Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, October 25, 2011

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Peggy Gillespie, Susan Trout, Diane Figg, Caprice Mills, Paul Fry, James Meyer, Jennifer Callahan and Greg Primm. Solicitor Lawrence Maiello was also present. John Wilson was absent. A quorum was present.

Pledge of Allegiance.

Approval of Minutes. Susan Trout **MOVED** to approve the minutes of the Operating Board Meeting held on September 27, 2011, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the only bills are $73.50 from the legal firm and her bill for $119.16 for working on the weighted vote and the postage which was $39.16 for mailing 89 letters. The paper and envelopes were on Ms. Figg; she didn't charge for those. She just charged for the postage and her time. So those are the only two bills.
Peggy Gillespie **MOVED** to approve the bills, and James 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 we earned interest of $4.77 every month since our last meeting and we paid $714 in legal fees. So our balance before the bills is $37,846.35. Arona Borough still owes us $21. Scott Sistek reported Arona Borough will have a delegate at the next meeting, Walter Geiger, and he will try to get everything worked out and get the money. A question arose about the bank service fees PNC had charged, and Ms. Figg reported that PNC has refunded the service fees in the amount of $40.60.

Solicitor's Report. Solicitor Maiello reported he has the Resolution that has to be passed tonight and he will take a look at the Bond. In answer to a concern he received via email in regard to promulgation of regulations for the collection of the Earned Income Tax (EIT), Solicitor Maiello noted the Department of Community and Economic Development (DCED) has taken the position that TCCs don't have the authority to promulgate regulations of that. The DCED's regulations just came out in October and that's what they want everybody in the State to use. In fact, supposedly they are putting out a letter this week saying this is what the TCCs will use and the TCCs don't have the power or the right to promulgate their own regulations. They want to push consistency with respect to the collection of the EIT.

Committee Reports.

Transition Committee-Peggy Gillespie reported we're pretty well close to where we should be with respect to the timeline of the transition. She questioned Shawn Perry from Berkheimer about when the employers and/or businesses who are not currently Berkheimer customers would receive their notifications and where is Berkheimer in regard to touching base with all the political subdivisions. Shawn Perry noted they have a real push on to get all the tax rolls and make sure we reach out and touch base with all the employers. They want to have everything in by the 4th of November so the letters to the employers can be mailed out the second week of November.

Website Committee- Jennifer Callahan reported a link to Berkheimer's website was placed on the TCC website.

Open Board Discussion. No discussion.

Agenda.

1. **Approval of Treasurer's Report.** Caprice Mills **MOVED** to approve the Treasurer's Report presented earlier this evening, and James Meyer **SECONDED.** No discussion. **Motion carried.**

2. **Approval of WCTCC Meeting Dates for 2012.** Scott Sistek announced the proposed meeting dates for 2012 as Tuesday, January 24th; Monday, April 30th; Tuesday, July 24th; and Tuesday, October 16th.
   Susan Trout **MOVED** to approve the 2012 meeting dates, and Greg Primm **SECONDED.** No discussion. **Motion carried.**

Adjournment. Paul Fry **MOVED** to adjourn the meeting.

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary