

**Doylestown Township
Ways and Means Committee – Meeting Minutes
November 28, 2012**

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

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

1. Approval of Prior Meeting Minutes:

- Mr. Schwarz asked if there were any proposed additions or corrections to the October 24, 2012 meeting minutes.
- None were noted. The prior meeting minutes were approved.

2. 2013 Budget:

- Mr. Wallace told the Committee that Ms. Mason presented the 2013 Budget to the Board of Supervisors at the most recent BOS meeting. He stated that a participant at the meeting raised a question concerning one of the reports presented to the BOS vs. another budget report. He then explained that the difference had to do with Budget Transfers.
- Mr. Ebenbach suggested that the Budget Team create a new 'bridge report' to reconcile the differences between the reports.
- Mr. Schwarz agreed and added that at next years budget review meeting that the data presented at the BOS meeting be bridged to the reports reviewed during the budget preparation meetings to ensure that everyone understands the linkages between the various reports.
- Mr. Schwarz noted that he was surprised during public budget presentation when Rick Colello raised a question concerning when the vote on reinstating the policy of paying salaries/health benefits to board members would occur. He noted that Ms. Lyons had responded during the meeting that the board would have to vote on the change but no additional specifics were given.
- Mr. Schwarz also asked when this item became part of the budget numbers since it was never discussed nor listed as one of the key 2013 budget changes. Mr. Schwarz asked how this was ultimately going to be handled and expressed concern that this seemed similar to the non-uniform salary increases that were publicly voted down in Fall 2011 by the BOS but subsequently granted.

3. 2012 Forecast:

- Mr. Ebenbach told the Committee that the Finance Team had ran the October numbers and that the full year 2012 budget picture continues to get look favorable and that the full year capital budget should end up within \$85k of the budget.

- Mr. Schwarz asked about the status of the Township's lighting project. Ms. Mason indicated that the project was underway. Mr. Johns clarified that the street light fixtures had been purchased from PECO for an amount just above \$ 76,000.
 - Mr. Schwarz then asked Mr. Wallace to provide an update on the new computer software. Mr. Wallace responded that it was going well.
4. Revenue Enhancement Sub-Committee:
- Mr. Touhill opened the discussion by reminding everyone that the objective of this initiative was to create a dialog on ways that the Township could bring in additional revenues, identify revenue opportunities being missed and to provide an opportunity to voice ideas. During the brainstorming meeting last Spring a lot of good ideas were generated which were then sorted through to determine which ones could be implemented.
 - Mr. Schwarz added that two guidelines that were informally adopted to help sort through the proposals: (1) the proposal added no new staff and (2) the proposal add value to the Township and its residents.
 - A short discussion then ensued concerning a proposed idea to enhance the pavilion in Central Park so that it could include an operating snack bar. Ms. Mason stated that if the BOS decided to further explore the idea that the initial step would be to develop exploratory plans from an architect which would likely cost approximately \$2,500. Mr. Johns then estimated that it would likely cost approximately \$25,000 to make the facility 'rentable' for a vender.
 - Mr. Salisbury then reviewed some possible ideas to bring in additional fee revenue to the Township and distributed a memorandum titled "Non Resident Safety and Compliance Inspections" dated November 26, 2012 which was addressed to Mr. Touhill. The memo outlined the reasons for these inspections, provided background on the inspection personnel and noted that while neighboring municipalities charge fees for these inspections, Doylestown Township has not. Mr. Salisbury also noted that these inspections do not overlap the traditional 'home/building Inspections' performed during the process of selling a property.
 - Ms. Mason commented that if this idea were to move forward, a proposal would need to be put together, presented and approved by the Board of Supervisors, and a new ordinance would need to be written and a fee schedule developed.
 - Mr. Schwarz added that if this proposal were to move forward that it would make sense to start with non-residential buildings first.
5. The meeting adjourned at 8:30 pm.

Respectfully submitted.

Edward Denton
Secretary