>
1985 - 1987	<i>Vice Chairperson</i>
1988	<i>Operations/Evaluation Committee, Chairperson</i>

## **Karen M. Balaban, Esquire**

Cumberland Street  
Harrisburg, PA 17102  
Home: (717) 653-1111

Karen M. Balaban LLC  
100 State Street, Suite 200  
Harrisburg, PA 17101  
Office (717) 653-1111

### Education

B.A., Indiana University of Pennsylvania, 1974  
Major: Political Science; Minor: Spanish  
Universidad de Valladolid, Spain, January 1974 - June 1974  
J.D., Duquesne University Law School, June 1978

### Bar Admissions

Pennsylvania Supreme Court, October 20, 1978  
U.S. District Court, Middle District of Pennsylvania, November 6, 1978  
U.S. Supreme Court, May 23, 1983  
U.S. Court of Appeals, Third Circuit, December 26, 1984

### Awards

2004 - Pennsylvania Bar Association President's Distinguished Service Award (Public Relations Task Force)  
2003 - Pennsylvania Bar Association President's Outstanding Service Award (Editorial Committee)  
1990 - Dauphin County Bar Association Young Lawyers' Angelo Skarlatos Outstanding Lawyer of the Year -  
1990 - Democratic Women of the West Shore's Outstanding Woman of the Year  
1986 - Outstanding Young Woman from the State of Pennsylvania  
1982, 1983, 1987 - Outstanding Young Women in America  
1973-1974 Who's Who Among Students in American Colleges and Universities

### Professional Memberships

Pennsylvania Bar Association  
Dauphin County Bar Association  
American Inns of Court, James S. Bowman AIC (Harrisburg, PA) - Emeritus since Fall 2008

### Areas of Practice

Administrative Law, Election Law, Insurance: Transactional and Regulatory Work, Zoning, Wills, and Small Estates

### Special Appointments

1987 to 1988	Dauphin County Court of Common Pleas, Board of Arbitrators Chairman of Panel
1985 to 1986	Dauphin County Court of Common Pleas, Board of Arbitrators Member of Panel

## Employment

2001 to Present	Karen M. Balaban, LLC 700 State St., Ste. 200 Harrisburg, PA 17101
March 1999 to July 2001	Balaban & Lucas LLP - Partner 115 Pine Street, Harrisburg, PA 17101
November 1997 to March 1999	Saul, Ewing, Remick & Saul LLP - Special Counsel 2 North Second Street, 7 <sup>th</sup> Floor, Harrisburg, PA 17101
January 1992 to November 1997	Schnader Harrison Segal & Lewis - Counsel 30 North Third Street, Suite 700, Harrisburg, PA 17101
June 1986 to December 1991	Karen M. Balaban, Esquire - Sole Practitioner 204 State Street, Harrisburg, PA 17101
January 1980 to June 1986	Balaban and Balaban - Partner 27 North Front Street, Harrisburg, PA 17101
August 1978 to December 1979	Shaffer, Calkins and Balaban - Associate 223 North Front St., Harrisburg, PA 17101
January 1978 to July 1978	Dr. Joshua Perper, Deputy Coroner, Allegheny County 542 Fourth Avenue, Pittsburgh, PA 15219 - Research Assistant
Summer 1977	Medical Professional Liability Catastrophe Loss Fund Harrisburg, PA 17120 - Legal Assistant
September 1974 to September 1975	Department of Military Affairs, Adjutant General's Office Annville, PA 17003 - Education Counselor Regional Office, 900 Market Street, Harrisburg, PA

# CITY of Harrisburg

received  
9-15-14

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## City Treasurer

### APPLICATION FORM

Name: JOSEPH M GILPATRICK

Address: PEFFER ST HBG PA 17102

How long have you resided at this address? 1 YR

Occupation: INCOME MAINTENANCE CASE WORKER

Place of Employment & Address: 2432 N 7th ST DAUPHIN Co ASSISTANCE OFFICE  
HARRISBURG PA 17102

How long have you been at your current place of employment? ALMOST 4 YRS

Telephone Number: 717 (W) 7 (C)

E Mail Address: j.gilpatrick@dauphinco.org

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

I FIND IT <sup>TO BE</sup> A VERY INTERESTING POSITION. I HAVE ALWAYS BEEN A "PUBLIC SERVANT" AND WOULD LOVE TO SERVE THE CITY OF HARRISBURG TO MAKE IT A BETTER PLACE TO LIVE AND WORK.

2. In your opinion, what is the City Treasurer's primary function?

CITY TREASURER IS RESPONSIBLE TO PAY ALL BILLS/INVOICES, PAYROLL, AND INVEST THE CITY'S FUNDS ALL IN A TIMELY MANNER

3. Do you have a background in Accounting? If yes, please explain:

Yes I GRADUATED FROM BLOOMSBURG UNIVERSITY WITH A BUSINESS/ACCOUNTING DEGREE AND HAVE BEEN AN ACCOUNTANT AND A AUDITOR IN BOTH STATE AND THE FEDERAL GOVERNMENT.

4. Please describe your previous work experience with governmental entities (If Any).

I HAVE BEEN AN ACCOUNTING/AUDITOR AT THE NAVY DEPOT IN MECHANICSBURG FOR ALMOST 24 YRS REVIEWING AND MAKING MANY MANY RECOMMENDATIONS TO IMPROVE OPERATIONS REVIEWING RULES, REGULATIONS AND FINANCIAL TRANSACTION.

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations.

I CURRENTLY AM A LIONS CLUB MEMBER WHERE I HAVE ASSISTED PREPARING DINNER MEETING MEALS, WAS IN CHARGE OF A CAR RAFFEL COLLECTING TICKET SALES MONEY AND ACCOUNTING FOR THE TICKET SALES AND VOLUNTEERED AT THE WEEK LONG CARNIVAL. I AM ALSO A MEMBER OF THE MONSONIC LODGE WHERE I HELP SERVE DURING THE SHIRNER'S CIRCUS.

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment.

Never

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe?

Never

8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

I HAVE NOT.

9. Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_ No X If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:

Additional information:

10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

I RENT MY HOME AND DO NOT OWN  
ANY CITY PROPERTY

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature Joseph M. Gulpentnek Date 9/15/14

**\*\* REQUIRED\*\*** Attach your resume, include three references and please return the completed form to:  
**The Office of the City Clerk - 10 North 2<sup>nd</sup> Street (Suite One) Harrisburg, PA 17101**

**Applications are due in the City Clerk's office no later than the close of business (5PM) on Monday, September 15, 2014. Please note that applications will only be accepted by the City Clerk Via Hard Copy.**

## RESUME OF

Joseph M. Gilpatrick  
Boas Street  
Harrisburg, PA 17102  
(

Objective: To obtain challenging employment, fully utilization both my management and sales skills, in order to be a powerful asset to a dynamite organization, such as yours.

Education: B S Accountant Degree Bloomsburg University  
Life Insurance License

Qualifications: Coachable, honest, highly motivated, passionate, friendly, excellent time management skills, strong communication skills, (both verbally and written), problem solver, quick learner, ability to manage multiply projects and meet deadlines, proficient in Microsoft Office.

### Employment History:

Commonwealth of PA Department of Public Welfare Jan 2011 to present

As an income maintenance case worker, I assist client's renewal/update their food stamps and medical assistance benefits. I begin by scheduling telephone interviews, sending out notices of their interview, as well as, necessary paperwork/application for the client to update all needed information. I then perform telephone interviews to verify all information submitted and answer any questions. I input all data into the CIS system, to determine their eligibility of benefits. I insert comments into their electronic file, as to how their case was processed and then copy all documentation/application into their electronic file. When all necessary information is not returned with their application, I need to send out additional copies of necessary forms. I need to know and apply many rules and regulations to determine clients' compliance with these rules.

Various School Districts Jan. 2004 to Jan. 2011

I was a guest teacher and substituted for teachers and would perform their duties in their absence in numerous school districts at the elementary, middle school, and high school level. I would follow the regular teacher's lesson plan and maintain order in their classrooms, to ensure that the students have a productive class.

Resume of Joseph Gilpatrick  
Continued page 2 of 2

Staff Accountant/Auditor: Department of the Navy Jan.1980-Oct.2003  
Mechanicsburg, PA

Performed financial and compliance reviews of an internal control nature. Communicated to top management, and ultimately to the Commanding Officer, problems discovered and provided solutions to remedy the problem. During my 23-year career with the Navy, I was a supervisor; manager, motivator, and I had to "sell" my solutions to solve the problems found. I made recommendations and justified the labor and cost savings of hundreds of thousands of dollars while performing these reviews. Detailed automated payroll systems reviews were performed, as well as, fiscal controls of cash handling procedures, budgeting controls were examined and monitored for compliance, expenditures were reviewed for legitimacy, food and beverage controls were monitored, evaluated, and changes were recommended when not in compliance with standards and regulations, when necessary.

Staff Accountant/Auditor Commonwealth of Pennsylvania Feb.1977-Jan 1980  
Harrisburg, PA

Performed financial and compliance reviews for the CETA jobs program. Reviews would examine expenditures to ensure they were necessary and that adequate documentation was available to support the expenses. Also reviewed was documentation to ensure that the participants enrolled were eligible for benefits.



# CITY of Harrisburg

received  
9-15-14

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## City Treasurer

### APPLICATION FORM

Name: TYRELL SPRADLEY, EA

Address: 1 ROYAL TERRACE HBG, PA 17103

How long have you resided at this address? 2 YEARS

Occupation: ACCOUNTANT 2

Place of Employment & Address:

ACCESS GROUP, INC.  
10 NORTH HIGH STREET, SUITE 400  
WEST CHESTER, PA 19380

How long have you been at your current place of employment? 16 months

Telephone Number: 1

E Mail Address: 1

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

I am interested in serving the City of Harrisburg in the capacity of City Treasurer for a few reasons. To name three: I want to be a part of the team that gets my city back to a healthy managed debt. Present Innovation and solutions that lead to positive action at the government level. As well as, show businesses that Harrisburg is a great city with 1<sup>st</sup> class amenities where they should call home.

2. In your opinion, what is the City Treasurer's primary function?

In my opinion, the City Treasurer's primary function is to receive and collect public funds such as taxes and disperse monies for accounts payable and Payroll.

3. Do you have a background in Accounting? If yes, please explain:

Yes, I have a background in Accounting.

I have a B.S. in Accounting, magna cum laude, from Albright College.

I also have 17+ years of professional accounting experience in Banking, retail and non-profit environments.

4. Please describe your previous work experience with governmental entities (If Any).

Not Applicable. I do not have previous work experience with governmental entities.

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations.

Previous volunteer experience consist of lawn care for church, Christmas for kids - purchase gifts for financial strain families

will be presenting Tax workshops in the fall at Startup for small businesses.

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment.

No, I have not been employed by the City of Harrisburg.

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe?

No, I do not now or previously had a business relationship with the City.

8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

NO, I have not ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity.

9. Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_ No X If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:

Additional information:

10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

YES - HOME

ROYAL TERRACE  
HARRISBURG, PA 17103

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature Syrell Spradley Date 9/14/2014

**\*\* REQUIRED\*\*** Attach your resume, include three references and please return the completed form to:  
**The Office of the City Clerk - 10 North 2<sup>nd</sup> Street (Suite One) Harrisburg, PA 17101**

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# TYRELL A. SPRADLEY

Royal Terrace  
Harrisburg, PA 17103

## OBJECTIVE

Analytical accounting and tax professional with the ability to implement current/updated procedures and the aptitude too coordinate with internal/external clients to improve overall operations.

## ACCOMPLISHMENTS

- Became a federally licensed tax practitioner – Enrolled Agent
- Created LLC accounting & tax business – Minotaur Services LLC
- Graduated Magna Cum Laude with a BS in Accounting

## Professional Experience

### Accountant 2

5/2013 to Present

Access Group, Inc., West Chester, PA (Non-Profit Company)

- Fixed Assets
- Daily company operating cash position report
- Reconciliations
- Journal Entries – Month end close process
- Tax returns: 990, 990-T, 1065 and K1's
- Pennsylvania Use Tax returns
- Unclaimed Property reporting

### Staff Accountant

3/2010 to 5/2013

Foot Locker, Inc., Camp Hill, PA

- Compose department forecast
- Prepared fiscal year budget
- Prepare/submit IRS Form 941/941x
- Complete W-2c employee tax forms
- Gross up employee awards to account for withholding taxes
- Analyze company leases to verify percent rent calculations are applied correctly
- Evaluate sales for 1500+ stores and prepare monthly accruals where necessary
- Prepare and validate percent rent payments monthly
- Journal entries, general ledger reconciliations, month end close process

### Owner

1/2011 to Present

Minotaur Services LLC, Harrisburg, PA

- Perform monthly accounting transactions for clients
- Compose/present financial reports to management
- Prepare and e-file individual and business tax returns
- Process Payroll and file Payroll taxes
- Research tax positions for clients. Provide tax planning and guidance

**Accountant I**  
**Metro Bank**, Harrisburg, PA

**3/2008 to 3/2010**

- Formulated/administered daily management report on bank's financial position
- Analyzed bank financial position and setup overnight bank funding with Federal Home Loan Bank and the Federal Reserve
- Executed the booking and reporting of prepaid and fixed assets
- Fund vendor and bank checking accounts
- Composed executive's corporate card report
- Journal entries, general ledger reconciliations, month end close process

**Accounts Payable**

**1/2007 to 3/2008**

**Commerce Bank** (Name change to Metro Bank), Harrisburg, PA

- Procured, coded and keyed invoices in A/P system
- Paid vendors by check or EFT
- Assembled/processed company wide employee expense reimbursements
- Composed executive's corporate card report
- Generated/managed 1099-M tax reports/mailings
- Journal entries

## **EDUCATION**

Albright College, PA  
Bachelor of Science in Accounting, 2010, Magna Cum Laude

Harrisburg Area Community College, PA.  
Associate of Arts degree(s) in Accounting and Business Administration, 2007

## **LICENSURE/CERTIFICATIONS**

**Enrolled Agent - IRS designation**

## **PROFESSIONAL ASSOCIATIONS**

National Association of Tax Professionals