

Doylestown Township - Ways and Means Committee

Meeting Minutes for June 27, 2018

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 |
| Joe Delikat | x | Stephanie Mason – Township Manager | x |
| Bob Salanik | x | Ken Wallace – Township Finance Director | x |
| Colleen Mullin | x | Dave Tomko - Township Director of Operations | x |
| Mike Paulosky | x | Ed Ebenbach (Consultant to Twp.) | x |
| Kevin Harrigan | x | | |

- I. Call to Order
- II. Welcome
- III. Approval of May 23, 2018 minutes
 - a. Approved by committee
- IV. Review of 2018 Operations results-Ken W and Ed E
 - a. As noted in prior meetings, revenue from building permits is soft. Ken W. and Ed E. instituted quarterly reviews internally of larger revenue-generators, to track run rates. Building permits is one subject up for review.
 - b. Concerts are slightly ahead of 2017, noting reschedule of fireworks for fall.
 - c. Expenses – wage/fringe increase attributed to additional MMO payment for Pensions
- V. Review of 2019 Budget meeting with the BOS on June 19:
 - a. New budget format reviewed with Board
 - b. Chapman Bridge – hoping for positive inspection report that could allow for extension of project into 2019/2020.
 - c. Building for P&R – W&M and P&R committees to schedule meeting as soon as P&R has agreed on functional uses and related designs.
 - d. Capital projects – Committee learned that the Township does have a policy and guidelines related to bidding and quotes process. Many projects can be completed “in-

house” with employees. bids and quotes become more important with procurement of materials. Township is a member of PA COSTARS Cooperative Purchasing Program.

- VI. Non-Uniformed Employee Memo – BOS has asked to confer with Township Manager and will come back to this Committee should they need to discuss budget impact.
- VII. Capital Project Model Discussion: Bob S. shared suggested “Cap-Ex” (Capital Expenditure) form to be used to track timeline of progression of projects. Township uses a form, and shared with Committee, who will review and provide feedback.
- VIII. Update on building project – Dave T. cited rain for 27 days has slowed progress.
- IX. A Look Ahead-July and August 2019 Budget Planning; Joint W&M/P&R Committee meeting.
- X. New business - None
- XI. Adjourn Motion (Joe); Second (Kevin) 9:02 pm

Next meeting: July 25, 2018