

**Doylestown Township
Ways and Means Committee – Meeting Minutes
June 26, 2013**

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Ryan Manion - Board of Supervisors	Y
Lee Schwarz – Vice Chairman	Y		
Ed Denton – Secretary	Y		
Brenda Bray	Y		
Ed Ebenbach	Y		
		Stephanie Mason – Township Manager	Y
		Sandra Zadell – Asst. Township Manager	Y
		Ken Wallace – Township Finance Director	N
		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. May 2013 YTD Actual vs. Budget Report & Full Year Forecast:
 - Mr. Ebenbach opened the discussion by noting that he and Mr. Wallace had met with the department managers to review the year to date actual spend and the balance of the year forecast for their areas.
 - Mr. Glassman noted that YTD EIT was trailing the previous year run rate.
 - Mr. Ebenbach replied that the Township ended the year at \$3.8, million and believes that there may be some upside in 2013. He added that based on what he has seen, revenues should come in at or above plan. Possibly as much as \$100k above. He also added that Township revenue in general is showing signs of recovery including building permits.
 - Ms. Mason commented that 28 homes are up for approval by the Board and other projects are moving forward as well.
 - Mr. Ebenbach then reviewed expenses and noted that they are projected to come in approximately \$100k over budget due mostly to a Township lease that had to be expensed vs. capitalized.
 - A discussion then ensued about Kids Castle restoration costs. Mr. Ebenbach pointed out that the Township was still working through how to report the Kids Castle repair costs within the Public Works budget.
 - Mr. Ebenbach then noted that the Public Works budget continues to run favorable because of staffing vacancies. Mr. John said that they will be looking to fill the positions later this year.
 - The next discussion covered the capital budget. Mr. Ebenbach pointed out that year to date spend was tracking below 2012. Mr. John commented that a number of projects are currently out for bid and should start soon.
 - Fund Balances: Mr. Ebenbach reminded everyone that the Township started the year ahead of where we assumed in the 2013 budget and that a slight reduction in fund balances is projected at year end.

- Mr. Glassman asked about the projected balance of state liquid fuels of \$312k and what the Township is permitted to fund out of this balance. After a brief discussion, Mr. Ebenbach suggested that we ask Mr. Wallace to explain to the Committee what the Township's options are.
- Mr. Schwarz commented that the Township was quick to raise taxes when it believed it was necessary. He thought that we should be equally fast to reduce them as well as a sign of good faith and trust. With increasing fund balances, we need to have a tax cut on the table or if not, then a very good case as to how the money will be responsibly used for only absolute necessities between now and 2017 which has been our line in the sand. That projection should show the reserved fund balances are properly drawn down where possible to preserve the unreserved operating funds and that the operating fund balance shrinks to the safety floor of \$1 million.
- The discussion then turned to long term planning. Ms. Mason said we need to pull together an updated capital plan, staffing needs, police renegotiation, pension, retirements, etc. in order to update the long term plan.
- Mr. Glassman suggested that in August the Committee should have a capital expenditure review and discuss the 2014 estimate.
- Mr. Glassman closed the discussion by noting that the July 24th meeting is cancelled.

The meeting adjourned at 8:16pm.

Respectfully submitted.

Edward Denton
Secretary