Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, February 26, 2013

Vice Chairman Jude Abraham called the meeting to order. Roll call was taken with the following members present: Jude Abraham, Caprice Mills, Diane Figg, Paul Fry, John Wilson, Diane Heming, Jon Perry and James Meyer. Solicitor Lawrence Maiello was also present. Scott Sistek and Gregory Primm were absent.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on January 22, 2013 and James Meyer **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there are only two bills for approval; Ann Eicher for transcription services in the amount of $80 and the legal bill for $442.50.
Diane Heming **MOVED** to approve the bills, and Paul Fry **SECONDED.** Ms. Figg requested approval for her to sign the checks with Scott Sistek in his absence and all were in agreement. No further discussion. **Motion carried.**

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

Treasurer's Report. Diane Figg stated all bills were sent out last week and presently the balance is $27,322.93 in the checking account and hopefully an additional $60,000 should be deposited shortly in conjunction with the bills that were sent out.

Solicitor's Report. Solicitor Maiello informed the committee the agreement with Berkheimer allows the data they're collecting to be transferred to an independent source where you can collect it yourself and create your own database. The committee had previously discussed this option and Scott Sistek had suggested the County could act as the recipient of this data. Before we proceed with this option we will need to draft a Memorandum of Understanding with the County instructing them they will only be storing this information and can only distribute the information to the committee.
Caprice Mills **MOVED** to approve the authorization for Solicitor Maiello to draft a Memorandum of Understanding with the County in regard to storing and safeguarding the tax information they will receive, and Diane Figg **SECONDED.** No discussion. **Motion carried.**
Solicitor Maiello also noted that the Southwest group is having a problem with the issue of who owns tax records and what the tax collector's responsibility is to make them available on demand, and one of the Political Subdivisions has sued the committee. The committee is doing everything they can to make this information available; Solicitor Maiello believes it's just a matter of miscommunication.

Committee Reports.

Tax Collector Performance Committee. Diane Figg reported she has received a dozen surveys and is expecting to receive more since they were included with the bills that were mailed out recently.

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** John Wilson.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer