Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, September 27, 2011

Vice Chairwoman Peggy Gillespie called the meeting to order. Roll call was taken with the following members present: Peggy Gillespie, Susan Trout, Diane Figg, Caprice Mills, Paul Fry and John Wilson. Scott Sistek, James Meyer, Jennifer Callahan and Greg Primm were absent. Solicitor Lawrence Maiello was also present. A quorum was present.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on August 23, 2011, and Susan Trout **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Susan Trout **MOVED** to approve the bills, and Caprice Mills **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 balance at $38,555.58, and Arona Borough has still not paid. She also reported the newly, calculated weighted vote will be utilized at the October meeting.

Solicitor's Report. Solicitor Maiello reported the fees per Act 192 are set by the contract with Berkheimer and reminded the Operating Board that a quorum at the October meeting was essential to pass the Act 192 Resolution. He also noted the Berkheimer Tax Collection Agreement does not provide for the collection of delinquent Earned Income Taxes (EIT) for pre-2012 tax years, and if you desire Berkheimer to collect delinquent EIT for the tax years 2011 and prior, you must notify Berkheimer, and independent of the WCTCC, enter into an agreement for those services. Additionally, Solicitor Maiello will review the signed $3 million bond from Berkheimer to ensure it conforms to the Act and contract. If it does not meet the specifications, they will have to make the necessary changes.

Committee Reports.

Transition Committee-Peggy Gillespie reported all entities have been contacted with regard to their information packets. Nine school districts and/or municipalities have not responded.

Website Committee- No report.

Open Board Discussion.

New Delegate. Caprice Mills reported that she will be the Donegal Borough delegate. All the necessary paperwork will be sent to make this change.

Act 192. Act 192 Resolution and contract fees will be added to the website.

Budget. The current committee has to develop a budget by year end that includes insurance, legal bills, auditor and other miscellaneous items.

Adjournment. Susan Trout **MOVED** to adjourn the meeting. **SECONDED:** Paul Fry. All voted unanimously to **adjourn.**

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary