Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting, Minutes

Tuesday, January 28, 2014

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Diane Heming, Caprice Mills, Diane Figg, Paul Fry, Greg Primm, Dan Watson and Joe Koluder. Solicitor Lawrence Maiello was also present. Jim Meyer and Mike Wrobleski were absent.

Pledge of Allegiance.

Election of Officers.

Caprice Mills **MOVED** to nominate Scott Sistek as Chairman of the WCTCC Operating Board, and Greg Primm **SECONDED.** No discussion. **Motion carried.**

Greg Primm **MOVED** to nominate Diane Heming as Vice-Chairman of the WCTCC Operating Board, and Diane Figg **SECONDED.** No discussion. **Motion carried.**

Greg Primm **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 Paul Fry **SECONDED.** No discussion. **Motion carried.**

Approval of Minutes. Diane Heming **MOVED** to approve the minutes of the Operating Board Meeting held on December 17, 2013, and Diane Figg **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 asked for direction on how to respond to a question that arose concerning how many School Districts and Political Subdivisions (PSDs) one delegate can represent. The Operating Board Committee decided that the person requesting the information be required to put the request in writing to Chairman Scott Sistek at which time the Board would render a decision on approving Solicitor Maiello to pursue the issue and offer an opinion.

Committee Reports.

Tax Collector Performance Committee. Scott Sistek asked if there were any new committees that had to be established in 2014. Solicitor Maiello replied that a Tax Officer Renewal Committee would have to be formed. Notification has to be given to the Tax Collector 90 days prior to December 31st with a one-year renewal to be voted on at that time. Mr. Sistek suggested the Tax Collector Performance Committee add this to their responsibilities to facilitate this process. The members of that committee asked if they could make a decision on that at the next meeting since all the members were not present at this time.

Tax Appeals Board. Caprice Mills will send an email to the current members of the Tax Appeals Board to verify if they wish to continue to serve in this capacity.

Open Board Discussion.

A discussion ensued about the necessity of monthly Operating Board Meetings. Scott Sistek stated the Board is not required to conduct monthly meetings. Approval of the bills could be an issue if the Board does not meet monthly. The Board decided they would meet quarterly if necessary and approve the bills on a quarterly basis.

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

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer