

Doylestown Township - Ways and Means Committee

Meeting Minutes for January 25, 2017

Meetings held 4th Wednesdays at 7PM.

No meeting in November, December meeting is 2nd 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	David Tomko – Township Operations	X
Bob Salanik	X	Kaci Milligan -Township Budget Analyst	X

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

- **Committee Reorganization**

Upon a motion by Ed Ebenbach and seconded by Ed Denton, Brenda Bray was appointed as Chairman for 2017. Upon a motion by Ed Denton and seconded by Joe Delikat, Ed Ebenbach was appointed Vice Chairman. All committee members voted in favor of both nominations.

- **Approval of Prior Meeting Minutes**

Upon a motion by Ed Denton and seconded by Ed Ebenbach, the amended minutes from the December 14, 2016 meeting were approved.

- **Discussion of the Bond Rating and Proceeds**

The consensus of the committee was that the bond sale was a huge success. Stephanie Mason did a great job in presenting. The process was great per Ken Snyder. A community effort!!!. Township bond rating improved which resulted in a minimum savings of \$20,000 for Bond Insurance. The handout “Bond Sale Document” presented to the BOS by The PFM Group was reviewed. Notable items included: 1. Moody’s upgrade to Aa1 from Aa2, 2. 44 bids from 5 different bidders with Janney Montgomery Scott the low bid at 3.126840%, 3. Net proceeds of \$9,940,000.

- **Review of 2016 Operations: Budget to Actual through August – Ken W and Kaci M.**

Mr. Wallace and Ms. Milligan reviewed and discussed the 2016 budget /forecast and discussed any variances from the original budget. The forecasted numbers from the October Actual/Forecast were the basis for the 2017 Budget. Since the October forecast there was an overall improvement in 2016 actual/forecast of approximately \$1 million dollars in the fund balances. Numerous areas were identified with real estate transfer taxes and building permits contributing to the difference.

- **Update on 2017 Budget and Evaluate Budget Process**

Ed Ebenbach presented a Budget Process Schedule of Events for 2017. Discussions included the following: 1. At the BOS meeting scheduled for March 7, an executive summary should be presented showing the improvement in 2016 actual results currently versus the October Actual/Forecast which was the basis for the 2017 budget, 2. Requests for Capital Expenditures will be presented by the Department Heads to the BOS in September, 3. Suggestion that the 4 major department heads present their budget needs for 2018 in August, 4. Ken Snyder requested that the Capital Expenditure Request forms be more complete and comprehensive. David Tomko indicated that future requests will be reviewed and guidelines/sample template will be provided. 5. The 2017 budget process indicated that the “pencils down” deadline needs clarification to allow for adjustments to the budget after that date. Options were discussed and will be evaluated at future meetings. 6. Joe Delikat revisited the topic of adjusting/realigning fund balances to reflect current needs. It was a consensus that the committee needs to be educated as to the specific needs of each fund before any action could take place

- **Goals and Initiatives for 2017 Pension Study**

Discussion of the pension review was deferred until the June time frame.

- **Prepare for Presentation to the BOS on February 7**

Ms. Bray will present a summary of the 2016 preliminary actual results and the 2017 budget

- **New Business**

Kaci Milligan has resigned and her last day is February 3, 2016. She was commended for her fine efforts as the Township Budget Analyst.

- **Next Meeting**

Wednesday, February 22, 2016

- **Adjournment**

Meeting adjourned at 9:08 PM

Respectfully Submitted

Joseph Delikat