

**Doylestown Township
Ways and Means Committee – Meeting Minutes
December 14, 2011**

| Resident Members | IN | Township Participants | IN |
|-----------------------------|-----------|--|-----------|
| Mark Glassman – Chairman | Y | Barbara Lyons – Board of Supervisors Liaison | N |
| Lee Schwarz – Vice Chairman | Y | Rick Colello – Board of Supervisors | N |
| Ed Denton – Secretary | Y | | |
| Brenda Bray | Y | Stephanie Mason – Township Manager | Y |
| Ed Ebenbach | Y | Sandra Zadell – Asst. Township Manager | Y |
| | | Ken Wallace – Township Finance Director | Y |
| | | Richard John – Township Operations | Y |
| | | Dean Logan – Police Lieutenant | N |

Mr. Glassman called the meeting to order at 7pm. A quorum was present and the following matters were discussed.

1) Approval of Prior Meeting Minutes:

- Mr. Glassman asked if there was any input on the October 26, 2011 minutes. No changes were proposed and the prior meeting minutes were approved.

2) Handouts:

- Doylestown Township 2012 Budget
- Doylestown Township 2011 Full Year Revenue, Expense and Fund Balance Report: @ 12/7/11
- Ways and Means Charter Objectives, Actions to Date and Current Status - Draft

3) Discussion Summary:

- Mr. Ebenbach updated the Committee on the current version of the 2011 Forecast.
 - Full year 2011 Unrestricted Revenues are now projected to be ~\$400K higher than the 2011 Budget and restricted revenues are projected to be ~\$100k higher vs. the 2011 Budget. Total Revenues for 2012 are projected to be \$10.4 million (+\$163k above the September forecast).
 - On the expense side, 2011 Expenses are projected to be ~\$343k over Budget and ~\$227k higher than the September forecast.
- Mr. Glassman asked the Committee members if there were any issues that needed to be discussed before the Board of Supervisors voted on the 2012 Budget. A short discussion ensued, after which it was generally concluded that all the key issues had been raised and discussed and that it was now up to the Board of Supervisors to conclude on the remaining issues.
- Mr. Glassman then distributed and reviewed a draft document which outlined the Ways and Means Committee Charter Objectives, Actions to Date and the Current Status of each item.

- Ms. Bray noted that a lot of progress had been made in a number of key areas and that the Team had learned a lot.
- Mr. Ebenbach suggested that the Committee consider focusing on Long Term planning in the early part of the year before we got too busy on 2012 revenue and spending issues.
- Mr. Schwarz suggested that the Committee should consider ways to assist the Board of Supervisors with Fiscal Policy issues in 2012 given the recent election results.
- Mr. Denton suggested that Committee should consider identifying benchmarks to help inform discussions and decisions on the budget. Such benchmarks also could be used to highlight the progress that the Township and Board of Supervisors have made in managing the Budget and keeping down costs over the past couple of years, as well as help frame areas of future focus.
- Ms. Mason mentioned that she had attended a meeting recently where a presentation was given by a company that performed benchmarking for municipalities in Bucks and Montgomery County. She then passed around a copy of the company's presentation and said that she would investigate how much it would cost to participate in the company's benchmarking survey.

4) Meeting adjourned 8:30pm

Respectfully submitted.

Edward Denton
Secretary