

Doylestown Township
Ways and Means Committee - Meeting Minutes
April 27, 2011

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors Liaison	Y
Lee Schwarz – Secretary	Y	Stephanie Mason – Township Manager	Y
Brenda Bray	Y	Ken Wallace – Township Finance Director	Y
Ed Ebenbach	Y	Richard John – Township Operations	Y
		Sandra Zadell – Special Projects Manager	Y
		Karen Sweeney – Parks and Recreation Dir.	Y
		Rick Colello – Board of Supervisors	Y

Mr. Glassman called the meeting to order at 7:00 p.m. A resident observer was welcomed. A quorum was present and the following matters were discussed:

1. Minutes from March meeting were approved.
2. Handouts
 - Dave Nettina’s resignation letter and Board’s acceptance letter
 - PA compliance audits for Doylestown Township pension plans 2008-2009
 - Credit card processing memo
 - PA State Fair request and outline for use of park at Turk and Almshouse Rd
 - Revenue and expense review packet for March
3. Pension Plan audit.
 - Both the Police and non-uniformed plans for 2008-2009 were audited and found to be administered in compliance
4. The committee in a 3-0 vote supported the proposal for credit card processing that was presented by Sandra.
5. Karen along with John Bray asked for input on a proposal they had received from the PA State Fair. It represented an opportunity to generate at least \$50,000 guaranteed revenue for the Township in addition to covering associated costs of which they would want to have at least half for park and rec projects. They inquired if they should present it to the board and stated that Chief White does not support it at this time. After listening to pros and cons from the committee with no consensus, they will do additional research.
6. Financial packet for March reviewed.
 - Revenue – considering timing issues seems to be on track. TV Franchise fees still \$0 because 4th quarter fees were booked in 2010 – but received in 2011.
 - Expenses – roads over by \$125,000 as a results of the severe winter storms.
 - i Contracted services like plowing and mowing are substantially higher with new bids
 - ii Electricity choice of generator blunted full impact of cost increase but it increased nevertheless

- iii Audit fees were greatly reduced by Ken negotiating more favorable contract
- iv Summer concert costs were negotiated downward

- Capital expenditures spending of only \$40,000 (\$1.3 million plan), but Ed stated that department heads expect all projects to be complete, except for finance printers being replaced. Still questioning our internal capacity to accomplish the scope of capital expenditures, which will be a focus item for the 2012 budget.

7. May meeting was canceled.

8. Next meeting June 22nd. Reports will be rerun with forecasts updated.

9. Meeting adjourned 8:05PM

Respectfully submitted,

Lee Schwarz
Secretary