

**Doylestown Township  
Ways and Means Committee – Meeting Minutes  
January 23, 2013**

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

Mr. Glassman called the meeting to order at 7:05pm. A quorum was present and the following matters were discussed.

1. Approval of Prior Meeting Minutes:
  - The prior meeting minutes were approved 4-0
  
2. Ed Ebenbach presented revised format for tracking fund balances for comment. It was agreed we would use that grouping going forward
  
3. Overview of options to communicate graphically with residents on budget performance:
  - Mr. Glassman distributed several charts analyzing segments of budget data with the goal of being able to easily portray to residents where township is periodically of actual vs. budget The charts were labeled as following:
    - Revenue composition – bar chart showing funding sources percentages for Unrestricted and Restricted
    - Taxes – all tax revenue sources by percentage with average tax per lot calculation
    - Expenditure composition charts – (on 2 pages)
      - Total
      - Restricted
      - Unrestricted
    - Operating Expenditures – Unrestricted
      - by department and Type
      - By wages, fringes, operations and financing
    - Pension Funding
      - By plan
      - By contributions
    - Capital Expenditures – percentage by department
    - Total expenditures by segment via percentage
    - Surplus(deficit) as percentage of fund balance
    - Fund balance
      - Bar chart with unrestricted and restricted by percentage makeup
      - Gas gauge chart with unrestricted fund balance adequacy
  - Assignment: select the 3-5 charts that best communicate the budget / operating process to the citizens for inclusion on website and township newsletter. Email your preferences to Mr. Glassman before next meeting
  
4. Out year solutions discussion:

- Because the window for projected budget shortfall seems to have moved out to 2015 and maybe 2016- only one year potentially remains in jeopardy until the park debt service is fulfilled and frees up nearly \$700,000 for 2018. Mr. Glassman suggested that a combination of capital expenditure cutbacks starting in 2014 and a tax bridge if necessary be considered.
- Mr. Schwarz suggested refinancing the park loan at currently low rates, cut the annual debt service cost, accumulate the freed up funds to bridge the projected budget gap. It would extend the park debt service term- approximately 5 years
- Mr. Wallace reported finances
  - auditors have completed their work, advertisement for 2012 ready to go out, income for 2012 was 10.5 MM vs. expenses of 9.6MM-
  - resulted in 986,000 increase in fund balance
  - state liquid fuels allocations being closely watched by inspectors
  - state funding is on the decline

5. Mr. Ebenbach and Mr Wallace reported that they are working on data output from the Safe Choice system to feed our reporting engine. Hope to have info next meeting.

6. The meeting was adjourned at 8:23 pm.

Respectfully submitted.

Lee Schwarz  
Vice Chairman