

LOWER MAKEFIELD TOWNSHIP
CITIZENS BUDGET COMMISSION

March 9, 2009

The regular meeting of the Citizen's Advisory Budget Committee of the Township of Lower Makefield was held in the Lower Makefield Township Building on Monday, March 9, 2009. Mr. Shiller called the meeting to order at 7:10 pm.

Citizen's Advisory Budget Committee: Colleen Klock
Ethan Shiller
Greg Caiola
Kenneth Martin
Terry Fedorchak
Tony Spisto
Absent: Brian McCloskey

Grant Writer:

Mr. Shiller recommended that the township hire a part time grant writer focused on researching and applying for grants. Mr. Fedorchak stated that Susan Mazzitelli is filling that need. He stated that he approaches grant writing applications by committee depending on the circumstance. Mrs. Mazzitelli would be his first choice since she has experience and has the necessary skill set to put the application together especially since the agencies are ramping up on what is required. Mr. Fedorchak stated that the township has submitted at least two historical grant applications and in both cases they were rejected. He stated the state agencies are not generous with the money and that even with the number of important historical facilities in Lower Makefield; we are competing with the City of Philadelphia and struggle against some fierce competition. Mr. Shiller questioned whether Mrs. Mazzitelli has the bandwidth to spend the required hours on grant research. Mrs. Klock stated that it seems like what we need to do in the township is bring in additional revenue via grant writing and since Mr. Fedorchak and Mrs. Mazzitelli are both very busy, she questioned how many hours they would be able to dedicate to grant digging. She stated that the school system hired someone and they were able to receive \$1M in grants. Mrs. Klock questioned how many grant were we missing out on. Mr. Shiller also questioned how many hours Mrs. Mazzitelli would be available to work on grants. Mr. Fedorchak said he would check with her. He stated that they are already doing a lot based on the list he provided to the committee. The C&NR application will take a lot of time because the elements of the criteria we need to meet to fit and the way they are scoring their emphasis on green. Mr. Fedorchak stated that if this application absorbs a lot of time between now and April 22, he is concerned about what is going to happen with the Stimulus project. He said we might have to shovel ready projects for a few that will qualify and might pop up in the next couple of months as there are things coming up on the horizon which will demand additional help. Mr. Shiller asked how much time is realistic per week to devote to grant writing. Mr. Caiola stated that there are a lot of different websites and it would require an hour a day to see if they are in line with our objectives and if we meet the criteria. He recommended that we also talk to other municipalities. Mr. Schiller requested a list of the websites. Mrs. Klock asked if we want to get additional help, where would we get the money or do we want to slip Mrs. Mazzitelli into this project. Mr. Fedorchak stated that we would have to ramp up the hourly rate from an AA to a grant writer. Mrs. Mazzitelli is full time and this is a part time slot. He stated that he would talk with Mrs.

Mazzitelli about it as he would like her to do more grant writing but being recording secretary helps her keep in touch with the flow of the committees. He said he would get back to us on this issue once he has spoken to Mrs. Mazzitelli.

Employee Incentive Program

Mr. Shiller asked what can be put in place to have employees in the township look to improve cost savings and reward them for reducing expenses. Mrs. Klock reported on an Employee Incentive Program and guidelines used by the State of Texas that we could modify to fit us and go along with program of cash awards and movie tickets. The employee would need to document the savings and then we would form another committee to review the incentives. Mr. Fedorchak stated that we would have to define the reward since we are in a public fishbowl. The committee who would make the decision must be impartial and not staffed with employees. He stated that he would not object to a cash award but that there would have to be a cap or percentage of the savings. Mr. Sisto stated that we would have to look at this slowly as this program would take a lot of time in that we would have to document the work and have someone to manage it.

Action: Mr. Shiller to email copy of the document. We will then simplify the form with type of program, how it will be measured and who can participate.

Bike Racks:

Mr. Shiller asked if any of our recreational facilities in Lower Makefield have bike racks as Firehouse Bicycle will put bike racks free at designated places. Mr. Fedorchak stated that he would check what facilities have bike racks and if they don't, he would see why.

CBAC Presentation to BOS

Mr. Shiller asked whether June 22 would be OK for Matt as well as the IT guy to talk about the financial systems and the information that we want to make available on the web. He would like to post a PowerPoint presentation on the web stating what we do as a committee, our mission statement, objectives of the committee, dates for the meetings and our financial policies. We could also include information on non essential services. Mr. Fedorchak stated that the board might be a bit conflicted by this and that he would bring it up in September because that is when they will start on the budget. Mr. Shiller stated that it should not be tied to numbers and that we still need to set the policy. Mr. Caiola said that he will put it on the agenda and present to the executive board.

Budgeted detailed services

Mr. Shiller inquired as to what services go to what budget lines and essential vs. non essential items. Mr. Fedorchak stated that he has been having conversations with Mr. McCloskey and that they are looking at certain services and cost for essential vs. non essential services.

The minutes of the February 23 meeting were tabled until the next meeting due to a question by Mr. Shiller.

The next meeting is scheduled for March 23 at 7:00 pm. The meeting was adjourned at 8:45.