

Approved

**Doylestown Township - Ways and Means Committee  
Meeting Minutes for September 30, 2015**

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

<b>Resident Members</b>	<b>IN</b>	<b>Township Participants</b>	<b>IN</b>
Lee Schwarz – Chairman	Y	Ken Snyder - Board of Supervisors - Liaison	Y
Ed Ebenbach – Vice Chairman	Y	Stephanie Mason – Township Manager	Y
Ed Denton	Y	Ken Wallace – Township Finance Director	Y
Brenda Bray	N	Richard John – Township Operations	Y
		Rick Colello - Board of Supervisors	Y

Mr. Schwarz called the meeting to order at 7:01m. A quorum was present and the following matters were discussed.

**Agenda Items/Topics Discussed:**

**1. Welcome guests:**

- No guests were in attendance.

**2. Approval of Prior Meeting Minutes:**

- No changes to July meeting minutes were proposed. Mr. Ebenbach motioned to approve minutes as drafted and Mr. Schwarz seconded. All voted in favor of motion.

**3. Review of Draft Presentation: 2015 Accomplishments & 2016 Overview**

- Mr. Wallace walked the Committee through a draft of the presentation for the upcoming Budget Working Session with the Board of Supervisors and the Committee provided input.
- Mr. Ebenbach explained that the presentation was the 'base case scenario', i.e. it excluded any renovations to the Township Building, actions to increase revenue, major borrowing, etc.
- The presentation covered a wide variety of material related to the upcoming Budget Process and including the following:
  - 2015 Accomplishments by Department
  - Dates of upcoming planning meetings
  - A list of key Capital Equipment (repaired, recently replaced or in need of replacement)
  - Overview of revenue and expenses, capital budget and projected fund balances
  - Staffing Needs
  - Capital by functional area

**4. Full Year Financial Forecasts sheets**

- Mr. Ebenbach walked Committee through the preliminary budget numbers and updated top level projections through 2020.
- Mr. Ebenbach noted that over the next 5 years, fund balances are projected to decline. He also pointed out that based on the current set of top line assumptions, the General Fund balance is projected to fall below \$1 million in 2020.
- A lengthy discussion followed concerning various actions the Township may need to take in order to keep the General Fund above \$1 million (including Operating Expense reductions, Capital Budget reductions, tax increases, a combination of spending cuts and tax increases, etc.).
- Mr. Snyder suggested framing out a scenario that assumed that the Township currently had only \$1 million in General Fund and what would be the implication over the next 5 years.

5. **Adjournment:**

- Mr. Ebenbach motioned that the meeting be adjourned, Mr. Denton seconded. The meeting was adjourned at 8:20pm.

Respectfully submitted,

Edward Denton