

**Doylestown Township  
Ways and Means Committee – Meeting Minutes  
May 22, 2013**

<b>Resident Members</b>	<b>IN</b>	<b>Township Participants</b>	<b>IN</b>
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors	N
Lee Schwarz – Vice Chairman	Y	Shawn Touhill – Board of Supervisors	N
Ed Denton – Secretary	Y	Rick Colello – Board of Supervisors	Y
Brenda Bray	N	Tom Scarborough - Board of Supervisors	N
Ed Ebenbach	Y	Ryan Manion - Board of Supervisors	Y
		Stephanie Mason – Township Manager	N
		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	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 were any proposed additions or corrections to the prior meeting minutes.
- None were noted. The prior meeting minutes were approved.

2. April 2013 YTD Actual vs. Budget Report:

- Mr. Ebenbach handled out the April 30, 2013 Actual vs. Budget Report and noted that these were the first reports of the year generated out of the new accounting software. Mr. Ebenbach noted the following:
  - Meetings have not yet been held with department managers concerning an updated full year forecast.
  - He explained that additional work needs to be done on data feeds from the new accounting software before the remaining standard reports can be updated.
  - He pointed out that EIT has started to recover which is good news because it's the biggest part of revenue budget.
  - Building permits are also running favorable to last year.
- Mr. Wallace noted that if building permits are up, then other fees should also end up favorable to the Budget also.
- Mr. Schwarz noted that real estate transfer taxes were up vs. 2012.
- Mr. Glassman asked what was included in the Other Revenue category. Mr. Ebenbach responded that it's a mix of various revenue sources and that he would get back to him with more details.
- Mr. Ebenbach then reviewed the status of Township expenses. He noted that operating leases need to go on P&L per guidance of the auditors
- Mr. Glassman noted that the Township was tracking below budget on wages. Mr. John noted that the Operations Team was down a man.
- Mr. Wallace also noted that wages are scheduled to increase for police around mid-year and that we will be hiring another officer.
- Mr. Ebenbach stated that the Township started the year with Fund balances ahead of what was assumed in budget.
- Mr. Ebenbach then reviewed the Individual department budgets. The following was noted:

- The Admin budget included \$2,000 for new first aid kits to go into all township vehicles.
  - Mr. Glassman noted that Dues and Subscriptions were 40% spend vs. the full year budget. Mr. Wallace said that he would look into it and get back to the Committee. (NOTE: Subsequent to the meeting, Mr. Wallace e-mailed the Committee with details on the components of the year to date spend. They included several items which were misclassified including a payment to DART.)
  - The Public Work's Road Supply Budget (66% spent) included new flashers that were installed by Kutz Elementary and salt purchases. Contracted services spend year to date was primarily lawn cutting charges.
- Capital Budget: Mr. Ebenbach noted that year to date spend was slightly slower than last year. Mr. Glassman asked whether \$400k per year on roads was reasonable. Mr. Johns responded that he thought it was and that the Township tries to work on 3-4 miles of road per year (Township total road mileage = approximately 75 miles).
  - Mr. Ebenbach noted that two areas the Township needs to watch closely are bridges and storm water drainage.
  - Mr. Wallace reminded that Committee that the fuel tank issue needs to be addressed at some point.
  - Mr. Glassman noted that one avenue that could help the Township to smooth the funding for bridges and other large projects would be to float a bond.
  - Mr. Schwarz agreed and suggested that the Township should wait to hear the final bridge report before deciding what the best funding option is.
3. Graphs & Metrics vs. Other Township in Bucks & Montgomery County.
- The Committee then discussed the charts that Mr. Denton created and sent out prior to the meeting which were based on data published in the Intelligencer.
  - The Committee discussed various types of charts/metrics that the Township might want to track and publish on its website. Ideas included: admin/public works/police headcount per capita, total budget per capita, a metric which factors in total road mileage, etc.
  - The Committee agreed that of these types of charts would be useful. Mr. Denton and Ebenbach agreed to investigate additional metrics.

The meeting adjourned 8:27pm

Respectfully submitted.

Edward Denton  
Secretary