

**Doylestown Township
Ways and Means Committee – Meeting Minutes
August 28, 2013**

Resident Members	IN	Township Participants	IN
Mark Glassman – Chairman	Y	Ryan Manion - Board of Supervisors	
Lee Schwarz – Vice Chairman	Y	Rick Collelo - Board of Supervisors	Y
Ed Denton – Secretary	Y		
Brenda Bray	N		
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	N
		Dean Logan – Police Chief	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 were any proposed additions or corrections to the prior meeting minutes.
- None were noted.
- Mr. Denton motioned that the minutes be approved, Lee seconded. The motion passed.

2. Budget Presentation: 2014 and Beyond:

- Ms. Mason’s presentation started with long term view of capital plan (2014-2017) and proposed staffing needs. She noted that one of the “big ticket items” were road work. Vehicles were another big item.
- In terms of 2014 capital needs, she noted that new computers & software were needed because Windows XP is being phased out by Microsoft.
- Ms. Mason then reviewed each of the other components of the draft budget (Park & Recreation, Police, Roads Department, Building Maintenance, HVAC, storm water and lights, Public Works, etc.)
- Following the presentation, the Committee had an extended discussion on how to responsibly manage the budget over a reasonable period of time, and how to responsibly ‘bleed in’ the highest priority spend.
- Mr. Collelo asked Ms. Mason to clarify what she meant by the ‘hiring freeze’ that she referred to during her presentation.
- Ms. Mason responded that there was not a formal freeze but informal one.

- Mr. Glassman provided more background on the topic and the rationale behind the informal hiring freeze.
3. Mr. Ebenbach gave an update on the development of the 2014 budget and long term projections to 2017.
- He indicated that one of the key issues was how the Township should manage capital spend, whether capital items could be delayed or financed or if any additional grant opportunities might exist.
 - He pointed out that based on the assumptions 'currently' loaded into the model, by 2017 fund balances would turn negative.
 - He also noted that there would be a budget review meeting on September 24th at 4pm.

The meeting adjourned at 9:14pm.

Respectfully submitted.

Edward Denton
Secretary