

**Doylestown Township - Ways and Means Committee**  
**Meeting Minutes for December 9, 2020**

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

No meeting in November, December meeting is 2<sup>nd</sup> Wednesday.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Jennifer Herring- Board of Supervisors - Liaison	X
Robert Salanik –Vice-Chairman	X	Stephanie Mason – Township Manager	X
Colleen Mullin	X	Ken Wallace – Township Finance Director	X
Joe Delikat	X	Dave Tomko - Township Director of Operations	X
Mike Paulosky	X	Ed Ebenbach – Budget Consultant	X
Eric Cornwell	X	Keith Haas – Director DT Municipal Authority	X
Joe Volk	X	Nancy Santacecilia – Board of Supervisors	X

Ms. Bray called the meeting to order at 7:01 pm. A quorum was present, and the following matters were discussed.

**1. Approval of Prior Meeting Minutes**

The minutes of the October 28, 2020 meeting were approved upon a motion by Mr. Delikat and seconded by Mr. Paulosky.

**2. Review of 2020 Operations**

- Mr. Wallace and Mr. Ebenbach reported that Earned Income Tax is slightly better than the last projection. Permit Fees are up about \$ 250,000 over last year.
- The expenditure budget for 2020 will be less than budgeted due to the delay in replacing employee vacancies.
- These items were anticipated in the preliminary 2021 budget and no further changes will be recommended to the Board of Supervisors for the 2021 budget.

**3. 2021 Budget Information and Discussion**

- Ms. Mason reviewed the presentation made to the Board of Supervisors for the 2021 Budget with the committee. This budget includes the pension funding recommended by the Pension Advisory Committee.
- Ms. Bray ask for an explanation of the term “used reserve” in the budget document. This is the amount of the fund balance used to balance the revenues and expenditures in each fund.
- The financial impact of the Toll Brothers development on Bristol Road is only partially included in the budget since it is believed that that bulk of the project will not be completed until late 2021 and most of this impact will be included in the 2022 budget.

**4. Community Recreation Center Timeline**

- Ms. Mason gave an update on the timing for the proposed Community Recreation Center. A feasibility and public comment study will take place in January/February 2021. The architect will be providing monthly updates on the project with bidding possible by the fall of 2021.

**5. Planning for 2021**

- Ms. Herring commented on her concern regarding the declining fund balances projected in the 5-year plan. It was noted by committee members that it is hard to project what will happen in the next 5 years; therefore, projections generally conservatively estimate revenue and try to encompass plans on the expenditure side. The result is that when that 5<sup>th</sup> year

comes around the fund balances are not as dire as projected. Mr. Delikat indicated that he has begun an analysis of the budget projections to actuals over the last several years and will share it with the committee when completed.

- Committee members also indicated that they would be interested in reviewing the following:
  - Salaries and Fringe Benefits (Ms. Mason indicated that the 2021 budget allows for a salary fringe study of the non-uniformed staff, including position duties, salaries and an evaluation document).
  - Doylestown Township Municipal Authority (DTMA) Mr. Haas Executive Director of the Authority gave a brief overview of the operation and expressed his desire to meet with Ways and Means to provide a more detailed discussion of their operation and answer any questions the committee may have.
  - Current Debt Services Obligations and future financing or refunding of debt.
  - Ms. Herring indicated that the Police Negotiations are coming up in 2022 and perhaps the committee could provide some suggestions for the upcoming negotiations.
  - Ms. Mullin indicated that we should discuss proactively reviewing service enhancements to our residents. It was suggested that perhaps involving other township committees in this process would be beneficial.

#### **6. Adjournment**

- Upon a motion by Mr. Delikat and seconded by Mr. Salanik, the meeting was adjourned at 8:39pm.

#### **7. Next meeting**

January 27, 2021

**Respectfully Submitted**  
**Robert Salanik**