

Doylestown Township - Ways and Means Committee

Meeting Minutes for February 25, 2015

Meetings held 4th Wednesdays at 7PM except no meeting in November and December meeting is 2nd Wednesday

| Resident Members | Attend | Township Participants | Attend |
|-----------------------------|--------|---|--------|
| Lee Schwarz – Chairman | Yes | Ken Snyder - Board of Supervisors - Liaison | Yes |
| Ed Ebenbach – Vice Chairman | Yes | Stephanie Mason – Township Manager | Yes |
| Emad Abdelnaby – Secretary | No | Ken Wallace – Township Finance Director | Yes |
| Brenda Bray | Yes | Richard John – Township Operations | Yes |
| Ed Denton | Yes | Rick Colello - Board of Supervisors | Yes |

Mr. Schwarz called the meeting to order at 7:02pm. A quorum was present and the following matters were discussed.

Topics Discussed

1. Welcome guests:

- Mr. Schwarz welcomed Mr. Keith Peters, a Township Resident, to the meeting.

2. Approval of Prior Meeting Minutes:

- Mr. Schwarz asked if there were any additions or corrections to the prior meeting minutes. None were noted.
- Mr. Denton motioned that the prior Meeting Minutes be approved. Ms. Bray seconded. All voted in favor of the motion.

3. Building Committee update:

- Mr. Schwarz asked if there was any news concerning the Township Building project.
- Ms. Mason stated that the current building's HVAC system had been recently inspected and that they expect to receive updated cost estimates for the building project in approximately 30 - 45 days.

4. Review latest versions of CapEx chart and individual project dossiers:

- Mr. Schwarz opened the discussion by stating that further progress had been made on adding details to the Capital Budget report and that he was still working with the Township to incorporate data on spending to date on each project.
- Mr. Schwarz also noted that a Grants Pending section was added to the bottom of the report and that he would be meeting with Mr. Wallace, Ms. Mason and Mr. John to update the Report before the next meeting.
- Mr. Snyder asked about the status of the Chapman Bridge Project. Mr. John indicated that he did not have a cost estimate yet.
- Mr. Snyder asked if there was a process for notifying the Board of Supervisors of grant applications.
- Ms. Mason responded that not all grants were reviewed with the Board before they were submitted but noted that all Grants requiring a Board resolution were reviewed by the Board before they were submitted.

5. Evaluate presentation done at early FEB. BOS meeting (Review the objectives, Identify tasks to complete, etc.)

- Mr. Schwarz asked if there were any additional comments concerning the presentation deck that he drafted and circulated via email prior to the early Feb. BOS meeting.
- None were noted.

6. Upcoming events to plan for:

- a. **Newsletter deadline for fund balance article (deadline April 1- are we doing fund balance article with chart?)**
- b. **W&M financial recap presentation to BOS in March**

- Mr. Schwarz reminded that Committee that the next W&M financial update to the BOS would be at the March 17th meeting and that there is a Pre-2016 Budget Work Session with the Board of Supervisors scheduled for Thursday, April 9th at 4pm. Mr. Schwarz also stated they he would be reviewing the 2014 unaudited financials at the March 17th meeting.
- After a short discussion concerning what should be incorporating into the Committee's next article in the Township Newsletter, Mr. Schwarz volunteered to take a stab at drafting an article describing the Township's Fund Balances and that he would strive to keep the article simple. The focus of the article would be on providing an overview of what the Fund balances are, that they are the results of various activities, etc.

7. 2014 Budget vs. Actual Update (Mr. Ebenbach & Mr. Wallace).

- Mr. Ebenbach and Mr. Wallace reviewed the updated 2014 Full Year Financial Forecast Executive Summary report.
- Mr. Ebenbach noted that a few revenue categories had gotten better vs. the previous version and the a few expense categories were slightly lower.
- Mr. Wallace noted that the 2014 actuals would not be final until after the annual audit which will be concluded in late Spring.
- Mr. Schwarz noted the recent Intelligencer article concerning the NBT contract. The Committee expressed surprise and concern at the amount of the contract.

8. New business:

- Mr. Denton noted a recent article in the Intelligencer concerning the new Regional Police Headquarters building and asked if there were any potential savings if the Township Police were co-located in the Building. He noted that there could be potential saving in share facilities and avoidance of cost associated with constructing multiple sally ports, etc.
- Mr. Snyder said that he would explore the idea further with BOS.

9. Adjournment:

- Mr. Ebenbach motioned that the meeting be adjourned, Ms. Bray seconded. The meeting was adjourned at 8:25pm.

Respectfully submitted,

Edward Denton