

Doylestown Township-Ways and Means Committee

Meeting Minutes for January 22, 2020 @ 7:00 PM

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Jennifer Herring - Board of Supervisors - Liaison	X
Bob Salanik – Vice Chairman	X	Stephanie Mason – Township Manager	X
Joe Delikat <i>via teleconference until 7:55</i>	X	Ken Wallace – Township Finance Director	X
Colleen Mullin	X	Dave Tomko - Township Director of Operations	
Mike Paulosky	X	Ed Ebenbach – Budget Consultant	X

- I. Call to Order 7:03 pm
- II. Committee Reorganization – Joe Delikat motion to nominate Brenda Bray Chairperson; Colleen Mullin second nomination; unanimous agreement voted by committee. Joe Delikat motion to nominate Bob Salanik Vice Chairman; Mike Paulosky second nomination; unanimous agreement voted by committee.
- III. Approval of December 11, 2019 minutes – Approval so moved by Bob Salanik; second Mike Paulosky; unanimous approval voted by committee.
- IV. Brief update on 2019 actuals-Ken W and Ed E – Early in the process for prior-year actuals. Note operations \$600k shy in revenue but EIT will make up
- V. 2019 Capital Projects status – Notes:
 - Estimate \$68k retainage as of 12/31/2019.
 - Road Surface Restoration \$\$95k over budget- see carry-over to Pebble Ridge line item as new project – added to Cap Spending program late 2019/updated for 2020.
 - Bridge Point Park wall repair – expect increase to \$100k project in 2020, larger than initial projections.
 - Various Public Work projects continue to get pushed forward without full completion year over year – is there a specific process or procedure to apply an end-date to a project as part of the project planning? Director of Operations was not in attendance tonight to discuss process; however, the W&M committee would like to address in a future meeting. We would like to see development of planned schedules/timelines from start to completion that would also include estimates/bid procedures the Township staff follow. This would likely be helpful to Board of Supervisors as part of analyzing capital project expenditure commitments and/or approvals. Table for future agenda item.
 - Joe Delikat asked why capital spending is regularly underspent every year and carried forward for capital projects that don't always get done, but other budgetary needs (for

instance, the Pension additional MMO) are cut arbitrarily to fit the budget? Committee agreed further discussion is needed as we go through the budget process for 2021.

- VI. Goals and initiatives discussion for 2021 Budget – Brenda asked for input from committee members to develop goals for the coming year.
 - To further address Joe’s concern above - Bob Salanik would like to see W&M and Pension Committees come together with a consensus and plan to address the Pension problem. There is overlap of three members on the two committees (Bob, Joe and Colleen) and all three members share this goal.
 - Mike P would like to see more “realistic” capital project planning and spending/budgeting for more efficient allocation of resources. Timelines and bids where necessary should be part of standard process, no matter the project.
- VII. Community Recreation Center
 - a. Next steps – Continue joint work between P&R and W&M committees and staff to keep project moving forward.
 - b. Financing: current market conditions – Goal will be to have Board approve RFP for design and construction managers by February/March meeting; then by April-June be working with staff on planning and design; by July/August go to market on financing of the project.
 - c. RFPs for soft costs - Committee recommend to Board of Supervisors that the Township put out a public RFP for design and construction managers. Brenda will write a memo to the Board with recommendation.
- VIII. County approval of Turk Park lease(s) – Stephanie let committee know leases have been signed by both parties and will request copy for committee if would like to review.
- IX. Form to complete for bathrooms at Central Park – Cap-Ex form requested – Ed will send to committee.
- X. Determine date for completion of analysis of Offsite and Performing Arts Funds – Continued discussion of fund balances and whether they have donor restrictions or have a long-term established plan for use. Thus far finance staff has not identified specific restrictions, but P&R director, Board members and township manager do have ideas on how the funds should be used to benefit Park system(s) or programs. Committee believes funds could be resource to contribute to community center or Castle/Amphitheater bathrooms if those projects come to fruition. No date for completion of analysis has been settled upon yet - plan to add topic to budget and Capital Expenditure planning agendas.
- XI. Annual W&M presentation to the Board of Supervisors – table to March/April
- XII. Discussion of 2020 Budget Process – Review of calendar with Ed Ebenbach:
 - April begins agenda development for the year-long budget process – review prior-year results, update 5-year outlook, and identify components for further study. PAC members would like to see Pension included as a component. W&M committee members (overlapped) would also like to include the Offsite and Performing Arts Fund balances included as components of study.

- Determined May might be a good month to achieve Pension Advisory Committee’s goal of providing education specific to the Pension plan to the Board of Supervisors, as incorporated into the Budget calendar. There are two new Board members this year; entire Board could benefit from the discussion – prior to summer “breaks” and before acceleration of budget discussions that occurs in fall.
- Capital Plan development coincides with Department Head reviews August-October – good time to do a preview of Capital Projects and projections before workshop meetings.
- Budget workshop meetings with Board of Supervisor and W&M committee occur Sept. 15, Oct. 6 and Oct 20 – specific direction to be provided by Board of Supervisors on Oct. 20 meeting.

XIII. New business - None

XIV. Adjourn – 8:58 motion – Colleen Mullin; second Brenda Bray.

Next meeting: February 26, 2020