

Doylestown Township
Ways and Means Committee - Meeting Minutes
June 22, 2011

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors Liaison	Y
Lee Schwarz – Secretary	Y	Rick Colello – Board of Supervisors	Y
Brenda Bray	Y	Stephanie Mason – Township Manager	Y
Ed Ebenbach	Y	Sandra Zadell – Asst. Township Manager	Y
Ed Denton	Y	Ken Wallace – Township Finance Director	N
		Richard John – Township Operations	Y
		Karen Sweeney – Parks and Recreation Dir.	Y

Mr. Glassman called the meeting to order at 7:00 p.m. New member Ed Denton was introduced. A quorum was present and the following matters were discussed:

1. Minutes from April meeting were approved.
2. Handouts
 - Memo to Vote for Free trees for PA state parks
 - Revenue and expense review packet for May
3. Pension Plan.
 - MMO illustrations for 2009 and 2011 were reviewed.
 - There is a choice of which valuation to use.
 - Use of 2011 showed difference between smoothing contribution and market value to be about \$130,000. Depending on budget performance as we get deeper into the year, this issue will be reviewed again before committee makes its recommendation.
 - BOS required to adopt the MMO by end of September although revision can be made later as was done last year.
4. Revenue and expense data through May reviewed. Budget projections reflect manager input from April.
 - Increase in real estate tax revenues reflects millage increase.
 - Income tax collections behind last year nearly \$200,000
 - Revenue increase of \$250,000 offset by expense increase of nearly the same.
 - Capital expenditure list was reviewed line by line and our ability to actually complete the amount of work budgeted was questioned. Dick John suggested that anywhere from \$200,000 to \$400,000 of purchases and completed work were not yet reflected in the accounting system as of end of May.
 - Mark asked that Ken Wallace provide a new column of information which show capital expenditure commitments which would include bids awarded and purchase orders placed so we have a better idea of where we are and what our capacity truly is.
 - Mark said it would be improper to place a budget burden for capital expenses in 2012 that we would not or could not use. Projects should be spread out so they are budgeted in the year they will be accomplished.

5. Meeting schedule – July 27 and Aug 24. Updated budget projections from managers for balance of 2011 and estimates for 2012 will be discussed at August meeting in preparation for initial budget work session anticipated in September.
6. Meeting adjourned 8:15PM

Respectfully submitted,

Lee Schwarz
Secretary