

Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, May 22, 2012

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Caprice Mills, Diane Figg, Paul Fry, Eileen Navish, Jon Perry and Gregory Primm. Solicitor Lawrence Maiello was also present. Jude Abraham arrived later on during the meeting. Diane Heming and Michael Wroblewski were absent.

Pledge of Allegiance.

Approval of Minutes. Paul Fry **MOVED** to approve the minutes of the Operating Board Meeting held on April 30, 2012, and Eileen Navish **SECONDED**. No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported that the insurance bill for General Liability was \$323 and Surety was \$227; last year we paid \$261 and \$227 respectively, so General Liability increased \$62. The other bill was for the Director's Officers Policy and that is \$1,150 which was the same amount paid last year. So there was only the increase in insurance of \$62 and the legal bill which was \$522.50. Total bills for this month \$2,222.50.

Greg Primm **MOVED** to approve the bills, and Eileen Navish **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 in the checking account before paying these bills is \$35,499.37. We'll be over budget due to the increase in the General Liability; \$488 was budgeted and we'll be over by approximately \$60. The insurance company did inquire as to the WCTCC not receiving any income last year as per the Profit and Loss report submitted and requested a signature stating that no assessments will be necessary for 2012. Scott Sistek, Chairperson, will sign the necessary documents. Ms. Figg has one concern with the grant in regard to the Professional Services/Treasurer portion because the amount proposed to spend was \$2,000 but only \$1,000 was spent. The expiration date on the grant is June 30th. Eileen Navish suggested that Ms. Figg call and request to add other items to make up the difference because she's had them approve changes to grants even after the expiration date. Ms. Figg suggested including the transcription and website costs into the Professional Services portion of the grant. Ms. Figg will call and request the changes.

Eileen Navish **MOVED** to approve the Treasurer's Report, and Jon Perry **SECONDED**. No discussion. **Motion carried.**

Solicitor's Report.

- a. **Transcription Services Agreement.** Solicitor Maiello reported he has a letter for the transcription services explaining the services and amounts to be paid to the independent contractor as well as the terms of the contract.

Greg Primm **MOVED** to approve the letter confirming the transcription agreement, and Eileen Navish **SECONDED**. No discussion. **Motion carried.**

- b. Data Transfer and Storage.** Solicitor Maiello also reported as discussed at a previous meeting that Berkheimer could accommodate the transferring and storing of data at the County facility but a contact person has to be named with an indemnification clause for confidentiality purposes.

Committee Reports.

Tax Collector Performance Committee.-No report.

Auditor Selection Committee. Solicitor Maiello stated he cannot locate a pre-constructed Auditor's Request for Proposal (RFP) but he indicated he could create one if necessary to begin to circulate the RFPs. Discussion followed concerning procedures of how the audit will be conducted and how detailed the audit should be; will it be a compliance audit as well as a financial audit and who monitors the employers. Solicitor Maiello will inquire as to who can answer those questions and get some description as to what their process will be to construct the RFP according to the required statutes.

Open Board Discussion. For the record no discussion was presented at tonight's meeting.

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

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary