Westmoreland County Tax Collection Committee (WCTCC)
Operating Board Meeting, Minutes
Tuesday, January 30, 2018

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Diane Heming, Diane Figg, Caprice Mills, James Dzurica, Dan Watson and Paul Sroka. Solicitor Lawrence Maiello was also present. Gregory Primm, Mike Wrobleski and Paul Fry were absent. A quorum was present.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on January 31, 2017, and Paul Sroka **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there were two bills; website costs, $269 and advertising costs, $225.93.
James Dzurica **MOVED** to approve the bills as presented, and Paul Sroka **SECONDED.** No discussion. **Motion carried.**

Public Comment. For the record there was no public comment presented at the meeting.

Treasurer's Report. The Treasurer's Report was approved at the WCTCC Full Board Meeting.

Election of 2018 Officers. Caprice Mills **MOVED** to reappoint Scott Sistek as Chairman of the WCTCC Operating Board; Diane Heming as Vice-Chairman of the WCTCC Operating Board; Caprice Mills as Secretary and Open Records Officer of the WCTCC Operating Board; and Diane Figg as Treasurer of the WCTCC Operating Board, and Dan Watson **SECONDED.** No discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello reminded the Board the amendment has to be put in place with Berkheimer, the bond amount has to be confirmed and authorization for the Chairman to execute the agreement as approved by the WCTCC has to be voted on.
Diane Heming **MOVED** to authorize the Chairman to execute the amended contract with Berkheimer on the same terms or better as approved after review by the Solicitor, and Diane Figg **SECONDED.** No discussion. **Motion carried.**

Approval of Legal Bill. Diane Heming **MOVED** to approve payment of the legal bill not presented earlier, and Scott Sistek **SECONDED.** No discussion. **Motion carried.**

Committee Reports-Audit Committee. In regard to the letter of engagement with the auditing firm, Diane Figg stated she would send an email confirming the cancellation of their auditing services as recommended by the Solicitor.

Open Board Discussion. Solicitor Maiello discussed confirming the members on the current Appeals Board in the event of an appeal hearing. Caprice Mills stated she would confirm the current members on the Appeals Board and report to the committee.

Adjournment. James Dzurica **MOVED** to adjourn the meeting. **SECONDED:** Paul Sroka.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer