

**Doylestown Township - Ways and Means Committee**  
**Meeting Minutes for August 24, 2016**

Meetings held 4<sup>th</sup> Wednesdays at 7PM.

No meeting in November, December meeting is 2<sup>nd</sup> Wednesday.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Ken Snyder - Board of Supervisors - Liaison	X
Ed Ebenbach –Vice-Chairman	X	Stephanie Mason – Township Manager	X
Ed Denton	X	Ken Wallace – Township Finance Director	X
Joe Delikat		Richard John – Township Operations	X
Bob Salanik	X	Kaci Milligan- Township Budget Analyst	X
		Margaret Trageser – Guest	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:**  
Upon a motion by Ms. Bray and seconded by Mr. Salanik the minutes from the July 27, 2016 meeting were approved..
- **Review of 2016 Operations**  
Mr. Wallace and Mr. Ebenbach reviewed and discussed the 2016 budget forecast and discussed any variances from the original budget. Capital item forecasting has not yet been completed and will be discussed at a later meeting. These forecasted numbers were used as the basis for estimating the 2017 budget for both revenue and expenditures. These forecasts and estimates were provided for in summary form and for each department.
- **August Department Head Meetings for 2017 Budget**  
All department heads met with Ms. Mason, Mr. Wallace, Ms. Milligan and Mr. Ebenbach to discuss the forecast of the 2016 budget and the development of the 2017 estimated budgets. As a result of these meetings the previously mentioned budget document was developed.
- **Budget 2017 Salary and Benefit Assumptions**  
Ms. Mason and Mr. Wallace reported that the 2017 budget forecast included the contractual obligations for the police department which increased wages by 3.5 %. In addition, the remaining township staff increases were budgeted at 2.6%, Hospitalization cost increases at 6% and dental at 1%. The administration also shared a letter from Rick Lee, the executive director for the Delaware Valley Insurance Trust, explaining the townships share of the **Rate Stabilization Fund**. This fund is used to mitigate large fluctuations in insurance premiums from year to year. Traditionally the township has used 50 % of this balance to reduce the health care premium increases and the same percentage was used in developing the 2017 estimated budget.
- **Budget 2017 other items**  
**Bridge Replacement** – the projected cost of this project is \$ 1.34 million, it appears that this project will not be completed until 2018, but its cost will be in the contemplated bond issue.

**Building Renovation** – the projected cost of this project is \$ 8.5 million but does not include the cost of furniture. The board of supervisors intends to appoint a financial advisor to review options for the funding of these two projects. The committee discussed the benefits of keeping the issue under \$10 million and also the need to gain a better understanding of when the funds would be needed for each of the projects. A subcommittee of the ways and means committee will meet with the architect along with township officials and administration to discuss the timing of the building renovation project. This information will facilitate the conversation with the township appointed financial advisor.

**Financial Advisor** – it is anticipated that the township will appoint Public Financial Management (PFM) as the township financial advisor. A meeting will be scheduled with the financial advisor on October 4<sup>th</sup> to discuss funding options for these projects.

**Bike and Hike Capital Budget** – at a previous meeting the question arose regarding the future financial commitments the township had to the Bike and Hide Capital Budgets. A detailed analysis of was presented listing the projects underway, the projects anticipated and the share of funding needed by the township to support these projects from 2017 through 2021. The major portion, and in some cases, all of the funding will come from grants. The analysis also provided detailed notes on the status of each of these projects.

**Fair Labor Standards Act (FLSA)**- the administration provided information on the changes to the FLSA that will become effective December 1, 2016 and their impact on the township staff.

- **Presentations for Upcoming Budget Meetings with the Township Supervisors and Staff**

The committee and administration discussed the format of presentation for the upcoming budget meeting on September 20, and future meetings. The township administrators will make the presentations on the various components and changes requested to their departmental budgets.

- **PFIC New Information**

No additional information or contacts were received from this organization regarding the renovation of the administration building. There was no interest by the committee to pursue this matter.

- **New Business**

**None**

- **Next Meeting**

Wednesday September 28, 2016

- **Adjournment**

Meeting adjourned at 9:08 PM

**Respectfully Submitted**

**Robert Salanik**