

## Doylestown Township - Ways and Means Committee

### Meeting Minutes for February 22, 2017

Meetings held 4<sup>th</sup> Wednesdays at 7PM.

No meeting in November, December meeting is 2<sup>nd</sup> Wednesday.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Ken Snyder - Board of Supervisors - Liaison	X
Ed Ebenbach –Vice-Chairman	X	Stephanie Mason – Township Manager	X
Ed Denton	X	Ken Wallace – Township Finance Director	X
Joe Delikat	X	Dave Tomko - Township Director of Operations	X
Bob Salanik	X		

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

#### 1. Approval of Prior Meeting Minutes

- The minutes as amended were approved unanimously upon a motion by Mr. Ebenbach and seconded by Mr. Denton

#### 2. Financial Updates 2016-2017

- Mr. Wallace reported that the 2016 audit of the township financial records had begun. The financial statements for 2016 should be available in June. He noted that the Earned Income Tax Revenue for 2016 will exceed \$ 4 million.
- He also reported that there are no real surprises in the 2017 budget, we are having a mild winter so plowing costs are lower and Building Permit revenue is coming in earlier than normal.
- The bond issue will settle on February 28<sup>th</sup> and we have already received the good faith deposit.
- Mr. Wallace reported that the state liquid fuels fund balance is sufficient and can be used for some paving and guard rails with state approval. The committee discussed the option for using this fund for some paving to supplement the general fund paving budget and to use those excess general fund budget for additional paving, other capital projects or for use in future years.
- Mr. Tomko discussed the desirability to purchase software to track the entire townships infrastructure. Currently the township does not own software for tracking all of the inventory, age and condition of its infrastructure. We currently use some data files and staff knowledge to track our inventory and to make repair/replacement decisions. The committee was in agreement that this type of software would be desirable and Mr. Tomko will investigate software options at an upcoming conference and check to see what software other municipalities are using.

#### 3. March 7th Financial Presentation

- Mrs. Bray asked the committee for recommendations for the presentation to the Board of Supervisors on March 7<sup>th</sup>. Mr. Wallace and Mr. Ebenbach will pull year to date data on March 1<sup>st</sup> and meet on March 2<sup>nd</sup> to prepare a financial summary for the board meeting. Mr. Snyder suggested that the committee anticipate questions that may arise from this presentation and have answers ready for those questions.

#### 4. Capital Project Budgeting/Planning

- See the discussion in item # 2
- After the software options are known, the various township departments will meet to agree on a consistent methodology for updating/ creating the data base, and maintaining the information. It was noted that this will be a project that will take several years to complete.
- A review and recommendation for this software purchase request should be made at the June Budget meeting.

#### 5. Investment of Bond Proceeds

- The committee discussed options for investing the bond proceeds and the draw schedule for the use of these funds. These funds could be invested under the current township investment policy or in accordance with ACT 10 investment requirements, which allow more investment options (including commercial paper), and thus earning a higher rate of return on those investments.
- The committee reviewed two proposals from PLGIT (Pennsylvania Local Government Investment Trust) for investing these funds. One proposal utilized the investments allowed under Act 10, and had a higher interest return, and a proposal that conformed to the existing township investment policy. The committee suggested that Mr. Wallace also solicit a proposal from the township bank for the investment of these funds. Mr. Wallace will get that proposal.

- The committee also recommended that the Board of Supervisors update the township investment policy to include the investments allowed in accordance with Act 10.

**6. Pension Study: Subcommittee and Timeline**

- Mrs. Bray stated that the township staff has provided this committee with significant information regarding the status of the two township pension funds. The police pension fund is currently funded to 81.6% of the total pension liability and the non-uniformed fund is funded at 76.2 % of its total pension liability. This is information from 2015, and the 2016 data should be available from the Act 205 report in March of this year.
- Mrs. Bray would like to make a recommendation to the Board of Supervisors regarding the sufficiency of this funding, or if additional funding of these pensions is needed at the June Budget meeting.
- Mrs. Bray appointed a subcommittee to discuss the pension status and report back to the Ways and Means committee. This subcommittee included Mr. Denton, Mr. Delikat and Mr. Salanik

**7. New Business**

- Ms. Mason indicated that there were two vacancies in the public works department and she asked for clarification on the hiring options for these positions. She indicated that she tried to find outside contractors for these positions but it was not practical. The committee discussion indicated that outside contractors for these services were not practical especially in light of the IRS regulation for determining and “independent contractor”. However, an independent contractor might work for a budget analyst or a communication consultant. Mr. Snyder indicated that Ms. Mason should follow the normal hiring procedures for the two public works staff vacancies.
- Mr. Snyder indicated that the Board of Supervisors wants all of the township departments and committees to participate in the Townships Bi-Centennial celebration and the committee should begin exploring ideas for participating in this celebration.

**8. Next Meeting**

Wednesday March 22, 2017

**9. Adjournment**

Upon a motion by Mr. Denton and seconded by Mr. Ebenbach the meeting adjourned at 8:23 PM

**Respectfully Submitted**

**Robert Salanik**