

Doylestown Township - Ways and Means Committee

Meeting Minutes for June 24, 2020

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	Jennifer Herring- Board of Supervisors - Liaison	X
Robert Salanik –Vice-Chairman	X	Stephanie Mason – Township Manager	X
Colleen Mullin	X	Ken Wallace – Township Finance Director	X
Joe Delikat	X	Dave Tomko - Township Director of Operations	X
Mike Paulosky	X	Ed Ebenbach – Budget Consultant	X
Eric Cornwell	X	Ed Denton – Guest PAC Chairperson	X
Joe Volk	X		

Ms. 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 May 27, 2020 meeting were approved unanimously upon a motion by Mr. Delikat and seconded by Ms. Mullin.

2. 2020 Budget Update

- Mr. Wallace indicated that there are a few updates on the 2020 budget status. These included:
 - Earned Income Tax collections are slow
 - Building Permits are higher than anticipated with a recent Doylestown Hospital permit being received for \$ 73,000.
 - In addition Building Permits fees are up in general.
 - The Earned Income Tax collection period was extended to July 31st.
 - Parks and Recreation is down in both Revenue and Expenses.
 - A question was asked regarding the cost and use of the trailers for parks and rec. It was estimated that the annual cost was approximately \$ 48,000 and that they currently were only being used for Red Cross Blood drives.
 - Mr. Tomko reported that the current lease on the trailers expires June 30, 2021 and that a two year lease was signed to reduce the monthly trailer cost.
 - Mr. Wallace reported that the final audit for 2019 should be completed shortly.
 - Mr. Wallace also reported that meetings are scheduled for July and August with the department heads to discuss 2020 budget status and possible efficiencies.

3. Financing Discussion

- Mrs. Bray led a discussion regarding the status of the \$ 3 million borrowing.
 - There seemed to be some confusion about the status of the borrowing. Ms. Mason confirmed that she and Mr. Wallace had a conversation with the representative (s) of Public Financial Management (PFM), regarding the selection of banks to be solicited for proposals. She also indicated that PFM will also pursue the option of a bond issue.
 - There was also a discussion regarding the timing of the professional services for the architect/engineer and construction manager for the construction of the Recreation Center. Mr. Tomko explained that Request for Proposals for these services will be issued in July and should be available for Board of Supervisor review in August.
 - This led to a discussion of whether it made sense to include this in the borrowing. It was agreed that this construction was too indefinite to delay the borrowing.

- There was concern regarding the \$25,000 proposal from PFM for the two track borrowing (either bond issue or bank loan). It seems that the fees associated with a bank loan should be closer to \$ 10,000. Ms. Mason will discuss this matter with PFM.

4. 2021 Budget Discussion

- Mrs. Bray led the committee in a discussion of items relating to the 2021 budget development. Mr. Ebenbach noted that the next budget meeting with the BOS was scheduled for September.
- The discussion included the need for cost cutting measures to be implemented in both the 2020 and 2021 fiscal years in light of the decreased revenue projections in both those years.
- The committee also discussed the Covid 19 impact report presented by the Bucks County Consortium of Municipalities.
- The committee's next agenda should include an agenda item to discuss potential expenditure reductions in 2020 and 2021. All committee members should be prepared to discuss ideas. It was noted that several local districts have implemented salary freezes and/or reductions to help offset the revenue losses from Covid 19.
- Mr. Ebenbach reviewed his analysis of the Pension Advisory Committee (PAC) recommendation to achieve full funding of the township pension liability. Mr. Ebenbach explained the development of the spreadsheet and also the assumptions included in its development.
- The committee reviewed the reasons for the PAC recommendation as outlined by Mr. Delikat and Mr. Denton and discussed options for addressing this pension funding shortfall.
- It was noted that Mr. Denton and Ms. Mullin will be meeting with the pension advisor Jim Kennedy shortly to discuss the PAC recommendation and to discuss his ideas on solving the pension shortfall.

5. Adjournment

- Upon a motion by Mr. Salanik and seconded by Ms. Mullin, the meeting was adjourned at 8:35 pm.

6. Next meeting

- July 22, 2020

Respectfully Submitted

Robert Salanik