

Doylestown Township - Ways and Means Committee

Meeting Minutes for May 25, 2022

Meetings held 4th Wednesdays at 7PM.

No meeting in November, December meeting is 2nd Wednesday.

Resident Members	IN	Township Participants	IN
Brenda Bray - Chair	X	Jennifer Herring- Board of Supervisors - Liaison	Zoom
Mike Paulosky – Vice Chair	X	Stephanie Mason – Township Manager	X
Colleen Mullin	Zoom	Ken Wallace – Township Finance Director	X
Joe Delikat	No	Dave Tomko - Township Director of Operations	X
Bob Salanik	No	Ed Ebenbach – Budget Consultant	No
Eric Cornwell	X	Nancy Santacecilia	Zoom
Joe Volk	Zoom		

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

1. Approval of Prior Meeting Minutes

Approval of April meeting minutes was tabled; will be sought during next meeting in June

2. Status of 2021 Audit and exit conference dates (Ken W.)

- a. Staff is just about finished providing final info to auditors
- b. No exit conference scheduled as of yet

3. 2022 Operational Results (Ken W.)

- a. No 2022 results summarized @ this time
- b. New Qwestica budget software has been the focus – 2021 and YTD 2022 data have been loaded; #s match from internal budget files
- c. Working now on integration with payroll software, AP/AR and other accounting platforms

4. Status Updates by subject (various staff)

- a. American Rescue Plan (Ken) – slightly more than \$2m allocated to the Township; 1st tranche received. Segregated; still earmarked for MS4 plan (unfunded mandate). Must use within 4 years; when spent, it triggers single audit requirement
- b. Police contract (Stephanie) – Negotiations will commence when receive letter from union; must be submitted some time in June to the Township.
- c. PRCC (Dave/Stephanie) – Moving along with design/development. Site work and building feasibility study include solar evaluations and recommendations. Not likely to utilize geothermal due to cost prohibition.
 - Ms. Bray asked whether this will be focus topic for June 21 budget session – Ms. Mason indicated staff hopes to have compilation of info from architects in time for budget session in June
 - Administration is beginning to craft framework for tracking ALL costs (soft costs, construction costs, consultants, FF&E, etc.) and more readily track change orders when project comes to fruition.
- d. RFQ for owner’s rep (Dave T) - still in process, has not yet been issued. There is already a placeholder in the budget for that cost.
- e. 2022 Summer Projects – Pebble Ridge/Woodridge curbing and paving from sewer installation coming to completion at about 99%. Some portion of spending will come back to the Township as reimbursement from BCWSA (est. \$200k for work Township did on Militia Hill,

Forge Rd) and from Warrington for work done on Turk Rd. (shared responsibility between the two Townships).

- f. Funding for Accelerated Road Maintenance (Dave T.) – Plan is ready to go to bid upon Board approval. Engineering estimates (based on mileage comparison to current outside market bids) would come in around \$1.7m for initial “round” of paving. There was discussion in April 27 W&M meeting about ways to borrow less, and even shorten the term, to save on interest cost, considering current cash position of the Township, and even taking into consideration the pending building the Community Center.
- Member Bob Salanik (not present, but provided to Chair prior to meeting) produced analysis of Township cash resources to consider utilizing to fund roads program, which was discussed at length.
 - When one considers positive \$650k variance over budget in 2021 (less \$800k from Cell Tower sale that is already “earmarked” toward Community Center costs), General Fund balance currently sits at 40% of total operating budget. This includes \$1.2m already borrowed (to reimburse General Fund for costs associated with the Administration Building), that is currently carrying interest expense through a promissory note.
 - Goal is for Township to maintain \$1-\$1.5m General Fund balance - and current total General Fund balance is \$6.7m - it is fiscally prudent to reduce borrowing on planned road maintenance acceleration if cash is available.
 - Program already allocates \$450k over next two years for road maintenance from fund 53 (Roads and Bridges), leaving \$250k from fund 53 available for further acceleration of paving projects.
 - Consensus from administration and committee members to present to Board of Supervisors for approval in next meeting that less borrowing will be required than was originally expected – in fact, no borrowing may be needed to pay for more roads in 2022/2023. There is a total of slightly more than \$2m readily available to accelerate road paving, which many Township residents have been requesting.
 - Administration will draft a joint memo in time for June Budget session/Board of Supervisors meeting.

5. Preparing for June Budget session with Board of Supervisors – see above, draft memo to share consensus on roads program; administration will have more info on Community Center

6. Moody’s Rating Methodology (Brenda) – Review of how Moody’s rating agency assesses municipalities’ credit quality, including factors such as economy and tax base, financial position, management framework and debt/pensions.

7. Adjournment

- a. Upon a motion by Mike Paulosky and seconded by Eric Cornwell, the meeting was adjourned at 8:14 p.m.

8. Next meeting

June 22, 2022

Respectfully Submitted
Colleen Mullin