

approved

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

<b>Resident Members</b>	<b>IN</b>	<b>Township Participants</b>	<b>IN</b>
Mark Glassman – Chairman	Y	Barbara Lyons – Board of Supervisors	Y
Lee Schwarz – Vice Chairman	Y	Shawn Touhill – Board of Supervisors	Y
Ed Denton – Secretary	Y	Rick Colello – Board of Supervisors	Y
Brenda Bray	N	Tom Scarborough - Board of Supervisors	Y
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
		Karen Sweeney – Parks & Recreation	N

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 were any proposed changes or corrections to the Sept. 24, 2012 meeting minutes.
  - None were noted. The prior meeting minutes were approved.
  
2. 2013 Budget Items:
  - Ms. Mason opened the discussion by reviewing options to replace the Township's fuel depot.
    - Following discussions at a recent budget work session concerning the need to replace the existing fuel depot and fuel management software, Ms. Mason contacted several neighboring municipalities, the Central Bucks School District and Brinkers Fuels about potential partnerships.
    - CBSD appears to be one of the better options and they were receptive to evaluating a potential partnership. Ms. Mason and the Township will continue further discussions in New Year. Target implementation would be 2014. It was noted that the Township would not be able to fuel during school bus fueling times.
  - Ms. Mason gave a summary of her and Sandra Zadell's discussions with Focus MX Marketing and Design concerning the redesign of the Township's website. A memo summarizing Ms. Mason and Ms. Zadell's meeting with the Company was sent to the BOS on 10/22/12. Several of the Company's employees reside in the Township and have offered to redesign the Township's website for no charge. In light of their strong qualifications and generous offer, it was recommended that the \$10,000 currently in the 2013 Budget for Website redesign work be removed. Everyone was in favor.
  - Barbara Lyons then reviewed a memo from Lou White, Chair of the DART Bus Committee. DART is requesting that the Township continue its financial support to the bus service. Ms. Lyons noted that the Township has an obligation to support the service and suggested that we should match what the Township contributed last year (i.e. \$5,000). Everyone was in favor of including in the budget
  - Ms. Mason reviewed a Scope of Service proposal from Jastrzebski Engineer, Inc. for the Township's Bridge Prioritization Program. The total Lump Sum Fee and Estimated Reimbursable Expenses are \$7,800 for a review of all the bridges and culverts in the Township.
  - Mr. Schwarz asked if the cost of the project was included in the 2013 budget. Ms. Mason confirm that it was included under engineering.

- Ms. Mason distributed information on the Consumer Price Index for Urban Wage Earners and Clerical Workers. The report is intended to provide context for the Board of Supervisors and Ways and Means Committee members regarding the salary increase assumptions included in the proposed 2013 Budget. The sheet had data for the past 10 years.

3. 2012 Forecast and 2013 Budget:

- Mr. Ebenbach and Mr. Wallace reviewed the updated budget reports.
- The forecast for 2012 got slightly better (~\$160 k) due to small changes in revenue and expenses projections. Building permits were most of the change (~\$150k), earned income tax was flat.
- The updated 5 year projection report prepared by Mark Glassman was also distributed.
- Mr. Schwarz noted that by 2015 Fund balances would be down to the minimum.
- Mr. Glassman recommended that we look at General Fund trend and that the Township will need to tightly manage the budget to 2015. He also noted that the Park debt would be paid off in 2017 at which time \$600k in spend could be repurposed.
- However, it was pointed out by Mr. Schwarz that In 2015, the Township's cash reserve would be gone.
- In response, Mr. Ebenbach noted that debt might be an option to fund any short term gaps.
- Regarding the 2013 Capital Budget, Mr. Wallace stated that the backhoe was moved to mandatory and that there were a few other minor adjustments.
- Ms. Lyons closed out the discussion by noting that the Township would have a balance budget in 2013 with no tax increase. She then congratulated and thanked everyone for their hard work.

4. The meeting adjourned at 7:40pm.

Respectfully submitted.

Edward Denton  
Secretary