

Westmoreland County Tax Collection Committee (WCTCC)

Operating Board Meeting Minutes

Tuesday, April 22, 2014

Chairman Scott Sitek called the meeting to order. Roll call was taken with the following members present: Scott Sitek, Caprice Mills, Diane Figg, Paul Fry, Joe Koluder, Mike Wroblewski, Dan Watson and Jim Meyer. Solicitor Lawrence Maiello was also present. Diane Heming and Gregory Primm were absent.

Pledge of Allegiance.

Approval of Minutes. Joe Koluder **MOVED** to approve the minutes of the Operating Board Meeting held on January 28, 2014, and Jim Meyer **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there were three bills: SYF Computer for the maintenance of the website in the amount of \$288; Ann Eicher for transcription which is \$70; and legal fees in the amount of \$552 for a total of \$910. Paul Fry **MOVED** to approve the bills as presented, and Caprice Mills **SECONDED**. No discussion. **Motion carried.**

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

Open Board Discussion.

Continuation of the Berkheimer Contract. Representatives from Berkheimer in attendance at tonight's meeting confirmed that Westmoreland County collections are up almost 20% when compared with the same time period and same types of monies collected last year with the total number of employers in Westmoreland County at 18,447. Political Subdivision (PSD) reports will be sent to the TCCs; the TCC Secretary is authorized to request those reports. Information regarding requesting the reports will be sent via email. Discussions continued on the subject of Berkheimer's performance, and the committee members were satisfied with the service provided by Berkheimer and in favor of extending the contract for one year.

Joe Koluder **MOVED** to approve recommending the continuation of the contract with Berkheimer for one year to the full WCTCC, and Paul Fry **SECONDED**. No further discussion. **Motion carried.**

Treasurer's Report. Diane Figg stated the current balance in the checking account is \$62,731.40, and she sent North Belle Vernon's invoice to Eileen Navish so the outstanding Accounts Receivable in the amount of \$141.28 should be paid. Ms. Figg continued reporting stating the insurance contract is up for renewal; it will expire June 1st, and an assessment will not be imposed until 2016 at the earliest.

Joe Koluder **MOVED** to authorize Scott Sitek and Diane Figg to sign the checks in Diane Heming's absence, and Jim Meyer **SECONDED**. No discussion. **Motion carried.**

Solicitor's Report. No report.

Committee Reports. No reports.

Adjournment. Diane Figg **MOVED** to adjourn the meeting. **SECONDED:** Dan Watson.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer