

Doylestown Township - Ways and Means Committee
Meeting Minutes for May 25, 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	X	Richard John – Township Operations	X
Bob Salanik	X	Margaret Trageser – Township Staff	X
		Kaci Milligan- Office Intern	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:**

Mr. Ebenbach suggested a few changes to the minutes. Motion to approve the minutes as amended was made by Mr. Salanik and seconded by Mr. Delikat and unanimously approved.

- **2016 Financial Results update**

Mr. Snyder and Mr. Ebenbach reviewed the 2016 financials noting that there were no major changes from the previous month. Mr. John gave an update on the repairs needed to remedy the unstable surface of the Chestnut Valley paving project. He estimated that the total paving costs will be \$47,000 over the budget after one of the other paving projects was curtailed.

- **Board of Supervisors Budget Meeting June 14, 2016**

- **Staffing Updates**

Budget Position - Ms. Mason indicated that the part time budget position that is included in the 2016 budget will be filled by Kaci Milligan.

Social Media – Ms. Mason reviewed the need for this position and will make a presentation at the budget work session on June 14th. This will include a justification for the position and a job description.

Police Officers – Ms. Mason indicated that there are currently 21 police officer positions for the township and that there are currently 20 police officers. The vacant position will be filled as the Chief is currently reviewing candidates to fill this position.

Public Works Director/Water Director – Ms. Bray asked about the upcoming retirement of Mr. John and the plan to find his replacement. Ms. Mason indicated that the job description is currently being updated and that the job may be split into two positions, a Director of Public Works and a Director of the Water Department. The water department position will be funded in their budget.

- **Building Renovation Project Financing**

Ms. Bray led a discussion on the financing options available for the township building renovation project. In order to determine the best financial option more information will be needed on the total cost of the renovation project, the total cost of the bridge replacement project, and the cash flow needs for each of the projects. Ms. Mason indicated that the renovation project plans were currently at the cost estimator and this information would be known soon.

- **Chapman Road Bridge**

Ms. Mason indicated that three (3) engineering proposals were opened and are currently being reviewed by our consulting engineer. There is a significant variance in the pricing of the proposals and more information will be presented at the June 14th budget work session.

- **Non Uniform Compensation**

Ms. Milligan reviewed the annual Non-Uniform Compensation study for the Bucks County municipalities. A spreadsheet was presented which included the Doylestown Township information and 15 peer Bucks County municipalities. This report includes both salaries and benefits. Ms. Milligan will present a summary and an analysis of this information at the Budget Work session of June 14th. There was a discussion of how to best use this information.

- **Update Bike & Hike Trail**

Mr. Denton reported that he has not yet received the requested update form the Bike and Hike Trail Committee. He and Ms. Mason will attempt to get this update for the June 14th Budget Work session.

- **Update Road Analysis**

Mr. Ebenbach and Mr. Delikat met with Mr. John to review and update the road analysis that was completed last year. The factors taken into consideration included, the age of the road inventory, public works inspections and the upcoming sewer project. A complete analysis will be presented on June 14th.

- **Assumptions Long Range Model**

The committee discussed the assumptions that were included in the budget model. Mr. Ebenbach agreed to highlight the major assumptions for both the revenue and the expenditure budgets on June 14th.

- **Presentations for the June 14th Budget Work session**

The committee discussed the items that would be presented at the June 14th meeting.

- **New Business**

None

- **Next Meeting**

Wednesday June 22, 2016

- **Adjournment**

Upon a motion by Mr. Ebenbach and seconded by Mr. Salanik the meeting was adjourned at 8:54 P.M.

Respectfully Submitted

Robert Salanik