Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, October 16, 2012

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, Gregory Primm and Michael Wrobleski. Solicitor Lawrence Maiello was also present. Eileen Navish was absent.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on August 28, 2012, and Gregory Primm **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there were two bills; $90 for transcription services and $2,659.05 for legal costs for a total of $2,749.05.
Paul Fry **MOVED** to approve the bills, and Gregory Primm **SECONDED.** No discussion. **Motion carried.**

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

Treasurer's Report. Diane Figg reported that in August the interest earned was $4.15 and in September the interest earned was $3.68. Ms. Figg noted the bank is still charging fees of $20.40 in September that she will have waived and follow up with the branch office to ensure the fees don't continue. Before paying the two bills the balance is $31,989.68; once the bills are paid the balance will be $29,240.63.
Gregory Primm asked if the committee has looked into assessment rates for the municipalities for the following year with budgets starting in October. Solicitor Maiello reported the amounts proposed to another TCC from the Request for Proposals (RFPs) for their audit were $13,000 to $27,000 with the middle range being $17,000. These are annual amounts based on a three-year commitment. A discussion ensued concerning the timeline of the approval of the TCC's budget with regard to setting the assessment rates. Scott Sistek suggested the assessment be approved at the full TCC meeting following this meeting if a quorum is present. Ms. Figg suggested an invoice be sent to each municipality with the current assessment when the amount has been decided. Ms. Figg also stated the Grant was accepted; the proper paperwork was submitted and is officially closed.
Gregory Primm **MOVED** to approve the Treasurer's Report, and Jude Abraham **SECONDED.** No further discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello reported they have been in court before Judge Ward in Allegheny County with regard to the CENTAX issues. It appeared that progress was being made with Berkheimer picking up nine of the 12 counties that CENTAX had and the remaining three picked up by Keystone with distributions of the Act 32 money to start in the near future. Solicitor Maiello stated that they have been told that Travelers is no longer funding the Meridian Group in this effort and Smart Divine would now be doing an accounting of CENTAX with a recommendation on how to resolve the Act 32, 2011 Earned Income Tax and other tax issues.

Solicitor Maiello also reported that he has asked the contact at the County to speak with Berkheimer on a technical standpoint concerning the electronic filing of tax information. Shawn Perry, a Berkheimer representative, will contact the County representative.

Committee Reports.

Tax Collector Performance Committee. Diane Heming stated she is having trouble getting responses with respect to each municipality's performance reviews of the Tax Collector, Berkheimer. The 60-day lag along with other issues continues to plague each municipality.

Auditor Selection Committee. Jon Perry reported that updates were made to the RFP and is ready to be advertised in the Tribune-Review and distributed.
Caprice Mills **MOVED** to approve and advertise the Auditing Services RFP, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Open Board Discussion.

Diane Figg reminded the Board that the Operating Board will be reorganized in January so replacements may be necessary for those members not wishing to be reappointed.

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

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer