

**Doylestown Township
Ways and Means Committee – Meeting Minutes
October 26, 2011**

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors Liaison	N
Lee Schwarz – Vice Chairman	N	Rick Colello – Board of Supervisors	Y
Ed Denton – Secretary	Y		
Brenda Bray	Y	Stephanie Mason – Township Manager	Y
Ed Ebenbach	Y	Sandra Zadell – Asst. Township Manager	Y
		Ken Wallace – Township Finance Director	Y
		Richard John – Township Operations	Y
		Dean Logan – Police Lieutenant	Y

Mr. Glassman called the meeting to order at 7pm. A quorum was present and the following matters were discussed.

- 1) Approval of Prior Meeting Minutes:
 - Mr. Glassman asked if there was any input on the September 28, 2011 minutes. No changes were proposed and the prior meeting minutes were approved.

- 2) Handouts:
 - September 2011 Full Year Forecast Highlights (dated 10/21/11)
 - Preliminary 2012 Budget – Draft 3 (dated 10/20/11)

- 3) Discussion Summary:
 - Mr. Ebenbach opened the discussion with a review of the updated 2011 Full Year Forecast and the impact on the preliminary 2012 Budget. Key changes included an improvement in projected revenue for 2011 based on updated receipts data and a reduction in estimated capital spend for 2011.
 - The discussion then transitioned to the Preliminary 2012 Budget – Draft # 3. Mr. Glassman reminded the Committee that the Township's financial goals included stabilizing the Operating Budget (ex- capital) for the next couple of years and determining how we can effectively use the debt service surplus and fund capital over the long term. He then gave a top level summary of the updated 2012 Budget and how the various fund balances would be impacted in 2012.
 - Ms. Mason noted that the Police Arbitration decision on the 4 year contract is still pending and thus remains a big unknown for the 2012 Budget.
 - Ms. Mason then led a discussion on the proposed 2012 Capital Budget by department and the process for classifying the capital items by department as mandated, beneficial and discretionary.
 - Ms. Zadell summarized the Street Lamp buy-out options and the plusses and minuses of each approach.

- Mr. Denton asked whether there were any large capital projects that might have to be funded in the next several years. Mr. John responded that the Township may need to replace the underground oil storage tank and noted that several options were being explored.
- Mr. Ebenbach commented that a menu of budget action items/choices should be provided to the Board of Supervisors before their next meeting.
- Mr. Glassman and Ms. Mason proposed that the Committee's next meeting be cancelled given the significant amount of progress that had been made on the budget and because it was the night before Thanksgiving and people may be traveling.
- Ms. Mason also noted that the next budget working session was scheduled for Thursday, November 3rd at 2pm, that the next draft of the budget was scheduled to go to the Board on November 10th and that the next Board of Supervisors meeting was November 15th at 7pm.

4) Meeting adjourned 8:30pm

Respectfully submitted.

Edward Denton
Secretary