

Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, January 25, 2011

The first meeting of the WCTCC Operating Board was held on January 25, 2011 at the Westmoreland County Courthouse Commissioners Public Meeting Room immediately following the full WCTCC meeting. The Operating Board members were nominated and approved at the WCTCC meeting. Solicitor Lawrence J. Maiello addressed the group explaining the business items that the committee is responsible for accomplishing. The first order of business was to nominate and approve positions within the organization. The following slate of officers was unanimously approved by the group.

Scott Sistek, Chairperson

Peggy Gillespie, Vice-Chairperson

Susan Trout, Secretary

Diane Figg, Treasurer

Caprice Mills, Assistant Secretary and Open Records Officer

The following committees and/or Committee chairpersons were established by unanimous vote of the group:

Transition Committee:

Peggy Gillespie, Chairperson

Paul Fry

James Meyer

John Wilson

Website Committee Chairperson, Jennifer Callahan

The meeting schedule for the Operating Board was discussed. It was decided to have all of our meetings at the Courthouse. Scott agreed to reserve the Commissioners Public Meeting Room for the full WCTCC meetings for 6:30 pm on Tuesday, April 26, 2011, Tuesday, July 26, 2011 and Tuesday, October 25, 2011. The Operating Board meetings were decided to be the fourth Tuesday of each month in 2011 at 5:30 pm. Scott reserved the Commissioner Meeting Room 101 for these meeting dates as follows; February 22, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, November 22, and the December meeting on the third Tuesday due to the holiday on December 20. Scott directed Sue to advertise the meetings.

Diane presented the current Balance Sheet to the Operating Board. The Balance Sheet detailed Total Assets of \$44,048.45, Total Liabilities of \$1,060.34 and Total Equity of \$42,988.11 as of the meeting date.

The committee also agreed to maintain PNC Bank as the primary depository. Diane indicated that she will obtain signature cards designating the new members for signature authority

Scott stated that he will call representatives of Trafford and Arona Boroughs to determine why they had not paid their dues to the WCTCC and seek payment.

There was also discussion about our insurance policy. Our current policy is in effect until June, 2011.

The committee requested a written proposal from Lawrence Maiello for legal services for the Operating Board for 2011.

It was discussed that the Board in conjunction with the bylaws shall operate with each member receiving one vote. There are no weighted votes for Operating Board. A quorum is six members.

There was discussion about the Tax Appeals Board. Currently, the Chairperson is Allison Willis. They will not hear appeals until 2012 and two members of the appeals board will need replaced.

The Operating Board then talked at length about the transition to Berkheimer being our most important focus of the year. Peggy was excited to head up this committee as she was very involved in the proposal reviews and discussions with Berkheimer. She believed that she knew firsthand the promises by Berkheimer. It was discussed that the transition committee will coordinate the transition in accordance with contract requirements and discussions during proposal reviews to ensure a smooth transfer to Berkheimer. They will also tackle the notification efforts to businesses as well as the general public of the new changes with collections.

The meeting adjourned at 8:30 pm with the next meeting scheduled for Tuesday, February 22, 2011 at the Courthouse at 5:30 pm.

Respectfully Submitted,

Susan M. Trout
WCTCC Operating Board Secretary