

Doylestown Township - Ways and Means Committee
Meeting Minutes for December 14, 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	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
		Dave Tomko - Township Director of Operations	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 Mr. Salanik and seconded by Mr. Ebenbach the minutes from the October 26, 2016 meeting were approved.
- **Review of 2016 Operations**
Ms. Milligan reviewed the status of the township Revenues, Expenditures and Capital Expenses for year to date 2016. The committee also reviewed the projected fund balances for the township. The committee also discussed the desire to maintain the financial summary by township functions and the monthly/quarterly financials included in the board packet, but agreed that the expense summary by category could be discontinued.
- **Budget Meetings for 2018**
The committee briefly discussed the 2018 budget meetings. Five (5) one hour meetings have been scheduled in 2017 for discussion of the budget development. The first six months of actual data for 2017 and the same period for 2016 will be available for comparison when these discussions begin..
- **Pension Contribution for Non-Uniform Employees**
Mr. Wallace presented actuarial information from January 2015 that showed that the Police Pension was funded at 81.6% and that the Non Uniformed Pension was funded at 76.2%. There was a discussion on this issue, including what the desired percentage(s) should be, the historical percentage of pension funding for the township, how to rectify any underfunding, what the township employee age demographic was, and how the township compared to other comparable municipalities. Mr. Wallace explained that there is a statewide rating system of five (5) degree levels that compares this information; he will send some additional information to the committee. He also will send the committee additional information on the age demographic for the township staff, the historical funding percentages and the latest pension report of the township funds. The committee will review this information and prepare a recommendation prior to the first township budget meeting for 2018.
- **Multi Year Financial Plan**
Mrs. Bray commented on the positive initiative of presenting the multi-year financial plan including possible tax increases for the funding of building renovations, bridge replacement and road improvements. Although public presentations of the costs of these projects, and the yet undefined costs of storm water management have been made, the consensus was that there is a need for additional communication to the residents. The committee discussed several options including press releases and articles in the township newsletter. Ms. Milligan volunteered to write the article for the newsletter with help from the administration, supervisors and committee members.
- **Update on Financing**
Mr. Wallace will check with Jaime Doyle of Public Financial Management (PFM) to discuss any impact that the recent Federal Reserve raise in interest rate will have on the proposed borrowing scheduled for January 2017.
- **Cell Tower Lease**

The administration presented proposals from three (3) companies interested in purchasing the Townships cell tower leases. The township currently generates about \$ 4,500 per month in rentals from this lease, however the administration believes that this revenue will decrease as cell companies merge and there is less competition. The committee expressed an interest in pursuing this option and ask that the administration investigate options and schedule this topic for a future meeting.

- **New Business**

It was noted that this is the last meeting of the Ways and Means Committee that Mr. John will be attending before his retirement. The committee thanked him for his years of service and were particularly grateful for his contributions to the ways and means committee, they wished him well in his retirement.

- **Next Meeting**

Wednesday January 25, 2017

- **Adjournment**

Meeting adjourned at 9:02 PM

Respectfully Submitted

Robert Salanik