

Doylestown Township Finance Committee Meeting Minutes
Wednesday, February 28, 2024 @ 7:00 PM
DRAFT Minutes

Resident Members

Eric Cornwell
Christina Maida
Jason Showmaker
Michael Ivcic
Absent: Brenda Bray

Township Participants

Ken Wallace, Finance Director
Stephanie Mason, Township Manager
Jennifer Herring, Board of Supervisors, Liaison
Ed Ebenbach, Budget Consultant
Andrea Susten, Assistant Township Manager
Anne Marie Dobson, Assistant Finance Director

Call To Order: 7:02pm Ms. Mason welcomed everyone to the meeting.

Reorganization: The meeting was turned over to Ms. Mason. She called for nominations for Chairman for the meeting to proceed.

Chairman: Mr. Showmaker nominated Ms. Bray; motion failed for lack of second. Mr. Showmaker then nominated Mr. Cornwell for Chairman, seconded by Mr. Ivcic, the motion carried unanimously.

Vice Chairman: Mr. Cornwell called for nominations for Vice-Chairman. Mr. Showmaker nominated Ms. Bray; seconded by Mr. Cornwell, the motion carried unanimously.

Secretary: Mr. Cornwell called for nominations for Secretary. Mr. Showmaker nominated Ms. Maida; seconded by Mr. Cornwell, the motion carried unanimously.

Minutes Approval – October 25, 2023: On motion of Mr. Showmaker, seconded by Mr. Cornwell, the minutes of October 25, 2023 were approved unanimously.

Ms. Maida & Mr. Ivcic were welcomed to the committee.

Preliminary Review 12/31/23 Operations as of February 20, 2024: Mr. Ebenbach provided a preliminary review of 12/31/2023 operations as of February 28, 2024. Mr. Ebenbach also noted that fund balances will be available at April finance meeting. Ms. Dobson provided a recap of capital projects, highlighting that the township just finished two years of the Accelerated Road Program; in those 2 years, the township has rehabbed 25 miles (of 75 miles of road).

Preliminary View of 2024 Budget Variances: Brief discussion of 2024 budget variance; minimal variance so far in 2024.

Audit Update: Mr. Wallace is having kickoff meeting with auditors on March 1, 2024.
- Highlighting Accelerated Road Program, Community Recreation Project, Pebble Ridge/Woodridge Sewer Project, loan transfer to BCWSA.

ERP Upgrade Proposal: Ms. Dobson discussed the ERP software review. Looking at cloud-based solutions

Budget Workshop Topics: The Budget Work Session is scheduled for April 2, 2024 at 5:00pm.

Adjournment: On motion of Mr. Showmaker, seconded by Mr. Ivcic the meeting at 8:41 PM. The motion was unanimously approved.

The next Doylestown Township Finance Committee Meeting is scheduled for April 24, 2024.

Respectfully Submitted,

Jason Showmaker