Westmoreland County Tax Collection Committee (WCTCC)
Operating Board Meeting Minutes
Tuesday, August 23, 2011

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

Pledge of Allegiance.

Approval of Minutes. Paul Fry **MOVED** to approve the minutes of the Operating Board Meeting held on July 26, 2011, and Diane Figg **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Treasurer Diane Figg reported the only bill is the legal bill for $357. Susan Trout **MOVED** to approve the bill, and John Wilson **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 that at the last meeting she had mentioned about the fees the bank was charging and they have agreed to reimburse those fees and waive all future fees so there will be no need to switch bank accounts. After paying this legal bill our balance is $38,550.29. Our only outstanding receivable is Arona Borough. The bill was resent, so $21 is still owed to us.

Solicitor's Report. Solicitor Maiello reported that the Act 32 Resolution is completed and needs to get passed. He will send the Resolution via email to Susan Trout to circulate it to everyone. He also reported that Berkheimer did agree to the $3 million bond amount.

Committee Reports.

Transition Committee-No report.

Website Committee-Solicitor Maiello reported that the link on the website for the Berkheimer educational meeting dates was not opening properly. Jennifer Callahan will look into it and get it fixed.

Open Board Discussion. Caprice Mills reported she did contact some other municipalities and/or political subdivisions about representing them as their alternate delegate so they would have the opportunity for a vote if they weren't able to attend the meetings. Susan Trout reported she sent an email with the same information, and she has not received any notification that anyone has changed their approved delegate. Solicitor Maiello suggested that a letter be sent from those boroughs/municipalities that wish to approve a new delegate naming the new appointee. Susan Trout reported she should receive a copy of their Resolution naming the new alternate delegate if there are any changes.

Agenda.

1. **Berkheimer Bond Amount.** Scott Sistek reported the bond amount of $3 million was already discussed and agreed upon by Berkheimer. Solicitor Maiello will contact Berkheimer to get the bond format and who the bonding company will be and confirm that it agrees with what the contract and the statutes say. Scott Sistek requested Berkheimer have this information to the Board before the October meeting of the full WCTCC.

2. **Recalculation of Weighted Votes.** Diane Figg reported on some things she's run into with the recalculation. On our original weighted vote, from the Department of Community and Economic Development (DCED), West Leechburg was not on our list. The school district is Armstrong County. It is listed on the alphabetical list as a borough so it must go with Armstrong County. Another one is Loyalhanna. So we can assume those two aren't in here. There are two that don't report anything; in Fayette County there is no listing for Fayette City Borough so it might have to be a blank on our weighted vote because there is no data. And the other one is St. Clair Township which is in Ligonier Valley; no financial data on the DCED website. The votes haven't changed much. The municipalities have one percentage vote more than the school districts but otherwise it's just a minor tenth of a percentage point change. If you look at the original list they combined Greensburg City, Manor Borough and Delmont Borough; aligned different school districts and they broke the numbers down. For example, Delmont Borough for Franklin Regional School District had a weighted vote of 25% but for Greensburg Salem School District they had a weighted vote of 10% because they broke it down between the school districts. According to the guide we're just supposed to combine the weighted vote percentage. So comparing the two Diane will just combine Greensburg City by itself, Manor all by itself and Delmont Borough all by itself. The recalculation will be finalized by the September meeting for a vote by all the delegates.

3. **Non-Resident Earned Income Tax (EIT) Rate.** Diane Figg reported all employees are required to complete the Certificate of Residency form. Municipalities and boroughs can elect a non-resident rate; school districts can't. Solicitor Maiello reported you have to have an ordinance that addresses that non-resident rate. It typically applies to somebody who is out of State. The TCC does not have to act on this; it will be up to the Tax Officer.

Adjournment. Diane Figg **MOVED** to adjourn the meeting at 6:05 p.m. **SECONDED:** Caprice Mills. All voted unanimously to **adjourn.**

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary