

**Doylestown Township  
Ways and Means Committee – Meeting Minutes  
December 11, 2013**

| <b>Resident Members</b>     | <b>IN</b> | <b>Township Participants</b>            | <b>IN</b> |
|-----------------------------|-----------|---|-----------|
| Mark Glassman – Chairman    | Y         | Ryan Manion - Board of Supervisors      | N         |
| Lee Schwarz – Vice Chairman | Y         | Rick Colello - Board of Supervisors     | Y         |
| Ed Denton – Secretary       | Y         |   |           |
| Brenda Bray                 | N         | Stephanie Mason – Township Manager      | Y         |
| Ed Ebenbach                 | Y         | Sandra Zadell – Asst. Township Manager  | N         |
|                             |           | Ken Wallace – Township Finance Director | Y         |
|                             |           | Richard John – Township Operations      | Y         |
|                             |           | Karen Sweeney – Parks & Recreation      | N         |
|                             |           | Sinclair Salisbury – Code Enforcement   | N         |
|                             |           | Dean Logan – Police Chief               | 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:
  - Mr. Glassman asked if there were any proposed additions or corrections to the prior meeting minutes.
  - None were noted. Mr. Ebenbach motioned that the Minutes be approved. Mr. Schwarz seconded. All voted in favor of the motion.
  
2. 2013 Budget Review:
  - The October 31, 2013 Financial Package was distributed to the attendees.
  - The discussion began with a review of the Capital budget. Mr. Glassman noted that projected Capital Spend = \$882k vs. Full Year Budget of \$1.95 million.
  - Ms. Mason noted that some projects like the Neshaminy Greenway were held up because of delays in permit approvals, etc. which make it difficult to predict when projects will be completed.
  - Mr. Ebenbach noted that Capital Budget variances are usually the largest in the Township’s Budget. A lengthy discussion ensued concerning ways the Township could enhance the accuracy of the Capital Budget in light of the large variance.
  - Mr. Glassman suggested that consideration be given to establishing an “Approved Project List” that could carry over into the following year until each approved Capital Project item was completed.
  - Mr. Ebenbach suggested that the Township should consider assigning capital budget numbers for each approved capital project and perhaps implement a Project Management System.
  - The Committee then reviewed and discussed other key budget variances.
  - Mr. Schwarz suggested that the Committee revisit the dashboard ideas/graphs in 2014.
  - Mr. Ebenbach and Mr. Denton agreed and commented that more needs to be done to make the Township’s Finances more transparent for the public.
  - It was also suggested that the Committee try to identify other financial reports that could be placed on the Township’s Website (for example, the 5 year plan, etc.).

In recognition of Mr. Glassman stepping down as a member of the Ways & Means Committee, all the Attendees thanked Mr. Glassman for his years of service to the Township and for his leadership of the Ways & Means Committee.

The meeting adjourned at 7:58pm.

Respectfully submitted.

Edward Denton  
Secretary