The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, May 25, 2010 in the Commissioner's Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairperson Joe Koluder called the meeting to order at 6:35 p.m. with the following members present:

WCTCC Chairperson	-Joe Koluder	-Derry Area School District
WCTCC Vice-Chairperson	-Diane P. Heming	-Murrysville Municipality
WCTCC Secretary	-Mary Perez	-Greensburg City
WCTCC Solicitor	-Lawrence Maiello	
Peggy Gillespie	-Kiski Area School District	
Michael Wrobleski	-Yough School District	
Eileen M. Navish	-Belle Vernon Area School District	
Jennifer S. Callahan	-Burrell School District, Lower Burrell City	
George Safin	-Franklin Regional School District	
Dan Watson	-Greater Latrobe School District	
James J. Meyer	-Greensburg Salem School District	
Jude Abraham	-Hempfield Area School District	
Tammy Tuccarello	-Jeannette City School District	
Brett Lago	-Penn Trafford School District	
William Porter	-Southmoreland School District	
Margaret Graham	-New Alexandria Borough	
Joe Olszewski and Greg Primm	-Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Avonmore Borough, East Vandergrift Borough Washington Township-Westmoreland County, Hyde Park Borough	
Kris Long	-Youngwood Borough	
Floyd Neiderhiser	-Cook Township	
Vincent DeCario	-Derry Township	
Trudy Harkcom	-Donegal Township	
Diane Figg	-East Huntingdon Township, Everson Borough-Fayette County	
Donna J. Bitonti	-Belle Vernon Borough-Fayette County	
Mary E. Ralston	-Parks Township-Armstrong County	
David Amatangelo	-Rostraver Township	
Judy Gilpin	-Upper Tyrone Township-Fayette County	
Sue Trout	-Greensburg City	
Richard Stadler	-Latrobe Municipality	
Andrew Shissler	-Delmont Borough	
Debbie Kelly	-Irwin Borough	
Becky Maruca	-Salem Township	
Joyce A. Ewing	-Upper Burrell Township	
Cynthia Delissio	-Export Borough	
Sharon McGinnis	-New Florence Borough	
Scott C. Sistek	-New Stanton Borough	
Joe Grata	-Washington Township-Fayette County	
Caprice Mills	-Mt. Pleasant Township	
Paul A. Fry	-Ligonier Borough	

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (4/27/2010): Sue Trout **MOVED** to approve the minutes from the 4/27/2010 meeting, and Brett Lago **SECONDED.** No discussion. **All voted unanimously to approve the minutes.**

NEXT MEETING: Mr. Koluder, "The next meeting is scheduled for June 22, 2010 at 6:30 p.m. at the Westmoreland County Courthouse."

COMMITTEE UPDATES:

Bylaws Committee-No report.

Solicitor Committee-No report.

Finance Committee-Diane Heming, Chairperson. Ms. Heming, "The Finance Committee did not meet in May, but we have a few housekeeping items. In your packet you'll see there are two bills that need to be approved to be paid for a total of $1,638.88."
Bill Porter **MOVED** to approve and pay the attached bills, and Judy Gilpin **SECONDED.** No discussion. **All voted unanimously to approve.**

Mr. Koluder, "An issue came up on the bills, and I did a procedure to Diane, our Treasurer, which said any bills received a week prior to the meeting will be included in the bills to be paid. Any bills that come in after that date would be put off until the next meeting. If there are any bills that have to be paid prior to the next meeting, routine bills that may have a penalty attached to it if it goes beyond the 30 days, I'd like to direct Diane to pay those and include those on the list of bills for the next meeting as bills paid to be approved. Does anyone have any objections to that? Bills that can wait you would just keep on there until this Committee approves them. But if there's a bill that comes due that has to be paid before a penalty or interest or anything like that, I would direct Diane to go ahead and pay those and include those on the bills the following month. Is there any objection to that?"
Andrew Shissler **MOVED** to approve the authorization of the Treasurer to pay any bills that come due prior to the meeting and include them on the list of bills of the very next meeting to be approved and all other bills will be added and not paid until after they're approved, and Eileen Navish **SECONDED.** No discussion. **All voted unanimously to approve.**

Ms. Heming, "The second item the Finance Committee needed to deal with was insurance and bonding. We received two quotes; one from Penn Prime and one from First National Insurance Agency through Penn National. The items that we're covering are Directors and Officers Liability of $1,000,000 with a premium of $1,150; a $60,000 Bond for the Treasurer; General Liability with each occurrence and personal injury of $1,000,000 each; General Aggregate and Product and Operations Aggregate, $2,000,000 each; Car Damages $100,000 and Medical Expenses $10,000. This is just the standard General Liability. He gave me the minimum coverage because he understood we didn't have an office or vehicles, equipment and things like that, so I got the basic. If this changes next year or in the future we can always amend this. The total policy cost for this year starting June 1, 2010 would be $1,638 from First National Insurance Agency. The other proposal from Penn Prime was $1,965 and they didn't include a $60,000 Bond for the Treasurer. That would have been an additional fee and they didn't quote that for me."

Brett Lago **MOVED** to approve the First National Insurance Agency Proposal, and Bill Porter **SECONDED.**
"What did we budget for insurance?"
Ms. Heming, "I believe it was $2,500. Both quotes were under that but I felt we should go with the lower amount considering we'd have to add in the bonding for Penn Prime."
No further discussion. **All voted unanimously to approve the Insurance Proposal.**

Mr. Koluder, "An e-mail was sent out in regard to the past due invoices. There are a couple that went out that have subsequently been paid. If you're still on that list or know of a school district or municipality in your area that hasn't paid, please pass it on to them we need to get that paid as soon as possible."

Tax Collector RFP Committee-Dan Watson, Chairperson. Mr. Watson, "We received three RFP proposals on May 14, 2010; one from Berkheimer, one from Central Tax and one from Keystone Collections. We had a meeting this evening at 4:30 prior to this one where the RFP Committee met and started to break down the cost submittal piece of that proposal. The next step we plan to take is to do a similar process with the technical submittal piece. We're still moving along with the process. We'll have more feedback for the entire TCC at the June meeting and we're still planning on meeting the July date for a recommendation or vote for approval. Are there any questions?"
Mr. Koluder, "We did advertise this Committee meeting to evaluate the RFPs as a public meeting; we paid for that advertisement. We had one person show up; one of the three that submitted a proposal."
Solicitor Maiello, "At that meeting we had the option to go to executive session because it was discussions regarding professional services and in order to maintain confidentiality and discuss openly the different bids, I recommended to the Committee that they go into executive session with respect to that particular issue. So the meeting was held in executive session."
Mr. Koluder, "As Lawrence stated, today's meeting was advertised but to save money we're not going to advertise those additional meetings. However, once we find out when those are we'll e-mail all of you. Any of you are welcome to come and sit in on any of those meetings and listen to the deliberations. Since we'll be deliberating in executive session, why pay for an advertisement to have people come and say we're going into executive session. So that's what I'm directing your Committee to do now; schedule those meetings and Mary will disseminate that to all of us. So all future meetings will be held in executive session and we will announce at the public meeting in June how many times we met and so forth."
Solicitor Maiello, "There's no Committee action taken in those meetings."
Cindy Delissio, "I am a Tax Collector for Export. Do we know what these companies are requiring from us as Tax Collectors to turn over? There are several smaller borough Tax Collectors that get paid only on commission. They can't expect a Tax Collector to work hours and hours and hours. We all have our own system; they do know this?"
Mr. Watson, "Yes. As part of the RFP process there's a technical submittal part where they are to outline transition plans, etc. We just haven't really gotten to that as a group yet to pick each of those proposals apart but it was included in the RFP."
Ms. Delissio, "And we will know this when?"
Mr. Koluder, "She, as an individual Tax Collector, obviously has tax data that is going to need to go to whoever we pick, and that transition plan will address that. We haven't gone over that yet, so we can't answer you this evening. It is addressed in the RFP and at the appropriate time you would be notified of what that is."
Ms. Delissio, "Because we're not all computerized. Everyone has their own system unfortunately."

Mr. Watson, "Do you have a specific concern? It's in the RFP. The Committee will obviously review the technical submittal, but we're required to approve a Tax Collector by September 15, 2010 and then those entities have the ability to do an early entry for January 1, 2011 or do the mandate by January 1, 2012. Now as far as you needing to get the house in order and the data and transition, I believe you'll have enough time but they will be outlining that in their transition plan."
Ms. Delissio, "They will take ours as we have it?"
"Yes, they are aware there are lots of formats."
Mr. Watson, "I have not gone through the responses yet so I can't speak that's 100% accurate."

Tax Appeals Board-No report.

Website-No report.

OTHER CONCERNS:

Upcoming WCTCC Meetings-Joe Koluder. Mr. Koluder, "Please review when the upcoming meetings will be held as listed on the agenda for the rest of the year."
Joe Grata, "In as much as there won't be much to be discussed in June, do you really have to have a formally organized meeting? Or if there's no quorum, will it make much of a difference to you?"
Mr. Koluder, "At this point in time I'm unaware of any action other than paying bills. We've kind of addressed any bills that need to be paid prior to the next meeting so that would be the only motion that would have to be passed. We've given Diane the authority to go ahead and pay those now without being Board approved, but they would be put on the next agenda. So I'd love to see all of you again in June but other than the list of bills that's the only thing I know of at this time that we'll have to take action on."
Mary Perez, "And the minutes from this meeting would have to be approved."
Mr. Koluder, "We absolutely need a quorum at the July meeting for the recommendation we will hopefully have at that time."

PUBLIC COMMENT: No public comment this evening.

ADJOURNMENT:

Paul Fry **MOVED** to adjourn the meeting. **SECONDED:** Bill Porter. All voted in favor to **adjourn.**

Time: 6:55 p.m.

Respectfully submitted,

Mary Perez
WCTCC Secretary
City Treasurer/Fiscal Director
City of Greensburg