

Doylestown Township Board of Supervisors

Budget Work Session

October 9, 2025

In Attendance:

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

Finance Committee: Eric Cornwell, Chairman; Michael Ivicic, Vice-Chairman, and members 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, Township Budget Analyst, Ed Ebenbach and Chief of Police, Charles Zeigler.

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

2025 Operations Forecast / 2026 Proposed Operating Budget

Mr. Wallace summarized the highlights of the 2025 Operations Forecast.

Mr. Wallace stated that revenues will exceed expenditures by 1.5 million dollars and listed the breakdown including EIT revenue, hiring delays, interest revenue from regular operations and bond proceeds, reduced engineering expenditures, reimbursements from insurance, fees in lieu, medical insurance, parks programs expenses and revenues, debt service, operating leases, and building permit revenue. This will produce a surplus over budget of \$1.2 million.

Mr. Wallace added that he and Mr. Ebenbach will continue to monitor revenues and expenditures for 2025 and stated that the transfer tax for September included the transfer tax for the sale of the Solana property.

Mr. Giolli asked what the vacancy level is and if it higher than normal. Mr. Wallace stated the vacancy contingency for personnel is 4%.

Ms. Santacecilia asked if the interest in revenue will decrease next year, and Mr. Wallace stated that is an item the finance department will be watching due to the anticipated Federal Reserve rate reductions.

Mr. Wallace summarized the highlights of 2026 operations forecast including revenue, expense and net operating income for 2026 highlighting the main assumptions including

real estate taxes, EIT, MMO's savings, salary increase assumptions, interest income, and estimated increase in medical insurance.

He added that the items to watch are the RE transfer taxes, building permits, state contributions, new police contract in 2027, and the volunteer fire service in the next 5 years.

Mr. Wallace added that the real estate tax base in the Township is stable. We have a collection of about 99%.

Mr. Wallace stated they have a .25 mil increase proposed and added that originally when they talked about the increase back in the fall of 2024 for 2025, they were projecting a 1.55 mil increase but with the surpluses and looking at the forecast, they brought it down to .25 mil increase for 2025.

Ms. Madia asked what that equates to per household. Mr. Wallace responded that it is about \$10 year per household and about 1% increase.

Ms. Santacecilia asked about debt service and what percent our debt service is.

Mr. Wallace stated the ¼ mil will be for operations and stated that the Township has the proper resources in place to pay for all the debt service including the 2020 note, the 2022 refinance of the 2017 bond obligation, the 2023 bond, and 2024 bond, and the 2025 note as far as milage is concerned.

Mr. Ebenbach stated that our debt service is 6.4 out of 22 mils, equating to less then 1/3 of the milage.

Ms. Dixon asked and reiterated that we are paying down the Township debt, and the finance department concurred.

The Board discussed the Township's volunteer fire companies and emergency services and noted that a specific plan for their future support has not yet been determined though the Board and staff recognize that some form of funding will be necessary in the future. Ms. Lyons also shared that BCATO will be hosting an EMS Symposium on October 18th focused on Emergency Services and encouraged Board members to attend.

Ms. Lyons asked whether the Federal Reserve's proposed interest rate decrease in 2026 might impact the Township's pension returns. Mr. Wallace explained that the pension plans are currently composed of 65% equities and 35% fixed-income investments, so any change in interest rates could affect the fixed-income portion. He added that he would reach out to the Township's investment adviser for additional information.

2026 Budget – Full Year Operations Details

Mr. Wallace went through the list of township full year revenue indicating the 2023 and 2024 actuals, 2025 budget/ forecast and the proposed 2026 budget.

Ms. Santacecilia requested a chart illustrating the finances, rentals, and programs to provide a broader overview of the Parks and Recreation Programs department.

Ms. Mason stated that Ms. Jones, the Parks and Recreation Program Manager, gave an in-depth presentation at a previous Budget Work Session outlining the department's strategy and the utilization of the new Community Recreation Center (CRC).

Mr. Wallace presented the full year operating expense details for the police, administration, public works, and park & recreation, maintenance, code department, and fringes.

Ms. Santacecilia noted that she liked the pie chart visuals used in previous presentations. Mr. Ebenbach stated that similar visuals will be included in the upcoming Budget in Brief documents in November.

2026-2030 Plan Summary

Mr. Ebenbach provided a summary comparing the current figures to prior forecasts, noting that the Township is in a stronger financial position than it was a year ago. He explained that this improvement is due to changes in the net operating balance—the difference between revenues and expenses—where losses were projected in the 2025 forecast, but profits are now anticipated in the 2026 forecast. He added it allows him to build the forecast using transfers to support Capital and some small tax help.

Mr. Wallace stated that we will be scheduling the timing of capital projects through the year based on cash flow with funding by transfers from general fund.

Mr. Ebenbach stated that the proposed millage plan in this budget includes a ¼ mill increase in 2026 directed to the General Fund, which equates to approximately \$10 per household and emphasized the Township plans to finance capital projects by transferring money from the General Fund to the Capital Reserve or other designated funds to provide the most flexibility.

The Board discussed the Capital Reserve Fund and noted that the Township maintains approximately 10–15% in capital reserves as a “rainy-day” fund. This percentage aligns with the Government Finance Officers Association (GFOA) best practice recommendations.

Proposed Capital Plan

Mr. Wallace discussed the overall approach and philosophy for the 2026 capital spending plan, which focuses on minimizing expenditures to projects the Township is already committed to those involving grant funding and categorized by priority, safety-related, beneficial and high-priority.

Mr. Wallace summarized the capital planning timeline and outlined the framework for 2026 capital projects and cash flow explaining that projects will be scheduled based on available funding and cash flow. He then shared the anticipated cash flow process for the coming year and timing of project.

The Board discussed trails and the grant funding as a priority for the community. Ms. Santacecilia said she'd appreciate the opportunity to discuss that priority at some point with the Board. She believes there are other park projects that need attention as well.

Ms. Herring thanked everyone for their participation this evening and patience as we reviewed the information presented. She mentioned that the work by the Finance Department and staff was detailed, informative and much appreciated.

Ms. Herring announced that the next Budget Work Session will be held at 5:00 PM on October 21, and that the Board will hold an Executive Session prior to the regular Board meeting at 7:00 PM.

Adjourned meeting at 6:58 pm.

Respectfully Submitted,



Stephanie J. Mason

Secretary