Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Monday, April 30, 2012

Vice Chairman, Jude Abraham called the meeting to order. Roll call was taken with the following members present: Jude Abraham, Caprice Mills, Diane Figg, Eileen Navish, Diane Heming, Jon Perry, and Michael Wrobleski. Solicitor Lawrence Maiello was also present. Scott Sistek, Paul Fry and Gregory Primm were absent.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on March 27, 2012, and Jon Perry **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the bills needing to be paid are the following: the legal bill for $294.00, website annual renewal to SYF Computing of $335.00 and $80.00 to Ann Eicher for typing of minutes. Diane asked the board if it was ok the second signature on the checks to be hers in the absence of the Chairman. The board agreed.
Eileen Navish **MOVED** to approve the bills, and Jon Perry **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 the balance before the payment of the bills; we have $36,203.76 in the account. Diane also stated that she added the activity of the DCED Grant of $5,000.00 and that she received the closeout form for the grant. She is going to complete the closeout and send all supporting documentation.
Diane Heming **MOVED** to approve the Treasurer's Report, and Jon Perry **SECONDED.** No discussion. **Motion carried.**

Solicitor's Report. Solicitor Maiello reported that he made a simplified guide as to Berkheimer's obligations during the collection process so the Committee can determine if they are complying with those obligations.
He also suggested the Tax Appeals Rules and Regulations be put to a vote of the operating board in case a quorum is not present at the full TCC meeting.
Diane Figg **MOVED** to approve the Rules and Regulations of the Tax Appeals Board. Eileen Navish **SECONDED**. No discussion. **Motion Carried**.
Committee Reports.

Tax Collector Performance Committee.- Diane will review the information that Solicitor Maiello gave will be in contact with the secretary as to the monthly reports of the WCTCC that are given to the TCC representative/secretary -Caprice Mills to review.

Auditor Selection Committee.- Diane talked about what type of an RFP will be needed for the auditing of Berhkeimer. Jude Abraham asked Solicitor Maiello to see if any other TCC has created an RFP so that there is not a need for redundancy in the process.

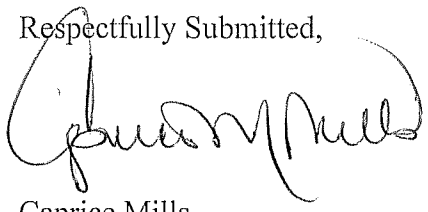
Open Board Discussion.

- A question arose concerning how Berkheimer is charging the commission fees and as to what type of information is on the PSD monthly report from Berkheimer. Shawn Perry is scheduled to be attending the full TCC meeting tonight and hopefully some of the questions will be answered directly by him.

- Insurance fees will be forthcoming and a quick decision as to the renewals due to the timeframe of billing and effective dates.

Adjournment. Caprice Mills **MOVED** to adjourn the meeting.

Respectfully Submitted,



Caprice Mills
WCTCC Operating Board Secretary