

To: Tax Collector Committee Members

Date: February 24, 2011

From: Diane Heming, Director of Finance and Taxation, Municipality of Murrysville

Re: **Westmoreland County Tax Collection Committee Meeting**

The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, January 25, 2011 in the Commissioner's Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, Pennsylvania.

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**CALL TO ORDER:** The WCTCC Chairperson Joe Koluder called the meeting to order at 6:30 p.m. with the following members present:

WCTCC Chairperson	- Joe Koluder, Jr.	- Derry Area School District
WCTCC Vice-Chairperson	- Diane P. Heming	- Murrysville Municipality
WCTCC Secretary	- Mary Perez	- Greensburg City
WCTCC Treasurer	- Diane Figg	- Everson Borough-Fayette County, East Huntingdon Township, Southmoreland School District
Greg Primm	- Avonmore Borough, East Vandergrift Borough, Hyde Park Borough, Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Washington Township-Westmoreland County	
Joe Olszewski	- Avonmore Borough, East Vandergrift Borough, Hyde Park Borough, Oklahoma Borough, Vandergrift Borough, Allegheny Township, Bell Township, Washington Township-Westmoreland County	
Donna J. Bitonti	- Belle Vernon Borough	
Andrew Shissler	- Delmont Borough	
Lori L. Latta	- Derry Borough	
Cynthia Delissio	- Export Borough	
Peggy Watson	- Irwin Borough	
Paul A. Fry	- Ligonier Borough	
Jeff Landy	- Mt. Pleasant Borough	
Margaret Graham	- New Alexandria Borough	
Scott C. Sistik	- New Stanton Borough	
Gordon Stoves	- North Irwin Borough	
L. Bud Santimyer	- Scottdale Borough	
Kris Long	- Youngwood Borough	
Floyd Neiderhiser	- Cook Township	
Vincent DeCario	- Derry Township	
Trudy Harkcom	- Donegal Township	
James V. Marnell a/k/a James Marnell	- Ligonier Township, St Clair Township, Ligonier Valley School District	
Caprice M. Mills	- Mt. Pleasant Township	
Mary E. Ralston	- Parks Township-Armstrong County	
Edward Sullivan	- Penn Township	
David Amatangelo	- Rostraver Township	

**Following members present at meeting - continued:**

Ronald D. Martz - Salem Township  
Joyce A. Ewing - Upper Burrell Township  
Judy Gilpin - Upper Tyrone Township-Fayette County  
Joe Grata - Washington Township-Fayette County  
Susan M. Trout - Greensburg City  
Robert Depasquale - Greensburg City  
Jennifer Callahan - Lower Burrell City, Burrell School District  
Lucille D'Alfonso - Monessen City  
Diane Heming - Murrysville Municipality  
Eileen M. Navish - Belle Vernon Area School District  
Dan Watson - Greater Latrobe School District  
James J. Meyer - Greensburg Salem School District  
Jude Abraham - Hempfield Area School District  
Sheldon Berk - Jeannette City School District  
Peggy Gillespie - Kiski Area School District  
Allison Willis - Mt Pleasant Area School District  
Director of Administrative Services - New Kensington-Arnold School District  
John H. Wilson - Norwin School District  
Dallas Leonard - Penn Trafford School District

**PLEDGE OF ALLEGIANCE** - Chairperson, Joe Koluder led the audience in the Pledge of Allegiance.

**OLD BUSINESS**

**1. Motion to Approve Minutes**

Ron Martz moved to approve the meeting minutes 8/24/2010, 9/29/2010, and 10/19 2010. Dallas Leonard seconded. All present voted aye. Motion approved.

**2. The next full TCC Meeting:** This meeting is scheduled for Tuesday, 4/26/11.

Mr. Koluder stated that according to the By-Laws, the full Committee would be electing an Operating Board of ten (10) members this evening. The By-Laws approved by the full body of the WCTCC stated that beginning in 2011 and moving forward, there will be an Operating Board, elected from the full body of the Tax Collection Committee. The Board will consist of five (5) representatives from the School District and five (5) representatives from Municipalities. Once the ten (10) people are elected, they will conduct their own meetings and name their own chairpersons, etc... Mr. Koluder stated everyone is welcome to attend these meetings however, voting will be made by the ten (10) members only. According to the By-laws, there are certain items the group will bring back to the full body of the WCTCC for everyone to approve. This will take place at the quarterly meetings located at Westmoreland County Courthouse. If there is a need for an emergency meeting to approve a certain item, the Committee will be notified by the elected board. The Operating Board Organization meeting will be tonight.

**3. Committee Updates** There are no By-laws & Solicitor updates.

4. **FINANCE** The following documents were sent out to the Committee through e-mail: January 2011 Financial Reports – Excel Spreadsheet including Profit Loss Report, Accounts Receivable Report, Bills Report, Balance Sheet Report, and the 2011 Budget. Mr. Koluder reported a few highlights:
- a. There are two (2) Boroughs, Arona and Trafford Borough, who have not submitted their payments for 2010. If there is anyone who could contact these borough representatives and request payment, that would be appreciated.
  - b. The bills must be approved from July 2010 forward. The Westmoreland County Tax Collection Committee (WCTCC) authorized the Treasurer to pay the bills, but they also need approval by the WCTCC. The amount is **\$8,439.30**.
  - c. The Westmoreland County Tax Collection Committee (WCTCC) must approve the 2011 preliminary Budget. The amount is **\$24,820.00** with **\$44,800** in reserve.

5. **Motion to approve Bills**

Bud Santimyer moved to approve the bills through 01/25/11. Gordon Stoves seconded. All present voted aye. Motion approved.

6. **Motion to approve 2011 Budget**

Gordon Stoves moved to approve the 2011 Budget. Dallas Leonard seconded. All present voted aye. Motion approved.

7. **Tax Collector RFP** - No report.

8. **Tax Appeals Board** - This Board is still in operation. The required information will be given to the new Operating Board and a new chairperson will need to be elected to replace the current Chairperson, who has accepted another position outside of the County.

9. **Website** - Mr. Koluder stated the Website is working properly.

10. **OTHER CONCERNS:**

**Dates & Times of the 2011 TCC Quarterly Meetings:** 1/25/11, Tuesday, 6:30 p.m.; 4/26/11, Tuesday, 6:30 p.m.; 7/26/11, Tuesday, 6:30 p.m.; and 10/25/11, Tuesday, 6:30 p.m. Mr. Koluder noted that these dates are quarterly meetings for the full body of the TCC Committee members to make decisions on an as needed basis.

Before proceeding with the nominations for the Operating Board, Mr. Koluder wanted to explain how the names had been selected. As Mr. Koluder had stated at a previous meeting, a quorum would be needed to elect the Operating Board Members. The names listed are volunteers. According to the By-Laws, beginning in 2011 an Operating Board would be elected from the full body of the Tax Collection Committee. It will consist of five (5) representatives from the School District and five (5) representatives from Municipalities. Once the ten (10) people are elected, they will conduct their own meetings and name their own chairpersons, etc...

In addition, the By-Laws state, that certain items such as the Budget, changing the earned income collector, must come back to the full body of the TCC group before any changes are made. Please review the By-Laws for additional items that are to be voted on by the entire body of the TCC group.

**Mr. Koluder's explanation continued:**

Mr. Koluder requested volunteers who would be interested in serving on the Operating Board via e-mails and during public meetings. According to the By-Laws, the School District and the Municipality, each elect their own representatives.

Mr. Koluder inquired if there were any additional representatives present for the School District or Municipality that would want to have their name added to the list of nominees. Hearing none the Chairman stated the following:

**11. Motion to nominate Officers – of the five (5) 2011 Operating Board Members representing the School District:**

Eileen Navish moved to nominate the five (5) 2011 Operating Board Members representing the School Districts. **Nominations:** Jennifer Callahan (Burrell SD); James Meyer (Greensburg Salem SD); Peggy Gillespie (Kiski Area SD); John Wilson (Norwin SD); and Diane Figg (Southmoreland SD)

No other nominations were heard from the audience. Sheldon Berk moved to close the nominations. All present voted aye. Nominees approved.

**12. Motion to nominate Officers - of the (5) five 2011 Operating Board Members representing the Boroughs, Cities, Townships, and Municipalities:**

Bud Santimyer moved to nominate the (5) 2011 Operating Board Members representing the Boroughs, Cities, Townships, and Municipalities. **Nominations:** Sue Trout (City of Greensburg); Paul Fry (Ligonier Borough); Scott Sitek (New Stanton Borough); Caprice Mills (Mt. Pleasant Township); Greg Primm (Allegheny Township, Avonmore Borough, Bell Township, East Vandergrift Borough, Hyde park Borough, Oklahoma Borough, Vandergrift Borough, Washington Township)

No other nominations were heard from the audience. Gordon Stoves moved to close the nominations. All present voted aye. Nominees approved.

**13. Public Comment: None**

Mr. Koluder mentioned that the ethics forms which are required to be filled out for your home districts, have to be filed for the Tax Collection Committee as well. A copy would be acceptable. Please forward your form to Mary Perez until the new secretary for the Operating Board has been chosen. The deadline to submission of these forms is May 1, 2011. Blank copies are available here and should be available at your home district.

Mr. Koluder commended all the members of the committee for the time and effort expended in working together and showing professionalism. Mr. Koluder wanted to mention a special thank you to Mary Perez and Diane Heming. He is confident that the new Operating Board and everyone involved will continue the excellent work.

Mary Perez also commented that before Mr. Koluder took over as Chairperson, she had felt a clear separation between the School Districts and the Municipalities. Now, everything seems to be working smoothly.

**14. Adjournment:**

Gordon Stoves moved to adjourn. Dallas Leonard seconded. All present voted aye. Motion to adjourn approved.  
Meeting end time - 6:50 p.m.