

Doylestown Township
Ways and Means Committee - Meeting Minutes
Aug 3, 2011

Resident Members	IN	Township Participants	IN
Mark Glassman - Chairman	Y	Barbara Lyons - Board of Supervisors Liaison	Y
Lee Schwarz - Secretary	Y	Rick Colello - Board of Supervisors	Y
Brenda Bray	Y	Stephanie Mason - Township Manager	Y
Ed Ebenbach	Y	Sandra Zadell - Asst. Township Manager	Y
Ed Denton	Y	Ken Wallace - Township Finance Director	Y
		Richard John - Township Operations	Y
		Karen Sweeney - Parks and Recreation Dir.	Y
		Police LT Dean Logan	Y

Mr. Glassman called the meeting to order at 7:00 p.m. A quorum was present and the following matters were discussed:

1. Minutes from June meeting were approved.
2. Handouts
 - Revenue and expense review packet for June.
 - Audit statements had been received and distributed via email. Township accounting was in order.
3. Revenue and expense data through June reviewed.
 - Keystone projects same EIT as 2010.
 - County projects transfer taxes running 23-26% behind.
 - Parks and Rec having a positive cash flow impact from accepting credit cards. Not yet certain whether it has increased sales vs. turned previous cash transactions to credit card.
 - Credit cards making transactions smoother, speed cash flow and hoping for front office efficiency improvements vs. cash handling.
 - Currently project revenue shortfall of \$160,000 and expense overrun of \$55,000 driven most visibly by last winter's expenses vs. an anticipated surplus from extra 1.5 mils of last year's tax increase.
 - Capital expenditure list was reviewed. New column added to project expected expenditures in the month following the report based on Purchase orders issued and/or commitments made.
 - Estimates 7 month expenditures (58% of the year) will be \$565,000 which represents only 41% of the 2011 budget amount of \$1,348,000. (Secretary added note- represents 56% of 2010 spend of \$1,012,000)
 - Conclusion was we're on pace for last year's spending
 - Clerical error showed funds for Sauerman Rd traffic calming being used for Warden Rd., will be corrected
 - Barb Lyons hopes police contract, not yet finalized, will be quantifiable by next meeting.
 - Oktoberfest in September awaiting county approval to use their grounds. Opportunity to receive \$50,000 guarantee plus cover related expenses. Barb expects that money to be assigned to park operations.
 - Mark noted budget work sessions will be scheduled at next meeting (Aug 24). Impactful items needing to be addressed to prepare include:

- Fund balance transfers
 - Oktoberfest
 - General EIT estimate for the year
 - Police contract
 - Mandated requirement for police radios by 2013 - \$170,000
 - Pension treatment, i.e. market or smoothing
4. Ed said budget meetings with staff using first half numbers will begin next week.
 5. Barb expressed concern about how to recapture the 2.75 mills reallocated in 2011.
 6. Ken talked about GASB 54 that requires the board to have a policy in place by end of this year on how to allocate the fund balances into 5 categories.
 6. Meeting adjourned 8:20PM

Respectfully submitted,

Lee Schwarz
Secretary