



# Board of Supervisors / Finance Committee

425 Wells Road  
Doylestown, PA 18901  
<http://doylestownpa.org/>

## Budget Work Session

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215-348-9915

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Tuesday, September 19, 2023

5:00 PM

Public Meeting Room

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### In Attendance:

*Board of Supervisors:* Barbara N. Lyons, Chairman; Jennifer Herring, Vice-Chairman; Ryan Manion; Nancy Santacecilia and Dan Wood.

*Finance Committee:* Brenda Bray, Chairman; Joe Vogt; Jason Showmaker and Eric Cornwell.

*Others in attendance included:* Stephanie Mason, Township Manager; Stacy Crandell, Assistant Township Manager; Ken Wallace, Finance Director; Dave Tomko, Director of Operations ; Lt. Charles Zeigler, and Ed Ebenbach, Township Budget Analyst.

Ms. Lyons welcomed everyone and called the meeting to order.

### Community Recreation Center & Park Improvements – Brief Bids Opening Summary

Mr. Tomko gave a brief summary of the bids received on Monday, September 18<sup>th</sup>, indicating that the four prime contracts for the general construction, plumbing construction, mechanical (HVAC) construction and electrical construction were received and are under review by MKSD at this time. He also provided a memo with bid tab.

### Department Head Budget Presentations

New initiatives and changes from the 2023 forecast & 2024 estimate.

Mr. Ebenbach indicated that prior to this meeting the finance team met with Department Heads to go over any changes in the operations forecast for 2023, and to form an estimate for 2024. He further explained that at today's meeting we are going to hear from Ken Wallace, Lt. Zeigler and Mr. Tomko, Director of Operations, regarding their areas of responsibility. The Budget Workshop schedule going forward will be to review Capital in two weeks on 10/3, and on 10/17 the five-year projections will be presented.

### Revenue / Admin Expenses – Ken Wallace, Director of Finance

Mr. Wallace presented the operations revenue forecast. He indicated that the \$5.4m Earned income tax 2023 forecast would be higher than budget by \$0.2m, and proposing a 2024 forecast of \$5.5m which is \$0.1m higher. 2023 Real estate taxes came in about \$4.3m which was about \$0.04m lower than budget; Finance is projecting it up in 2024. State contributions in 2024 such as, State Liquid Fuels is slightly down. Real estate transfers, which includes the sale of Pine Run in 2023 (producing \$0.4m) took us over \$1 million this year; Finance is calling that back down as that was a one-time impact. Local services tax is flat. Building permits were holding own but for 2024 we are calling that down as one-time Pebble Ridge legal fees were included in 2023. Administration operations expenses, wages were about \$2.1 million in 2023 anticipating \$2.4 million for 2024, some 2023 savings of \$0.1m due to delayed or deferred hiring, those positions will be filled by the end of the year or early 2024. Debt service is up due to the CRC/Park Improvements proposed. Pension payments are forecast to go from \$1.7m to \$1.8m, the goal being to follow the PAC plan to ultimately get the discount rate to 6%. Medical plan is forecast conservatively at this point in time (up \$0.2m for 2024), as we do not yet have the 2024 numbers from the Trust. Fire company & EMT is flat.

Ms. Santacecilia had a question regarding the pension payments and the extras.

Ms. Herring indicated that the plan is to follow the \$1.7m PAC recommendation, as recommended by chairman Mr. Denton.

Mr. Wallace indicated that in addition to Community Recreation Center & Park Improvements whose costs are being determined, other capital requests are being considered., One is to upgrade the financial software system in 2024 & 2025 with an integrated ERP system including accounting systems and transitioning to ADP. There are a lot of compliance and heavy lifting going on with that; one company under considerations is Oracle with their NetSuite offering.

Ms. Santacecilia inquired if payroll is included? Mr. Wallace reiterated that yes, the transition to ADP with mobile devices should assist with the transition.

Lt. Zeigler reviewed the Police operations expense with wages in 2023 of \$2.7 million anticipated in 2024 for \$3.1 million, which does include two additional officers, increase in professional staff salaries as well as supplies. There are some replacement vehicles and replacement firearms in capital that are over 10-years old being proposed.

Lt. Zeigler continued with the accreditation in 2022 the response to calls required quite a bit of paperwork to meet compliance with accreditation. They are addressing calls for service in staffing model as well. He reviewed a power point presentation indicating that since accreditation through PLEAC there are written reports and proofs that are required in addition approximately 250 proofs collected each year. In 2024 he anticipates two retirements; he reviewed the calls for service with the Board. 2019 – 2023 of course COVID was much lower numbers, the accreditation process began, he reviewed a workload demand report with the Board with the peak time to stay under 60%; he compared some averages in August and February in 2023 where that peak was exceeded. He showed some graphs (see attached) with those calls as well. He provided references about the 60% cause for officer allocation to rise above which limits officer response and becomes more reactive than proactive which is what the department would rather perform. The proposal is the hiring three new officers, one replacement for a retiring officer and two additional officers to supplement the patrol. These two new officers would be placed on an eight-hour shift, they would work highlighted weekday hours and officers would fall below the 60% peak times, very proactive in community patrols. The police department is also suggesting hiring clerical staff due to an upcoming retirement as well. They are requesting consideration be given to replacing the clerk with an applicant who has strong administrative background, a willingness to learn the grant writing process or currently possess a professional grant writing certificate. Salary for this new position range is \$60,000 - \$75,000 depending upon the applicants' qualifications, we believe competitive pay will be necessary. There was discussion regarding the grants, such as the COPS Program and how it could be beneficial to have someone to do that. There was discussion regarding general admin staff but there are requirements for staff being able access data through the Police computers.

Ms. Santacecilia wondered if there would be an increase with other municipalities and the number of officers in the Central Bucks Regional in hiring in other departments? Unknown at this time.

Ms. Lyons inquired about hiring about the two additional officers and reconfiguring call volumes and staff, especially in the midnight rotation with time off in terms of overtime being created and shift to the productive. This is positive.

Mr. Volk indicated there help for what they do is appreciated.

Mr. Wood inquired if we don't hire additional staff, it is going to cost more in overtime and it appears that would create more PTO and create a hole in schedules.

Ms. Herring it appears that this additional staffing will help with the call volume as well.

Ms. Brown (Chair, Dog Park and Member Parks & Recreation Board) indicated that the information was very impressive.

The CapEX for the Police Department, the firearms at the end of life and vehicle replacement were reviewed as well.

There was a question about who helps who when it comes to placing? Lt. Zeigler indicated there is reciprocal help between departments those departments complete paperwork, as necessary.

Mr. Tomko went over the wages in Public Works at just under \$1.0m proposed for next year \$1.1 million, engineering \$280K down next year to \$270K since some of the projects, especially the Accelerated Road Program have been completed, Parks Maintenance at \$300K staying stable. In Capital, the annual road maintenance will be coming down in 2024 due to completion of the Accelerated Road Program, the annual bridge maintenance will continue as will Bike/Hike Trail maintenance. Chapman Road Bridge \$1.5 million is being covered by a TIP Program, MS4 Project still needs to be determined but ARPA Funds will be used and there will be renovations to the Public Works Building.

Ms. Santacecilia commented about the Bike/Hike maintenance regarding foot and width and what will be completed. Ms. Mason indicated that there is a difference between general maintenance and refurbishment, or rebuilding and the paths vary in length and width. It will have to be determined case by case. Mr. Tomko will work with Pennoni to come up with some specific data.

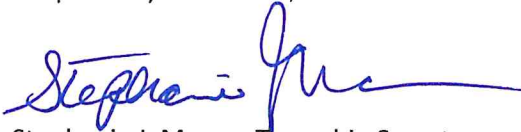
Ms. Brown(Chair, Dog Park and Member Parks & Recreation Board) inquired about the culvert the Executive Quarters at Neamand and Radcliffe? Mr. Tomko indicated that the Township is working with the developer there to do the proper permitting and that will be put into the maintenance schedule as well going forward.

Mr. Borden had a question about spraying the curbs and gutters, don't know the product. It was indicated that the Township staff that sprays is all certified and typically that work is done prior to roadwork in the area being done.

There was a reminder about the 10/3 meeting where forecasts for 2024 and CapEx will be reviewed.

Being no further business, the meeting adjourned at 6:04pm.

Respectfully Submitted,



Stephanie J. Mason, Township Secretary