

Doylestown Township Board of Supervisors

Budget Work Session

September 2, 2025

In Attendance:

Board of Supervisors: Chairman, Jennifer Herring, Vice-Chairman, Barbara N. Lyons, Dan Wood, Nancy Santacecilia and Judy Dixon.

Finance Committee: Jason Showmaker, Christina Maida and Chris Giolli.

Township Staff: Township Manager, Stephanie Mason, Assistant Township Manager, Andrea Mergner, Finance Director, Ken Wallace, Assistant Finance Director, John Michael Signorelli, Dave Tomko, Director of Operations, Director of Parks & Recreation, Karen Sweeney, Program Manager, Cortnie Jones, Township Budget Analyst, Ed Ebenbach, Police Chief Charles Zeigler, Community Recreation Center Manager, Christian Farrell and Office Manager, Clorece Kulp.

Ms. Herring welcomed everyone and called the meeting to order at 5:00 pm.

Ms. Mason introduced the Assistant Finance Director, John Michael Signorelli.

Mr. Tomko gave a brief presentation on the Community Recreation Center, sharing photos, a project status update, and a spreadsheet of change orders to date and reviewed the list of owner-supplied items. He noted that a lesson learned was the contingency should have been 5%. Ms. Lyons stated that the budget was for 3% and asked about remaining USTA grant funds. Mr. Tomko confirmed the USTA grant funds have been exhausted.

Ms. Santacecilia asked why cameras were not included in the courts and Mr. Tomko explained cameras had not been there previously. Ms. Santacecilia stated she does not support pushing the purchase of cameras out and wants a cost estimated for the camera and further discussion with the Board.

Chief Zeigler stated that cameras are always useful. Mr. Tomko added that the Township uses a budget-friendly Rhombus system, accessible to the Police Department. Ms. Santacecilia asked to know the range of this system.

Mr. Showmaker asked if there will be any additional changes to the owner supplied item spending to date. Mr. Tomko stated he does not foresee any changes because they have all been

approved. They discussed the budget vs. actual for the IT technology for Community Center and court complex.

Continued discussion on projects funded by the bond like the dog park and loop road paving. Ms. Santacecilia about the cost per mile for milling and paving. Mr. Tomko stated he would gather that information.

It was noted that the courts are slated to be completed in October. Ms. Santacecilia asked how much was spent to secure the \$160K USTA grant. Ms. Tomko responded that lighting was the main driver, costing roughly \$40K plus design fees and staff time. Mr. Wallace stated that the grant funds from RCAP and DCNR funds will be reimbursed, and the goal is to submit for RCAP reimbursement in early 2026.

Mr. Wallace stated the note and bond are earning money in interest income that can be allocated toward project costs.

Mr. Ebenbach presented the 2025 forecast summary, highlighting the budget, forecast, and recent changes. He reported that net income is expected to reach \$1.2 million—approximately \$900,000 above budget. Key factors in the forecast include EIT revenue, wages, interest revenue, engineering costs, insurance reimbursement revenue, fees in lieu, medical insurance, park program expenses, debt service, park program revenue, operating leases, building permit revenue, and other items. Overall, he stated it is shaping up to be a good year.

Mr. Wallace summarized the 2025–2026 capital framework, outlining project costs and timelines. He stated these projects include Green Light-Go grants, trail projects, and stormwater management basin projects. He noted that some of these projects will receive reimbursement through grants and from other municipalities involved. Mr. Wallace added that public works has asked for a new backhoe that is at the end of its service life, and the police have stated the need to purchase two police vehicles. Mr. Wallace stated that the projects are being scheduled based on cash flow, available income, and the timing of disbursements.

Mr. Wallace presented the 2026 operations forecast, stating that the finance department has begun meeting with department heads. He added that the key assumptions include increases in EIT and real estate tax revenue, salary adjustments, interest income, MMO savings, and an estimated medical cost increase from the Delaware Valley Health Trust. He also highlighted items to watch include real estate transfer tax, building permits, state contributions, the upcoming police contract in 2027, and the potential need to fund fire companies within the next five years. He concluded that these are the key factors being considered as the Township begins building the 2026 budget.

Ms. Jones gave a presentation highlighting the upcoming grand opening of the Community Recreation Center on September 7, the transition of a part-time position to full-time, recent special events, fields rentals operating at full capacity, and the addition of 58 new programs. She stated that 2026 revenue is expected to increase from the 2025 forecast due to the addition of full-time staff, stronger social media presence, fewer class cancellations, and an improved community reputation with the new recreation building. Ms. Jones continued with a summary of 2024 expenses, the 2025 forecast and budget, and the 2026 estimates for staffing, wages, programs, CRC supplies, and other operational expenses, noting an overall increase. She concluded with a chart showing that while expenses will rise revenue is projected to rise faster.

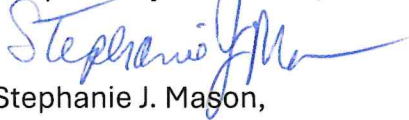
Ms. Lyons noted that, as she was referenced earlier in the meeting, she is the longest-serving supervisor, having served 15 years as chairman. She added that since Ms. Herring became chair, there has been no change in how budget work sessions or Township meetings are conducted. The same information is provided, with the Board directing the finance department to present a general overview at the first budget session and provide details in future sessions.

The Board agreed to reschedule the next budget work session from October 7 to October 9.

Ms. Mason stated that the next budget work session will cover the 2025 and 2026 forecasts, the 2026 capital and funding plan, and the millage plan.

Meeting adjourned at 6:31 P.M.

Respectfully Submitted,



Stephanie J. Mason,
Secretary