

Doylestown Township-Ways and Means Committee

February 26, 2020 @ 7:00 PM

Minutes

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

- I. Call to Order 7:02p
- II. Welcome
- III. Introduction of new committee members:
 - a. Eric Cornwell
 - b. Joseph Volk
- IV. Approval of January 22, 2020 minutes – Motion Bob Salanik; 2nd Mike Paulosky, all approved.
- V. Selection or discussion of Committee Secretary – Committee decided Colleen take minutes this meeting; Bob Salanik likely remainder of 2020, until new member(s) are brought up to speed. Traditionally, new committee members are tasked with taking minutes for meetings.
- VI. Update on 2019 Operation Results
 - a. EIT - \$4.3m forecast; all but \$90k collected with 2 weeks left for collections.
 - b. Capital - \$310k + capital budget from actual
 - c. Other significant items – Projections show RE transfer & permits could get us to pension additional MMO that was originally recommended by committee (\$250k). Should know better in next few weeks once 2019 is “closed”.
- VII. Recommendation to BOS re: Community Rec Center & RFPs for soft costs – there was some action on this topic last week in form of Memo from admin staff to Board of Supervisors recommending utilization of JD Bravo for writing of RFP for design services (for fee of \$6,540). Brenda has already drafted RFP for Construction Management services. Dave Tomko suggest both RFPs go out together. Anticipate 2-3 weeks will have specs for both available to be advertised April 1.

- VIII. Cap X Form for Central Park Bathrooms – W&M committee will submit request for bathrooms for Central Park closer to amphitheater and Kids’ Castle. P&R committee is performing park assessment.
- IX. 2021 Ways & Means Goals
- a. Additional budget meeting specifically for Pension – discuss with Pension committee chairman potential date of 3rd Tuesday May for budget work session. Add Pension to agenda if chair agrees they can be prepared to discuss during budgeting session.
 - b. Second bond issue: amount and timing – Anticipate if RFPs out in April, bids awarded by May, 2020 – would be ideal to continue path to issue in October 2020 for remaining bond issue.
 - c. Analysis of Offsite Fund and Performing Arts Fund – Ken Wallace not in attendance tonight; table for future discussion. Committee would like to understand constraints on funds, if any, to be provided by administrative staff.
 - d. Planning and Timelines for Capital Projects – Ed E. added start/end date lines to Cap-Ex forms. Bob S. suggested add even more detail for tracking of capital projects and seeing them through to completion with a timeline set out from the beginning of any capital project – include dates for when specs are written; when specs are to be advertised; when bids are open; when bids are to be awarded. Township could benefit from more formalized tracking of projects through to completion. Dave T. indicated staff does go through timeline exercise. For example, bids are on the street or going out soon for 2021 via PennBid for projects like street sweeping. Committee is suggesting timeline for 3-year contracts for standard projects like grass cutting or street sweeping is not as necessary as timelines that seem to be lacking for capital projects like playground repairs or bridge projects, etc. Dave T agreed, and now that building project is mostly out of the way, staff is planning further ahead for capital projects and seeing them through to completion.
- X. Schedule for W&M presentation to BOS – Likely 1st Board of Supervisor’s meeting in April (April 7th at 5:00). Stephanie will confirm.
- XI. New business – No new business
- XII. Adjourn – Motion Colleen; 2nd Joe adjourned 8:19p

Next meeting: March 25, 2020