

LOWER MAKEFIELD TOWNSHIP

CITIZENS BUDGET COMMISSION

March 23, 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 23, 2009. Mr. Shiller called the meeting to order at 7:10 pm.

Citizen's Advisory Budget Committee: Brian McCloskey  
Colleen Klock  
Ethan Shiller  
Greg Caiola  
Kenneth Martin  
Michael Garry  
Tony Spisto

Grant Writer:

Mr. Shiller reported that Mr. Fedorchak informed him that Mrs. Mazzitelli will be able to support the Committee with the grant writing task but that he is also interested in meeting with someone outside a Lower Makefield Township resident who would be interested in this position. Mr. Shiller asked how much is the Township willing to budget initially for this position. Since this committee is initiating this project, is there a measure to see if we are successful; how do we track a report of new grants that have been identified. Mr. Caiola stated that there is a monthly report indicating grants pursued, grants received and grants denied. Mr. Shiller stated he is concerned with tracking and how much revenue it generated vs. the investment. Mr. Caiola stated as a rule of thumb, it takes six contacts to get an application, follow up with the call, lunch and then follow through to facilitate the process. Mr. Shiller asked Mr. Caiola for the list of websites and Mr. Caiola stated he will bring it in for the grant person to start with and recommended that writer also read the paper to see what other townships are getting, research on line and in trade magazines and other publications for grant writers.

Employee Incentive Program:

Mr. Shiller presented the guidelines by CCG on the State Council on Competitive Government and asked for comments. Mr. Spisto stated that he liked the document but that the execution is critical. Mr. Shiller stated we would need an updated opinion of what the presentation could look like and he would put together a power point draft. Mr. Caoila stated we can piggyback it in April or May.

Budget Services:

Mr. Shiller stated that we should start creating forms of detailed budget services, identify if they are necessary and prioritize them as external or internal in case we have to cut them or reduce a service. Mr. McCloskey stated that the transfer tax for February is the same as last year. Mr. Shiller asked based on Mr. McCloskey's projected budget for 2010, is there any projection for a mileage increase. Mr. McCloskey stated that in 2008 they finished better than budgeted and if we manage expenses and stay in budget, there should not be a need for 2 mil increase in 2010. Mr. Shiller asked if this is the year we get audited for pension and if so, when would we get that information back. Mr. McCloskey stated mid-April. It is complicated as township contributions are dictated by market value and return on investments. The township expected costs could increase significantly. Mr. McCloskey stated that in April we would look at March 09 vs. 08/07 and it is far too early to see what we can cut. Mr. Shiller stated that if we wait until June, some things might have already passed. He would like the committee

to be able to understand what money is going to be spent ahead of time so we could put a brake on some items. The committee could then make recommendations to the Board of Supervisors to have a discussion at a public meeting. Mr. Caoila stated that if the committee makes a recommendation to township management, they don't have to the approval of the Board of Supervisors since the budget has already been approved. He stated that he thinks the Board of Supervisors would want to see the recommendations. Mr. Caiola stated that we could have Mr. McCloskey provide quarterly information and we could take whatever time is necessary to look at the budget and see what is being spent.

Muncie S/W:

Mr. Shiller asked if we are running the latest version as they are so many accounts from Muncie in the data processing budget. Mr. McCloskey stated that we have to pay an annual licensing fee that does include upgrades since we are on 03 version. Mr. Shiller asked what is the cost of the version upgrade. Mr. McCloskey stated about \$5-10,000 and that after the audit, we will be going to the new version.

Other business:

Mr. Shiller questioned what fund the cameras from the outside sewage system are coming from. Mr. McCloskey stated it comes out of the sewer fund and it is just for outside labor. Mr. Shiller asked what the description was from and if a check could be run on it. Mr. McCloskey said he would check with Hank.

Mr. Shiller asked if there was any other business.

Mr. Caoila said that they interviewed three people for the 2 openings on the committee and that there are 3 more people they still need to interview. Mr. Shiller stated that he would like to be present for the additional interviews. Mr. Caoila stated that would be at the April meeting at 6 pm.

Mr. Shiller reported that he drove around to several fields and the only place where bike racks exist are in front of the pool. He stopped by the Firehouse Cycle and they will give us some for free. Mr. Shiller said that we need to get the information out there and pass to Donna to reach out to Firehouse Cycle as they will provide the sizes and locations we want. Mr. Caoila stated he would mention it on TV.

Mr. Shiller asked if any ideas have been implemented regarding the Board of Supervisors Energy Audit. Mr. McCloskey said yes but some were very expensive like solar heating. Mr. Shiller asked if we should have a follow up to see what was expended; did it help and was it justified. Mr. Caoila stated that we could not take on some of the bigger ticket items. Mr. McCloskey stated that we are doing some things i.e. screen savings on the computers and that going forward we will start using the energy efficient light bulbs. Mr. Shiller questioned if the EAC was going to do an audit. Mr. Caoila said he doesn't know but the payback could be substantial.

Mr. Shiller asked if other townships are using the Elsie D Lights (?), are they realizing a savings and does the township software support the lights. Mr. Caoila said they are set by Penn Dot. Mr. Shiller asked if the recommendation to replace the existing lights should come from the EAC or our committee. Mr. McCloskey stated that we inventory the traffic lights. Mr. Shiller asked if that is something we should look into or push to the EAC? Mr. McCloskey said we own some and we pay electric for them. Mr. Caoila said he would bring it up at the next meeting.

The minutes of the January 19 meeting were unanimously approved.

Since Mr. McCloskey could not make the April 20 meeting, it has been rescheduled to April 27. The meeting adjourned at 8:15 pm.

