

**Doylestown Township - Ways and Means Committee**

**Meeting Minutes for January 24, 2018**

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

No meeting in November, February 28, 2018 meeting is 3rd Wednesday

<b>Resident Members</b>	<b>IN</b>	<b>Township Participants</b>	<b>IN</b>
Brenda Bray Chairman		Ken Snyder - Board of Supervisors - Liaison	X
Joe Delikat	X	Stephanie Mason – Township Manager	X
Bob Salanik	X	Ken Wallace – Township Finance Director	X
Colleen Mullin	X	Dave Tomko - Township Director of Operations	
		Ed Ebenbach (Consultant to Twp.)	X

- 1) Call to Order - Bob Salanik called the meeting to order at 7:00 pm. A quorum was present and the following matters were discussed.
  
- 2) Committee Reorganization – Upon a motion by Bob Salanik and seconded by Joe Delikat, Brenda Bray was appointed as Chairwoman for 2018. Upon a motion by Joe Delikat and seconded by Colleen Mullin, Bob Salanik was appointed to Vice Chairman for 2018. All committee members present voted in favor of both appointments.
  
- 3) Approval of December 13, 2017 minutes – After minor spelling and date changes, committee approved minutes from December 13, 2017 meeting. Motion to approve by Bob Salanik and seconded by Joe Delikat.
  
- 4) Update on 2018 Budget: Review any changes.
  - Under direction of Ken Wallace, Finance Director, and Ed Ebenbach, Consultant, committee reviewed the updated 2018 budget. There have been no changes thus far this year.
  
- 5) Update on 2017 actuals through December-Ken and Ed
  - Under direction of Ken Wallace, Finance Director, and Ed Ebenbach, Consultant, committee reviewed the 2017 actuals through January 24, 2018. Of note are the following:
    - i) Township has not closed the books for 2017 as of yet, with residual revenue items expected, and accruals for expenses still being adjusted.
    - ii) Revenues - Taking into consideration the residual nature of adjustments pending, the overall revenue for the year came in thus far at \$10.6m, as compared to mid-year adjusted forecast at \$10.4m. Two noted late-year revenues included payments for building permits for commercial development - Metro Storage and Doylestown Hospital.
    - iii) Ken Wallace indicated that budget and mid-year adjusted forecast numbers are pretty much on target and running as expected.
    - iv) Expenditures – Taking into consideration the residual nature of adjustments pending, the overall expenditures were in line with budget and mid-year adjusted forecast.
      - (1) 2017 Budget - \$10m. Mid-year forecast adjustment - \$9.2m. Expected adjustments will bring actuals close to \$8.8m in expenses for 2017.
      - (2) Note final date to accept invoices for 2017 accruals/adjustments is January 25, 2018.

Update on 2017 actuals through December (cont'd)

- v) Committee reviewed departmental expenditures, which collectively support the close run-rate to actual budget and mid-year forecasts. Notable savings included in departments as follows:
  - (1) Police – Uniformed wages – pending open position; wages budgeted but personnel not yet hired (carried over to 2018 budget).
  - (2) Administration – Engineering expenses lower than anticipated.
  - (3) Public Works – Light snow/ice and related traffic repairs and contracted services reduced expenditures significantly.
  
- 6) Further discussion and evaluation budget process – for benefit of new committee member, committee outlined general budget process. All present agreed mid-year forecast process has greatly improved tracking budget, cuts down on unanticipated expenditures and makes longer-range planning more ideal. 2018 Budget Planning Schedule was provided by Ed Ebenbach and reviewed, agreed upon by committee members present.
  
- 7) Initiatives and goals for 2018
  - Implementation of Pension Sub-Committee Recommendations
    - i) Discussed pending ordinance amendment “tabled” by Board of Supervisors at last public meeting (January 16, 2017). Committee referred to “Pension Subcommittee Final Report to the Board of Supervisors” (dated October 2, 2017), after which the proposed ordinance amendment was modeled with some confusion by BOS.
    - ii) Committee compared final recommendations in Appendix 1 of said (October) report, with the language held in the current proposed ordinance.
      - (1) Ken Snyder indicated the confusion can most likely be cleared up, as the intent is correct in proposed ordinance.
      - (2) Clarification should be focused on the fact that decisions to be made regarding the Pension plans are NOT taken out of the hands of BOS; that the proposed committee structure is similar in makeup and function to any other Township Committee; and that the question of residency be addressed.
      - (3) Stephanie Mason suggested the residency language is there simply to clarify the existing ordinance. Bob Delikat indicated that the sub-committee doesn’t necessarily intend to bring non-residents onto the committee *per se*, however, they recognized that a working knowledge of Pensions may be a limiting factor, and that the proposed ordinance should identify the potential issue from the outset.
    - iii) Ken Snyder suggested that it is most important that the BOS understand the original recommendations, which lead to the amendment to be considered. After some discussion, the committee concluded that the recommendations stand, however, the ordinance can be revised to reflect more clearly what the committee recommended. Ken suggested that the upcoming BOS Pension Committee meeting might be a good time to address the entire topic with the BOS so it can be moved forward.
    - iv) Committee agreed to communicate recommendations more clearly to Board of Supervisors in conjunction with the upcoming Pension Committee meeting (scheduled for February 6, 2018). Joe Delikat to provide by Feb 2, 2018 a comparison of current ordinance and members versus the task force proposed recommendations, with the goal obtaining a final amendment of the proposed ordinance for the Board of Supervisors to consider. Ordinance amendment needs to occur before any discussion of potential Committee Members can be put forth to BOS for approval.

Initiatives and goals for 2018 (cont'd)

- Joint W & M and P & R Committee
    - i) As noted by Bob Salanik, also a member of Parks and Recreation Committee, the P&R committee is working to help the Township resolve the issue of the proposed P&R building (currently being put on hold under the project plan for new Township facilities, due to unexpected costs associated with the project as a whole).
    - ii) Bob suggested a member of the Ways & Means committee contribute to the efforts of the P&R Committee, in completing cost/benefit analysis of any potential facility. Ultimate goal will be for a W&M Committee member assist the P&R Committee as they evaluate options, that will include analysis and projections of potential revenue said facility may generate back to the Township.
    - iii) Upon a motion from Bob Salanik, and seconded by Joe Delikat, Colleen Mullin was nominated to work on the project with the P&R committee.
  - Benefits Study – Committee intends to pursue a more in-depth study of Fringe Benefit expenses in 2018, (similar to approach taken with Pension Sub-Committee “Task Force”).
- 8) Discussion: Increase size of W&M Committee to 7: temporary? Permanent?
- Committee discussed the potential to increase the size of the Committee to 7 people. Given current and planned projects as outlined above (including ongoing formulation and execution of Pension Committee recommendations, working with Parks and Recreation committee on facility analysis and decisions, proposed in-depth analysis of Capital Expenditures and Benefits Programs), along with ongoing budgeting and planning responsibilities, the Ways & Means Committee would benefit from having more members. It should go to 7 members to maintain a quorum. Committee agreed that they will request that Brenda Bray draft a letter of recommendation to the Township Supervisors for further consideration.
- 9) Prepare for presentation to the Board of Supervisors on February 6 – as noted in item (7) above, the Committee will be prepared to further clarify Pension Committee recommendations at the Board of Supervisors meeting on February 6, 2018.
- 10) New business – No New Business
- 11) Upon motion by Joe Delikat and second from Bob Salanik, meeting adjourned at 8:26pm.

Next Committee meeting: February 28, 2018

Respectfully submitted

Colleen Mullin