Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, April 30, 2013

Chairman Scott Sistek called the meeting to order at 5:37 p.m. Roll call was taken with the following members present: Scott Sistek, Jude Abraham, Caprice Mills, Diane Figg, Paul Fry, John Wilson, Gregory Primm and Jim Meyer. Solicitor Lawrence Maiello was also present. Diane Heming and Jon Perry were absent.

Pledge of Allegiance.

Approval of Minutes. Gregory Primm **MOVED** to approve the minutes of the Operating Board Meeting held on March 26, 2013 and Diane Figg **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the bills were $40 for Ann Eicher for two hours of transcription; $148.12 to herself for stamps, envelopes and a follow up letter to those who haven't paid; $277.50 for legal fees; and the website maintenance costs of $288 for a total of $753.62. Paul Fry **MOVED** to approve the bills, and Jim Meyer **SECONDED.** No discussion. **Motion carried.**

Public Comment. For the record there was no public comment at tonight's meeting.

Treasurer's Report. Diane Figg reported there has been a good response to the billing with only $1,934.75 outstanding from four areas; Delmont Borough, Greensburg City as part of Greensburg Salem, Greensburg City as part of Hempfield and North Belle Vernon Borough. Ms. Figg stated the current balance is $84,826.40 in the checking account and the situation with the fees has been corrected with no additonal fees being assessed.
Jude Abraham **MOVED** to approve the Treasurer's Report, and Gregory Primm **SECONDED.** No discussion. **Motion carried.**
Ms. Figg requested the Board members answer questions received from First National Insurance Agency in regard to the General Liability and the Directors' and Officers' Liability for the insurance renewal application. The Committee members supplied answers to those questions and Ms. Figg stated she will complete the application.
Gregory Primm **MOVED** to approve the completion of the Insurance Renewal Application with the answers supplied by the Operating Board, and John Wilson **SECONDED.** No discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello completed the Memorandum of Understanding (MOU) that needs to be signed by the County and the Operating Board in regard to storing and safeguarding the tax records transferred from Berkheimer with a 90-day notice of any changes to the agreement, and he will send the MOU to the County Solicitor, Mark Gesalman.

Committee Reports.

Audit Selection Committee. Diane Figg reported the Engagement Letter has not been completed; it's still in the 'draft' mode, and when she receives it she will forward it to Solicitor Maiello.

Tax Collector Performance Committee. Paul Fry reported for Diane Heming that she has received 21 surveys to date which averaged out to a 90% favorable review.

Open Board Discussion.

- Diane Figg informed the Board that phone calls and emails have been received questioning the rules for Local Earned Income Tax and who sets those rules; tax collector problems; Berkheimer filing information, etc., and she stated she is referring those questions to Berkheimer and/or the correct tax collector for a response.

- Paul Fry reminded Ms. Figg that according to the WCTCC Bylaws and our agreement with Berkheimer their audit was to be completed by April 30th with a copy sent to our auditor so they can complete their report by September 1st. Ms. Figg stated she will contact Berkheimer requesting they make it a standard procedure to forward their audit to the TCC annually with a copy sent to the selected auditor for the TCC.

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** Gregory Primm.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer