

**Doylestown Township
Ways and Means Committee – Meeting Minutes
April 25, 2013**

Resident Members	IN	Township Participants	IN
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	Y	Stephanie Mason – Township Manager	N
Ed Ebenbach	Y	Sandra Zadell – Asst. Township Manager	N
		Ken Wallace – Township Finance Director	Y
		Richard John – Township Operations	N
		Karen Sweeney – Parks & Recreation	N
		Sinclair Salisbury – Code Enforcement	N

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

1. Approval of Prior Meeting Minutes:
 - The prior meeting minutes were approved 3-0

2. Ed Ebenbach presented data as of April 17. Nearly complete- awaiting final info from auditors and minor adjustments before fund balances are final.
 - a. Revenue – currently shows 10.5MM vs. 9.6MM budget. Reports dated 1-18-13 showed revenue then at \$9.4MM.
 - b. Biggest increase came from EIT of 560k. Tax collector had projected receipts would remain level with 2011 which was still 400k above 2012 budget
 - c. Agreed that 2013 revenue budget for EIT should be raised. To be determined if we stay level with 2012 receipts or use a 3-5 year average
 - d. Expenses - were 580k less than budget
 - e. Fund balances now exceed 6MM due to the above plus 900k positive swing in tax collection timing that occurred early in 2012
 - f. Manager budget/forecasting meetings to be held within the next 2 months

3. Mr. Glassman distributed charts intended for public communications presented at last meeting; updated for this one:
 - a. Revenue composition –pie chart showing funding sources percentages for Unrestricted, Restricted and water
 - Later discussions questioned whether the pie chart with huge section for unrestricted was as meaningful as the other bar charts in the group
 - b. Revenue composition – bar chart showing funding sources percentages for Unrestricted and Restricted
 - Taxes – all tax revenue sources by percentage with average tax per lot calculation
 - Township can only control revenue generation by tax lot. As such, Ed Ebenbach recommended and it was agreed that real estate revenue be more meaningfully shown as the baseline/bottom category.
 - c. Expenditure composition chart “Department Level” side by side
 - By Department
 1. Police
 2. Admin

- 3. Public Works
 - 4. Parks and Rec
 - 5. Code
 - by Type
 - By wages, fringes, operations
 - It was determined that this chart was good as is
 - d. Expenditure composition charts – by segment
 - Safety and Emergency
 - Infrastructure
 - Admin
 - Capital and financing
 - Water Department
 - Lee suggested we use the same categories as the DEDC report the township publishes
 1. General government
 2. Public Safety
 3. Public Works
 4. Culture and recreation
 5. Employer paid benefits
 6. Insurance
 7. Debt service
 - e. Pension Funding – to be an annual chart
 - By plan
 - By contributions
 1. Brenda mentioned new GATSB67 rule to be followed after June 15 that requires balance sheet reporting of unfunded liabilities
 - a. Will it be offset by “deferred cost”
 - b. It was agreed that this should be incorporated
 - f. Net Capital Expenditures – percentage by type and department (currently excludes cap reimbursable by grants, etc.)
 - g. Surplus(deficit) as percentage of fund balance
 - Discussion about distortion we will see with updated 2013 information
 - h. Fund balance- Bar chart with unrestricted and restricted by percentage makeup
 - Marker for fund balance as percent of expenditures
 - i. Fund balance adequacy - Gas gauge chart with unrestricted fund balance adequacy
4. Assignment: refine thoughts for next meeting.
5. Out year solutions discussion:
- a. In light of new fund balance info, we expect that the 2016/2017 shortfall has essentially been erased but more analysis needed
 - b. Our chart projections should focus on the future commitment of fund balances to erasing said shortfall.
6. It was suggested that department managers be asked to this meeting as needed or to discuss exceptions.
7. The meeting was adjourned at 8:25 pm.

Respectfully submitted.

Lee Schwarz
Vice Chairman