The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, January 30, 2018, in the Westmoreland Intermediate Unit, 102 Equity Drive, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairman Scott Sistek called the meeting to order at 9:00 a.m. with the following members present:

WCTCC Chairman	-Scott Sistek	-New Stanton Borough, Sewickley Township
WCTCC Vice-Chairman	-Diane Heming	-South Greensburg Borough, Murrysville Borough
WCTCC Treasurer	-Diane Figg	-East Huntingdon Township, Everson Borough-Fayette County Southmoreland School District, Scottdale Borough
WCTCC Secretary & Open Records Officer	-Caprice Mills	-Donegal Borough, Mt. Pleasant Township, Cook Township, Donegal Township, Mt Pleasant Borough, Mt. Pleasant Township, South Huntingdon Township, Unity Township
WCTCC Solicitor	-Lawrence Maiello	
James Dzurica	-Belle Vernon Area School District	
Jennifer S. Callahan	-Burrell School District	
Joe Koluder, Jr.	-Derry Area School District	
James Meyer	-Greensburg Salem School District	
Wayne Wismar	-Hempfield Area School District	
Jon Perry	-Franklin Regional School District	
Paul Sroka	-Jeannette City School District	
Dan Watson	-Greater Latrobe School District	
Michelle Krebs	-Ligonier Valley School District	
Ryan Kirsch	-Norwin School District	
Brett Lago	-Penn Trafford School District	
Susan Trout	-City of Greensburg-Greensburg Salem and Hempfield Area School Districts	
Kelsye Milliron	-City of Greensburg-Greensburg Salem and Hempfield Area School Districts	
Mary Perez	-Penn Township	
Charles B. Cook	-Upper Tyrone Township	
John Habel, III	-Washington Township-Fayette County	
Melissa Cortileso	-Upper Burrell Township-Westmoreland County	
Janette M. Shaw	-Ligonier Borough, Ligonier Township	
Margaret Graham	-New Alexandria Borough	
Diane Schaefer	-Youngwood Borough, Hunker Borough	

A quorum was present (60.87%)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES Charles Cook **MOVED** to approve the minutes from the January 31, 2017 WCTCC Meeting, and Ryan Kirsch **SECONDED.** No discussion. **Motion carried.**

PUBLIC COMMENT-For the record there was no public comment presented at the meeting.

TREASURER'S REPORT Diane Figg reported all members should have received the reports. Ms. Figg continued reporting the WCTCC spent $4,560.20 in 2017 which included advertising in the amount of $162.70; audit of the WCTCC was $1,900; insurances were $1,822; legal fees were $356.50; transcription of the meeting minutes was $50; and website costs were $269. We gained $15.27 in interest.

Our net last year was $4,544.93 and the balance in the checking account is $5,989.71 as of December 31, 2017.
Charles Cook **MOVED** to approve the Treasurer's Report as presented, and Diane Heming **SECONDED.** No discussion. **Motion carried.**

COMMITTEE REPORTS-No Reports.

SOLICITOR'S REPORT-

(1) **Tax Collector Contract Ending 2018/Contract Extension.** Solicitor Maiello reported the original agreement included a first amendment and that amendment expires at the end of this year. The WCTCC will have to take action with respect to extending or modifying the current agreement. In the current agreement the fee structure is 1.42% which was reduced from 1.45% during extension negotiations for the current contract. Solicitor Maiello recommended starting discussions in regard to the expiration of the contract due to the infrequency of the WCTCC meeting throughout the year. Solicitor Maiello stated the contract does not have to be re-bid; an extension of the current contract can be negotiated. After discussions regarding Berkheimer's performance including collections and reporting, the consensus was to extend the contract.
Charles Cook **MOVED** to extend the current tax collection contract with Berkheimer for three years, through 2021, and Joe Koluder **SECONDED.** No further discussion. **Motion carried.**

AGENDA

1. **2018 Budget.** Diane Figg presented the 2018 Budget with no assessment in 2018.
   Caprice Mills **MOVED** to approve the 2018 Budget as presented by Diane Figg, and Diane Heming **SECONDED.** No further discussion. **Motion carried.**

2. **Selection of 2018 Operating Board.** The WCTCC Operating Board must have 10 members; five members representing School Districts and five members representing Municipalities and no more than two can come from within the same School District boundaries. Scott Sistek stated all members currently serving on the Operating Board have expressed an interest to remain on the Board with the exception of Jennifer Callahan; and Paul Sroka has accepted appointment to the Board to fill her vacancy.
   Charles Cook **MOVED** to approve the members for appointment/reappointment to the 2018 WCTCC Operating Board as presented, and Jennifer Callahan **SECONDED.** No further discussion. **Motion carried.**

3. **Statement of Financial Interests.** Scott Sistek reminded the WCTCC members the Statement of Financial Interests Forms required by the State Ethics Commission are due to Caprice Mills by May 1, 2018.

4. **2019 Assessment.** A concern regarding determining the 2019 assessment amount to be included in the respective Political Subdivisions' budgets was brought to the attention of the WCTCC. Diane Figg recommended a $20,000 assessment for 2019.
   Charles Cook **MOVED** to approve the 2019 Assessment in the amount of $20,000, and Joe Koluder **SECONDED.** No further discussion. **Motion carried.**

Adjournment– The meeting was adjourned.

Respectfully submitted,

Caprice Mills
WCTCC Secretary
& Open Records Officer