

**Doylestown Township**  
**Ways and Means Committee – Meeting Minutes**  
**March 28, 2012**

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

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

1) Approval of Prior Meeting Minutes:

- Mr. Schwarz asked if there were any proposed changes or corrections to the February 22, 2012 meeting minutes. No changes were proposed and the prior meeting minutes were approved.

2) Discussion Summary:

- Mr. Ebenbach began the meeting by stating that all the reporting engines were set up for the 2012 financial reports. He plans to meet with the department managers in April to start the 1<sup>st</sup> forecast.
- Mr. Touhill then provided an overview of the brain storming meeting that was recently held on potential ways to bring in additional Township revenues.
  - Mr. Touhill noted that there were a number of innovative ideas raised at the meeting.
  - Revisiting Fire, Safety and other Township fees were discussed.
  - Mr. Touhill briefly described how installing solar panels on Township buildings/property might be an interesting option.
  - Mr. Schwarz proposed that a final list be developed and reviewed at the next meeting.
  - All agreed and a 2<sup>nd</sup> Revenue meeting was scheduled for Wednesday, 4/11/12 at 9am.
- Mr. Ebenbach suggested that it would be ideal to have the 5 year forecast developed before July to help inform and provide a broader context to the Board of Supervisors as the 2013 Budget was being developed.
- Mr. Schwarz asked a question about the non-uniform wage increase that was implemented during the 1<sup>st</sup> Quarter. Ms. Mason explained that funds included in the 2012 Budget for a

vacant position that will not be filled in 2012 were used to fund the wage increase. The vacancy occurred as a result of an employee retirement and a decision had been made not to fill the position. After a brief discussion the committee was in general agreement that this decision should be made transparent to the Township residents because public motions to approve a wage increase failed during the budget process and this represented a change from what had been previously communicated publically.

- Mr. Schwarz and Mr. Ebenbach noted that the following items would likely be on the agenda for the next Ways and Means Committee meeting:
  - The Township Actuary would be coming to provide an overview of the pension plan funding.
  - The 2012 budget vs. actuals would be reviewed with the department managers in attendance.
  - Mr. Glassman's presentation for developing a long term forecast
- Because of the loaded agenda for the April meeting, Mr. Schwarz recommended a special session to review and prioritize ideas that came from the Fund Development subcommittee meeting. Purpose would be to help give Mr. Touhill some direction to move forward now instead of waiting until the May meeting.
  - It was agreed to schedule and advertise a special meeting to be held Wed April 11 at 9:00 AM
- Mr. Wallace gave an overview of the annual audit that was conducted in March. He stated that the audit went smoothly and noted that the Township had made a lot of progress streamlining the process over the past couple of years and indicated that the results of the audit would be placed in the newspaper shortly.
- Mr. Denton asked if the audit covered internal control issues like proper segregation of duties, etc. Mr. Wallace confirmed that it did, and stated that the audit covered such items as purchasing procedures, cash receipts, bank account reconciliations, etc.

3) Meeting adjourned 8:16pm

Respectfully submitted.

Edward Denton  
Secretary