

Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, February 22, 2011

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

Pledge of Allegiance.

Approval of Minutes. James Meyer **MOVED** to approve the minutes of last month's Operating Board Meeting, and Diane Figg **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Treasurer Diane Figg reported that two bills were received; one for \$137.61 from the Tribune-Review and one from Best Buy for \$46.63 for the digital voice recorder for a total of \$184.24.

Susan Trout **MOVED** to approve the bills, and Paul Fry **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 as \$42,767.70 and since last meeting interest was earned in the amount of \$5.59.

Solicitor's Report. No report.

Committee Reports:

Transition Committee-Peggy Gillespie invited representatives from Berkheimer & Associates (Berkheimer) to discuss and explain the Transition Plan. An open dialog about the transition plan was discussed with the following highlights:

- The Transition Policy Schedule 3 of the agreement will be followed and provided.
- Berkheimer will contact all Political Subdivisions (PSDs) to obtain the necessary documentation from each PSD beginning in March, 2011. That information will include their Taxing Authority Ordinance, banking information, current collector, contact person, technical contact, and confidentiality policy.
- The TCC will send a letter to Berkheimer that will be sent to all political bodies encouraging their full cooperation in obtaining the necessary documentation. Peggy will also send an email to the TCC representatives notifying them of the requests that will follow by Berkheimer.

- Berkheimer will obtain and input the County codes for the municipalities and tax collector information. After that, the major task will be building the tax rolls. The tax rolls information will come from several sources including State information available from the Department of Revenue, Local Service Tax (LST) lists, Annual Fire Inspection lists, Occupancy Permits and/or Tenant Registrations.
- Berkheimer & Associates will also follow the transition policy with the efforts to notify businesses of the change. They are already in contact with large payroll companies such as ADP and CPA groups educating them about the change.
- Deadline for tax rolls from employers will be September 1st; after third quarter filing.
- Some area Chambers of Commerce will assist with the education by placing a standard letter on their websites as well as the County website.
- Berkheimer is not entitled to Business Privilege Tax (BPT) lists, however if they can obtain that information, it would assist them in comparing lists for building the tax rolls.
- The Department of Community and Economic Development (DCED) website should have a list of all municipalities' websites for use when sending letters for upcoming changes.

In summary, Berkheimer will send out initial announcement letter to the PSDs requesting basic banking and collector information fairly soon. Peggy will send an email to PSDs reiterating what they will be receiving from Berkheimer. In third quarter, they will send out a mailing to all employers and individuals. Berkheimer will supply the Act 192 Resolution and follow up with their bond and the proposed amount of said bond per DCED regulations. Solicitor Maiello will send a letter to Berkheimer confirming their responsibilities that were just discussed during the transition period.

Website Committee-Sue Trout reported for Jennifer Callahan, Website Committee Chairperson, asking for the committee's approval of SYF Computer Solutions for the website hosting for \$335.

Peggy Gillespie **MOVED** to approve the one-year agreement with SYF Computer Solutions, and Caprice Mills **SECONDED**. No discussion. **Motion carried.**

Open Board Discussion:

Tax Appeals Board. The Members of current Tax Appeals Board are listed and won't hear appeals until 2012:

Greg Primm	Judy Gilpin
Paul Fry	Peggy Watson
Scott Sistik	Allison Willis
Dallas Leonard	Gordon Stoves

Check Signatories. Diane Figg discussed getting two live signatures of three approved committee members for check signing.

Sue Trout **MOVED** to approve the requirement of two live signatures for check signing, and Greg Primm **SECONDED**. No discussion. **Motion carried.**

Greg Primm **MOVED** to approve the Chairperson, Vice-Chairperson and Treasurer as the three designated signatories for the TCC checking account, and James Meyer **SECONDED**. No discussion. **Motion carried.**

Phone Tree. Sue Trout discussed establishing a phone tree to notify members of the cancellation of meetings as well as keeping the starting time of the meetings at 5:30 pm as advertised. All were in favor of both ideas.

Agenda Items:

1. **Agreement with Maiello, Brungo & Maiello, LLP.** Solicitor Maiello discussed different options for payment of services: Option 1- \$500 per month retainer; or Option 2-\$105 hourly rate with no retainer.
Greg Primm **MOVED** to approve the one-year agreement with Maiello, Brungo & Maiello, LLP at an hourly rate of \$105 for 2011, and James Meyer **SECONDED**. No discussion. **Motion carried.**
2. **Treasurer's Report.** James Meyer **MOVED** to approve the Treasurer's Report as presented earlier this evening, and Sue Trout **SECONDED**. No discussion. **Motion carried.**
3. **Annual Organization Meeting.** Greg Primm **MOVED** to approve the date for the Annual Organization Meeting for Tuesday, January 24, 2012, and James Meyer **SECONDED**. No discussion. **Motion carried.**

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** James Meyer. All voted unanimously to **adjourn.**

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary