

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

**Operating Board Meeting, Minutes**

**Tuesday, January 27, 2015**

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

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on October 28, 2014, and Diane Heming **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported the bills were \$897 for Legal Services; \$294 annual Website Bill; \$266.88 for the Tribune-Review including the advertising for the change of the meeting; and \$70 to Ann Eicher for transcription services. Diane Heming **MOVED** to approve the bills as presented, and Paul Fry **SECONDED**. No discussion. **Motion carried.**

Election of Officers for 2015. Joe Koluder **MOVED** to reappoint Scott Sistek as Chairman of the WCTCC Operating Board; Diane Heming as Vice-Chairman of the WCTCC Operating Board; Caprice Mills as Secretary and Open Records Officer of the WCTCC Operating Board; and Diane Figg as Treasurer of the WCTCC Operating Board, and Greg Primm **SECONDED**. No discussion. **Motion carried.**

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

Solicitor's Report. Solicitor Maiello distributed copies of the amendment to the contract with Berkheimer. Solicitor Maiello continued stating the fee has been reduced from 1.45% to 1.42% and Berkheimer has agreed, since this is an extended contract through 2018, should they negotiate additional contracts and give lower rates to similar-sized Tax Collection Districts (TCDs), they will match that rate.

Committee Reports. No Committee Reports.

Open Board Discussion. A discussion ensued reducing the bond based on the average ending balance in Berkheimer's account; Berkheimer feels \$5.6 million is not necessary. Their average ending balance is approximately \$3.3 million. The statute states it should be based on the highest amount in their account but there is room for discretion. The consensus was to seek the advice of the WCTCC's auditor with regard to reducing the amount of the bond.

Adjournment. Joe Koluder **MOVED** to adjourn the meeting. **SECONDED:** Diane Figg.

Respectfully Submitted,

Caprice Mills  
WCTCC Operating Board Secretary & Open Records Officer

