The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, January 24, 2012 in the Commissioners' Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairperson Scott Sistek called the meeting to order at 6:30 p.m. with the following members present constituting a quorum:

WCTCC Chairperson	-Scott C. Sistek	-New Stanton Borough
WCTCC Vice Chairperson	-Peggy Gillespie	-Kiski Area School District
WCTCC Treasurer	-Diane Figg	-East Huntingdon Township, Everson Borough-Fayette County Southmoreland School District
WCTCC Secretary	-Susan M. Trout	-City of Greensburg
WCTCC Solicitor	-Lawrence Maiello	
Eileen Navish	-Belle Vernon Area School District	
Joe Grata	-Belle Vernon Area School District, Washington Township-Fayette County	
James J. Meyer	-Greensburg Salem School District	
Caprice M. Mills	-Donegal Borough, Mt. Pleasant Township, Cook Township, Donegal Township, Mt. Pleasant Borough, Scottdale Borough	
Joe Olszewski	-Avonmore Borough, East Vandergrift Borough, Hyde Park Borough, Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Washington Township-Westmoreland County	
Joe Koluder	-Derry Area School District	
Jon Perry	-Franklin Regional School District	
Dan Watson	-Greater Latrobe School District	
Jude Abraham	-Hempfield Area School District	
Janet Langford	-Jeannette City School District	
Allison Willis	-Mt. Pleasant Area School District	
Mary Perez	-City of Greensburg	
Robert DePasquale	-City of Greensburg	
Lucille D'Alfonso	-Monessen City	
Michael Wrobleski	-Yough School District	
Alexander Graziani	-Latrobe Municipality	
Diane Heming	-Murrysville Municipality	
Jennifer Callahan	-Lower Burrell City, Burrell School District	
Vincent DeCario	-Derry Township	
Thomas Logan	-Hempfield Township	
Mary E. Ralston	-Parks Township-Armstrong County	
Ronald D. Martz	-Salem Township	
Dan Pergola	-South Huntingdon Township	
Jacob Blank	-Unity Township	
Joyce A. Ewing	-Upper Burrell Township	
Walter Geiger	-Arona Borough	
Jeffrey Miller	-Bolivar Borough, Fairfield Township	
Andrew Shissler	-Delmont Borough	
Lori L. Latta	-Derry Borough	
Cynthia Delissio	-Export Borough	

Peggy Watson	-Irwin Borough
Paul A. Fry	-Ligonier Borough
Margaret Graham	-New Alexandria Borough
L. Bud Santimyer	-Scottdale Borough
Paula Mazurek	-Youngwood Borough
Donna J. Bitonti	-Belle Vernon Borough-Fayette County

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Caprice Mills **MOVED** to approve the minutes from the meeting held on October 26, 2011, and Thomas Logan **SECONDED.** No discussion. **Motion carried.**

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

TREASURER'S REPORT

Prior to Diane Figg giving the Treasurer's Report, Scott Sistek reported that the last remaining check from Arona Borough has been received from Walter Geiger in the amount of $21. Diane Figg reported that, not including the $21 just received, the only bill outstanding is the legal bill in the amount of $735 which will need to be approved. So before paying that and depositing the $21 we have $37,667.87 in the checking account. Ms. Figg also reported there was no activity other than interest earned since last meeting.
Paul Fry **MOVED** to approve the Treasurer's Report and pay the legal bill in the amount of $735, and Ronald Martz **SECONDED.** No discussion. **Motion carried.**

COMMITTEE REPORTS

Transition Committee. No report.

Website Committee. No report.

Solicitor's Report. No report.

AGENDA

1. **Discussion with Berkheimer.** Susan Trout reported she has received emails regarding collections and some concerns with the process. Some folks are concerned that some businesses are remitting to the wrong collector or to a real estate appointed collector for the municipality. Shawn Perry responded that for the most part employers that continue to file at the wrong place, once they receive their quarterlies from Berkheimer in March, if they don't send them in by April 30th, they will begin to receive delinquents. Once they start getting delinquents they'll probably pay more attention to what they're doing. As far as the collectors working together, if they do accidentally send it to another collector, they will forward it onto us. Mr. Perry explained there is a verbal agreement between the tax collectors to get it to the right place. They'll also be notified so they can correct their books. Residency Verification forms went out to all employers and they

were instructed to have the employees complete the forms and keep them on file; this way they should know where the money is going to go and the code should already be in place. That should catch a great majority of them. If the smaller real estate collectors receive the payments, they can contact us and we will make sure we notify that employer who sent it incorrectly. The smaller businesses out there who didn't file in the past will get caught on the State list, which has moved up to a year instead of two years as it is now. They would have been notified, so we should essentially catch up with everybody. We're the only company that sent forms to both the employer and the taxpayer to make sure if we didn't reach the business the taxpayer would have the form to bring in to their employer so they would have it. That should be a big help as far as reaching all the employers. Peggy Gillespie was concerned that some businesses don't want to comply. Mr. Perry reiterated that once the quarterlies go out and they are delinquent they will be fined under Act 32 for being delinquent. And just because they sent it to someone else will not exclude them from that. As Mr. Perry mentioned before at a previous meeting the first and second quarter collections may be a bit low because of some of those employers. By the third quarter everything should be good to go. A question arose concerning when to expect distribution and Mr. Perry responded that payments aren't due until April 30th so you'll start seeing them come in April; full force in May. Another concern was brought up regarding receiving packets from Central Tax and Keystone informing those employers they should be sending the tax payments to their offices. Mr. Perry reminded everyone that if you have any employers who say they received a letter from a tax collector stating you have to file with them, tell them definitely not; you file with your County's collector and we'll send the money on from there.

2. **Selection of 2012 Operating Board.** Scott Sistek reported the requirement is to have five members representing the school districts and five members representing the cities, boroughs and townships. Additionally, you cannot have more than two members from within a school district's boundaries. Mr. Sistek commented that he would remain on the Board and addressed the current Board members about their desire to remain a member with the following responses: Peggy Gillespie, no, but will remain on the Transition Committee; Susan Trout, no; Diane Figg, yes; Caprice Mills, yes; Paul Fry, yes; James Meyer, no; John Wilson, no, per email sent to Ms. Trout; Jennifer Callahan, no, but will remain on Website Committee; and Greg Primm, yes. The following members were nominated and accepted their nominations: Eileen Navish; Diane Heming; Jude Abraham; Jon Perry; and Mike Wrobleski.
Thomas Logan **MOVED** to close the nominations, and Jacob Blank **SECONDED.** No discussion. **Motion carried.**

2012 Operating Board

Diane Figg, Southmoreland School District	Scott Sistek, New Stanton Borough
Eileen Navish, Belle Vernon School District	Paul Fry, Ligonier Borough
Jude Abraham, Hempfield School District	Caprice Mills, Mt. Pleasant Township
Jon Perry, Franklin Regional School District	Greg Primm, East Allegheny Township
Mike Wrobleski, Yough School District	Diane Heming, Murrysville Municipality

Mr. Sistek thanked each member for volunteering to be a member of this Board.

ADDITIONAL COMMENTS/CONCERNS

a. Bud Santimyer asked if the new Secretary could send attachments in PDF. He received the meeting reminder via email but the attachments were blank pages.

b. Joe Koluder thanked the 2011 Operating Board members for all their hard work in the past year.

c. Scott Sistek announced the 2012 Operating Board will meet this evening immediately following the conclusion of the WCTCC meeting to organize the Board.

ADJOURNMENT: Bud Santimyer **MOVED** to adjourn the meeting. **SECONDED:** Ronald Martz.

Respectfully submitted,

Susan M. Trout

Susan M. Trout
WCTCC Secretary