

**Doylestown Township  
Ways and Means Committee – Meeting Minutes  
July 22, 2014**

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

Mr. Schwarz called the meeting to order at 6:59pm. A quorum was present and the following matters were discussed:

1. Approval of Prior Meeting Minutes:
  - A quorum of members who had attended the June 25th Committee Meeting was not present therefore the June 25th meeting minutes were not approved.
  - Review and approval of the June 25<sup>th</sup> meeting minutes will be handled at the upcoming August 27<sup>th</sup> meeting.
  
2. Discussion of Format of Ways and Means Webpage Within the Township Website:
  - Ms. Mason in response to Committee Members’ inquiry at the prior meeting confirmed that the Ways and Means Committee webpage is up and running.
  - Mr. Colello mentioned that he had visited the page but that it was not easy to find.
  - Ms. Mason suggested that the Committee page along with a link be featured in the ‘News’ section of the Township’s Main Page in order to facilitate easier access to the page.
  
3. Discussion of Financial Forecast Executive Summary Formats:
  - In preparation for the August 19<sup>th</sup> Board of Supervisors Meeting, Mr. Ebenbach led a discussion regarding the executive summary financial reports generated by the Committee.
  - Mr. Ebenbach walked Committee members through the commentary that had been added to the financial forecast documents.
  - Mr. Ebenbach proposed changing references from ‘better/worse’ within the summary commentary to ‘high/low’.
  - Mr. Ebenbach reviewed 2013 full-year revenue results and indicated that the results were subject to a minor correction of ~\$20k
  - The Committee agreed that the Capital Expenditures worksheet would be updated in August for review at the August 27<sup>th</sup> Committee meeting. Mr. Schwarz will meet with Ms. Mason and Mr. John to update the Capital Expenditure worksheet before the August meeting.
  - The Committee agreed that Mr. Schwarz would present the Committee’s Financial Report to the Board of Supervisors on behalf of the Committee.
  
4. Discussion of Budget Article to be Printed in September:
  - Mr. Schwarz initiated a conversation regarding the article to be crafted in August for publication in September. The article will focus on Township expenses.
  - The Committee agreed to utilize a breakdown of department expenses (vs. functional area) for the article.
  - The Committee discussed additional, potential topics for consideration for the 3<sup>rd</sup> article which will run in 1Q15. Exploration of additional topics will continue.
  
5. Ways and Means Budget Book and the Budget Process
  - Misters Wallace and Ebenbach informed the Committee that the budget workbooks had been updated and that updates would be much easier to manage in the future.

- He explained that the Budget Book had been rebuilt to automatically pull data from current sources. It can now 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.
  - Mr. Ebenbach informed the Committee that with the exception of Rick Schea and Stephanie, all department head meetings in advance of the budget process have been scheduled.
  - Meetings will take place throughout August and September to facilitate development of preliminary 2015 budgets.
6. Cell Tower Proposal
- A proposal was received earlier in the year to convert the monthly revenue stream received from the cell tower behind the Township Building into a one-time, lump sum payment.
  - Following a brief discussion, the Committee was not in favor of forfeiting the existing revenue stream for a one-time payment.
7. 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 August
8. Mr. Ebenbach motioned that the meeting be adjourned and Mr. Schwarz seconded. The meeting was adjourned at 8:48pm.