The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, January 22, 2013 in the Commissioners' Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairman Scott Sistek called the meeting to order at 6:30 p.m. with the following members present:

WCTCC Chairman	-Scott Sistek	-New Stanton Borough, Sewickley Township
WCTCC Vice Chairman	-Jude Abraham	-Hempfield Area School District
WCTCC Treasurer	-Diane Figg	-East Huntingdon Township, Everson Borough-Fayette County Southmoreland School District
WCTCC Assistant Secretary & Open Records Officer	-Caprice Mills	-Donegal Borough, Mt. Pleasant Township, Cook Township, Donegal Township, Ligonier Township, Mt Pleasant Borough, Scottdale Borough, Mt. Pleasant Township
WCTCC Solicitor	-Lawrence Maiello	
Eileen Navish	-Belle Vernon Area School District, Washington Township-Fayette County	
David Welling	-Derry Area School District	
James J. Meyer	-Greensburg Salem School District	
Jon Perry	-Franklin Regional School District	
Janet Langford	-Jeannette City School District	
Don Irwin	-Ligonier Valley School District	
Terry Struble	-Mt. Pleasant Area School District	
John H. Wilson	-Norwin School District	
Dallas Leonard	-Penn Trafford School District	
Michael Wrobleski	-Yough School District	
Mary Perez	-City of Greensburg	
Susan Trout	-City of Greensburg	
Jennifer Callahan	-City of Lower Burrell, Burrell School District	
Alexander Graziani	-Latrobe Municipality	
Diane Heming	-Murrysville Municipality	
Mary E. Ralston	-Parks Township-Armstrong County	
Vincent DeCario	-Derry Township	
John Shepherd	-North Huntingdon Township	
Linda Iams	-Penn Township	
Ronald D. Martz	-Salem Township	
Jacob Blank	-Unity Township	
Judy Gilpin	-Upper Tyrone Township-Fayette County	
Walter Geiger	-Arona Borough	
Joe Olszewski	-Avonmore Borough, East Vandergrift Borough, Hyde Park Borough, Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Washington Township-Westmoreland County	
Paul Fry	-Ligonier Borough	
Andrew Shissler	-Delmont Borough	

Lori Latta	-Derry Borough
James Morgan	-Manor Borough
Margaret Graham	-New Alexandria Borough
Linda Iezzi	-South Greensburg Borough
Corry Sheffler	-Southwest Greensburg Borough
Paula Mazurek	-Youngwood Borough

A quorum was present.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES-Diane Figg **MOVED** to approve the minutes from the July 24, 2012 WCTCC Meeting, and Linda Iezzi **SECONDED.** No discussion. **Motion carried.**

PUBLIC COMMENT

Linda Iezzi, South Greensburg Borough, commented on concerns with checks being held three months. Shawn Perry, Berkheimer representative, stated the reason their check was held was due to the borough filing their information improperly causing Berkheimer to have to complete the process manually which is time consuming. Mr. Perry reminded everyone they need to file their information using the Department of Community and Economic Development's official form and standards.

TREASURER'S REPORT

Diane Figg reported there are three bills that need approval: advertisement for the annual meetings in the Tribune-Review is $150.12; $147 for legal bills; and the transcription fee is $60. The total for the bills is $357.12. Ms Figg continued that the expenses are up from 2011 in the amount of $3,641 due to legal fees increasing because of the issues with CENTAX. As of Friday, the checking account balance before paying these bills is $27,678.75.
Andrew Shissler **MOVED** to approve the Treasurer's Report and pay the bills as presented, and Ronald Martz **SECONDED.** No discussion. **Motion carried.**

COMMITTEE REPORTS

Auditor Selection Committee. Diane Figg reported four bids have been received and based on the qualifications only two will be considered: Goff, Backa, Alfera and Company; and Maher Duessel. Goff, Backa, Alfera and Company submitted a bid of $18,500 for the first year and we have a three-year projection. Maher Duessel's bid was $18,900.

Tax Collector Performance Committee. Diane Heming reminded everyone they should have received the survey sent by the committee and they need to have those completed and returned. Ms. Heming reported at the February meeting a summary of the results will be compiled and a report issued.

SOLICITOR'S REPORT

Solicitor Maiello updated the WCTCC on the CENTAX issues. The receiver filed his initial report in mid-January and essentially all the 2012 funds held by CENTAX have been distributed to the replacement tax collectors. Berkheimer picked up nine of the 12 counties and three counties are with Keystone.

AGENDA

1. **2013 Assessments and Budget.** Scott Sistek reported this is the first assessment since the initial assessment in 2010 which is necessary to continue to pay for the audits and additional operating expenses and is included in the 2013 Budget. Diane Figg recommended the same dollar amount as the initial assessment in the amount of $59,999; with estimated expenses in the amount of $42,320 giving the WCTCC a balance of $17,000 with $20,000 in the account currently. Ms. Figg stated this should carry the WCTCC for a minimum of two years.
   Dallas Leonard **MOVED** to approve the 2013 Assessment and Budget as presented, and Eileen Navish **SECONDED.** No discussion. **Motion carried.**

2. **Amendment to WCTCC By-laws.** Scott Sistek recommended a change to the quorum as follows: a quorum shall consist of the presence of primary voting delegates holding a majority of the sum of all taxing authority weighted votes as established by Article I, Section 5, of the By-laws. Mr. Sistek continued it is the weighted vote of those representing municipalities and school districts as opposed to being a 'one vote'. Currently we have 87 total municipalities and school districts and require 44 physical votes for approval and this amendment would provide a quorum based on a weighted vote. Susan Trout raised a concern about this change shifting the balance of power to the school districts as opposed to every municipality and school district having a vote.
   Mr. Sistek stated the amendment is to obtain a quorum; the vote is still based on those present and who they are representing. Solicitor Maiello explained the only vote by head count now is to obtain a quorum. After you reach a quorum it's a weighted vote; if the school district had the opportunity to dominate they could dominate via the vote. All you're changing is to reach a quorum to allow a vote. It would no longer be a head count; it would be a weighted vote. The essential voting on motions doesn't change. Linda Iezzi voiced her concern about this being an issue when the By-laws were being created for the WCTCC. Solicitor Maiello explained it only matters to reach a quorum. Once you reach a quorum it's a weighted vote. That's not being changed. Ms. Trout asked if anytime anything is being voted on does Caprice, as the WCTCC Secretary, enter the votes? Solicitor Maiello explained technically that could be done for each vote if we don't get a unanimous response and the program would calculate the result on a weighted vote. That's how it's set up now and that's not being changed; just how we reach a quorum is being changed.
   Dallas Leonard **MOVED** to amend the By-laws using the weighted vote to reach a quorum as presented, and Ronald Martz **SECONDED.** No further discussion. **Motion carried with 90.2% of the Delegates in attendance voting 'yes' to amend the By-laws.**

3. **Selection of 2013 Operating Board.** Scott Sistek named the members of the current Operating Board who wish to be reappointed: Scott Sistek, Jude Abraham, Caprice Mills, Diane Figg, Paul Fry, Diane Heming, Jon Perry and Gregory Primm representing five municipalities and three school districts. James Meyer and John Wilson accepted appointment to the WCTCC Operating Board representing two school districts. Diane Figg **MOVED** to approve the 2013 WCTCC Operating Board as presented, and Terry Struble **SECONDED.** No discussion. **Motion carried.**

Adjournment-Ronald Martz **MOVED** to adjourn. **SECONDED:** Terry Struble.

Additional Comments-Shawn Perry reminded everyone with regard to the letters Berkheimer sent out the 2011 CENTAX mess should be cleaned up and by July all refunds and/or payments should be remitted and checks cashed.

Respectfully submitted,

Caprice Mills
WCTCC Assistant Secretary
& Open Records Officer