Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, February 28, 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, Jon Perry and Michael Wrobleski. Solicitor Lawrence Maiello was also present. Diane Heming and Greg Primm were absent. A quorum was present.

Pledge of Allegiance.

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

Treasurer's Report. Diane Figg reported the only activity was the check that was paid to the legal firm for $661.50. The current bill for the legal is $336, but there are two more bills that need to be approved which are the advertising for the year 2012 in the amount of $137.61 and Caprice Mills had to buy supplies in the amount of $60.42. At this time all receivables are paid in full and all of our bills other than these are paid. So prior to these payments we have $37,032.32 in the checking account.
Eileen Navish **MOVED** to approve the Treasurer's Report, and Jude Abraham **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Paul Fry **MOVED** to approve the bills for Solicitor Maiello; Trib Total Media; and Caprice Mills; and Jon Perry **SECONDED.** No discussion. **Motion carried.**

Approval of Minutes. After some discussion and assistance completing the minutes from last month Diane Figg **MOVED** to approve the minutes from the meeting on January 24, 2012 as presented, and Eileen Navish **SECONDED.** No further discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello reminded the Board that it needs to adopt the Rules and Regulations for the Appeals Board; returns will be filed in April and some questions may arise. He has prepared the Rules and Regulations but some notices still have to be prepared. He sent them to Berkheimer requesting if they have any questions and/or concerns they need to notify us so the Board can adopt them at the April meeting. Solicitor Maiello will email copies of these and notify the members of any changes from Berkheimer. The Rules and Regulations were modeled after the examples on the Department of Community and Economic Development's (DCED) website. Another concern Solicitor Maiello brought up was the ability for the Board to be able to access Berkheimer's records and create its own database or store those records off site so there would be no problem with transitioning. An amendment would have to be made to the present agreement with Berkheimer and the TCC would have an agreement with the company providing the service of storing this information. Jude Abraham and Scott Sistek will look into companies that provide this service, and Mr. Sistek will check with the County to see if they have large enough servers to store this data.

Committee Reports.

Tax Collector Performance Committee-No report.

Auditor Selection Committee-No report.

Open Board Discussion.

It was brought to the attention of the TCC that the Tax Appeals Board was not reorganized. There were seven members on it as of last year. Mr. Sistek stated those members would remain until replaced and at the completion of the April meeting those members will meet to organize the Tax Appeals Board.

Caprice Mills reported she would take the position of WCTCC Secretary for the year if appointed. She also related that she is creating a database email which will be secretary@westmorelandcountytcc.org and within that database she will manually create all of those emails and streamline all the information she received from the previous secretary, Susan Trout. Mr. Sistek suggested these email addresses should be defined as to what information can be obtained from each one and someone suggested a Frequently Asked Questions (FAQ) option could be added or linked to Berkheimer's FAQ page. Mr. Sistek will contact Jennifer Callahan with this information pertaining to the website.

Agenda.

1. **Statement of Financial Interests.** Scott Sistek reminded all the Board members they need to complete this form. Caprice Mills stated she will send the forms via email to ensure completion by each member.

2. **WCTCC Secretary.** Diane Figg **MOVED** to appoint Caprice Mills as WCTCC Secretary, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

3. **Approval for Minutes Transcriber.** Caprice Mills asked that since the Board had agreed to pay someone in the position of secretary would it be willing to pay someone to transcribe the minutes at a rate of $20 per hour.
   Eileen Navish **MOVED** to approve the hiring of Ann Eicher in the contracted position of transcriber as discussed, and Jon Perry **SECONDED.** No discussion. **Motion carried.**

Additional Comments.

Solicitor Maiello asked if they've had any concerns with the reports Berkheimer would be generating and the format they would be using so there are no surprises and any issues can be worked out. The sample reports aren't appended to the agreement but it describes the type of report they have to give us. Solicitor Maiello reminded the Board it has the ability to request, if it wants something additional, to make certain the format ties into their systems if they haven't used Berkheimer in the past.

Adjournment. Caprice Mills **MOVED** to adjourn the meeting. **SECONDED:** Jon Perry. All voted unanimously to **adjourn.**

Respectfully Submitted,



Caprice Mills
WCTCC Operating Board Secretary