

Westmoreland County  
Records Improvement Committee  
July 11, 2022

**Attendance:**

**Sean Kertes, Commissioner \*voting member**  
**Bob MacPherson, COS Commissioner Chew \*voting member**  
**Megan Loughner, Clerk of Courts \*voting member**  
**Tyler King, Treasurer\*voting member**  
**Gina O’Barto, Prothonotary\*voting member**

Melissa Guiddy, County Solicitor  
Danielle Frye, Financial Admin  
Melissa Hughes, Chief Deputy, Clerk of Courts  
Paige Fulmer, Sheriff’s Dept  
Jason Greenwald, Director, Records Management  
Vera Spina, Chief Clerk

\*\*\*\*\*

Ms. Loughner called the meeting to order at 10:02am

Opportunity for Public Comment  
*No Public Comment*

**Approval of the meeting minutes of May 9, 2022**

Motion was made by Mr. Kertes, seconded by Ms. O’Barto and it was unanimously agreed to approve the minutes of the previous meeting, held May 9, 2022

**Balance of the Records Improvement Fund Account**

Ms. Loughner reports that the balance of collections is \$,567,826.30; expenditures total is \$2,343,737.17 – with a net total of \$224,089.13

**General Business:**

Mr. Greenwald gives a status update, he is working through destroying boxes that are beyond the retention period. He has worked through the inventory for offsite storage of Planning/IDC/Redevelopment Authority. The little bit of space that is provided by moving those offsite will takes parts of years. The Planning/IDC space isn’t enough to really take in a lot more. Ms. O’Barto states that if she can move some of the big books in her office that she hopes to be able to keep more on the floor of her office.

There being no further business, motion was made by Mr. Kertes, seconded by Ms. O’Barto and it was unanimously agreed to adjourn the meeting at 10:07am