

**Doylestown Township
Ways and Means Committee – Meeting Minutes
September 24, 2012**

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors	Y
Lee Schwarz – Vice Chairman	Y	Shawn Touhill – Board of Supervisors	Y
Ed Denton – Secretary	N	Rick Colello – Board of Supervisors	N
Brenda Bray	Y	Tom Scarborough – Board of Supervisors	Y
Ed Ebenbach	Y	Stephanie Mason – Township Manager	Y
		Sandra Zadell – Asst. Township Manager	Y
		Ken Wallace – Township Finance Director	Y
		Richard John – Township Operations	Y
		Karen Sweeney – Parks & Recreation	Y
		Sinclair Salisbury - Code Enforcement Director	Y

Mr. Schwarz called the meeting to order at 5:30pm. A quorum was present and the following matters were discussed.

1. Approval of Prior Meeting Minutes:
 - a. Minutes from September 13 were approved.
2. Ken W and Ed E presented 2012 YTD results and forecast for year end.
 - a. Projected revenue increase over budget \$163000
 - b. Projected expense decrease under budget \$56000
 - c. 2012YE Fund balances vs. 2011YE up by \$1.1 million- combo of items a and b above plus 900,000 positive swing at the start of 2012
3. Mark G arrived and distributed the agenda for discussing 2013 budget including objectives, assumptions and caveats for the out years
 - a. 2013 budget numbers were calculated using 2012 forecast.
 - b. Shows 7% increase in revenue masked by \$705000 in grants anticipated for bike and hike. Without the grants, revenue declines 1% or approx \$100,000
 - c. Expenses after adjusting for the same \$705000 spent as capital expenditures showed a net increase just under 1%.
 - d. Assumptions identified by Barbara Lyons for correction or reaffirmation were:
 - i. Anticipate \$30,000 as township's ¼ share of cost to negotiate police contracts as part of potential consolidation
 - ii. Only 1 new police officer is likely to be approved
 - iii. She met with staff and relayed their desire not to increase any co pays and to get 3% cost of living raise
 - e. There was a cursory review of the capital expense plan.
 - i. As before, items were classed by the managers as Mandatory, Beneficial and Discretionary
 - ii. Barbara Lyons supported the mandatory items, discarded the discretionary and said beneficial needed discussion
 - f. Lead to overview of Dick John's long term capital projects list
 - i. Barbara Lyons asked Mr. John to report back on bridges and culverts he believed needed repair- and to get pricing to have an engineer check them
 - ii. Stephanie Mason had started the fact finding process on outside sourcing of fuel vs. spending \$700,000 on building new fuel depot. Meeting with Brinker Fuels this week.
4. Mark Glassman discussed the accumulative effect of slight changes

5. Lee Schwarz asked if the \$75000 mentioned at the last budget meeting for storm water management was included in the budget. Ed Ebenbach and Sandra Zadell affirmed it was. Ms Zadell said it was an estimate based on new unfunded mandates and expected it to be higher in future years but too early to project by how much.
 - a. Future year projections increase it at the assumed rate of inflation per the model
6. Mrs. Lyons questioned a \$10000 expense for the website. Ms Zadell said residents were complaining about being unable to get info they need from it. She said that was a good estimate. Mrs. Lyons reiterated she is not inclined to spend on that but to get real quotes before consideration. Ms Zadell then said a resident with some township website development experience offered to do it at no charge to the township and she would pursue that as well.
7. Meeting was adjourned at 6:40pm. Next meeting Oct 11 at 4PM.

Respectfully submitted,

Lee Schwarz
Vice Chairman