

Doylestown Township Board of Supervisors

Special Meeting and Budget Work Session

June 2, 2026

In Attendance:

Board of Supervisors: Jennifer Herring, Chairman; Barbara N. Lyons, Vice Chairman; Dan Wood, Judy Dixon, and Christina Maida.

Finance Committee: Eric Cornwell, Chairman and Chris Giolli.

Township Staff: Stephanie Mason, Township Manager; Ken Wallace, Finance Director; Ed Ebenbach, Township Budget Analyst; Dave Tomko, Director of Operations; Lt. Jessica Whiteside and Cortnie Jones, Director of Parks & Recreation.

Welcome

Ms. Herring welcomed everyone.

Public Comment

None

Review and Accept Resignation of Township Tax Collector- Withdrawn

Ms. Herring announced that this items has been removed from the agenda as Sara Frister, Tax Collector, rescinded her initial resignation from May 18, 2026 causing this item to be removed from agenda. No action to be taken.

Ms. Maida indicated that in the future if there is such a resignation, perhaps a special meeting could be arranged sooner.

Budget Workshop

2025 Preliminary Final Results

Mr. Ebenbach, Budget Analyst; reviewed the 2025 Preliminary Results prepared by the Finance Department.

He shared the 2025 Operations Summary. Based on the budget and the fall forecast the actual is that the Township did better by \$1,816.3 million dollars. He noted that we have never had a negative, he also provided the Board with a bridge analysis regarding variances from the fall and what actually ended up happening. The Board will recall that the budget was set with the fall forecast at \$1,521.02 million dollars. Budget Actuals were \$1,816.3. From the EIT, we met the forecast, Real Estate transfers for the 4th quarter and we saw significant sales returns. Recycling grant was received for a two-year period, a larger amount of interest on the CRC Project occurred, Police Operations was better than expected due to reduced spending, delays in promotions, and we were light on tuition reimbursement and supplies. Parks Program – higher program revenue coupled with lower program costs, Fringes & Medical costs lower than forecast, Public Works Operations spending on Parks Maintenance & Tree Trimming light, offset high snow and ice & traffic repairs. Insurance reimbursements was negative at \$2.6 thousand, difference between \$97.4 and \$94.9, Real Estate Tax – Operations Revenue delinquencies higher this year, Salaries & Overtime delayed Police promotions, Water Budget offset by heavy

Over Time, Building Permits good base of activity, but fewer larger projects so we were down about \$179.7 thousand.

Again, overall, the operating income was \$1,816.3 million.

EIT Revenue received by Quarter by Year was also shared by Mr. Ebenbach, it is easy to see that the revenue received in the beginning of the following year (Q5) can be significant and has been over a period of time, which positively impacts the Township. He also did an analysis on Building Permit Revenues with the building permit projections as well. He indicated that Mr. Salisbury and Ms. Mason meet regularly with the Finance Department to go over projections based on approved plans and timing.

2026 Capital Status

Mr. Wallace reviewed the 2026 Capital Status and Timeline. He provided the breakdown by quarters January – April the items that have been purchased and are in the works. He also set forth the May – August time frame and some of the reimbursements that we are waiting for on some projects like the New Britian Road Trail and Green Light Go Projects also other project for Green Light Go Detection and Flashing Yellow and the Easton Road Trail will begin to occur, especially for engineering and Phase I of Doylestown Country Club Trail, expecting revenue from the Green Light Go Edison Furlong in this quarter. September – December is when we make the transfers from the General Fund to reduce that transfer amount for engineering. Projects for construction such as Green Light Go Detection/Flashing Yellow, poured-in-place replacement for Kids Castle, police radios, Cedarcrest Farm Basin, Doylestown Hunt Basin, and the balance of the NetSuite implementation, Dog Park fencing, Pebble Hill Road Trail, engineering, will occur while the MS4 Mitigation has been diverted to 2027 and the Turk Road Traffic Calming features has been cancelled in the 2026 Budget.

Mr. Wood asked for clarification on the basin work. Mr. Tomko responded about the approvals that the Board had given for the Doylestown Hunt Basin where there had been suitable soils for to permit it to be an infiltration basin to be created.

Ms. Lyons asked if there are any new ideas in terms of Capital. It was indicated this would come a bit later in the agenda.

Proposed Procurement Policy

Mr. Tomko indicated that we follow the Second-Class Township Code when it comes to purchasing. No written or telephone bid less than \$13,200, written or telephone Bid \$13,200 – less than \$24,500, public bid greater than \$24,500 and PA Prevailing Wage rates greater than \$24,500.

However, our thresholds internally do not align. Currently, purchasing gets approved as follows: Department Heads are able to approve less than \$1,000. \$1,000 - \$5,000 has to go to the Manager for approval, and anything over \$5,000 comes to the Board.

What is being proposed is to align with the new bid limits set by the state as outlined above. Department heads would be able to approve up to \$13,200; the manager would be able to approve \$13,200 to less than \$24,500 and anything above \$24,500 would go to the Board for approval. We will continue to obtain telephone quotes and bring bid items to the Board that are required to be publicly bid.

We would like to prepare a new procurement policy for the Board's consideration. The policy will require that approvals cannot be made without the item being in the budget and/or on the approved Cap Ex list. It would have to come to the Board or would not be approved. Also, the Finance Department, Department Head and the Manager would all need to sign off on the purchase, if it's below the public bid amount.

Ms. Lyons indicated that she likes this approach and would like to see a draft policy prepared.

Ms. Herring concurred with Ms. Lyons. Reminding staff that as long as things are budgeted or meeting the Cap Ex limits at \$15,000 and approved, this policy change makes complete sense.

Close out of Community Center Project – RCAP Grant

Mr. Tomko indicated that he and staff are working diligently to close this out with the contractors. It is a little bit of a slow go, but we are working to obtain all the final payments. He will have final bills for approval by the Board at your June meeting, then be submitted to the Stantec, who is the administrator on behalf of the Office of Budget. We have run into one problem, one of the contractor's sub-contractors went out of business during the project, but completed the work and was paid, we need them to amend a pay code on the pay app based upon the Labor and Industry Department. Unfortunately, it's not aligning. We are reaching out to them and also to the representative of Stantec to discuss this situation.

Ms. Lyons suggested legal review if necessary and looking at the contractor's performance requirement as well.

In addition, we have \$1.4 remaining from the note that is designated for Park Improvements only, it cannot be used to pay down debt or used in another department. In addition, we must use the funds by 2028 to avoid arbitrage.

We will have a staff recommendation on one or two items at the Board's June meeting, then we will prepare Cap Ex Forms for the remainder for consideration in September.

Longer Term Financial Topics

- A. Police Contracts – Ms. Mason indicated that the Police Contract with the Police Benevolent Association (PBA) expires at the end of 2026, we will be addressing this later this year.

Ms. Lyons suggested an analysis of year to year, contract to contract to see how it has changed, as an example in wages. The Finance Department will look into that.

- B. Kids Castle Replacement – we are estimating a 5-year time frame for that, an estimate of approximately \$2.5 million was floated. The castle was opened in 1997 about 30 years, the main structure is a wooden structure, community built, those structures typically don't last as long as ours have, most likely due to the amount of care we take with it. We need to have additional conversations on the topic going forward.
- C. Doylestown Fire Company – there is a public meeting on June 18th at 7PM here at the Township Building. The Doylestown Fire Company will be reviewing the DCED Report and the future of the fire company with elected officials and the public.

In addition, they have made a request for an additional \$550,000 in support in 2027. This would be shared, division to be determined amongst the five municipalities who

support the fire company. This will be reviewed and become part of our 2027 Budget process.

- D. Trail Engineering Costs – Easton Road Trail, Doylestown Country Club, future Pebble Hill Trail segments, looking out 2026 – 2030 we know that we will have the engineering costs associated with these projects while we continue to apply and obtain grants for the construction.

Next Steps / Schedule

We will meet again in September for continued Budget Work Sessions: September 1st, October 6th and October 20th with the anticipation that preliminary adoption will occur on November 17th and final adoption on December 15th.

Adjournment

Being no further business the meeting adjourned at 6:11pm.

Respectfully submitted,



Stephanie J. Mason
Township Manager