

UPPER MERION TOWNSHIP BOARD OF COMMUNITY ASSISTANCE
JANUARY 14, 2016

The Board of Community Assistance of Upper Merion Township met for its reorganization meeting on Thursday, January 14, 2016 in the Township Building. The meeting was called to order at 5:35 p.m., followed by a pledge of allegiance.

NEW BUSINESS:

BOARD OF COMMUNITY ASSISTANCE REORGANIZATION FOR 2016

It was unanimously approved to appoint Mr. Kraynik as Temporary Chairman.

Mr. Kraynik opened the floor for nomination for Chairman of the Board of Community Assistance for 2016.

It was moved by Ms. Dan Sardinas, seconded by Mrs. Briggs, all voting "Aye" to appoint Mr. Mike Bowman as Chairperson of the Board of Community Assistance. None opposed. Motion approved 4-0.

Mr. Bowman opened the floor for nomination for Vice Chairperson of the BCA.

It was moved by Mrs. Briggs, seconded by Mr. Milner, all voting "Aye" to appoint Ms. Dan Sardinas as Vice Chairperson of the Board of Community Assistance. None opposed. Motion approved 4-0.

ROLL CALL:

Present were: Board of Supervisors Liaison Greg Waks; Dave Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Mike Bowman, Chairman; Lydia Dan Sardinas, Vice Chairperson; Scott Milner, Robyn Briggs, Angela Caramenico, Assistant to Township Manager. Ira Lubert, VFCR, was absent.

DISCUSSION REGARDING BOARD OF COMMUNITY ASSISTANCE
MEMBERSHIP

Mr. Waks mentioned the concerns raised by some supervisors about Mrs. Briggs remaining on the BCA in view of her election to the Upper Merion School Board.

Mrs. Briggs indicated she reviewed the BCA policy when she decided to run for the school board post and her interpretation is there was no conflict. She

said the policy should be more explicit and suggested that it be revised to avoid any future ambiguity.

Mr. Waks indicated he will mention the need for a policy change to Chairman Jenaway.

Mr. Bowman said it will be necessary to replace this position and asked about the next steps in the process in moving forward.

Mr. Waks indicated it will be necessary for the Board of Supervisors to make an appointment at the February business meeting.

MARCH 15TH DEADLINE FOR APPLICATIONS:

Mr. Milner stated after last year's reorganization meeting outreach was made at a school board meeting and the Board of Supervisors business meeting to get the word out about the March 15th deadline for receipt of BCA applications. He pointed out the BCA would be in a position to review and discuss once the applications are received.

Mr. Bowman asked when the next business meeting is scheduled. Mr. Kraynik responded the next scheduled business meeting is February 18th. It was agreed that would be an appropriate time for a BCA presentation to be placed on the business meeting agenda as well as the appointment to fill the BCA vacancy. Mr. Kraynik indicated the BCA vacancy would be advertised immediately.

Ms. Dan Sardinias indicated she would do the school board presentation on February 1st.

Mr. Bowman asked if there is anything else that was done last year from a communications standpoint before the deadline. Mr. Kraynik responded all township resources will be used to continue to promote the application process.

Ms. Slook discussed the marketing for BCA and reported on the meeting she and Mrs. Caramenico had with Gerri Vattimo, Marketing Director and the logo that was created to create a brand and awareness of the BCA.

A discussion followed providing input about the proposed logo and it was decided that the BCA would be emailed two updated versions of the logo and have it as an agenda item for the next meeting.

Mr. Milner suggested branding future PowerPoints with the logo.

Ms. Slook suggested following up about the "Did You Know" article that was proposed at a previous BCA meeting. Mr. Bowman said his PR people are

ready to go on the article but he needs some statistics. Mr. Waks indicated he would resend the statistical spreadsheet to Mr. Bowman tomorrow morning.

Mr. Bowman discussed an additional longer term marketing project to have UMGA-TV create a BCA commercial featuring various grant recipients, the BCA going through and working on the applications, and previous ceremonies. A brainstorming session followed during which Ms. Slook suggested having the two \$10,000 and \$5,000 scholarship winners included.

AUDIT DISCUSSION:

A discussion followed about arranging for an audit of the BCA funding. Mr. Kraynik indicated Nick Hiriak, Finance Director, will check with Maillie, the township's auditor, to schedule an audit covering the BCA from day one to include the money that came in and where the money was allocated.

MEETING MINUTES APPROVAL:

It was moved by Mr. Milner, seconded by Ms. Dan Sardinias, all voting "Aye" to approve the September 16, 2015 Meeting Minutes as submitted. None opposed. Motion approved 3-0.

Ms. Dan Sardinias asked Mrs. Caramenico to provide the BCA with the amount of the monetary grants given to sports organizations by the Park and Recreation Department. She also requested the number of residents who are members of the Upper Merion Senior Center as opposed to those who live outside of the township.

Mr. Milner discussed the details of someone who approached him from outside the township and expressed interest in applying for BCA funds but was unable to articulate how much actually would benefit Upper Merion Township.

DISCUSSION RE: YEAR END SUMMARIES

Mr. Milner discussed what happened last year and indicated each organization was sent a letter on December 31st requiring them to send a letter about their project, including receipts. Students were required to send their project plan by December 31st. He said it would be a good idea to send a reminder to those who have not yet submitted their project information. Mr. Milner noted it should be taken into account in reviewing applications if they are previous applicants and if they were committed to completing their year-end summaries.

Mr. Bowman said the reminder letter should go out in the next two weeks or so and, if possible, with the new logo.

Mr. Milner indicated the year-end summary shows some accountability on the part of the applicant.

Mr. Bowman commented last year's process was smooth and seamless and asked if there is anything that would make it better.

A discussion followed about contacts that were made at the high school last year and follow up should be made again with the principal, seniors and parents.

MEETING DATES FOR 2016

A discussion was held for possible meeting dates for 2016 and it was agreed the next meeting would be Wednesday, April 6, 2016 at 5:30 p.m. to be followed by another meeting on Thursday, April 21, 2016 at 5:30 p.m.

Mr. Bowman indicated he would check with the casino regarding Thursday, June 23 for the awards ceremony since that would allow time for the Board of Supervisors to act on the BCA recommendations at their May business meeting.

Mr. Waks indicated Ron Wagenmann might want to attend the awards ceremony since there is a scholarship in his name. Mr. Bowman said if he can attend the BCA would want him to present the award to the student.

Mrs. Caramenico indicated she would send reapply reminders and invitations to everyone who participated last year whether they received a grant or not.

Mr. Bowman invited Mrs. Briggs to come to the awards ceremony in view of her hard work and services to the BCA. Mrs. Briggs indicated she would attend.

ADJOURNMENT:

It was moved by Mr. Milner, seconded by Ms. Dan Sardinas, all voting "Eye" to adjourn the meeting at 6:30 p.m. None opposed. Motion approved 3-0.


DAVID G. KRAYNIK
TOWNSHIP MANAGER

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Minutes Approved: 04-06-16

Minutes Entered: 04-07-16