

Doylestown Township - Ways and Means Committee
Meeting Minutes for July 27, 2016

Meetings held 4th Wednesdays at 7PM.

No meeting in November, December meeting is 2nd Wednesday.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Ken Snyder - Board of Supervisors - Liaison	X
Ed Ebenbach –Vice-Chairman		Stephanie Mason – Township Manager	
Ed Denton		Ken Wallace – Township Finance Director	X
Joe Delikat	X	Richard John – Township Operations	X
Bob Salanik	X	Margaret Trageser – Township Staff	X
		Kaci Milligan- Township Budget Analyst	X

Ms. Bray called the meeting to order at 7:00 pm. A quorum was present and the following matters were discussed.

- **Approval of Prior Meeting Minutes:**
 Motion by Mr. Salanik and seconded by Ms. Bray to approve the minutes of the June 22, 2016 meeting and approved unanimously.
- **2015 Audit Update**
 Mr. Wallace indicated that the 2015 audit of the financial records was complete and that the report was sent to all of the rating agencies. Mr. Wallace stated that he would send the audit report electronically to all of the committee members.
- **New GASB Initiative Affecting Municipalities**
 Mr. Wallace reported that there are several new GASB requirements that would impact the township financial statements effective 2018. He indicated that these requirements provide more transparency of the financial statements, additional disclosures, including pension and long term debt obligations. Mr. Wallace provided the committee with a PowerPoint handout of those changes that was provided at the PICPA Local Government Conference.
- **Review of 2016 Operations and July Department Head Meeting for 2017 Budget**
 Ms. Milligan discussed the 2016 Revenue receipts and projections thru June 30th, and discussed the budget variances. Ms. Milligan and Mr. Wallace then discussed the 2016 Expenditures and projections thru June 30th and discussed the variance from budget for each department. Mr. John discussed some of the future operational needs and requirements for the township. The committee expressed an interest in reviewing the a priority of these projects, the current grant commitments that the township had obligations to meet, the status of the health trust and the township share of the rate stabilization fund.
- **Budget 2017/ Building Project /Bridge Update**
 Ms. Milligan explained the process for developing the budget projections for 2016, which included meetings with all of the department heads. Meetings have been established with these same department heads to develop the 2017 budget, these meetings will occur in mid-August. There are no changes to the schedules for the bridge renovation or the township building upgrades. Public Financial Management (PFM) is scheduled to meet with the Board of Supervisors and this committee on September 20th to discuss financing options.
- **PFIC New Information**
 Mr. Wallace reported that no further correspondence was received from PFIC since our last meeting. Mr. Snyder suggested that we followed up to see if they were interested in providing us with additional information.
- **Budget 2017 Communications Position**
 Mr. Snyder reported that he had requested additional information on the Communications Position that was suggested for inclusion in the 2017 budget, but has not received any additional information as of yet.

- **Non Uniformed Staff Compensation**

Ms. Bray led a discussion on the non-uniformed staff compensation report that the committee had previously received for review. The consensus was not to focus on the salary of the staff members but on the fringe benefits provided for the all township staff. A review would focus on ways to reduce the costs of these benefits and to gain a better understanding of the financing mechanism of the healthcare trust.

Mr. Snyder presented an analysis of the township spending in comparison to the ten (10) other municipalities identified as a peer group to Doylestown Township. Using several factors for comparison he concluded that our spending averaged 6th of the 11 municipalities. Mr. Snyder will send this analysis to all of the committee members for review and discussion at a later meeting.

- **New Business**

None

- **Next Meeting**

Wednesday August 24, 2016

- **Adjournment**

Motion by Mr. Delikat and seconded by Mr. Salanik that the meeting adjourn
Meeting adjourned at 8:43 PM

Respectfully Submitted

Robert Salanik