**Westmoreland County Tax Collection Commission (WCTCC)**

**Operating Board Meeting Minutes**

**Tuesday, March 27, 2012**

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Jude Abraham, Caprice Mills, Diane Figg, Paul Fry, Eileen Navish, Diane Heming, John Perry and Gregory Primm. Solicitor Lawrence Maiello was also present. Michael Wrobleski was absent.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on February 28, 2012, and Eileen Navish **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the only bill is the legal bill for $303.50.
Diane Heming **MOVED** to approve the bills, and Gregory Primm **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 the most activity was interest of $4.45, and before the payment of the bill, we have $36,502.74 in the account.
Eileen Navish **MOVED** to approve the Treasurer's Report, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello reported he's had a good bit of 'back and forth' with Berkheimer this month. He circulated the samples of the Rules and Regulations to Berkheimer to confirm they didn't have any issue with it. Berkheimer had some minor comments which Solicitor Maiello has incorporated into the Rules and Regulations. He also suggested the Rules and Regulations be put on April's agenda for approval because the Tax Appeals Board wants to have those in place in April. One item is still open on the document and that is where the appeals should be sent. Currently they're being sent to the Tax Officer, Berkheimer; the question is should these be filed with the Operating Board. Chairman Scott Sistek volunteered to be the contact person to receive the appeals for review by the Operating Board. Additionally, Berkheimer did request a letter on the TCC's letterhead designating a representative with respect to, if records are requested by this Board, who would be receiving those records from their office for confidentiality purposes. Caprice Mills volunteered to be this representative. A request was made for Shawn Perry from Berkheimer to attend next month's meeting to address difficulties in regard to accessing their records and answer any questions that may arise. Solicitor Maiello will email that request. One other item in question with Berkheimer is the ability for the TCC to build up and store records in case there is a termination and that is still being worked out. Scott Sistek reported the County did agree to have those records stored at the County as a central location at no cost to the TCC.

Committee Reports.

Tax Collector Performance Committee.-No report.

Auditor Selection Committee.-No report.

Open Board Discussion.

- A question arose concerning how Berkheimer will receive payment from each Political Subdivision (PSD) and the response received from Berkheimer was in conflict with the agreement. It was decided this item should be brought up to Shawn Perry from Berkheimer at next month's meeting.

- Diane Figg reported the annual website and insurance fees will be forthcoming.

- A question arose as to when the Tax Collector Performance Committee will meet. Solicitor Maiello reported there are no guidelines as to when this Committee should meet, and he agreed to compile a list of Berkheimer's obligations during the collection process so the Committee can determine if they are complying with those obligations.

Adjournment. Caprice Mills **MOVED** to adjourn the meeting.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary