The Westmoreland County Tax Collection Committee (WCTCC) met on Wednesday, January 20, 2016, in the Westmoreland Intermediate Unit, 102 Equity Drive, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairman Scott Sistek called the meeting to order at 9:00 a.m. with the following members present:

WCTCC Chairman	-Scott Sistek	-New Stanton Borough, Sewickley Township
WCTCC Vice-Chairman	-Diane Heming	-South Greensburg Borough, Murrysville Borough
WCTCC Treasurer	-Diane Figg	-East Huntingdon Township, Everson Borough-Fayette County Southmoreland School District, Scottdale Borough
WCTCC Secretary & Open Records Officer	-Caprice Mills	-Donegal Borough, Mt. Pleasant Township, Cook Township, Donegal Township, Mt Pleasant Borough, Mt. Pleasant Township, South Huntingdon Township
WCTCC Solicitor	-Lawrence Maiello	
Eileen Navish	-Belle Vernon Area School District, Belle Vernon Borough, North Belle Vernon Borough	
Joe Koluder, Jr.	-Derry Area School District	
James Meyer	-Greensburg Salem School District	
Linda Miller	-Franklin Regional School District	
Wayne Wismar	-Hempfield Area School District	
Dan Watson	-Greater Latrobe School District	
Michelle Krebs	-Ligonier Valley School District	
Brett Lago	-Penn Trafford School District	
Michael Wrobleski	-Yough School District, West Newton Borough	
Mary Perez	-City of Greensburg-Greensburg Salem and Hempfield Area School Districts	
Susan Trout	-City of Greensburg-Greensburg Salem and Hempfield Area School Districts	
Melanie Phillips	-Hempfield Township	
Diane Heming	-Murrysville Borough	
Vincent DeCario	-Derry Township	
Linda Iams	-Penn Township	
Ronald D. Martz	-Salem Township	
Charles B. Cook	-Upper Tyrone Township	
John Habel III	-Washington Township-Fayette County	
Greg Primm	-Avonmore Borough, East Vandergrift Borough, Hyde Park Borough, Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Washington Township, Upper Burrell Township-Westmoreland County	

Melissa Cortileso	-Upper Burrell Township-Westmoreland County
Lori Latta	-Derry Borough
Paul Fry	-Ligonier Borough, Laurel Mountain Borough, Ligonier Township
Janette M. Shaw	-Ligonier Borough
Margaret Graham	-New Alexandria Borough
Diane Schaefer	-Youngwood Borough

A quorum was present (63.56%)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Brett Lago **MOVED** to approve the minutes from the January 27, 2015 WCTCC Meeting with correction noted to remove Hempfield School District from the list of Political Subdivisions (PSDs) Scott Sistek represents, and Joe Koluder **SECONDED.** No discussion. **Motion carried.**

PUBLIC COMMENT-For the record there was no public comment presented at the meeting.

TREASURER'S REPORT

Diane Figg reported all members should have received the reports. Ms. Figg continued reporting; for 2015 we paid $152.20 in advertising; $19,632 for the audit; insurance was $1,772; legal fees were $1,748; transcription was $60; the website was $294; and $7.09 in interest was earned. Total expenditures were $23,651.11. The balance as of December 31st is $14,944.17 in the checking account. Two bills are up for approval; $294 for the annual fee for the website and $180.60 for the annual advertising of the meetings, so the total bills for today are $474.60. Charles Cook **MOVED** to approve the Treasurer's Report as presented, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

COMMITTEE REPORT-AUDIT COMMITTEE REPORT

A discussion ensued regarding conducting the audit of Berkheimer annually or every three years. It was suggested that Berkheimer would continue to be audited annually by their auditor and the WCTCC would accept that audit and have an independent audit done every three years. Solicitor Maiello reminded the members that the WCTCC is the fiduciary for Westmoreland County and the main objective is to ensure the collections are done effectively and there are no issues with the collection process.
Charles Cook **MOVED** to conduct the audit of Berkheimer every three years unless warranted to conduct an audit as recommended by the WCTCC Operating Board with the WCTCC revisiting this subject every January, and Eileen Navish **SECONDED.** No further discussion. **Roll call vote was taken. Motion carried (33.45% Yes-30.11% No).**

SOLICITOR'S REPORT-No Report.

AGENDA

1. **2016 Budget.** Diane Heming **MOVED** to approve the 2016 Budget as presented by Diane Figg not including the cost of the audit, and Diane Schaefer **SECONDED.** No further discussion. **Brett Lago voted no, and all others voted unanimously to approve the 2016 Budget. Motion carried.**

2. **Selection of 2016 Operating Board.** Scott Sistek reminded the WCTCC that the Operating Board must have 10 members; five members representing School Districts and five members representing Municipalities and no more than two can come from within the same School District boundaries.
   Four members from the current Board representing School Districts have accepted reappointment for another one-year term: Mike Wrobleski, Yough School District: Dan Watson, Latrobe School District; Diane Figg, Southmoreland School District; and Jennifer Callahan, Burrell School District. Joe Koluder, Derry Area School District, has resigned and Eileen Navish, Belle Vernon Area School District, has agreed to fill the vacancy.
   The following five candidates representing the Municipalities expressed an interest in serving on the Operating Board for another one-year term: Scott Sistek, Caprice Mills, Paul Fry, Diane Heming and Greg Primm.
   Charles Cook **MOVED** to approve the slate of candidates for appointment and/or reappointment to the 2016 WCTCC Operating Board as presented, and Diane Schaefer **SECONDED.** No further discussion. **Unanimously all voted to approve.**

3. **Statement of Financial Interests.** Scott Sistek reminded the WCTCC members the Statement of Financial Interests Forms required by the State Ethics Commission are due to Caprice Mills by May 1, 2016.

Adjournment – Ron Martz **MOVED** to adjourn the meeting.

Respectfully submitted,

Caprice Mills
WCTCC Secretary
& Open Records Officer