

Doylestown Township - Ways and Means Committee

Meeting Minutes for December 11, 2019

Meetings held 4th Wednesdays at 7PM.

No meeting in November

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
		Rick Colello, Supervisor	x

- I. Call to Order– 7:01 pm
- II. Welcome – Rick Colello joined meeting tonight to thank W&M for continued support during his tenure on Board of Supervisors. Committee members expressed gratitude to Rick for his commitment to the Township and its residents, and wish him luck as his tenure comes to a close in January.
- III. Approval of October 23, 2019 minutes – motion called; seconded to approve
- IV. Brief Update 2019 Operations – Ken W and Ed E
 - a. Revenue up slightly over projections – biggest component was building permits. Too early to review EIT revenue. All expenses remained constant with no major changes. Capital spending down slightly, variety of reasons, but unable to say whether that will remain down due to weather uncertainty.
 - b. Est. November fund balance >\$200k.
- V. Brief Update on 2020 Budget – Changes anticipated?
 - a. Stephanie presented a memo requesting an increase to the preliminary 2020 budget. Admin staff felt that the change was non material and does not necessitate a fresh public review.
 - i. 2020 will have 27 pay periods rather than the normal 26, and keeping the same pay period rate would result in an increase in salary expense.
 - ii. The increase would be \$90k to the preliminary budget broken out as \$40k police salaries and \$50k as non-police salaries

- iii. It was determined that the police labor agreement required this adjustment due to obligations under the contract language – pay rate must be the same year over year, regardless of # of pay periods.
 - iv. The salaried employees do not have such an agreement, and it was determined that the annual salaried administrative staff will reallocate their annual salary based on 27 pays, with no adjustment to the budget. All agreed avoiding an additional \$50k of budget expenditures would warrant such an action. Staff still making same annual salary; however, they are being paid over one more pay period in a year (rate per period will come down slightly).
 - v. Stephanie will incorporate consideration into packet for next Board of Supervisors meeting – adjustment would have to be approved.
- b. 2020 Budget: Further Discussion – Bob S asked whether budget considerations have included bathrooms at Central Park closer to Kids Castle? Been in discussions but not yet included in budget. Two potential fund balances to consider – “Offsite” and Capital Fundraising (a set-aside for park improvements). Likely would have to be P&R committee to make that recommendation – Ways and Means would support. See next agenda item for further discussion.

VI. Discussion of Fund 23:

- a. Breakdown of “restricted” accounts by donors
 - i. Capital Fundraising - \$75k fund balance.
 - ii. Performing Arts - \$276k fund balance.
 - iii. Discussion of restrictions applied to each balance – no known specific donor use restrictions for either fund, however, both funds are earmarked for park improvements. Note second fund more specifically related to improvements and maintenance or expenditures related to Amphitheater and Performing Arts Series.
- b. P&R’s request for bathrooms at Central Park
 - i. W&M supports building of bathrooms closer to Kid’s Castle and Amphitheater as long-term beneficial capital expenditure to benefit residents.
 - ii. Three actions necessary and require staff support to move ahead with recommendations on bathrooms:
 - 1. Define restrictions held on “Offsite”, “Capital Fundraising” and “Performing Arts” fund balances – finance and admin staff
 - 2. Determine full cost to build bathrooms (location & site work, design & build, fit-outs, and ongoing maintenance) – operations staff
 - 3. Submit Capital Improvement Form – P&R staff – P&R and W&M committees will support

VII. Entries to Budget and Record leases: capital projects fund and operating fund

- a. Ken W – plan is to move away from leasing as much as possible; rather, make capital purchases as lump sums. This will avoid what looks like capitalization of lease expenses and will contribute to cash flow improvements (so long as capital balance is healthy enough to support purchasing needs in any given budget cycle). Can make transfers

from General Fund to support capital purchases. Plan is to determine amount to transfer to Capital fund every year (i.e. % of revenue?) - under consideration as continuing improvements to budget process.

- VIII. Discussion of proceeds from cell tower
 - a. Investment – Proceeds currently segregated in own fund balance earning minimal interest.
 - b. Future use of funds – General consensus to NOT be used for any operational needs; rather, the proceeds should be used to best benefit the most residents. Ideas include contribute to expenditures for potential Community Rec Building.
- IX. Reduction of Permit costs for Bucks County Correctional Facility
 - a. De-rated permit fees for Women’s prison after agreement reached on consolidation of multiple leases on Turk Park properties. All prior (multiple) field leases consolidated into one 25-year lease of Turk Park fields. New lease has been approved by BOS and awaiting County approval.
 - b. Consolidation and duration of new lease may allow for potential small capital improvements for Turk Park
- X. W&M Presentation on Community Recreation Center
 - a. Plan to convene in January to prep for BOS meeting presentation on January 21.
 - b. Staff/Judy/Rob G. to bring new Supervisors up to speed on progress and planning thus far.
 - c. Data to compile – PFM #s updated (from Ed E to Joe D); Soft Costs; Trailer costs vs. revenue from current programs being held in the trailers.
- XI. New Business
 - a. W&M has greatly appreciated working with Ken Snyder as liaison to Board of Supervisors in his tenure as a Township Supervisor. Ken has provided an unwavering and balanced commitment to support the Township residents and staff, and to act prudently in making decisions as to the best use of Township resources and resident tax dollars. We wish him luck as he moves forward in 2020 and beyond.
- XII. Adjourn
 - a. 8:21pm motion by Bob Salanik, second by Colleen Mullin

Meetings to Note:

Ways & Means presentation to BOS on January 21, 2020

Next W&M Committee Meeting January 22, 2020

Note 2020 meetings still at 7:00, 4th Wednesday of every month. Exceptions – No November meeting; (Oct 28th is 4th Wednesday, then December 9th, then only 6 weeks until January 2021).