The Westmoreland County Tax Collection Committee (TCC) met on Tuesday, January 26, 2010 in the Commissioner's Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, PA.

CALL TO ORDER: The TCC Chairman Joe Koluder called the meeting to order at 6:40 p.m. with the following members present:

TCC Chairperson	-Joe Koluder	-Derry Area School District
TCC Vice-Chairperson	-Diane Heming	-Municipality of Murrysville
TCC Secretary	-Mary Perez	-City of Greensburg

Peggy Watson	-Irwin Borough
Paul A. Fry	-Ligonier Borough
Peggy Gillespie	-Kiski Area School District
James V. Marnell	-Ligonier Valley School District, Ligonier Township, St. Clair Township
Terry Struble	-Mt. Pleasant Area School District
John H. Wilson	-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
Jude Abraham	-Hempfield Area School District
Tammy Tuccarello	-Jeannette City 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
Joe Olszewski	-Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Avonmore Borough, East Vandergrift Borough Washington Township-Westmoreland County
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
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

Mr. Koluder, "We would request attendance of all members at future meetings. We have deadlines coming up for passing the Bylaws on April 15, 2010 and prior to that at the next meeting we'll be asking for votes for a Solicitor, our estimated budget and a Treasurer. Obviously we can't move on them until we have a quorum. So we'd appreciate any help in your area; if you know the representatives in the municipalities please give them a call. Our next large meeting for the TCC will be February 23, 2010 and it is imperative that we have a quorum. We'll continue on and see if we have a quorum to vote on the minutes. For those of you who don't know me I'm Joe Koluder, Chairperson, we have Diane Heming, Vice-Chairperson and Mary Perez from City of Greensburg as our Secretary. We do publish the notice of these meetings in the Tribune-Review as well as all the Committee meetings. We have several Committees set up that have been meeting right along since the beginning and each of those meetings is advertised. All of you here and the general public are invited to attend this meeting or any Committee meeting. They're all open to the public. You have ample opportunity to give your input on all or any particular Committee that you're interested in. When it comes time to vote on these issues obviously there will be time for questions and answers, but your time to try to convince changes, for example in the bylaws or Request for Proposals (RFPs) is during the meeting so it's important that you attend those Committee meetings because that's where these decisions are being made. The final say happens at one of these TCC meetings with all of you present. As you can see since the first night the interest is waning by the attendance; last time we barely had a quorum, so any help you can give in getting a quorum would be appreciated. Again I would like to stress that the next meeting is February 23, 2010. There will be several votes at that meeting; Solicitor for one and our estimated budget. This first year we're still calling it an estimated budget because there may be things we haven't even thought of. Diane has done a great job on the Finance Committee, but this is our first year through, so this first year we may have to come back. We also have to get a Treasurer on board so we can bill everyone and start collecting money so we can start paying the bills. Right now there are several municipalities and school districts that have been fronting the costs of the advertisements. So we need to get those positions on board and we're going to do that on February 23, 2010."

Committee Updates-Mr. Koluder, "This evening I've asked the Chairpersons of each Committee to give a brief update to the Committee of what's taken place so far. First I would like to thank each of the Chairpersons as well as the volunteers on each Committee. There have been quite a few meetings so far and these people have stepped up with their time. As you all know this is all voluntary. All of us have a regular job to do on top of this so I want to start off by saying thank you to each of these Committee Chairpersons as well as the people on the Committees."

Bylaws Committee-Jim Marnell, Chairperson. Mr. Marnell, "I'm Jim Marnell from Ligonier Valley School District. One thing I want to ask tonight, you're looking for a quorum to be present tonight, do alternates count? I have paperwork here from St. Clair Township and

Ligonier Township appointing me as their alternate delegate. I don't know if they're here tonight, but ....."
Mr. Koluder, "Can you go back and sign in?"
Mr. Marnell, "I'll go back and sign in. I have the letters from their Solicitor."
Mr. Koluder, "I have copies of the agenda and on the back of the agenda is the estimated budget. We do e-mail these out to everyone so it's very important to give Mary your e-mail address. We will be sending a draft of the bylaws sometime after our February Bylaws meeting; it won't be the final but if you give us your e-mail you'll be sure to get a copy of that."
Mr. Marnell, "It's been a pleasure working with the group. We were able to amicably work through our thoughts and discussions to come up with a working document. I wanted to have the draft completely updated that we had discussed last week but I'm only halfway through. But, be that as it may, the bylaws will be ready for the Bylaws Committee to review probably by the end of the week and I'll have those out to the Committee members. We should be able to present them officially at our next meeting on February 23, 2010."
Mr. Koluder, "We have a Bylaws meeting on February 9, 2010 and again you are invited to that meeting if you'd like to attend.'
Mr. Marnell, "We're very close to being completed. Once I finish inputting all the items that we talked about at last week's meeting, I'll disseminate it to the Committee members and we'll be able to meet on February 9, 2010; go through it one more time. Then we'll be ready to submit it to the entire TCC at the February meeting. Hopefully then we can adopt it at our March meeting. That's the intention because by law they have to be finalized and adopted by April 15th. So that's about all I have to say on the Bylaws Committee. It's our structure, our constitution, if you will, on how we're going to operate this new governmental entity from when it goes live forever. Once the bylaws are up and running, of course, the TCC, as a whole, can make amendments or changes as they see fit. I think it's a good, working document. You probably discussed at the last meeting that the key component of the bylaws is the concept of an operating Board; a group that will appoint 10 members, five from the School District side and five from the Municipality side to operate this thing and meet with the tax collection company, auditors and solicitors, etc., and try to make this thing a workable entity. If there are any questions I will try to answer them. If not, I appreciate your time."
Mr. Koluder, "Thank you, Jim. As Jim indicated the Bylaws Committee will be meeting February 9, 2010 crossing the t's and dotting the i's. Our intention is to send that out to you prior to February 23, 2010. If you have questions you can ask them at the February 23rd meeting. We'll probably have another meeting in March just in case there are some new ideas that we may want to consider. That's why it's imperative that we have as much representation here on the 23rd and again at the March meeting. The March meeting is when we will be approving the bylaws and that is March 23rd. Another reason why we wanted a draft is because at the February 23rd meeting we'll be hiring a Solicitor and obviously we're going to want our Solicitor to review the bylaws prior to us adopting them."

Solicitor Committee-John Wilson, Chairperson. Mr. Wilson, "In the back I left a handout that gives the timeline for what we've done and where we plan to go along with a copy of the RFP. As Joe mentioned we originally had planned to take a little more time and get the person hired at the March meeting but the need with the bylaws and a couple of the other Committees we decided to accelerate that to hopefully get them approved next month. So our Committee met one time on December 9, 2009 and basically developed what the concept of the RFP would be. We looked at a couple of examples of other TCCs and the Pennsylvania Association of School Business Officials (PASBO). For the next couple weeks we drafted, finalized and e-mailed back and forth and that's the copy that is attached there. Basically it has three parts. The first part is

the Scope of Work; the second part is where you submit your proposal and the deadline; and the back lists out roughly eight things they are to provide us that we will use to evaluate the proposals. As far as getting the RFP out we sent out originally to three firms that some Committee members thought would be a good place to start. I also sent out an e-mail to anyone who was on the list of the entire TCC saying if there's anybody else that you'd like us to consider, send me the name and address. And I received three more of those. We also posted on the websites of both the Allegheny County and Westmoreland County Bar Associations, so they would be able to see the posting there with the RFP. The responses went out on January 8, 2010 and they're due back on Thursday at 1:30 p.m. The week of the 1st through the 5th of February what the sub-committee members will do is we've developed a rubric to evaluate all of the responses. So each of us separately will complete the rubric, blend all the scores together, see who the top-scoring firms are, and at that point it will leave us two weeks to do interviews with the ones that we select; to talk with them directly, ask questions and get a feel for them. Then again on the 23rd we would have a recommendation for the full Committee to approve. Are there any questions?"
Linda Iezzi, "How have your responses been?"
Mr. Wilson, "Actually I've only heard from one firm so far. They called and asked a couple of questions."
Ms. Iezzi, "They have until Thursday?"
Mr. Wilson, "Right. It's been out there since the 8th, which is over three weeks, so hopefully we'll get a good response. Some firms haven't called since we sent it out but they contacted different members of the sub-committee back when they first got named as delegates saying they'd be interested in serving. We figure we're not going to get 50 proposals, but we should get a decent number that we'll be able to look at and choose."
Ms. Iezzi, "That would be good."
Mr. Koluder, "Thank you, John. As John said this Committee has put in time and effort and they will be evaluating and coming back to this group with a recommendation. Those meetings are open to the public and open to you, so if you're interested you're welcome to come, listen in and attend. Those Committees will be conducting the questions and answers and doing the evaluation and come back to the group with a recommendation."

Finance Committee-Diane Heming, Chairperson. Ms. Heming, "We met on January 15, 2010 in the South Greensburg Borough Building with me, Lee Kunkle and Dianne Figg in attendance. Because we had only the three of us we talked more in generalities than specifics but we all agreed we definitely need a Treasurer picked, selected and hired so that we can start getting billings out, get banks set up, have them assist with the auditing service and insurance needs. We put together a requirement list of what we would like a Treasurer to do and what the qualifications would be. I have them up here. If anybody knows of anyone that would be interested we'd like to get letters of interest to myself by February 17, 2010. We'll then bring those back to the group and hopefully vote on a Treasurer at the February meeting. The Finance Committee can meet with that individual after the fact and begin putting auditing services together and insurance services. By then we should have a better idea of what we'll have as far as the Tax Collector themselves and what the process will be, what the Solicitor's costs will be and we'll be able to generate a more stable budget than what we have right now. It was pretty much just an estimate which actually is in the back of your packet. This is just an estimate of what we came up with. We're going to hopefully in February adopt this also, and then it can be amended as we move on and we have final costs from Solicitors and insurances and the Tax Collector themselves. One question we have to find out from the State is these costs will be based on the weighted vote of each community. Some places are very small so their costs would

be very minor so we were hoping to set a minimum like $100 for those people less than $100 so we're not trying to track down $10 and $15. We're not sure that we can do that. That's something we'll have to check with Michael Foreman or our Solicitor if we have one by that time. I had done auditing services for Murrysville so I sent the samples to both Lee and Dianne and the other Committee members for us to discuss in February also. We have some information that came back to us from different insurance agencies. Penn Prime had set up an insurance package, for lack of a better word, for this type of environment so we may meet with them and come back to the Committee with some ideas on that also. We didn't set a meeting. We thought we would set a meeting in February. Are there any questions?"
Mr. Koluder, "Thank you, Diane. That's why the theme this evening is stressing that we have a quorum at these next meetings because we have to start making decisions that affect each and every one of us here. Diane touched on insurance. Most of us are acting in capacity of the people that sent us here, so I'm not a Solicitor nor am I an insurance agent, but I would believe that most of us would be covered under the Employees and Officers (E&O) coverage of the entity that sent us here. I would feel more comfortable if we also had purchased insurance as this group so we all have some type of coverage from a legal liability point of view on any decisions that we're making. When we came on here we didn't know what was going on. As we delve into this more and more we're realizing that we need to get this moving as quickly as we can and that is why we'll be asking for votes at the February 23rd meeting for the Treasurer and the budget. As of right now in the bylaws we're just going to bill the entities once a year. Perhaps though this first year we may end up making a decision to do it twice; maybe have an estimated bill go out to everyone based upon a tentative budget just to get some dollars into the coffers after we get a Treasurer on board. Obviously we can't bill anyone until we get our banking and everything situated so that's why it's important we get these people on board as soon as possible."
Ms. Iezzi, "You're not going to have a Treasurer for this year?"
Mr. Koluder, "Yes, we are. That's why they're meeting."
Ms. Iezzi, "You're not going to pay them?"
Ms. Heming, "Yes we are going to pay them."
Mr. Koluder, "It's not in here yet. This is just a budget estimate. This was a tentative budget started back in November. Diane put it together and her Committee will have....."
Ms. Heming, "We do have accounting services; that's the same thing."
Mr. Koluder, "Again these are all estimates."

Tax Collector RFP Committee-Dan Watson, Chairperson. Mr. Watson, "I'm the Business Manager at Greater Latrobe School District. I just wanted to share a few things with you regarding what we've been working on at the RFP Committee. There are nine members and as Joe said you're all welcome to attend. We've had three meetings so far. We met on December 16, 2009, January 14 and January 20, 2010 and our next meeting is scheduled for February 11, 2010. What I wanted to do basically tonight is share with you our timeline we've outlined for getting through the RFP process. We'd like to bring forward to the entire TCC at the February 23rd meeting the entire RFP package. That will include the RFP, the Tax Collector's Agreement, some reports that are necessary for the vendors to provide us with their proposals such as Earned Income Tax (EIT)/Personal Income Tax (PIT) collection rates for the different districts, municipalities and boroughs, etc. throughout the County as well as revenue that's been generated by each of those districts, boroughs and municipalities as far as EIT. That's one of the attachments. Then we have some best practices listed in the RFP process as well as sort of a proposal sheet that everyone has to submit to us. So we hope to have all that information compiled and present it at the February 23rd meeting so at the March 23rd meeting we can have a

vote and have that approved. Our goal is to issue the RFP by April 1st, hopefully gather those responses by May 15th. I hope everyone received the e-mail that included the tentative RFP and if you haven't....."
Mr. Koluder, "Yes, Mary e-mailed the attachment to everyone."
Mr. Watson, "If you did not receive that I have a copy I will make available on the back table. So we hope to have the RFP responses back by May 15th and that will give us about a month's time to evaluate, do site visits and interview etc., narrow down the applicants and make a recommendation at our June meeting scheduled for June 22nd. So we hope to have a recommendation back to the entire TCC by June 22nd with the final vote at the July meeting on July 27th. We have to have a Tax Collector in place by September 15th. So that is sort of a brief overview of the timeline we intend to follow. A little bit more about the RFP; the RFP has two parts to it. It has a Technical Proposal as well as a Cost Proposal. The Technical Proposal is more or less what kind of experience the Tax Collectors have, how they're staffed, can they get bonded, what is their bonding capabilities, what kind of technology do they have in place to collect taxes, remit taxes to all of us, where they're staffed, where they're located and the financial status of the company. And then there is the Cost Proposal and we're looking for proposals for current EIT collection rates, delinquent EIT collection rates as well as any transitional fees that they charge as well as a schedule of fees that they might charge a Delinquent Tax Collector and then any other costs that we hadn't thought of. We've had a legal counsel assisting us through this process. I know we haven't elected a formal one for the Committee; there's been a legal representative from the Weiss Law Office who has been very helpful and sort of providing services to us for free and giving us some guidance as we go through this process. Two other things I'd like to highlight; I would ask everybody in this room and if you know anybody who is not in attendance today to please share with them to visit the Department of Community and Economic Development (DCED) website and verify that the information for your school district, township, borough, municipality, etc. is accurate so the rate that you guys are collecting at is accurately listed, because we're going to be using that report as one of our attachments through the RFP process. Please visit the DCED website. I do not have the address with me but if you go on the internet and do a search for DCED it brings it right up. After March 1st I'll reprint that report and include that as an attachment in our RFP. I've talked to some people who have already gone on and done that. It seems like it's a pretty slick process. It doesn't take a whole lot of time to do so. The final thing I wanted to note is we've talked internally within our Committee and I've talked to Joe about getting a website together so we can post information on there for each other to reference as well as for interested parties to pull documents from. To date we have not been very successful with that but I'm going to contact the County and see if it's possible to get a link to their website. I don't even know if that's possible but that's the first place I thought I would start. So basically there is more to come on that."
Mr. Koluder, "That is one of the items on tonight's agenda."
Mr. Watson, "That's all I have. Does anybody have any questions for me or about the RFP in general? We hope to provide you with enough information at the next meeting so you have some time to review it and mull it over prior to the vote in March."
Mr. Koluder, "Thank you, Dan. Someone at your municipality or school district is currently updating the DCED website now so perhaps if you're not quite sure if you check with people back in the office I'm sure you'll find someone that's doing it there now. Also Dan I don't know if I had the chance to talk to you about this but there were some suggestions brought up that we'll need to discuss a little bit further. We had talked about some of the nuisance taxes, and originally in the bylaws when we were discussing it we were just going to name a Tax Collector for the EIT. In retrospect, John Wilson had sent an e-mail out and in other words we're going to

consider it at the bylaws and we might want to adjust the RFP also that maybe not to make it mandatory but have an option for all of us to perhaps name the EIT collector and say that they could collect the nuisance taxes, the other Act 511 and the other 679 taxes, so each municipality and school district would be with one. As opposed to making everyone go to the same one, perhaps we would just do it as optional."
Mr. Watson, "Okay."

Tax Appeals Board-George Safin, Chairperson. Mr. Safin, "Good evening, everyone. We have a four-member committee. We met once in December to discuss the makeup of the Appeals Board that's required by Act 32 to be put in place by June 1, 2010. Act 32 mandates that three TCC delegates make up this Board so our recommendation would be that the Appeals Board be five members with two alternates. That way we would have a three-member quorum. That way if people couldn't make it you'd have a better chance of getting three people if you have more of a pool to work from. These people would be working on a voluntary basis and they would have to meet, in my opinion, on a monthly basis because a lot of the ads specify things have to be acted upon within 30 days. So I think you'd have to meet at least on a monthly basis to meet the deadlines of the ads. We also would recommend that the meetings be held in a central place such as the Courthouse because the Courthouse I think is the place most associated with the Westmoreland County taxation issues and especially appeals issues. The appeals that would be coming to this Board could be filed by a taxpayer, an employer, a political subdivision or another tax collection district. They would first go through the Tax Officer, which I'm assuming would be the Tax Collector, but there are a lot of gray areas that I think would have to be clarified by a Solicitor as far as the process goes. But this Board would basically have to hear the appeals made of the decision made first by a Tax Officer and go forth in that fashion. Basically this Tax Appeals Board has to be in place by June 1, 2010 which is about four months from today, so anybody interested could send me a letter of interest and we'll go from there. So that's all I have to say. If anybody has any questions I'd be glad to try to answer them."
Mr. Koluder, "As we said we're trying to do this at least in this initial year with volunteers from these Committees. At some point in time the operating Board may have to consider if we can continue to get volunteers or people would have to be paid or what have you. As of now other than people such as the Solicitor and the Treasurer, none of the positions are paid. But we're responsible to have these Boards in place so we'd appreciate anyone who can volunteer for the Tax Appeals Committee."

Other Concerns.

Website-Joe Koluder. Mr. Koluder, "At this time I'd like to ask Dan and Bob something about the website for the TCC. I've asked Dan to contact the Courthouse perhaps to have a link off of the Courthouse's website. We don't know yet if they'll be able to do that, but I'd like to appoint a Committee to search for and get some type of website up and running. Obviously that is another area we would probably have to pay for. But I think it would be important to have a website. Is anyone interested in heading up that Committee and coming back and reporting to the group as to starting up a website for the TCC group, the costs and so forth?"
Ms. Iezzi, "Can I volunteer my alternate, Clentin Martin, because he's doing South Greensburg's right now?"
Mr. Koluder, "Jennifer would you mind heading that up and perhaps getting Linda's contact information?"
Ms. Jennifer Callahan, "That's fine."

Ms. Iezzi, "I will give you Lee Kunkle's number and you can get the information regarding Clentin Martin."
Mr. Koluder, "Thank you Jennifer for volunteering and thank you Linda for volunteering Clentin Martin."

Naming Delegates and Alternates-Mary Perez. Ms. Perez, "I'd just like to stress, I know Joe's been stressing all evening to please tell your neighboring communities and school districts to make sure that everyone's coming so we have a quorum. We also have a number of municipalities and boroughs that don't even have a delegate named or an alternate. Just about every school district has at least one municipality within them that has not named a delegate. If we can get every municipal taxing body and entity to name a delegate so we have communication, we have some way to get to them and we have an entity to bill."
Scott Sistek, "How can we change an alternate to a delegate?"
Ms. Perez, "That's a good question because I have noticed there are some municipalities and boroughs who had elected officials listed as their delegates and alternates who are no longer in office. Your Board needs to take formal action and notify me so that I have that on record because I have gotten a couple of e-mails from entities who have said this person's no longer here and we now want this person to be our delegate. We need a formal action and I need copies of that for our records. When it comes time to vote if you're not listed formally as a delegate or an alternate, you're not going to be able to vote."
Mr. Koluder, "As Mary indicated their Council, Supervisors or Board members will have to officially make a motion, second it and vote them in and send a letter to Mary stating that. If you know some municipalities in your district perhaps you can contact them and they can name one of you that are already attending to be on there as well."

Approval of Minutes (11/10/2009) (Attachment #1)
For the record a quorum has been reached at this time.

Jim Marnell **MOVED** to approve the minutes from the November 10, 2009 meeting, and Sue Trout **SECONDED.** No discussion. **Unanimously all voted in favor.**

Other Concerns Continued.

Attendance at Meetings-Judy Gilpin. Ms. Gilpin, "Is there a list of who has been attending?"
Mr. Koluder, "Which district are you from?"
Ms. Gilpin, "Upper Tyrone."
Ms. Perez, "If you look at the minutes it will tell you who was in attendance. Will it help if I send out an e-mail with a list of the boroughs and municipalities that do not have someone appointed and then you can exert a little bit of peer pressure?"
Mr. Koluder, "It is imperative that we have a quorum at the next meeting. I would like to thank all the officers, Committee Chairpersons and all the TCC members who have stepped up and helped."

Solicitor RFP-L. Bud Santimyer. Mr. Santimyer "I have a question in paragraph 3 that all Solicitor RFPs must be received by the Committee on or before January 28th, is that still in effect or will that be revised to a later date?"
Mr. Wilson, "They went out January 8th so we gave them about three weeks."
Mr. Santimyer, "Okay, thank you for that."

Mr. Koluder, "That deadline was moved up by my request. The Solicitor position will be for one year; at least that's what we're thinking for right now. Perhaps in the future it will be more. I don't have any problem with that January 28th deadline, because everyone had the information and we need to get the Solicitor on board as soon as possible."

Website-Mary Popovich. Ms. Popovich, "I'm taking classes at the Local Government Academy and I filled out a grant because they provide interns and I don't know if this entity would qualify. They'll do websites. They'll send an intern for 12 weeks and the borough pays half their wages which is $4.50 an hour. I don't know if this group would qualify but it's a real easy proposal to do."
Mr. Koluder, "Would you mind helping Jennifer?"
Ms. Popovich, "I can send the information to you. You need to call the Local Government Academy and see if they would consider this entity, which I don't see why not because it's represented by boroughs. The deadline is the 29th but it's so easy to do. I don't know when they make their decision."
Mr. Koluder, "My personal experience is I believe we need a company for a long-term commitment. Obviously we want to do this the most cost-effective way but we want a quality website that is very useful to us as well as the community."

No Public Comment.

Adjournment.

L. Bud Santimyer **MOVED** to adjourn the meeting. **SECONDED:** Linda Iezzi. All voted in favor to **adjourn.**

Time: 7:24 p.m.

Respectfully submitted,

Mary Perez
City Treasurer/Fiscal Director
City of Greensburg