

Doylestown Township - Ways and Means Committee

Meeting Minutes for March 28, 2018

Meetings held 4th Wednesdays at 7PM.

No meeting in November, December meeting is 3rd Wednesday for 2018.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	x	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	x
		Ed Ebenbach (Consultant to Twp.)	x

- 1) Call to Order – Brenda Bray called the meeting to order at 7:00 pm. A quorum was present and the following matters were discussed.
- 2) Approval of February 28, 2017 minutes – Motion to approve by Bob Salanik and seconded by Joe Delikat.
- 3) Budget Updates: 2017 and 2018/New Budget Book Prototype – Ken and Ed E
 - Committee reviewed revenue and expense summaries
 - Brenda noted that the Township collects 99.6% of EIT – high ratio of tax due is collected
 - Ken Snyder asked whether the budget forecasts include a list of development projects and related expected revenues and/or the probability of the completions. Joe and Bob – Yes, we float a list and ask for feedback/expectations from appropriate parties when we work on the budget.
 - Budget Book – Ed shared the prototype with the group. Book well organized, and ties back directly to master forecast spreadsheet – no longer will need to be manually produced, cutting back on potential errors or omissions. Book intended to summarize major revenues and expenses, millage allocations, particular accounts/fund balances, etc., while having data accessible for further study by the user, if need be. Bob suggests we include a narrative for each department so residents can access a summation of the story behind the numbers. Will be discussed further with BOS during the budget work session.
- 4) March BOS action on Pension Subcommittee/Pension Advisory Committee
 - NOTE Minutes Feb. 6 BOS meeting (following Pension Committee meeting and clarification of recommendation). Final structure agreed to be:
 - 7 Voting Members: 1 union (employee – not necessary to be resident)
 - 1 non-union (employee – not necessary to be resident)
 - 5 experienced volunteers (at least 3 are township residents)
 - Note Final BOS vote – 3:2; dissention related to residency status – Manion and Colello.
 - 3 NON-Voting Members: BOS Liaison (Currently Ken Snyder)
 - Township Manager (Stephanie Mason)
 - Township Finance Director (Ken Wallace)
 - Ordinance issued; position advertised on Township website and Facebook page.
 - Bob agreed to sit on interview panel if BOS would like input, since he was heavily involved in recommendations made by Pension Sub-committee in 2017.

- 5) Discussion of Joint Ways & Means/Parks & Rec Subcommittee – Recreation Building business plan development
 - P&R subcommittee met on March 19. Dave Tomko attended. They discussed building size, needs for programs to be successful, possible location(s).
 - Currently, P&R is in preliminary design mode, to match functionality needs, but are not currently considering any lease options. Anticipate a new building will be constructed to required specifications.
 - Stephanie Mason identified pole building structure on land that will soon be developed within the township, and the intention of the developer is to most likely tear down the structure. Perhaps it is an option to relocate for P&R use? More in-depth study needs to be done to determine if the building would even meet the needs of P&R to run programs successfully, as well as timeline and cost to disassemble, transport, and reassemble, among other issues. Certainly, something to be considered further by P&R and W&M subcommittees.
 - There is currently no specific timeline as to when W&M sub-committee members would be involved in discussions with P&R sub-committee. Brenda would like to see it occur before summer, if possible, so it can be included topically in 2019 budget framework.
- 6) Budget Meeting with BOS – 4-17-18
 - Objectives – Wrap up 2017. Review 2018 budget. Share new budget book. Obtain any BOS or staff input on 2018 and beyond projects or planning that will affect the budget.
 - Assumptions and new initiatives for 2019 – Township building. P&R Building. Chapman Bridge. No other personnel or staffing additions anticipated. Most of current assumptions built within existing 5-year plan stand – no major changes.
- 7) Benchmark Employee Benefits (Tabled from 2/28)
 - W&M Committee anticipates new membership in 2018, which will add to capacity to take on a study to “benchmark” the cost of providing health benefits to Township employees.
- 8) Consideration of timeline for the next Bond Issue (Tabled from 2/28)
 - Identify “draw” schedule for construction underway on building project
 - Draw schedule will help determine estimated timeline for remaining bond issue
- 9) Five-Year Capital Plan: Next Steps (Tabled from 2/28)
 - Capital planning and expenditure reporting is also related to Dave Tomko project in works that allows Township to track spending on (and remaining useful life of) capital “assets” – (for example, tracking spending and timeline of road repairs to anticipate when next resource allocation will need to occur for same stretch of road). Ongoing goal for Dave to have the ability to easily manage Township assets.
 - Bob S. will work with Ed E. to identify scope and framework for developing reporting around 5-year capital plan.
- 10) Bicentennial Committee contribution – conversation from the past?
 - Committee agreed to buy a tree as part of Bicentennial celebrations.
- 11) New business
 - No new business
- 12) Upon motion by Bob Salanik and second from Joe Delikat, meeting adjourned at 8:36 pm.

** Budget work session 4/17/18
Next Committee meeting: April 25, 2018 – 7pm

Respectfully submitted,
Colleen Mullin