

UPPER MERION TOWNSHIP BOARD OF COMMUNITY ASSISTANCE  
MAY 8, 2013

The Board of Community Assistance of Upper Merion Township met for its regular meeting on Wednesday, May 8, 2013, in the Township Building. The meeting was called to order at 6 p.m., followed by a pledge of allegiance.

ROLL CALL:

Present were: Greg Waks, Board Liaison, David Kraynik, Township Manager; Judith A. Vicchio, Assistant Township Manager; Lydia Dan Sardinas, Chairperson; Robyn Briggs, Member; Scott Milner, Member; Mike Bowman, President and CEO, Valley Forge Casino Resort (VFCR). Ira Lubert, VFCR, was absent.

MEETING MINUTES APPROVAL:

It was moved by Mr. Milner, seconded by Mrs. Briggs, all voting "Aye" to approve the April 18, 2013 Meeting Minutes as submitted. None opposed. Motion approved 4-0.

APPOINTMENT OF TERMS FOR THE COMMITTEE

Mr. Waks stated formal appointment of term lengths for the Board of Community Assistance (BCA) is on the agenda for the next Board of Supervisors meeting. As with all citizen boards, terms are being staggered as follows:

Scott Milner – term ends 1/14  
Robyn Briggs – term ends 1/15  
Lydia Dan Sardinas – term ends 1/16

Mr. Waks pointed out board members will be sent letters prior to the end of their respective terms to inquire if they want to be reappointed.

REVIEW/REVISE BCA APPLICATIONS

Ms. Vicchio went over the changes made to the Board Policy application. Highlights include:

- Page 1 – amount requested
- page 2 – applicant is encouraged to provide a specific description under "Program Description"
- page 3 – two spaces added for funding sources

- page 7 - requirement to submit a specific letter of recommendation from the school and the organization from whom applicant will be performing community service.

Mr. Waks asked about a student who wanted to do their own project if there were no specific organization involved.

Mrs. Briggs suggested they should submit an action plan.

Mr. Kraynik suggested the new sentence should indicate if the applicant is performing community service with a specific organization or school to submit a specific letter of recommendation from the school or organization.

Mr. Waks indicated that would be okay.

Mrs. Sardinias commented that addresses part of it, but what if the person wants to do it on his own how would that be shown.

Mrs. Briggs asked how should the "action plan" be worded.

Mr. Waks responded, "description of the work you would like to do."

Mr. Kraynik suggested having them provide a specific action plan and submit it to the BCA.

Mrs. Briggs said she would like the application to be amended for worthy organizations that might not be located within Upper Merion to indicate how many people within Upper Merion they might serve.

Mrs. Briggs stated she thought the BCA was for causes within the Upper Merion community and she would like the application amended to indicate if the applicant is not located within Upper Merion, they should provide a percentage or number of individuals served in Upper Merion this year.

Mr. Bowman indicated his only recommendation would be to keep it simple because there will be more applications coming to the BCA. He said the casino wants the money to go to Upper Merion Township right here.

A discussion ensued about groups located outside of Upper Merion Township and the ease and difficulty of some groups in providing specific numbers of those served within Upper Merion Township. Other questions raised during the discussion are what has the applicant done for the township, is the applicant related to anyone in the township, and if applicant is in Upper Merion Township do they still have to provide numbers. Another point raised was even if groups are located in Upper Merion, it would be helpful to know what their impact is in Upper Merion Township.

Ms. Vicchio pointed out at the top of page 4 it asks to identify the primary beneficiaries the program would serve. She said there could be a specific mention of Upper Merion Township and the applicant could check the appropriate category and indicate the number of people served.

Mr. Kraynik stated there could be an organization based in Upper Merion with most of their services going outside of the township so it would be important to identify how many people within the community whether they are based here or not. Mr. Kraynik indicated it could be something as simple as the program should describe the purpose, number of adults and children the program will serve within Upper Merion Township and the cost items for which the BCA grant will be used.

Everyone in the group agreed.

Mr. Kraynik referred back to the issue on page 7 about volunteer work that is highlighted in yellow. He suggested replacing it with the following couple of sentences: "If you are performing community service with a school or specific organization, please submit a letter of recommendation. If you are proposing volunteer work to be performed on your own, please submit a plan of action."

#### Board Action:

It was moved by Mr. Milner, seconded by Mr. Bowman all voting "Aye" to approve changes to grant application as discussed at this meeting. None opposed. Motion approved 4-0.

#### APPLICATION RATING SHEET

Ms. Vicchio presented for consideration of the group part 2 of the scholarship application which is open for change as to the values assigned.

A discussion followed about values assigned in the past and suggested changes; Ms. Vicchio suggested a legend could be added to help explain unsatisfactory, satisfactory, etc. Other issues and questions raised during the discussion included:

- would community service be based on past community service or expectations for future service after receiving grant and how that would be enforced. The point was raised that the BCA can set the rules and could request a letter and could decide as a group whether to hold the money until then. Mr. Kraynik noted applicant would be required to contribute; it is not in the past tense.

The group went through the 9 categories and assigned what they thought the various values should be in order to come to a consensus.

Board Action:

It was moved by Mrs. Briggs, seconded by Mr. Milner, all voting "Aye" to approve the scholarship evaluation factors as discussed at the meeting. None opposed. Motion approved 4-0.

Mrs. Sardinias stated the next issue the BCA must review are the evaluation factors for the 501(c)'s and nonprofit groups. Ms. Vicchio indicated these will be forward to the BCA.

REVIEW OF THE FUNDING APPLICATIONS RECEIVED SINCE LAST MEETING

The following funding applications were reviewed and discussed:

1. King of Prussia Firefighters roof replacement
2. Upper Merion Emergency Aid – Back to School Project – sneakers
3. Upper Merion Township Foundation - Skate Park – *Mr. Milner asked to have the Skate Park applicant, Less Glauner, come before the BCA at the next meeting for a 5-minute presentation*
4. Feel the Warmth – *Mrs. Sardinias indicated more information in writing was needed on what they do in Upper Merion Township and their direct impact*
5. Scholarship Fund – Upper Merion Area School District
6. Upper Merion Viking Youth Football Cheer – *Mrs. Briggs indicated she would like more information regarding replacement of their helmets*
7. Montgomery Child Advocacy Program
8. Mission Kids
9. Lafayette Ambulance Squad

During the discussion Mr. Kraynik made the point the BCA may not want to commit numbers until after the June 30<sup>th</sup> deadline for applications.

Mr. Waks reminded the group that the Board of Supervisors will have to agree to the recommendations of the BCA.

Mr. Kraynik said tentative decisions can be made at this meeting which will be subject to change based on what comes in between now and next month.

Mrs. Sardinias asked about prior letters submitted by some groups without formal applications. Mr. Kraynik indicated letters will be sent back to them forwarding them an appropriate application.

Mrs. Sardinias indicated a letter is needed from Montgomery Child Advocacy Program as well as Mission Kids on how many children are helped in Upper Merion Township.

With regard to the scholarship applicant, the BCA decided to wait until the rankings and scores are assigned.

Mrs. Briggs noted applications that have been received so far are good, but not in the numbers she expected from groups that would benefit Upper Merion Township. Ms. Vicchio responded we have no control over what comes in; however, additional publicity will be arranged with UMGA-TV as well as various township e-newsletters and publications. Mr. Waks mentioned that he would publicize at the next Board of Supervisors meeting.

Mrs. Sardinias asked if a person is in need of community assistance with regard to a serious health problem if they could apply. Mr. Waks explained why it would not be possible because of the delicate information in a public setting as well as HIPPA data privacy rules and financial disclosures.

A discussion followed about the next meeting date and once the various board members coordinate their schedules they will be in touch with Ms. Vicchio.

Mr. Waks discussed an appropriate presentation for students who will receive scholarships from the BCA. Mr. Bowman indicated he is open to having a reception or banquet in a venue with an appropriate letter, signed by the BCA, on township letterhead to be sent to honorees.

ADJOURNMENT:

It was moved by Mr. Bowman, seconded by Mr. Milner to adjourn the meeting at 7:15 p.m. None opposed. Motion approved 4-0.



---

DAVID G. KRAYNIK  
TOWNSHIP MANAGER

rap  
Minutes Approved:  
Minutes Entered: