Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, January 22, 2013

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

Pledge of Allegiance.

Reorganization of the WCTCC Operating Board.

Diane Heming **MOVED** to nominate Scott Sistek as Chairman of the WCTCC Operating Board, and Jude Abraham **SECONDED.** No discussion. **Motion carried.**

Diane Figg **MOVED** to nominate Jude Abraham as Vice-Chairman of the WCTCC Operating Board, and Scott Sistek **SECONDED.** No discussion. **Motion carried.**

Diane Figg **MOVED** to nominate Caprice Mills as Secretary and Open Records Officer of the WCTCC Operating Board, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Diane Heming **MOVED** to nominate Diane Figg as Treasurer of the WCTCC Operating Board, and Scott Sistek **SECONDED.** No discussion. **Motion carried.**

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on December 18, 2012, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Approval of Bills was conducted at the WCTCC Meeting held prior to the Operating Board Meeting.

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

Treasurer's Report. Approval of Treasurer's Report was conducted at the WCTCC Meeting held prior to the Operating Board Meeting.

Solicitor's Report. Solicitor Maiello presented his report at the WCTCC Meeting held prior to the Operating Board Meeting.

Committee Reports.

Tax Collector Performance Committee. No report.

Auditor Selection Committee. Diane Figg reported the interviews of the two prospective auditing firms will be conducted at the February meeting starting at 5:30 p.m.

Open Board Discussion.

Diane Figg reported she will generate the invoices for the 2013 Assessments in accordance with the 2013 Budget as approved.
Caprice Mills **MOVED** to approve April 1, 2013 as the payment due date for the 2013 Assessments, and John Wilson **SECONDED.** No further discussion. **Motion carried.**

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

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer