Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, September 23, 2014

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Diane Heming, Caprice Mills, Diane Figg, Paul Fry, Joe Koluder, Mike Wrobleski, Dan Watson, Gregory Primm and Jim Meyer. Solicitor Lawrence Maiello was also present.

Pledge of Allegiance.

Approval of Minutes. Diane Heming **MOVED** to approve the minutes of the Operating Board Meeting held on May 22, 2014, and Diane Figg **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the following bills were received: transcription services in the amount of $50; audit fee was $19,284; and legal bills in the amount of $253 for a total of $19,587.
Gregory Primm **MOVED** to approve the bills as presented, and Joe Koluder **SECONDED.** No discussion. **Motion carried.**

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

Treasurer's Report. Diane Figg stated the balance in the checking account, before paying the current bills, is $59,726.23. After paying these three bills the balance will be $40,139.23. Ms. Figg continued and reminded the committee the fee for the audit next year will increase to $19,600. She also stated that $22,910 has been paid to-date for budgeted items; $31,018 was budgeted for the year, so the account is in good shape with everyone paid in full.

Solicitor's Report. Solicitor Maiello reported on the CENTAX bond claim for attorney's fees expended for the lawsuit and reminded the committee they would want a full and final release in connection with any reimbursement we may receive so the committee decided not to file the claim. Solicitor Maiello reiterated he can file the claim but there is no guarantee for any reimbursements although he believes something could be negotiated; the amount was in the range of $5,000. At this time Solicitor Maiello asked for some direction regarding the filing of the claim; there is another year or two on the contract according to the statute and there could be some exposure in regard to this TCC being the collector for the Political Subdivision (PSD) in which a resident may be due a refund. Solicitor Maiello recommended the TCC should wait. Additionally, Solicitor Maiello reported on the status of the Data Storage Agreement with Westmoreland County. The agreement has not been implemented and is still an open issue. Solicitor Maiello will obtain information on the company being used by another TCC in regard to data storage and will report on that at a future meeting.

Committee Reports. No Committee Reports.

Open Board Discussion.

Amendment to Berkheimer Contract. Joe Koluder recommended amending the contract with Berkheimer for a longer term with a rate decrease.
Joe Koluder **MOVED** to approve the recommendation that Solicitor Maiello research amending the contract with Berkheimer, and Diane Heming **SECONDED.** No further discussion. **Motion carried.**

Agenda.

2015 Meeting Times and Locations. Scott Sistek stated that he booked the dates for the WCTCC Operating Board Meetings to be held at the Westmoreland County Public Works Conference Room at 194 Donohoe Road, Greensburg, PA at 5:30 p.m. starting in February. Mr. Sistek also recommended changing the venue and time for the full WCTCC Meetings to the Westmoreland County Intermediate Unit Multi-Media Room at 102 Equity Drive, Greensburg, PA at 9:00 a.m. to improve attendance at those meetings. (See attached meeting schedules.)
Gregory Primm **MOVED** to approve the locations and time changes for the full WCTCC Meetings and the WCTCC Operating Board Meetings as presented, and Paul Fry **SECONDED.** No further discussion. **Motion carried.**

Adjournment. Joe Koluder **MOVED** to adjourn the meeting. **SECONDED:** Dan Watson.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer