The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, February 23, 2010 in the Commissioner's Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairman Joe Koluder called the meeting to order at 6:39 p.m. with the following members present:

WCTCC Chairman	-Joe Koluder	-Derry Area School District
WCTCC Vice-Chairwoman	-Diane Heming	-Municipality of Murrysville
WCTCC Secretary	-Mary Perez	-City of Greensburg

Paul A. Fry	-Ligonier Borough
Peggy Gillespie	-Kiski Area School District
Terry Struble	-Mt. Pleasant Area School District
Barbara A. Lyman	-Norwin School District
William Porter	-Southmoreland School District
Michael Wrobleski	-Yough School District
Eileen M. Navish	-Belle Vernon Area School District
Jennifer S. Callahan	-Burrell School District
George Safin	-Franklin Regional School District
Dan Watson	-Greater Latrobe School District
Lee Kunkle	-Greensburg Salem School District
Jude Abraham	-Hempfield Area School District
Tammy Tuccarello	-Jeannette City School District
Richard Nealer	-New Kensington-Arnold School District
Brett Lago	-Penn Trafford School District
Margaret Graham	-New Alexandria Borough
Scott C. Sistek	-New Stanton Borough
Greg Primm	-Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Avonmore Borough, East Vandergrift Borough, Washington Township-Westmoreland County, Hyde Park Borough
Joe Olszewski	-Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Avonmore Borough, East Vandergrift Borough Washington Township-Westmoreland County, Hyde Park Borough
L. Bud Santimyer	-Scottdale Borough
Linda Iezzi	-South Greensburg Borough
Mary Popovich	-West Newton Borough
Kris Long	-Youngwood Borough
Floyd Neiderhiser	-Cook Township
Trudy Harkcom	-Donegal Township
Dianne Figg	-East Huntingdon Township, Everson Borough-Fayette County
Caprice M. Mills	-Mt. Pleasant Township
Donna Bitonti	-Belle Vernon Borough-Fayette County
Mary E. Ralston	-Parks Township-Armstrong County
David Amatangelo	-Rostraver Township
Thomas G. Patterson	-Rostraver Township

Ronald D. Martz	-Salem Township
Becky Maruca	-Salem Township
Dan Pergola	-South Huntingdon Township
Sherry Kohuth	-South Huntingdon Township
Judy Gilpin	-Upper Tyrone Township-Fayette County
Joe Grata	-Washington Township-Fayette County
Sue Trout	-Greensburg City
Richard Stadler	-Latrobe Municipality
Jeffrey Miller	-Bolivar Borough, Fairfield Township
Andrew Shissler	-Delmont Borough
Debbie Kelly	-Irwin Borough
Gordon Stoves	-North Irwin Borough
Vincent DeCario	-Derry Township
John M. Shepherd	-North Huntingdon Township
George Dunbar	-Penn Township
Joyce A. Ewing	-Upper Burrell Township

Mr. Koluder, "Thank you for attending tonight. I checked the roll call and we do have a quorum. Again our meetings and our committee meetings are being advertised in the Tribune Review. I have to place another ad for a Bylaws meeting on March 3, 2010. I'm asking all the committee chairs here this evening if you have any meetings coming up in February or March that have not already been advertised, let me know tonight. I will do the ad tomorrow."

APPROVAL OF MINUTES (1/26/2010) (Attachment #1): Eileen Navish **MOVED** to approve the minutes from the 1/26/2010 meeting, and Linda Iezzi **SECONDED.** No discussion. **All voted unanimously to approve the minutes.**

NEXT MEETING: Mr. Koluder, "The next WCTCC meeting will be March 23, 2010. At that meeting it is our intention to approve the bylaws as well as the Request for Proposal (RFP) for the Tax Collector. Copies of the bylaws were e-mailed to everyone."

COMMITTEE UPDATES:

Bylaws Committee-Joe Koluder, Chairman. Mr. Koluder, "We met on February 9, 2010. We have a definition page that's part of the bylaws. We sent those out to you to review. The next Bylaws meeting is scheduled for March 3, 2010. Are there any comments on the bylaws? We will be bringing the bylaws to you on March 23, 2010 for approval."

Solicitor Committee-Hiring of Solicitor-Eileen Navish, Committee Member. Ms. Navish, "The committee received 11 responses to the RFP. There were four committee members who independently ranked each firm. Our Chairman, John Wilson, aggregated all of the rankings and we did this according to a rubric that was already preapproved and e-mailed that out to us. We made a decision to interview the top four candidates. By a general consensus the committee is making a recommendation for Maiello, Brungo & Maiello for a number of different reasons. First, they are already collecting delinquent Earned Income Tax (EIT) in the municipality of Penn Hills, the Penn Hills School District, the Norwin School District and Bethel Park School District. So they have a very good grasp of the EIT law. They are also the Solicitor for the

Southwest Allegheny TCC. They have already helped them with their bylaws. They have an excellent background and they brought a lot of information to the table. A copy of the proposal and the engagement letter is in the back. They are asking for a $500 per month retainer and this would cover all regular WCTCC meetings, reviewing the agenda with the WCTCC officials prior to the meeting, providing monthly status reports of all major legal issues being handled by their firm, responding to routine telephone calls and requests for advice, also routine preparation and review of contracts and correspondence. Their hourly rate for anything outside of these routine items is $105 an hour for partners and principals; $95 an hour for associates; and $65 an hour for paralegals. They recommend that after six months we take a look at this retainer and they're willing to work with us. So that's what the committee is recommending. The four committee members were John Wilson from the Norwin School District; Jeff Miller the municipal representative for Bolivar and Fairfield which is located in the Ligonier School District; Leonard Dallas who is a Board member in the Penn-Trafford School District; and myself, the Business Manager in the Belle Vernon Area School District. Are there any questions?"
L. Bud Santimyer **MOVED** to approve the hiring of Maiello, Brungo & Maiello as the WCTCC Solicitor, and Sue Trout **SECONDED. All voted unanimously to approve.**

Finance Committee-Diane Heming, Chairwoman

a. Hiring of Treasurer. Ms. Heming, "We met briefly today right before this meeting to discuss the Treasurer's position and the budget. The Department of Community and Economic Development (DCED) has a $5,000 matching grant available that we're going to try and apply for expenses incurred. If we have $5,000 worth of expenses or less we can submit those expenses under this grant and hopefully get some reimbursement for them. The deadline is March 31, 2010 so we have to move quickly. The committee received two letters of interest from two individuals for the Treasurer's position. After our committee's review we'd like to make a recommendation to the Board for the appointment of Diane Figg from East Huntingdon Township as the Treasurer for the remainder of this year. As you see in the budget we have accounting services that were estimated and we believe this would require 10 to 12 hours per month for this individual. We would like approval to pay this person $20 per hour with a maximum of $2,400 for this year. If we would exceed that we would come back to the group with a request and rationale as to why we exceeded that budget."
Lee Kunkle **MOVED** to approve the hiring of Diane Figg as the WCTCC Treasurer, and Bill Porter **SECONDED. All voted unanimously to approve the hiring.**

b. Approval of 2010 Estimated Budget. Ms. Heming, "This is a rough estimate of what we believe our costs will be for the first year. These will be adjusted as we move on."
Judy Gilpin **MOVED** to approve the 2010 Estimated Budget, and Bill Porter **SECONDED. All voted unanimously to approve the 2010 Estimated Budget.**

Tax Collector RFP Committee-Dan Watson, Chairman. Mr. Watson, "I hope everybody had a chance to review the RFP. Now that the Solicitor has been approved we'd like to get the Solicitor to review the RFP as well as the Tax Collector's Agreement. There are two things we still need to do as a committee. We have to develop the RFP protest procedures as well as the criteria for the selection. We will have that finalized for the next meeting. When you look at the calendar of events we're going to ask for your approval at the March 23rd meeting and issue the RFP on April 1st, have the response due date on May 15th, and make a recommendation to the WCTCC on July 27th. We want the term of the contract to commence on January 1, 2012. It outlines that the collections are for current and delinquent EIT."
Ms. Heming, "I'm curious why you're asking them how they will remit rather than telling them how we want them to be paid?"
Mr. Watson, "That ties in with the Act 32 guidelines. They're required to meet certain specifications and they're providing their proposal to us on how they're going to remit."
Mr. Koluder, "That agreement does address how they pay as well, is that correct?"
Mr. Watson, "Yes."
Mr. Koluder, "I just wanted to make everyone aware that once we make the selection we can make the decision to start with this company sooner. You can start as early as January 2011, and you must do it by January 2012."
Ms. Iezzi, "You have until September 15th. I don't think there will be enough people here to vote on this in July. It should be before or after summer with people going on vacation."
Mr. Koluder, "We wanted to have it in July so that if we didn't have a quorum we could come back in August and vote on it because we have to have it finished by September 15th."
Mr. Watson, "If we don't have a quorum at the July or August meetings I would assume we would call a special meeting in early September. The earliest we would be able to provide our recommendation would be at the June meeting."
Ms. Trout, "In the proposal it is a three-year term with options for year 4 and year 5. Are those one-year options?"
Mr. Watson, "My understanding is we have an option for each of the years and it is at our discretion."
Ms. Trout, "So they're one-year options?"
Mr. Watson, "Yes."
Mr. Abraham, "If everybody chose to go with the organization in 2011 would it be under the terms as proposed?"
Mr. Watson, "Per our pro bono legal counsel she had a different opinion on whether we could include that in our RFP or not. She felt we could not include that in our RFP. I hope to get Maiello, Brungo & Maiello's perspective on that."
Ms. Perez, "You may need to talk to your own individual solicitors. If the full body of the WCTCC doesn't kick in with that agreement until 2012 and you have a previous arrangement with another tax collector, you'll need to work that out with your solicitor and your individual municipality or school district's bid procedures."
Mr. Koluder, "My only reason for bringing it up now is it's totally at your discretion. All of us have to be in it January 2012. If you want to move to it sooner, you're welcome to do that."

Tax Appeals Board-George Safin, Chairman. Mr. Safin, "No real updates here. We're still looking for volunteers to serve on the Tax Appeals Board. We're looking for seven people; five regulars and two alternates so we can have a three-member quorum at most meetings. The Board has to be in place by June 1, 2010. Are there any questions or comments?"
Mr. Primm, "Just to let everyone know these Board members will fall under Act 50 and there's a big burden of confidentiality that goes along with that. That is why a lot of municipalities pick third parties to do that job for them because of the confidentiality that goes along with that."

Website-Jennifer Callahan, Chairwoman. Ms.Callahan, "Our committee has been doing a lot of research and gathering information. I summarized the information and narrowed it down to seven possible vendors to consider. In that summary one of those seven vendors is a lot cheaper than the others. They range anywhere from $389 total for design costs up to $2,500. The company, SYF Computer Solutions, located in Lower Burrell is $389 for the design costs and $111 per year for hosting, updates and domain."
Mr. Abraham, "Is there any need for the WCTCC to have their own e-mail addresses for a certain number of accounts?"
Ms. Callahan, "As part of this there is free e-mail. I guess I envisioned it our as e-mails but they said they could have it be an e-mail that links to one of the e-mails of whoever will be dealing with the information so your public e-mail isn't there. I can find out how many e-mails."
Mr. Abraham, "More than likely they could set us up with 10-15 e-mail addresses."
Mr. Sistek, "You'll still have to have a contact e-mail so if there are questions they have somewhere to go to."
Ms. Callahan, "I envisioned setting up one e-mail that would be linked to one of our e-mails."
Paul Fry **MOVED** to hire SYF Computer Solutions for a one-year contract at a fee not to exceed $1,000, and Lee Kunkle **SECONDED. All voted unanimously to approve the hiring.**

OTHER CONCERNS:

Tax Collection Committee Expense Grant Program-Joe Koluder. Mr. Koluder, "Two of our members are working on applying for this grant and will report back to the committee with the results."

Statement of Financial Interests-Joe Koluder. Mr. Koluder fielded questions and responded with the following, "We are considered public officials as members and delegates of this committee and we must complete the State Ethics Board's Statement of Financial Interests. You only have to fill out one form but they have to be filed in both places. You file the WCTCC with Mary Perez with a deadline of May 1, 2010. The white copy goes to the municipality and/or district and the yellow copy goes to Mary. If you are a delegate for more than one organization fill out sections A. and B. and enclose another sheet listing C., D. and E. etc. and copy those to each municipality. We'll ask our Solicitor about these questions also."

Bank Update-Terry Struble. Mr. Struble, "Do we have a bank or depository at the present time?"
Mr. Koluder, "Not yet. We will come back at the March meeting and have everything to go on that. We need to get rolling on this and pick a bank and get insurance."

E-mails-Eileen Navish. Ms. Navish, "Not everyone is receiving e-mails."
Ms. Perez, "Who's not receiving e-mails?"
Ms. Navish, "I received them the first three months, but I've not received anything this month."
Ms. Perez, "Come and see me after the meeting if you're not receiving e-mails."

PUBLIC COMMENT: No public comment this evening.

ADJOURNMENT:

Gordon Stoves **MOVED** to adjourn the meeting. **SECONDED:** Linda Iezzi. All voted in favor to **adjourn.**

Time: 7:55 p.m.

Respectfully submitted,

Mary Perez
WCTCC Secretary
City Treasurer/Fiscal Director
City of Greensburg