Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, June 25, 2013

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

Pledge of Allegiance.

Approval of Minutes. Jim Meyer **MOVED** to approve the minutes of the Operating Board Meeting held on April 30, 2013 and Jon Perry **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there are three current bills: Ann Eicher, $60; legal fees of $882; and the Tribune-Review for $87.57 for advertising the change of the meeting. Ms. Figg continued reporting that last month there were two bills from Penn National; one for $323 and the other for $227; and a bill from First National for $1,150, the same amount as last year, and these have already been paid.
Paul Fry **MOVED** to approve the bills, and Caprice Mills **SECONDED.** No discussion. **Motion carried.**

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

Treasurer's Report. Diane Figg reminded the Committee that since Jude is absent she will need approval to sign the checks to pay the bills.
Jim Meyer **MOVED** to approve Diane Figg to sign the checks in Jude Abraham's absence, and Jon Perry **SECONDED.** No discussion. **Motion carried.**
Ms. Figg continued with her report stating that North Belle Vernon Borough still owes $141.28 and a follow-up will be mailed to them. Currently the balance in the checking account is $82,397.21. Ms. Figg also reported the only recommendation received from the auditors is that a second party should have access and review the online bank statements, so that item will be added to the monthly agendas as part of each meeting with the Board members verifying the online statements and balance as reported by the Treasurer.
Jim Meyer **MOVED** to approve the Treasurer's Report, and Paul Fry **SECONDED.** No further discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello reported as requested by the auditors another letter has been sent to the Bonding Company stating the claim has not been finalized to-date with the attorneys' fees still not paid, and, in turn, they requested copies of the bills for payment of the attorneys' fees. Solicitor Maiello also reported on a final CENTAX hearing where a Liquidating Order was signed essentially disposing of all the remaining accounts and what would happen which really has no impact with respect to this entity; all of the CENTAX funds have been distributed and it appears to be a closed issue. Solicitor Maiello continued that he would forward the completed Storage Agreement in regard to the storage of tax information to Scott Sistek to deliver to the correct contact at the County.

Committee Reports.

Audit Committee. Diane Figg notified the Board she gave members' names to the auditor for a follow-up they do in regard to fraud. Ms. Figg also reported that the Engagement Letter has been reviewed by Solicitor Maiello and will be sent to the auditors. The audit will be completed from the beginning to December 31, 2012 and then continue annually.

Open Board Discussion.

- The Board discussed options available to them if they would choose to terminate the agreement with Berkheimer. Berkheimer's contract expires December 31, 2014 with two additional one-year options available per the WCTCC's approval with a 90-day notice of renewal. A vote will be taken at the January WCTCC Meeting to see what the consensus is in regard to Berkheimer's performance and costs.

- Scott Sistek suggested cancelling the meetings scheduled for July. A decision will be made in regard to the cancellation by July 11th.

Agenda.

Washington County Tax Collection District-Electronic Library of Agreements. Scott Sistek informed the Board that the Washington County Tax Collection District requested a copy of the Tax Agreement with Berkheimer. They're setting up an electronic library and they filed this request in the form of an Open Records Request. The Board was in agreement that this information is public knowledge and will be processed as requested.

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** Jon Perry.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer