

**Westmoreland County Tax Collection Commission (WCTCC)**

**Operating Board Meeting Minutes**

**Tuesday, July 26, 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 and Greg Primm. Jennifer Callahan and John Wilson were absent. Solicitor Lawrence Maiello was also present. A quorum was present.

Pledge of Allegiance.

Approval of Minutes.

**April 26, 2011**

Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on April 26, 2011, and Susan Trout **SECONDED**. No discussion. **Motion carried.**

**June 28, 2011**

Paul Fry, "Just a clarification on the Approval of Bills; is the correct amount \$945?"

Diane Figg, "June's bills totaled \$945 and prior to that we sent the email that everybody approved to pay the insurance, which was \$488 and \$1,150."

Paul Fry **MOVED** to approve the minutes of the Operating Board Meeting held on June 28, 2011, and James Meyer **SECONDED**. No further discussion. **Motion carried.**

Approval of Bills. Treasurer Diane Figg reported the only bills are \$94.50 from the law firm and a bill for her services from January until today in the amount of \$120.64 for a total of \$215.14. She also reported PNC Bank is now charging a monthly service fee of \$20; she has a call into the bank inquiring about that. The interest we are earning per month is only \$4.94. We may opt to forego the interest to waive that fee or we may look into other banks to see what they have to offer. James Meyer **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 balance at the last meeting was \$39,852.84 in the checking account. The only bill was the legal bill for \$945. We earned \$4.94 in interest and paid out \$20.20 in service fees. So our balance right now prior to the two bills is \$38,892.58. The only item not in the bank is the check for \$205 from Trafford Borough, so that will be added on. The only one outstanding is Arona Borough.

Solicitor's Report. Solicitor Maiello reported he did the Resolution for Act 192 so everyone can get a look at it. He took the Schedule of Costs that Berkheimer had provided for the contract and that's the cost that is going to be passed onto the delinquent taxpayers whenever Berkheimer picks up the delinquent portion of their work. So at some point in the next six months we have to pass this Resolution. Rates are not negotiable; they're part of the full contract. He reiterated

what was said at the last meeting reminding the delegates they need to notify Berkheimer if they plan on retaining them to collect delinquents for 2011 and prior years.

Committee Reports.

Transition Committee-Peggy Gillespie will email to all members the notice to employers with the schedule of employer meeting dates; August 23<sup>rd</sup> in Greensburg, September 9<sup>th</sup> in Ligonier, September 29<sup>th</sup> in Greensburg and October 6<sup>th</sup> in Leechburg, Allegheny Township. Peggy will also have Jennifer post this information on the website. Shawn Perry reported 48 municipalities and school districts have not returned their packets to date.

Website Committee-No report.

Open Board Discussion. No discussion.

Agenda.

1. **Treasurer's Report.** Susan Trout **MOVED** to approve the Treasurer's Report, and Paul Meyer **SECONDED**. No discussion. **Motion carried.**
2. **Berkheimer Bond Amount.** Solicitor Maiello will contact Berkheimer to finalize a bond amount.
3. **Multi-County TCC/Act 32 Collectors Meeting.** Scott Sitek reported on the meeting held at the Mount Lebanon Municipal Building. Shawn Perry felt the meeting was mainly to get Jordan Tax Service on board and they have all agreed on one form among all the collectors.

Adjournment. Greg Primm **MOVED** to adjourn the meeting. Meeting adjourned at 6:04 p.m.

Respectfully Submitted,

Susan M. Trout  
WCTCC Operating Board Secretary