

**Doylestown Township  
Ways and Means Committee – Meeting Minutes  
August 22, 2012**

<b>Resident Members</b>	<b>IN</b>	<b>Township Participants</b>	<b>IN</b>
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors	Y
Lee Schwarz – Vice Chairman	Y	Shawn Touhill – Board of Supervisors	N
Ed Denton – Secretary	N	Rick Colello – Board of Supervisors	N
Brenda Bray	Y		
Ed Ebenbach	Y	Stephanie Mason – Township Manager	Y
		Sandra Zadell – Asst. Township Manager	N
		Ken Wallace – Township Finance Director	Y
		Richard John – Township Operations	Y
		Karen Sweeney – Parks & Recreation	N

Mr. Glassman called the meeting to order at 7pm. A quorum was present and the following matters were discussed.

1. Approval of Prior Meeting Minutes:
  - a. Minutes from July 25 were approved.
2. Ken W and Ed E presented Minimum Municipal Obligation documents for uniformed and non- uniformed pension plans for 2013
  - a. Committee will use Market Value (about \$50K higher than Smoothing) for budget/forecast purposes.
3. Ken W and Ed E reviewed July numbers and first pass for 2013 budget based on initial manager feedback
  - a. Capex is up, park and Rec was noted
    - i. 12344 Invasive species trail ( question about where the grant money is to offset this expense
    - ii. 133851 for Bike and Hike- funds from Offsite Restricted Fund
4. Mr Glassman presented a 2013 Budget Planning Outline/Guide to kick off broad discussion for 2013 budget
  - a. Octoberfest is not happening this year and will be removed entirely from the forecast (\$50K/year revenue impact).
  - b. At first glance, the largest operating expenditure increase will come from the Police – 2 positions have been requested by the Chief to bring the force to 21.
  - c. Car leases will be classified under “operating leases” rather than “capital leases” as they are flowing through the operating statement and are not considered capital expenditures.
  - d. As part of our millage allocation review, we will consider allocating an amount to “required capital” – such as roads, storm water, and similar infrastructure – in order to account for that requirement from a tax standpoint and better calibrate the source of any operating shortfall.
  - e. State liquid fuels monies will continue to be used for wages related to Roads personnel.
  - f. Ken clarified that pass-thru monies received from DTMA are “cleared out” annually so as to not accumulate any excess funds.
  - g. The need to identify “required” capital expenditures remains
  - h. Dick will review the list of anticipated capital expenditures over the next few years and identify those items that may be ripe for bank term financing. Items such as an above ground fuel station (\$500K), an amphitheater (\$500k) and other long-duration additions or improvements will be considered.
5. Mr Glassman noted that under current circumstances, it appears that the Township will be challenged to balance the budget beyond 2015, and the Supervisors therefore need to evaluate steps that can be taken to mitigate that risk. Notably, the CP debt service (\$600K/year) ends at the end of 2017, so planning for a 2-year “bridge” to that point seems plausible with the hope that a tax increase can be avoided.
6. Meeting schedule for budget season was set

- a. Special Ways and Means Committee meeting is set for Sept. 13 at 5:30p to review the initial pass of the 2013 budget and 2014-2015 forecast. The 2013 budget numbers will be "all-in" as seen by management – inclusive of new staffing requests, wage rate increases, capital requests, etc.
  - b. The first budget workshop is Sept. 24 at 5:30p, whereby all Supervisors will be present for the purpose discussing the outcomes of the Sept. 13 meeting. We will gain feedback from the Supervisors with the purpose of having a preliminary (v.1) draft at the next budget workshop.
  - c. The second budget workshop is Oct. 11 at 4:00p, whereby the Supervisors will review and comment on a preliminary (v.1) 2013 budget. We will gain further feedback from the Supervisors with the purpose of formulating a preliminary (v.2) draft.
  - d. At the regularly scheduled Oct. 24 W&M meeting, the Supervisors will attend for the purpose of reviewing the preliminary (v.2) draft and providing final comments/recommendations.
  - e. In November, a final draft of the 2013 budget will be circulated to the Supervisors in preparation for formal approval at the Nov. 20 BOS meeting.
7. Meeting was adjourned at 9:15pm

Respectfully submitted.

Lee Schwarz  
Vice Chairman