

**WEBSITE COMMITTEE MEETING MINUTES**  
**Westmoreland County Tax Collection Committee**  
**March 15, 2010**

The Website Committee of the WCTCC met on Monday, March 15, 2010 in the Burrell School District Boardroom at 2:30 P.M.

**In Attendance:**

Jennifer Callahan  
Jim Meyer

**Website Outline**

The committee discussed and agreed upon the following items and information to be placed on the website:

- Committee information, meeting information and minutes, committee member area, bylaws, tax officer information, tax appeal board, individual taxpayer information, employer information, open records, legal ads, contact

The committee discussed and agreed upon the outline of the website as follows:

- Homepage
- Committee
  - Officers
  - Meetings/Minutes
  - Sub-committees
- Committee Member Area
- Bylaws
- Tax Officer/Tax Collector
- Tax Appeal Board
- Individual Taxpayer
- Employer
- Open Records
- Legal Ads
- Contact

**Website Details**

The committee discussed and agreed upon the following website details:

- Website address: [www.westmorelandcountytcc.org](http://www.westmorelandcountytcc.org)  
(also secure domain name .net and .com)
- Website image: basic and in blue because of Westmoreland County website color
- Menu: left side listing items as outlined
- Homepage: should include a brief description of Act 32 and committee duties
- Link from county site: request to appear under Departments, Tax Office
- Contact: establish an e-mail address such as [contact@westmorelandcountytcc.org](mailto:contact@westmorelandcountytcc.org) which will then be forwarded to the individual named by the WCTCC as the contact

**Other**

The committee agreed to have SYF Computer Solutions develop the site based on the information discussed with the intention of presentation to the TCC at the March meeting. Upon final approval by the TCC, the site will be implemented.

**Next Meeting Date**

No additional meeting has been scheduled. The Website Committee will recommend to the TCC that additional updates, additions, and changes to the site be considered administrative and handled by the appropriate TCC member(s).