

**Township of Lower Makefield
Citizen's Advisory Budget Committee Minutes
March 16, 2010**

The regular meeting of the Citizen's Budget Advisory Committee of Lower Make field was held in the Lower Makefield Municipal building on Wednesday, March 16, 2010. Chairman Joe Menard called the meeting to order at 7:00 pm.

Citizen's Advisory Budget Committee:

Joe Menard
Kenneth Martin
Fran McDonald
Dan McLaughlin
Ethan Shiller
Tony Spisto
Roger Owen

Absent:

Mike Landy

Others:

Brian McCloskey

Mr. Menard discussed the minutes from the previous meeting and that the committee would table the approval until the next meeting.

Mr. Menard led a discussion on his work with the Parks and Recreation department, specifically working with Donna Liney to find out exactly what the department does, in the committee's efforts to formulate a business plan. That plan is moving forward as all involved are trying to find a way to adequately fund the needs and requests of P&R and the user groups, to improve to and expand the fields. Mr. McDonald is the P&R liaison to the CBAC and he has pledged continued support of the CBAC's efforts.

The business plan discussion centered on how to fund any future debt brought on by the P&R infrastructure and also any increased operating expenses as a result of new fields.

Mr. Menard also discussed that he felt that the Parks and Receptions department, along with the Pool, should begin to create a Capital Reserve Fund for their future needs. The committee as a whole agreed with this, and the discussion ensued on how this could happen.

Mr. Shiller discussed the report provided by Terry Fedorchak on the township's grant activity, and the committee understands that the township is doing all it can to receive as many grants as is realistic, and that the impact of available grants since the recession has diminished. The CBAC discussed the feasibility of the township hiring a full-time grant writer, and it was unanimous that the costs at this point in time of such a new hire are not in the budget. Mr. McCloskey reiterated something Mr. Fedorchak had stated at previous meetings, and that is that the current grant writer, Susan Mazzitelli is doing a very good job, as indicated by the awards the township has received.

Mr. McCloskey provided a brief summary of the 2009 results of the townships funds, indicating all funds had ended the year with expected or better than expected results.

Several areas of concern were discussed, specifically:

- Basin Maintenance, this fund will be depleted in 2010 and will have an impact on the 2011 public works budget
- Liquid Fuels, with the storm related costs, there may need to be some cuts later in the year to ascertain that we end the year in a positive position

The majority of the discussion on the 2009 results centered on the General Fund, and that the township had finished the year in better than expected position, and the resulting factors were also discussed.

The committee then discussed the challenges facing the township in 2010, specifically the continued lag of the deed transfer tax, and that we will continue to monitor the finances and act accordingly in the future.

.The Committee then discussed the BOS meeting for the 17th, and the report that the CBAC was going to make.

Meeting was adjourned at 9:15pm

Respectfully Submitted,

Brian McCloskey

Finance Director