

Doylestown Township - Ways and Means Committee

Meeting Minutes for March 23, 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		Ken Wallace – Township Finance Director	X
Joe Delikat	X	Richard John – Township Operations	X
Bob Salanik	X	Margaret Trageser – Township Staff	X

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

1. Approval of Prior Meeting Minutes:

- Mr. Ebenbach motioned to approve the minutes of the February 24, 2016 meeting as amended and seconded by Mr. Salanik. The minutes as amended were approved unanimously.

2. Announcement of Bucks County Association of Township Officers Meeting

- Topic: The Sterling Act May 5, 2016 Doylestown Country Club
- Mrs. Mason explained the composition of the Bucks County Association of Township Officers (BCATO) and the purpose of the meeting rescheduled for May 5, 2016 regarding The Sterling Act
- Mrs. Bray encouraged any committee members not familiar with the Sterling Act to attend the meeting.

3. Board of Supervisors Budget Meeting

- Mrs. Bray reminded the committee members that there are two budget work sessions scheduled with the BOS for April 12, 2016 and June 14, 2016 at 4:00 PM, and she encouraged all Ways and Means Committee members to attend.

4. 2015 Financial Results

- Mr. Wallace and Mr. Ebenbach reviewed the preliminary final results of the 2015 fiscal year
- Overall the township finances for 2015 had an approximate \$915,000 positive performance compared to the 2015 budget
- The Revenue for 2015 exceeded the budget by \$ 163,000 with the largest positive variances coming from the Earned Income Tax and the Local Service Tax
- Mr. Wallace and Mr. Ebenbach then reviewed all of the other Revenue variances in detail
- The Expenditures for 2015 were less than the budget by \$752, 000 with this variance attributed to hiring delays, lower fuel and energy costs, and some capital projects being delayed
- Mr. Wallace and Mr. Ebenbach then reviewed each departments budget performance in detail and explained the variances between the budgets and the actual expenditures
- Mr. Ebenbach then discussed the ending Fund Balance for fiscal year 2015 which is forecast to be \$6,230,000. This is approximately \$2.6 million better than the earlier forecast for the 2016 budget. It was noted that the expenditures exceeded the revenue for 2015, so this positive performance still required the use of Fund Balance.

5. April 5th presentation to the Board of Supervisors

- It was decided that the scheduled Ways and Means Committee report scheduled for the April 5th BOS meeting would not be made but rolled into the April 12th Budget Planning Meeting.

6. Budget Meeting of April 12th

- The committee discussed the items that should be included in the presentation to the BOS. The committee will arrange a meeting for April 6th to draft the presentation. Some of the topics to be included would be the 2015 financial results and fund balance, updated fund balance projections, budget assumptions, the budget planning schedule and review of the 2016 budget process. It was decided to delay until the June meeting the Capital Project Expenditures so that a more accurate projection could be made.

7. Non Uniformed Employees Compensation Data

- Mrs. Mason updated the committee on the current Bucks County Municipal Employee Compensation survey and indicated that the municipalities would respond to the survey by the end of May and that the survey results should be available in June. Mrs. Mason was ask if she could share the prior year's results with the committee so that they could become familiar with the survey format, and she indicated that she would send the committee the survey questions and also the results of a prior year compensation survey.

8. New Business

- There was no new business.

9. Adjournment

- Upon a motion by Mr. Salanik and seconded by Mr. Ebenbach the meeting was adjourned at 8:52 p.m.

Respectfully Submitted

Robert Salanik