

**Doylestown Township
Ways and Means Committee – Meeting Minutes
January 28, 2015**

Resident Members	IN	Township Participants	IN
Lee Schwarz – Chairman	X	Ken Snyder - Board of Supervisors Liaison	
Ed Ebenbach – Vice Chairman	X	Stephanie Mason – Township Manager	
Ed Denton	X	Ken Wallace – Township Finance Director	X
Brenda Bray	X	Richard John – Township Operations	
Emad Abdelnaby – Secretary	X	Sam Bryan – Special Projects Coordinator	X

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

1. Mr. Ebenbach nominated Mr. Schwarz as Chairman; Ms. Bray seconded the motion and unanimous vote was granted in support of Mr. Schwarz as Chairman.
2. Mr. Denton nominated Mr. Ebenbach as Vice-Chairman; Mr. Schwarz seconded the motion and a unanimous vote was granted in support of Mr. Ebenbach as Vice-Chairman.
3. Mr. Denton nominated Mr. Abdelnaby as Secretary; Ms. Bray seconded the motion and a unanimous vote was granted in support of Mr. Abdelnaby as Secretary.
4. Ms. Bray made motion to approve minutes of the previous meeting; Mr. Ebenbach seconded the motion and a unanimous vote was granted to approve the prior meeting's minutes.
5. Mr. Schwarz shared an update on the latest Township Building committee meeting which took place on Wednesday, January 21st. At the meeting, building version E was presented which included an additional police building within the proposed complex and expanded the total footprint of the new facility to ~30k sq. ft. A discussion was had regarding the need for and a justification for the expanded floor plan. Auxiliary function space for the Parks and Recreation Dept. was also proposed. The next step in the process is to identify the price of the new complex and initiate the process of developing a 'must have' list along with a justification for the originally proposed as well as the additionally requested space.
6. Misters Schwarz and Ebenbach met with Misters John and Wallace along with Ms. Mason to discuss capital expenditures projections for 2015 and the upcoming years. Mr. Ebenbach informed the Committee that account codes will now be assigned to each project to better track budget performance.
7. Mr. Ebenbach presented a new process to track and manage full year fringe expenses. A discussion re: how best to capture fringe expenses – allocation of fringe costs vs. attribution of fringe costs by line item – was had. Mr. Schwarz suggested that Mr. Ebenbach look at best way to re-depict the fringe expenses and bring a proposal to the committee next month for discussion.
8. Mr. Ebenbach presented a new full-year capital expense worksheet highlighting 18 key projects for 2015. Each line item will now be identified by project name, department, YTD completion, YTG spend and total expense for the year. Mr. Snyder inquired as to how much money exists in Fund 5 to cover the sensory trail. Discussion was had re: the timing of fund accumulation vs. the actual performance of work. Mr. Schwarz recommended inclusion of fund balances at the bottom of the capital expense worksheet to ensure transparency.
9. Mr. Ebenbach initiated discussion re: the latest estimate of 2014 full year actual revenue.
10. Mr. Ebenbach also reviewed the Exec Summary which accompanies the financial worksheets.
11. Mr. Schwarz introduced discussion of the Committee's 2015 goals which will be highlighted at upcoming BOS meeting:
 - Refining the capital project and grant tracking processes
 - Extending the budget planning process with Spring pre-budget meeting
 - Finish automating the budget process schedules
 - Document the monthly report generating process
 - How do we help BOS solve long term problem of revenues vs. expenses
 - i. BOS receptive to earlier start to budget process / March timeframe
 - ii. How to identify potential cost cutting process as early as process

- How does Committee offer recommendations re: how to pay for proposed building/complex – offer support; develop process by which this is done
12. Mr. Ebenbach suggested that Committee updates to the BOS be spread over several evenings vs. one night.
 13. Ken Snyder inquired as to whether or not there is a role for W&M in the ongoing pension discussions? The Committee agreed to wait for the upcoming pension report due in March to determine whether or not to get involved.
 14. A brief discussion was had re: the ongoing police negotiations and the request from the PBA for a 4% annual salary increase along with additional benefits.
 15. Mr. Schwarz informed the Committee that content for the upcoming Township Newsletter is needed by early April.
 16. Mr. Wallace informed the Committee that the state liquid fuels report has been submitted to PennDOT.
 17. Mr. Wallace also informed that Committee that 3 trucks and 2 police vehicles are to be acquired; TD Bank provided best rate on lease at 2% for 3 years.
 - TD has also proposed a \$500k line of credit to the township. Mr. Wallace is to follow-up with TD Bank for additional clarification.
 18. A motion to adjourn the meeting was made by Mr. Abdelnaby; it was seconded by Mr. Schwarz. The meeting adjourned at 8:51pm.