

Doylestown Township
Ways and Means Committee - Meeting Minutes
February 9, 2011

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors Liaison	N
David Nettina – Vice Chairman	N	Stephanie Mason – Township Manager	Y
Lee Schwarz – Secretary	Y	Ken Wallace – Township Finance Director	Y
Ed Ebenbach	Y	Richard John – Township Operations Director	Y
Brenda Bray	N	Sandra Zadell – Special Projects Manager	Y
		Rick Colello – Board of Supervisors	Y

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

1. Reorganization was deferred to Feb 23 meeting.
2. Auditor is working on Act 205 actuarial report on Pension Plan conditions - due mid-Spring. Early look indicates the Township did better than the 8% return assumption.
3. Ed will present annual update at BOS meeting 02/15.
4. Mark focused on the points of his kick-off meeting e-mail
 1. Reconciliation to audit report
 - a. Tie out opening 2010 balances
 - b. Update fund balance reporting
 2. Capital expenditures framework
 - a. Rationalize scope of work in relation to current staffing levels (how do we estimate capacity to perform capital projects)
 - b. Focus on “clearing the decks” in 2011/2012 (remove backlog)
 3. Pension (re) evaluation
 - a. Assess impact of January 2011 report
 - b. Funding approach
 4. Analyze comparative data
 - a. Staffing levels and costs
 - b. Key metrics
 5. Millage (re)alignment
 - a. Align millage with related costs
 - b. Find way to communicate the effect of budget changes to millage
 - c. Possibly convert EIT into equivalent millage
 6. Cost and revenue considerations
 - a. Cost containment or reductions
 - b. New revenue sources
 7. Update 3-year forecast
5. Mark distributed his “4 segments” for purposes of rationalizing millage allocation and understanding how the cost structure influences taxes
 - Safety and Emergency

- Infrastructure
- Administration
- Capital Financing

Lee suggested we make Parks and Recreation a fifth segment because of its prominence in budget discussions

Ed stated that accounting system codes permit grouping data per Mark's proposal, which should facilitate the process.

6. The committee will seek ways to provide information during the year to the public, such as a glossary of commonly used terms, perhaps via the Township's website and quarterly newsletter.
 - Sandra stated that up to 2 pages are available for Ways and Means material in summer and fall newsletter issues. April 10 is the deadline for the summer issue.
7. Reviewed preliminary spreadsheets for 2011. Agreed that Offsite Fund and Highway Debt Fund would move from unrestricted to restricted classification on the spreadsheet.
8. Ken is working on cleaning up a lot of old A/R and A/P transactions that are distorting reporting. Could not project when it would be finished
9. Meeting adjourned 8:45

Respectfully submitted,

Lee Schwarz
Secretary