Doylestown Township Board of Supervisors
Budget Work Session
October 6, 2026

In Attendance:

Board of Supervisors: Chairman, Jennifer Herring, Vice-Chairman, Barbara N. Lyons, Dan Wood. Via ZOOM Judy Dixon. ***Absent:*** *Christina Maida*

Finance Committee: Chris Giolli.

Township Staff: Township Manager, Stephanie Mason, Assistant Township Manager, Andrea Mergner, Finance Director, Ken Wallace, Assistant Finance Director, John Michael Signorelli, Director of Operations, Dave Tomko, Budget Analyst, Ed Ebenbach, and Police Chief Charles Zeigler.

Ms. Herring welcomed everyone and called the meeting to order at 5:05 PM.

There was no public comment at this time.

RCAP Grant / Borrowing One-Year Report

Melissa Maze, Director of PFM Financial Advisors LLC, provided a brief presentation outlining PFM's recommendation to extend the loan maturity by six months. She indicated that the Board of Supervisors would need to take action at its November meeting, with additional action required in June 2027.

Mr. Wallace asked whether the interest rates would remain the same and Ms. Maze confirmed that all terms and conditions, including the interest rates, would remain unchanged, with only the loan maturity extended by six months.

Parks & Recreation One-Year Report

Cortnie Jones, Parks & Recreation Director, provided a presentation highlighting the department's first year of operations at the Community Recreation Center (CRC). She reviewed drop-in activities, program offerings, and the introduction of a new membership card system to better track participation. She also noted that facility rentals have helped introduce more residents and organizations to the CRC and its offerings, further supporting the goal of building community.

She indicated that they are looking ahead to Year 2 with priorities including expanding high-demand programs, reducing waitlists, increasing participation and community awareness, refining program offerings based on community feedback, and streamlining the rental process for residents and organizations with a focus on building upon successful programs and expanding opportunities.

Mr. Giolli asked whether budget projections would be provided.

Supervisor Lyons acknowledged that the CRC was a significant undertaking for the Board and the community. She expressed her satisfaction with its success as a community gathering place offering a variety of activities and thanked the Parks & Recreation Department.

Proposed Budget Capital Plan (2027-2031)

Ms. Mason reviewed a list of proposed Parks and Recreation capital improvement projects for 2027–2028, including parking lot paving and striping at Turk Park 3 and the Dog Park, Kids Castle poured-in-place surface replacement, Turk Park Fitness Court, Central Park Pavilion #1 restroom renovations, Turk Park Fields 1 and 2 ground hydrants, Sauerman Park trail and pedestrian bridge improvements, Bridge Point Park paving, and Community Recreation Center bench installations.

Mr. Tomko reviewed the proposed Dog Park parking lot improvements, which are part of the Master Plan and include paving, striping, realignment, and drainage improvements.

Mr. Wood asked about cost sharing for the ground hydrants with DTMA. Mr. Tomko stated that the Township would be responsible for tapping fees and meter pits. Ms. Lyons recalled that DAA had previously expressed interest in contributing. Mr. Tomko noted that DAA would pay the water bills, and the Board discussed requesting DAA's assistance with tapping fees.

Ms. Dixon asked about the purpose of the hydrants. Mr. Tomko stated they would be used for field watering and dust control.

Mr. Wallace stated that we have balance of $1.396 million in a fund designated for Parks Improvements, earning approximately $4,100 in interest per month. He anticipates the balance will exceed $1.4 million by year-end and stated that sufficient funding is in place to complete the proposed projects. He also noted that additional funds are available in the donation account should the Board wish to utilize them.

Mr. Ebenbach provided an overview of the proposed 2027–2031 Five-Year Capital Plan, including funding sources such as Liquid Fuels, the Roads and Bridges Fund, and Capital Projects Fund.

He noted a projected $3.6 million funding shortfall in the Capital Reserve Fund. He recommended a plan which utilizes an additional $629,000 provided by a modest millage increase starting in 2028 and continuing for the four years, with the revenue transferred through the General Fund to provide flexibility to address the shortfall.

Mr. Ebenbach also discussed spreading out project expenditures, including potentially delaying the Pine Run Trail project, to better manage costs and workload.

Mr. Giolli asked whether the Board needed to commit to expenditures in the later years of the plan. Mr. Ebenbach clarified that those projections are for planning purposes only.

Mr. Ebenbach shared the document with the Capital Data presentation with the proposed projects categorized by safety, maintenance, beneficial, trails, and replacement.

Ms. Herring asked about the roads proposed for the 2027 Road Paving Program. Mr. Tomko identified Pine Run Road to Limekiln Road, Chapman Road, Ricketts Road, completion of

Sauerman Road, and a section of Turk Road. He also noted potential tar-and-chip work on collector roads.

The Board expressed consensus to proceed with the proposed Capital Plan, with no objections.

Mr. Wallace reviewed the Capital Timeline, outlining projects and transfers from the General Fund to the Capital Reserve Fund for September through December 2026. He also summarized the 2027 Capital Framework, highlighting projected cash flow for January–April, May–August, and September–December.

Mr. Ebenbach stated that the next budget meeting will focus on operations, including budget highlights, future projections, and the proposed millage rate. He noted that increased funding for the fire companies would be reflected in the fire tax.

Ms. Lyons emphasized the importance of communicating the proposed fire tax increase to residents and suggested breaking down tax bills by fund or millage rate to show how funds are allocated.

The Board discussed coordinating with the Tax Collector to determine whether this could be accommodated through the existing software and providing sufficient notice following adoption of the tax resolution in December.

Break it down by millage – text box with milage rate.

Upon motion by Ms. Lyons, seconded by Ms. Herring, the meeting was adjourned at 6:31 PM.

Respectfully submitted,

Stephanie J. Mason
Township Secretary