Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting, Minutes

Monday, October 26, 2015

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Diane Heming, Diane Figg, Paul Fry, Mike Wrobleski and Jennifer Callahan. Attorney John Prorok was present in place of Solicitor Lawrence Maiello who was absent. Dan Watson arrived later on during the meeting. Caprice Mills, Joe Koluder and Gregory Primm were also absent.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on January 27, 2015, and Diane Heming **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the only bill to be approved at this time is the final payment for the audit to Maher Duessel in the amount of $9,832.
Paul Fry **MOVED** to approve the bill, and Diane Heming **SECONDED.** No discussion. **Motion carried.**

Public Comment. A request was made to hold the reorganization meeting scheduled for January 2016 in the morning instead of the evening and a question was asked concerning how Berkheimer is handling the collection of delinquencies and transients. Discussion ensued. The line item for 'Unidentified Collections' was down from $3,000,000 in 2013 to $186,000 in 2014. Mr. Sistek suggested that when the email is sent reminding everyone about the January 2016 Meeting a request will be included to have a representative from Berkheimer attend to field these questions and concerns.

Treasurer's Report. Diane Figg reported the expense total including the bill approved at this meeting to date is $23,232.90. The balance in the checking account is $15,368.91. No income was received since there were no assessments. The biggest expense is the audit and Mr. Sistek stated there have been discussions concerning the Department of Community and Economic Development (DCED) and ACT 32 and lobbying them to amend the requirement for a separate audit. Ms.Figg stated that out of the 30 counties Berkheimer services only a few require a separate audit; the other counties rely on Baker Tilly (Berkheimer's auditor) for their reports. Ms. Figg suggested having the audit performed every other year. Mr. Sistek stated if the requirement for an annual audit is amended no assessment would be necessary in 2016; if an annual, independent audit is required an assessment would be needed. The recommendation of the Board was to delay the vote until the January Meeting on having an annual audit or an audit done every other year.

Solicitor's Report. No report.

Committee Reports. No reports.