Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting, Minutes

Wednesday, January 20, 2016

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Diane Heming, Caprice Mills, Diane Figg, Paul Fry, Eileen Navish, and Greg Primm. Solicitor Lawrence Maiello was also present. Mike Wrobleski, Dan Watson and Jennifer Callahan were absent. A quorum was present.

Election of Officers for 2016. Paul Fry **MOVED** to reappoint Scott Sistek as Chairman of the WCTCC Operating Board; Diane Heming as Vice-Chairman of the WCTCC Operating Board; Caprice Mills as Secretary and Open Records Officer of the WCTCC Operating Board; and Diane Figg as Treasurer of the WCTCC Operating Board, and Eileen Navish **SECONDED.** No discussion. **Motion carried.**

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on October 26, 2015, and Diane Heming **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Approval of bills was conducted at the full WCTCC meeting held earlier this morning.

Public Comment. For the record there was no public comment at the meeting.

Treasurer's Report. Greg Primm **MOVED** to approve the addition of Caprice Mills to the current list of check signers on the checking account (two signatures are required), and Eileen Navish **SECONDED.** No further discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello updated the Board on the claim the WCTCC had into the bonding company for CENTAX for a couple thousand dollars; the Board opted to let it ride because they were requesting a Full and Final Release. Solicitor Maiello would need authorization to issue the Full and Final Release in connection with the WCTCC being reimbursed for any claims.
Diane Figg **MOVED** to approve the authorization for Solicitor Maiello to issue the Full and Final Release to recoup any pending claims from the CENTAX bond, and Diane Heming **SECONDED.** No further discussion. **Motion carried.**

Committee Reports. No Committee Reports.

Agenda.

1. **2016 Assessment.** Diane Figg stated she will inform Maher Duessel the WCTCC contract for auditing services will be on a year to year basis; no commitment to them for future audits. No assessment will be necessary for 2016.

2. **Berkheimer Fees.** Solicitor Maiello mentioned that in the extension with Berkheimer a cost guarantee with respect to the percentage was negotiated and a provision was instituted that if they gave someone else a lower rate they would have to match the WCTCC's. Solicitor Maiello asked the members to research the fee structures of any entities using Berkheimer of similar size . The current percentage is 1.42%.

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** Greg Primm.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer