

Doylestown Township - Ways and Means Committee
Meeting Minutes for December 13, 2017

Meetings held 4th Wednesdays at 7PM.

No meeting in November, December meeting is 3rd Wednesday for 2018.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Ken Snyder - Board of Supervisors - Liaison	X
Ed Ebenbach (Consultant to Twp.)	X	Stephanie Mason – Township Manager	X
Ed Denton	X	Ken Wallace – Township Finance Director	X
Joe Delikat	X	Dave Tomko - Township Director of Operations	X
Bob Salanik		Colleen Mullin – Guest (2018 Committee Member)	X

Brenda 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

- The minutes of the October 25, 2017 meeting were approved unanimously upon a motion by Mr. Denton and seconded by Mr. Delikat

2. Update on 2017 operations: Budget to Actual through November-Ken & Ed E

- Messrs. Wallace and Ebenbach updated the committee on November YTD results.
- There were no significant changes to actual spending from October to November results
- Mr. Wallace indicated that the 2017 “Books” would be held open 60 to record any 2017 related expenses and revenues.
- Mr. Wallace also indicated that despite a more robust real estate market, revenues were flat when comparing 2016 to 2017.

3. Pension Wrap-Up and Discussion: Thank You to the Subcommittee and policy/procedure to stay current

- Since the recommendations presented by the Pension Task Force were accepted and certain action items need to be acted upon at the BOS/Township level.
- Updated or new ordinance to reflect revised makeup of Pension Committee personnel to include members who have pension/actuary/investment backgrounds.
- Increase current number of meetings from two (2) to accommodate discussion and review of Pension Plan results as well as a review of Task Force recommendations and possible implementation plan.

4. Building Project Update

- Mr. Tomko updated the committee on the status of the building project.
- Township requires a Permit to start demolition work. Permit is being applied for and work is expected to start in January. There currently is no electric in the current building
- Mr. Tomko distributed a schedule showing Phase I and Phase II Construction Costs as presented to the BOS on Sept. 19, 2017 and the updated estimates as of December 5, 2017.
- The original project budget was \$12,000,000. The revised estimate as of Sept. 19 was \$15,357,000 and the Dec. 5 estimate is \$14,361,500.

- Mr. Tomko is working to further reduce estimates (if possible) and work with Parks & Recreation for alternate sites.

5. General Fund reimbursements from Bond Proceeds

- Mr. Wallace indicated that the General fund had been reimbursed going back to 2015 for \$180,000

6. Analysis of 2018 Budget Process and implications for 2019 and Discussion of Multi-Year Financial : how to better promote, publish and avoid political pitfalls

- Communication Plan for 2019 Budget to address needs of BOS and presentation to residents
- How to successfully get Department Heads input into process and how to get them to present to BOS with their meaningful budget expenditures for 2019.
- Implementation of a Infrastructure Data base (Tomko)
- Mr. Ebenbach and Wallace want to redo Budget Book to make it easier to compile and user friendly
- Need for Capital Reporting and Approval Process reporting

7. Recognition of Ed Denton

- The Committee recognized Mr. Denton's years of service to the Committee and also the work done on the Pension Task Force.

3. New Business

- Colleen Mullin was a guest at the meeting and will be a member of the W&M Committee effective 2018

4. Adjournment

- The meeting was adjourned at 9:29 PM

5. Next Meeting

- January 24, 2018

Respectfully Submitted,

Joseph Delikat