The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, March 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 Chairperson Joe Koluder called the meeting to order at 6:40 p.m. with the following members present:

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

James Marnell	-Ligonier Valley School District, Ligonier Township, St. Clair Township
Peggy Gillespie	-Kiski Area School District
Terry Struble	-Mt. Pleasant Area 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, Lower Burrell City
George Safin	-Franklin Regional School District
Dan Watson	-Greater Latrobe School District
James J. Meyer	-Greensburg Salem School District
Richard Nealer	-New Kensington-Arnold School District
Dallas Leonard	-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
Linda Iezzi	-South Greensburg Borough
Kris Long	-Youngwood Borough
Floyd Neiderhiser	-Cook Township
Trudy Harkcom	-Donegal Township
Dianne Figg	-East Huntingdon Township, Everson Borough-Fayette County
Donna Bitonti	-Belle Vernon Borough-Fayette County
Mary E. Ralston	-Parks Township-Armstrong County
Thomas G. Patterson	-Rostraver Township
Becky Maruca	-Salem Township
Dan Pergola	-South Huntingdon Township
Sherry Kohuth	-South Huntingdon Township
Judy Gilpin	-Upper Tyrone 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
Vincent DeCario	-Derry Township
John M. Shepherd	-North Huntingdon Township
George Dunbar	-Penn Township
Joyce A. Ewing	-Upper Burrell Township
Eric Tepper	-Derry Borough
Cynthia Delissio	-Export Borough
Sharon McGinnis	-New Florence Borough
Jon Wasicek	-North Belle Vernon Borough
Angelo Pallone	-Scottdale Borough
Sharon Repko	-Youngstown Borough
Kris Long	-Youngwood Borough
Duane Hutter	-Mt. Pleasant Township
Paul Fry	-Ligonier Borough

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (2/23/2010) (Attachment #1): Sue Trout **MOVED** to approve the minutes from the 2/23/2010 meeting, and Dallas Leonard **SECONDED.** No discussion. **All voted unanimously to approve the minutes.**

NEXT MEETING: Mr. Koluder, "The next WCTCC meeting will be April 27, 2010 at 6:30 p.m. at the Westmoreland County Courthouse."

COMMITTEE UPDATES:

Bylaws Committee-Jim Marnell, Chairperson. Mr. Marnell, "A copy of the final draft of the bylaws has been sent out to everyone. It has been reviewed by our Solicitor and we've made some minor revisions. I think it's a good document and I want to thank everyone on the committee for their help and support. It was a good process. With these bylaws and the process that is set forth in it I think we have a framework for a successful going concern with this new quasi government. Are there any questions?"
Mr. Shissler, "I have a couple questions mainly with the section regarding the Operating Board. I guess you get five delegates from the schools and five from the boroughs and they're supposed to elect the chairperson and vice-chairperson. One thing that wasn't clear in the bylaws was what if during the election process you have a tie?"
Mr. Koluder, "Let me give you a little history on how we came about this. Some ground rules we had talked about with the whole WCTCC and the Bylaws Committee was one of the things that was very important to many members was that there was equal representation from both the municipalities and the school districts. We tried to do that. As you notice in another section of the bylaws it talks about what happens in the case of a tie. We discussed at these meetings how we would break a tie. We talked about having an odd number or maybe the chairperson not voting unless there was a tie; those types of things. We felt it was more important to maintain that 50/50 ratio. We felt those ten members could come to a consensus. There are 86 members as part of this group and I don't believe we've ever had all 86 members here. We felt it was important to have that smaller Operating Board to make those decisions. Most people have sat on one committee or another and it's been pretty amicable. We've had disagreements but we've

talked them through and were able to reach an accord. If that gets to be a problem we always have the ability to modify the bylaws in the future but the Bylaws Committee felt pretty strongly that those groups could come to a consensus. Thank you."
Linda Iezzi **MOVED** to approve the Bylaws as presented by the Bylaws Committee, and Bill Porter **SECONDED.**
Mr. Koluder, "I would like to thank all the members of the Bylaws Committee for all your efforts and attending all those meetings even through all the bad weather."
No further discussion. **All voted unanimously to approve the Bylaws.**

Solicitor Committee-No report.

Finance Committee-Diane Heming, Chairperson. Ms. Heming, "The Finance Committee met last week in the South Greensburg Borough Building and we discussed the need to get insurance. I spoke with our Solicitor this evening and he advised me as to the limits and the types of policy coverage we will need. We're going to contact a few insurance agencies that will deal with this type of coverage and get quotes and come back to the committee next month with a recommendation to get insurance coverage. Dianne Figg was appointed our Treasurer last month. She is working with PNC Bank which is later on the agenda to approve as our depository. We'll use them for our deposits and any checks we have to issue. The signers on the account will be Dianne, myself and Mary. Two of the three will be required to sign. She completed the application for the grant that you'll see later on the agenda to approve a resolution to appoint the officers to apply for that grant. It is a $5,000 matching grant we can use for specific expenses for our start-up costs as long as we have the exact same match up to $5,000."
Mr. Koluder, "Being the chairperson, the State had put together a list of contacts all the chair people could e-mail back and forth. One of the things that came up during those e-mails I received was the fact that we couldn't apply for a Department of Community and Economic Development (DCED) grant without having a resolution from the body. They're working on that application that is due at the end of this month so it's important that we pass that resolution this evening so we can include that along with our application for the grant."

a. Resolution Authorizing the Treasurer and Officers to Apply for the Shared Municipal Services Grant. Vince DeCario **MOVED** to approve the Resolution authorizing the Treasurer and Officers to apply for the Shared Municipal Services Grant Program offered by the DCED, and Margaret Graham **SECONDED.** No further discussion. **All voted unanimously to approve the Resolution.**

b. Approval of PNC Bank as the WCTCC's Depository. Dallas Leonard **MOVED** to approve PNC Bank as the WCTCC's Depository, and Bill Porter **SECONDED.** No further discussion. **All voted unanimously to approve.**

Tax Collector RFP Committee-Dan Watson, Chairperson. Mr. Watson, "At the last meeting we reviewed the RFP with the group. Hopefully everybody's had a chance to review it since then. We had a meeting on March 4th where we had two representatives from Maiello, Brungo & Maiello. They reviewed the RFP and made some suggestions on additional language so we added that to the RFP. It's been e-mailed out. A couple of things we have added from our last meeting from some discussions that we had are we did add an option for the collection of the nuisance tax and we added an option for the early entry option. We're all required to participate by January 1, 2012 and we added an option for January 1, 2011 for those areas that would be interested in doing that. We added some additional language on record keeping and backups to see if the interested party would be willing to have a third party as a record keeper to help if a

transition would need to occur from one service provider to another if there were issues. So we added some language to that. We added some language to request sample reports. There's also language throughout the RFP that states that we have the ability throughout the RFP process to revise and amend the Tax Collector's Agreement as things arise and as we go through the process. The reason I want to highlight that to you tonight is because the e-mail we sent out was sort of a revised, tentative Tax Collector's Agreement. We're going to continue to work with legal counsel and refine that through the process. If anybody has questions or suggestions, we're going to continue to revise and update that throughout the entire RFP process so there is language included that allows us to do that. That's pretty much all I have. I'm hoping to get the approval tonight from the entire WCTCC so we can continue with our timeline. And just to remind you of our timeline; we were hoping to issue the RFP by April 1, 2010."
Mr. Koluder, "First of all I'd like to thank the RFP Committee who along with Dan pulled this all together. I wanted to stress that the suggestion of the third party was brought up by someone from our WCTCC group so we have a backup of all the data that our third party has on all our taxpayers so in case you switch from one collector to another; it may not be a smooth transition at times. One of the things we were trying to protect ourselves with is to have a third party have that data to mitigate some of the problems that we may have in switching it over."
Paul Fry **MOVED** to approve the RFP, and Jim Marnell **SECONDED.** No further discussion. **All voted unanimously to approve the RFP.**

Tax Appeals Board-George Safin, Chairperson. Mr. Safin, "At the last meeting I told you we had zero volunteers. At this time we have seven volunteers that are willing to sit on the committee. So I'm very proud of everyone who stepped up to the plate. Our Tax Appeals Board will be meeting this coming Monday at the ARC of Westmoreland County building where we will sit and talk about the makeup of the Board and set forth the recommended appointments to be approved at the April WCTCC meeting. That's the update."

Website-Jennifer Callahan, Chairperson. Ms.Callahan, "The Website Committee met March 15th and forwarded the minutes to the WCTCC that week. Basically the summary of that meeting was to determine the items that would be on the website. Following that meeting the committee members met with John Fisher from SYF Computer Solutions and developed a site outline. You were forwarded a link this morning to your e-mail address to look at the test site. The actual address is www.westmorelandcountytcc.org. We also secured the '.Net' and '.com' based on recommendations from last month. As the chair I'll be working with Mary, the secretary, getting all the information loaded onto the site over the next several days. I'm also working with the Solicitor on an explanation of Act 32. We thought that would be a good home page; an explanation of Act 32 and the committee so everyone will understand what it is. The RFP will be able to go on the site. We did put a committee member area on the site under the committee menu. We thought that would be a good place to post things important to this WCTCC group like when the Statement of Financial Interest forms are due and to whom. As we take this site live that is an area we as a committee should probably check for information. The intention at this point is for all the information to be loaded and the site to be public by April 1st. That would allow for the RFP to be on there as well. I will talk to the representative at the County about putting the link on their site to our site. Our committee felt that once the current data that we have is loaded on the site and all the updates are made any updates or changes from there can be administrative and the whole committee won't necessarily have to get together to make that change. So we thought a responsible person from the WCTCC could be responsible for that. I will volunteer to do that until the end of the year and if there's anything big that we'd be looking at changing the committee would have a public meeting to discuss that. There's one outstanding issue prior to the site going public. Right now we have a link for a contact on the

site. It's set up for an e-mail address that is a contact at www.westmorelandcountytcc.org, but that needs to be linked to an e-mail for somebody that could be responsible for retrieving and distributing messages. I don't know if there is a recommendation on that or if anybody wants to volunteer for that. I just want to thank the committee members for all their time and efforts."
Mr. Koluder, "Thank you, Jennifer. I did go on the website and it is very user-friendly. You guys have done a nice job. I also want to give kudos to Mary because Mary gets requests from all of these committees to forward this stuff and attachments. As you know we're all doing this in addition to our regular jobs and Mary does a great job. Thanks to all of you."
Dallas Leonard **MOVED** to authorize the Website Committee to proceed in getting the website live once all the information is updated, and Mary Ralston **SECONDED.** No further discussion. **All voted unanimously to approve.**

OTHER CONCERNS:

Statement of Financial Interests-Joe Koluder. Mr. Koluder, "Just a reminder the Statement of Financial Interests forms are due to Mary by May 1, 2010."

Upcoming WCTCC Meetings-Joe Koluder. Mr. Koluder, "We had set up the meetings for the fourth Tuesday of every month through June. I spoke with the representatives from the Courthouse and asked them to try to save the fourth Tuesday of every month for the remainder of this year excluding December unless there is a need for one in December. At the July 27th meeting our intention is to approve the Tax Collector. If you can't be here please send your delegate. The August meeting will also be held on the fourth Tuesday on August 24th. We ran into conflict on two meetings. In September the meeting is on the fourth Wednesday, September 29th and in October we will meet on the third Tuesday, October 19th. November's meeting will be the fourth Tuesday on November 23rd. All meetings are at 6:30 p.m. here."

Invoices-Dianne Figg. Ms. Figg, "We need to talk about the invoices I need to pass out and the addresses I will need for the people not in attendance tonight."
Ms. Heming, "We thought we could hand out the invoices to those in attendance tonight to save on postage."
Mr. Koluder, "After the meeting, please see Dianne to get your invoice and process those as soon as possible so we can pay our bills."

PUBLIC COMMENT: No public comment this evening.

ADJOURNMENT:

Linda Iezzi **MOVED** to adjourn the meeting. **SECONDED:** Bill Porter. All voted in favor to **adjourn.** Time: 7:10 p.m.

Respectfully submitted,

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