

**Doylestown Township
Ways and Means Committee – Meeting Minutes
May 23, 2012**

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors	Y
Lee Schwarz – Vice Chairman	Y	Shawn Touhill – Board of Supervisors	N
Ed Denton – Secretary	Y	Rick Colello – Board of Supervisors	Y
Brenda Bray	N		
Ed Ebenbach	Y	Stephanie Mason – Township Manager	N
		Sandra Zadell – Asst. Township Manager	N
		Ken Wallace – Township Finance Director	Y
		Richard John – Township Operations	N
		Karen Sweeney – Parks & Recreation	Y

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 were any proposed changes or corrections to the April 29, 2012 meeting minutes.
- None were noted and the prior meeting minutes were approved.

2) Discussion Summary:

- The focus of the meeting was to review the long range financial planning model developed by Mr. Glassman and to discuss key inputs and assumptions.
- Mr. Glassman opened the discussion by reviewing the beginning 2012 Fund balances and thanked Mr. Ebenbach and Mr. Wallace for their assistance in helping him populate the model.
 - He reviewed the impact of the switch in December 2011 to year end accrual accounting.
 - He pointed out that 2011 spending included approximately \$820k of one time items.
 - He reviewed the key components of revenues, personnel and non personnel costs, debt service, etc.
- Mr. Schwarz asked when the debt for park would be paid off (answer: by 2017).
- Mr. Wallace noted that we might need to factor in the impact of Police Regionalization into the projections.
- Mr. Denton commented that one of the key benefits of going through a planning exercise of this type was dialog and debate amongst the Department Heads, Board of Supervisors, etc. and suggested that the Township consider establishing some performance metrics to work toward/track progress over time.
- The Committee discussed various categories of revenues and expenses, ideas on how the Township might go about identifying additional cost savings, and Mr. Glassman threw out the idea that in certain situations it might be more cost effective for the Township to hire a new employee vs. paying a contractor.
- It was suggested that the Committee invite back Mr. Anderson to the June meeting to discuss the Pension Planning Funding options and long term implications, and that the July meeting should focus again on the long range forecast.

3) Meeting was adjourned at 8:30pm

Respectfully submitted.

Edward Denton
Secretary