Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, January 24, 2012

Welcome 2012 Board Members: Scott Sistek, Diane Heming, Diane Figg, Caprice Mills, Paul Fry, Eileen Navish, Jude Abraham, John Perry, and Mike Wrobleski. Solicitor Lawrence Maiello was also present. Greg Primm was absent.
Diane Figg **MOVED** to nominate Scott Sistek to remain Chairman of the WCTCC operating board. Caprice Mills **SECONDED**. No discussion. **Motion carried.**
Jon Perry **MOVED** to nominate Jude Abraham as Vice Chairman Scott Sistek **SECONDED**. No discussion. **Motion carried**
Eileen Navish **MOVED** for Diane Figg to remain Treasurer. Paul Fry **SECONDED**. No discussion. **Motion carried**.
There was not a nomination for Secretary. The solicitor stated that the position could be paid. Diane Heming stated that she might know someone that would be willing to attend the meetings, do the minutes, agendas, and maintain the delegate information. Jude Abraham stated that $20 per hour would be a fair hourly rate. Caprice Mills stated that with the travel to the meetings, that in addition to the per hour rate a mileage expense set at the IRS allowable rate of .555 should be allowed. The annual amount of the hourly rate should not exceed $750.00 as stated in the 2012 budget.

Pledge of Allegiance.

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

Approval of Bills. Treasurer Diane Figg reported the only bill is for legal services in the amount of $735.00. Jude Abraham **MOVED** to approve the bills, Paul Fry **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 the treasurer's report was stated in the full WCTCC meeting.

Solicitor's Report
Lawrence Maiello stated that the board should start thinking about an Auditor and creating an RFP. The auditor selection committee is stated below.
Committee Report

Transition Committee

Tax Collector Performance Committee: Chairman, Diane Heming, Paul Fry and Elieen Navish.

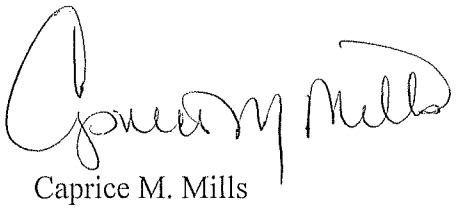
Auditor Selection Committee: Chairman, Diane Figg, John Perry and Michael Wrobleski.

Website Committee-No report.

Open Board Discussion.

Adjournment. Paul Fry **MOVED** to adjourn the meeting. **SECONDED:** Diane Figg. All voted unanimously to **adjourn.**

Respectfully Submitted,



Caprice M. Mills
WCTCC Operating Board Assistant Secretary