

TCC RFP COMMITTEE MEETING MINUTES

1/20/2010

In Attendance:

George Safin
Peggy Gillespie
Jim Meyer
Margaret Graham
Becky Maruca
Dave Amatangelo
Dan Watson

Not In Attendance:

Jim Morrison
Joe Koluder

Review Sample Tax Collectors Agreement (TCA)

The committee reviewed the sample tax collectors agreement provided by DCED. It was agreed upon by the committee that this agreement should be reviewed by legal counsel. Janet Burkardt from Weiss Law Offices has agreed to review this document.

Distribution of Preliminary Request for Proposal (RFP)

A copy of the tentative final RFP document was distributed to the entire committee for review and feedback. The document included the following:

RFP

Appendix A – Tax Collectors Agreement

Appendix B – Proposal Cover Sheet

Appendix C – Westmoreland Tax Collection Districts (TCD) Reports

- Most recent EIT collection revenue and population Report
- EIT/PIT Tax Rates and Collectors Report

Appendix D – Report on EIT Collection Practices (not included, waiting to see Jim Morrison's pre-qualification mailing document)

Other

At the full TCC meeting scheduled for 1/26/10, the committee will review the following:

- RFP Timeline
- Note that a preliminary version of the RFP will be distributed at the February meeting, pending legal counsel review
- Note that a pre-qualification mailing will be done

- Ask all members to review DCED website to make sure EIT/PIT rates are correct. The committee will print this report on 3/1/10 and use it in the RFP.

Next Meeting Tentative Agenda

- Feedback on Tentative Final RFP Document
- Review Appendix B – 1 Page Summary Sheet
- Review Sample Pre-qualification Mailing
- Feedback from Legal Counsel on TCA
- Follow-up on:
 - Will bylaw committee speak to official countywide collections start date? Answer: No
 - Will the county allow us to put a link on their website?
 - Do we need to advertise the pre-qualification mailing?

Next Meeting Date

February 11, 2010 at 2PM