Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, December 17, 2013

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

Pledge of Allegiance.

Approval of Minutes. Diane Heming **MOVED** to approve the minutes of the Operating Board Meeting held on October 29, 2013, and John Wilson **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Jude Abraham reported there are two bills for approval this evening; transcription services for Ann Eicher in the amount of $50 and legal fees in the amount of $346.50.
Jon Perry **MOVED** to approve the bills, 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. No report.

Solicitor's Report. Solicitor Maiello questioned if North Belle Vernon Borough had remitted payment on their outstanding bill; he is to send a letter if the invoice has not been paid. Caprice Mills replied that she would check with Diane Figg to see if the payment had been received and report back to Solicitor Maiello.

Committee Reports. No reports.

Open Board Discussion.

Data Storage Agreement with Westmoreland County. Solicitor Maiello reported that he has not heard from the County in regard to the agreement he sent them for their facilitating the storage of backup records for Berkheimer, so he will wait to hear from Scott Sistek on that issue and hopefully have this resolved at the next meeting.

Agenda.

- **WCTCC Operating Board Members for 2014.** Jude Abraham reported that John Wilson is resigning but has a volunteer replacement to take his seat on the Board. Jude Abraham, Jim Meyer and Jon Perry are resigning also. Mr. Abraham confirmed that the following members will remain on the Operating Board if elected to do so by the full WCTCC delegates: Caprice Mills, Diane Figg, Diane Heming, Paul Fry and Gregory Primm. There are four potential open seats on the Board assuming Scott Sistek remains. Diane Heming stated she may be willing to take the Vice Chairperson position and Paul

Fry stated he may be willing to act as the Chairman if Scott Sistek would resign with the vote to be taken at the January meeting. Mr. Abraham suggested sending a communication out to the WCTCC stating there are four open seats on the 2014 Operating Board so interested members can reply.

- **2014 Budget.** Solicitor Maiello reminded the Board that the 2014 Budget needs to be distributed 10 days prior to the organizational meeting in January. Caprice Mills will inform Diane Figg to circulate the 2014 Budget to the members for approval.

Adjournment. John Wilson **MOVED** to adjourn the meeting. **SECONDED:** Paul Fry.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer