Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, March 26, 2013

Chairman Scott Sistek called the meeting to order at 5:55 p.m. Roll call was taken with the following members present: Scott Sistek, Jude Abraham, Caprice Mills, Paul Fry, Diane Heming and Jon Perry. Solicitor Lawrence Maiello was also present. Diane Figg, John Wilson, Gregory Primm and Jim Meyer were absent.

Pledge of Allegiance.

Approval of Minutes. Diane Heming **MOVED** to approve the minutes of the Operating Board Meeting held on February 26, 2013 and Jude Abraham **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. No report.

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

Treasurer's Report. No report.

Solicitor's Report. Solicitor Maiello reminded the committee he is continuing to work on the Memorandum of Understanding with the County in regard to storing and safeguarding the tax records and he should have that completed for next month's meeting. He continues to wait on the outcome of the lawsuit filed by the TCC in Greentree Borough and how those findings with respect to confidentiality might impact our agreement with the County.

Committee Reports.

Audit Committee. Jon Perry reported the interviews were conducted after last month's meeting with the two firms invited; Maher Duessel and Goff, Backa, Alfera and Company. The consensus was that Maher Duessel be recommended to conduct the 2012 Audit.
Jon Perry **MOVED** to approve the agreement with Maher Duessel to be the Auditor for the TCC, and Diane Heming **SECONDED.** No discussion. **Motion carried.**
Solicitor Maiello mentioned to Mr. Perry and the TCC that they should request an engagement letter from Maher Duessel including language to the effect that the fee structure be reevaluated at the conclusion of the audit.

Open Board Discussion.

Caprice Mills reminded the TCC that April's meeting will be held on April 30th at 5:30 p.m. with the full WCTCC to begin at 6:30 p.m. Scott Sistek stated the meeting will take place in the Jury Commissioner Meeting Room.

Diane Heming reported she is no longer receiving any surveys requested by the Tax Collection Performance Committee. Ms. Heming has received a total of 20 surveys to date and will copy and distribute those to the committee members as well as any additional surveys she may receive. Currently the biggest concern and the only negative stated in the surveys was Berkheimer has not visited each community for resident's questions and to make a local presence per language included in the contract.

Adjournment. Paul Fry **MOVED** to adjourn the meeting. **SECONDED:** Caprice Mills.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer