Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, September 24, 2013

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

Pledge of Allegiance.

Approval of Minutes. Caprice Mills **MOVED** to approve the minutes of the Operating Board Meeting held on June 25, 2013, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there are three current bills: one for legal services in the amount of $473; transcription services for Ann Eicher, which is $40; and the bill for the audit which was $18,980; adding that the audit bill was only $80 over budget. The total bill list is $19,493.
Jim Meyer **MOVED** to approve the bills, and Diane Heming **SECONDED.** No discussion. **Motion carried.**

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

Treasurer's Report. Diane Figg stated before paying the bills the balance is $83,171.43 with North Belle Vernon Borough still owing $141.28 and a follow-up bill has been sent. As already reported the total of the bills was $19,493, and she reminded the Board that since Jude is absent she will need approval to sign the checks to pay the bills.
Diane Heming **MOVED** to approve the Treasurer's Report as stated, and Jon Perry **SECONDED.** No discussion. **Motion carried.**

- Audit Report. Ms. Figg continued reporting on the audit distributing the documents associated with the audit. Caprice Mills added that an electronic copy of the audit was sent to the Department of Community and Economic Development (DCED). Solicitor Maiello reported on the issues concerning increasing the bond with Berkheimer for the year 2014 to $5,650,000 as recommended in the audit report. The Board was in agreement that Solicitor Maiello should issue a letter to Berkheimer requesting a response with regard to the audit findings concerning the bond amount. Ms. Figg reminded the committee that another finding in the audit concerned a second party reviewing the bank statements, and Diane Heming agreed to review and verify the monthly statements. Additionally, the audit will be placed on the WCTCC website for access by all Political Subdivisions as required.

Solicitor's Report. Solicitor Maiello reported on the CENTAX update with regard to pursuing the Bonding Company for the attorney fees incurred when we joined the lawsuit stating there has been dialog and correspondence requesting reimbursement. Essentially the Bonding Company is requesting a release before they reimburse any monies. Solicitor Maiello's reply to the Bonding Company was that currently we would like to hold our claim open until the final reconciliations have been completed at which time a settlement may be reached.

Committee Reports.

Tax Collection Performance Committee. A question arose as to the outcome of the surveys distributed and the general consensus was there were no negative comments associated with Berkheimer's performance and collections/incomes seemed to be on the increase.

Open Board Discussion.

- Diane Figg questioned the purpose of the website emails with regard to some concerns she has received via email, and Solicitor Maiello replied that email is mainly for advice and to refer them to their Tax Collector for the requested information.

- Ms Figg also reminded the Board that the Weighted Vote will be calculated and completed for next month's meeting.

Agenda.

Data Storage Agreement with Westmoreland County. Solicitor Maiello reported that the Data Storage Agreement with Westmoreland County for storing and protecting the data received from Berkheimer is complete. Scott Sistek will send the agreement to the proper authorities at the County for approval.

Adjournment. Paul Fry **MOVED** to adjourn the meeting. **SECONDED:** Diane Figg.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer