

**Doylestown Township
Ways and Means Committee – Meeting Minutes
June 25, 2014**

Resident Members	IN	Township Participants	IN
Lee Schwarz – Chairman		Ryan Manion - Board of Supervisors	
Ed Ebenbach – Vice Chairman	X	Rick Collelo - Board of Supervisors	
Ed Denton	X	Ken Snyder - Board of Supervisors	X
Brenda Bray	X	Stephanie Mason – Township Manager	X
Emad Abdelnaby – Secretary	X	Ken Wallace – Township Finance Director	X
		Richard John – Township Operations	X

Mr. Ebenbach, on behalf of Mr. Schwarz, called the meeting to order at 7:16pm. A quorum was present and the following matters were discussed.

1. Approval of Prior Meeting Minutes:
 - Mr. Ebenbach asked if there was a motion to approve the May 28th meeting minutes.
 - Ms. Bray motioned that the prior Meeting Minutes be approved. Mr. Ebenbach seconded. All voted in favor of the motion.
2. Discussion Regarding Upcoming Ways and Means Committee Meeting:
 - Mr. Ebenbach introduced the potential of conducting a July Ways and Means Committee Meeting (the Committee does not usually meet in July) to kick off the budget planning season.
 - Committee members agreed to meet in July and chose Tuesday, July 22nd at 7pm in the Township Building for the meeting time and location.
 - Ms. Mason agreed to publicize the upcoming Committee Meeting.
3. Discussion of Format of Ways and Means Webpage Within the Township Website:
 - Ms. Mason in response to Committee Members’ questions, explained the various, potential formats for the Committee Webpage within the Township’s Website
 - The Committee agreed to pursue the expandable, click-through format proposed by the Township (consistent with other Township pages)
 - Ms. Mason agreed to look into traffic metrics for the Township’s website to provide context for how much traffic the Ways and Means page can expect
4. Discussion of Financial Forecast Executive Summary Formats:
 - Following a discussion led by Mr. Ebenbach regarding the potential formats of the forecast executive summary financial reports generated by the Committee.
 - A discussion was had as to whether or not a Financial Report should be discussed as an agenda item at each Board of Supervisors’ meeting.
 - The Committee agreed to provide a quarterly update to the Board of Supervisors.
 - Mr. Snyder proposed the inclusion of the Committee’s Financial Report within the Board of Supervisors’ information packet
 - The Committee proposed that Mr. Schwarz would attend an upcoming Board of Supervisors’ meeting and inform the Supervisors that the Ways and Means Committee proposes to provide a quarterly financial update.
 - The Committee agreed to produce a report of 1H14 results for review at the July 22nd meeting and for presentation to the Board of Supervisors on August 19th.
5. Review of Financials:
 - Mr. Ebenbach lead a discussion reviewing the Township’s financial statements as of May 31st (Revenue, Expense Summary, Fund Balances and Operational Expenses by line item)
 - i. Mr. Ebenbach highlighted several variances vs. budget including a fringe benefit variance of ~ -\$100k

- ii. The Committee reviewed the Capital Project Plan
 - iii. Mr. Ebenbach highlighted and the Committee discussed the impact of increased capital activity vs. prior projections
- Ms. Mason noted that the police department's contract expires in 2014 and that potential changes to pay and fringe benefit costs may need to be assumed for future budgets.
6. Proposals for New Township Building:
- Ms. Mason informed the Committee that the architect's presentation of Township Building construction and renovation plans would likely take place in July or August
7. Ways and Means Budget Book
- Mr. Ebenbach explained to the Committee that the current budget book is a collection of Excel spreadsheets.
 - He explained that the Budget Book is currently being rebuilt to automatically pull data from current sources. Once completed, it would provide a more accurate, multi-year perspective on the budget.
 - Mr. Ebenbach explained that the streamlined Budget Book would significantly streamline the current process and would improve the quality of imports to the Budget Book.
8. Mr. Ebenbach motioned that the meeting be adjourned, Mr. Abdelnaby seconded. The meeting was adjourned at 9:00pm.