

Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, June 28, 2011

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

Pledge of Allegiance.

Approval of Minutes. James Meyer **MOVED** to approve the minutes of the last Operating Board Meeting held on April 26, 2011, and Paul Fry **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Treasurer Diane Figg reported the only bill is for legal services in the amount of \$945. Susan Trout **MOVED** to approve the bills, and John Wilson **SECONDED**. No discussion. **Motion carried.**

Diane Figg, "We agreed via email last month to pay all the insurance bills; I just wanted to document that we agreed to pay them."

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

Treasurer's Report. Diane Figg reported the balance before the bill is \$39,852.84 in the checking account. Once the bill for \$945 is paid we will have \$38,907.84 in the checking account. There are only two accounts receivables that have been ongoing for more than a year; they are Arona and Trafford Boroughs.

Solicitor Maiello, "I did send a letter, and Trafford sent a check. I will mail it to you. The only one left is Arona for \$21."

Ms. Figg, "I did do a budget which will show our expenses for the calendar year only versus what we spent. Obviously, we're under budget substantially."

Solicitor's Report. Solicitor Maiello reported he did send a letter out to the two Political Subdivisions (PSDs) and he did receive one check. The other one can be deducted when they remit their taxes; it's only \$21. A question also arose concerning delinquencies pre-2012 and how they can be handled. Under the Act you're allowed to maintain anything prior to 2012 in-house. Whoever has been collecting your delinquents can continue to collect your delinquents, but you need to put the Tax Officer, Berkheimer, on notice. At the next meeting everyone should be notified that if you intend to keep your current Tax Collector for your delinquents, you need to give written notice. A list should be developed so everyone is on the same page. After 2012 and forward you don't have a choice; prior to that you do. And in regard to bond issues, a \$1.3 million bond had been discussed. Solicitor Maiello asked Shawn Perry from Berkheimer about the background on how they arrived at that amount. It is 2% of the Earned Income Tax (EIT) revenue from the County as per the Department of Community and Economic Development's (DCED) master plan. A \$3 million bond was suggested noting that the amount

of the bond may be changed the way the contract is written. Shawn will check into getting the bond in place by the deadline of July 15th. Solicitor Maiello generated an Act 192 Resolution and will circulate it via email so it can be placed on the agenda for approval at the July meeting.

Committee Reports.

Transition Committee-Shawn Perry from Berkheimer & Associates provided an update on the transition and how the information is starting to flow back to him. First off, two dates for employer training are August 23rd and September 29th and will be held at the Courthouse. When Berkheimer receives the lists from the employers they will notify them of the training dates, and the training dates will also be advertised. Shawn has received about 15 packets and will visit everybody personally to obtain the packets. In regard to the delinquents the municipality can hold on to them for two years after the end of their contract and Berkheimer is following suit as well. In 2012 the delinquents stay with the new collector. The rates for delinquents were not negotiated; it is Berkheimer's policy. The TCC will send an email reminding each entity.

Website Committee-No report.

Open Board Discussion.

Addresses. The 911 Addressing from the County has already been entered into the system. Bus routes may also be used to obtain all addresses.

Agenda.

Multi-County TCC/Act 32 Collectors Meeting. Scott Sitek reported an invitation was initiated from Mary Abbott of Mount Lebanon to attend a meeting to be held on July 14th or 15th at the Greentree Municipal Building at 10:30 a.m. We need someone to attend and they're requesting at this time that a representative from our Tax Collector attend with one of its Information Technology (IT) people. Scott Sitek will represent the WCTCC and Shawn Perry and/or Bill Lenart will represent the Tax Collector at this meeting. Consistency of data is the main concern for this meeting.

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

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary