

Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, April 26, 2011

Chairman Scott Sistik called the meeting to order. Roll call was taken with the following members present: Scott Sistik, Peggy Gillespie, Susan Trout, Diane Figg, Caprice Mills, James Meyer, John Wilson, Jennifer Callahan and Greg Primm. Solicitor Lawrence Maiello was also present. Paul Fry was absent. A quorum was present.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the last Operating Board Meeting held on February 22, 2011, and James Meyer **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Treasurer Diane Figg reported the only bill is for legal services in the amount of \$778.50. Susan Trout **MOVED** to approve the bills, and Caprice Mills **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 current balance on the income statement prior to this bill payment as \$41,706.30 and we still are waiting for Arona and Trafford Boroughs to pay the \$226. In the checking account we have \$42,258.80 prior to this bill payment.

Greg, Primm, "What are we doing to get these two communities to pay?"

Scott Sistik, "I've contacted them through their State Representatives and they just haven't come up with it, so what recourse do we really have."

Solicitor Maiello, "We'll probably try to get Berkheimer to offset the payments when they begin to remit payments."

Susan Trout, "Do you think a letter from the Solicitor might be a better idea?"

Mr. Sistik, "I think it would."

Solicitor Maiello, "I'll put together a letter. Does anybody want to see the letter or should I just send it asking them to remit payment as soon as possible?"

Mr. Sistik, "Send it."

Solicitor's Report. No report.

Committee Reports.

Transition Committee-Peggy Gillespie explained the information Berkheimer & Associates is seeking has blossomed into a book. As of this afternoon the only information in the packet would be the basic information and the Confidentiality Agreement. Peggy will email the packet of information including the proposed timeline for the Committee to review before distribution.

Ms. Trout, "So what's your plan to tell the members at the next meeting?"

Ms. Gillespie, “They’ll be receiving their packet of information next week. Do you think the Committee should meet at this particular point?”

Mr. Primm, “I think we should review the packet first.”

Website Committee-Jennifer Callahan will add the address verification link to the website from the Department of Community and Economic Development’s (DCED) website.

Open Board Discussion.

Insurance. Sue Trout reported she received information from First National Insurance for procuring insurance for our entity. The Committee decided no quotes are necessary at this point.

Contact Information. Sue Trout requested everyone check their contact information to confirm it is up to date and correct.

Agenda.

1. **Treasurer’s Report.** Greg Primm **MOVED** to approve the Treasurer’s Report presented earlier this evening, and John Wilson **SECONDED**. No discussion. **Motion carried.**
2. **Berkheimer’s Act 192 Resolution.** Solicitor Maiello explained Berkheimer circulated, as part of their packet, an Act 192 Resolution, which essentially allows them to impose collection fees upon the taxpayers when the taxes become delinquent. As part of their contract they listed a schedule of all delinquency fees they would impose on taxpayers and the Resolution did, in fact, follow this schedule. Ultimately, the Resolution would have to be voted on by all delegates. Fees are kept by Berkheimer in lieu of a percentage of the commission.
3. **Berkheimer’s Bond Amount.** Solicitor Maiello reported the bond must be equivalent to the highest amount of taxes on hand per the contract within a specific date and they’re beyond that date.

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** Sue Trout. All voted unanimously to **adjourn.**

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary

