

**Doylestown Township
Ways and Means Committee – Meeting Minutes
December 10, 2014**

Resident Members	IN	Township Participants	IN
Lee Schwarz – Chairman	X	Ryan Manion - Board of Supervisors	
Ed Ebenbach – Vice Chairman	X	Rick Colello - Board of Supervisors	
Ed Denton	X	Ken Snyder - Board of Supervisors	X
Brenda Bray	X	Stephanie Mason – Township Manager	X
Emad Abdelnaby – Secretary	X	Ken Wallace – Township Finance Director	X
Sam Bryant		Richard John – Township Operations	X
		Dean Logan – Chief of Police	X

Mr. Schwarz called the meeting to order at 6:58pm. A quorum was present and the following matters were discussed:

1. Mr. Ebenbach made a motion to approve minutes of the prior two meetings (September 2014 and October 2014). Mr. Schwarz seconded the motion and a vote was taken. All present Committee members voted in favor of approving the previous minutes
2. Mr. Schwarz introduced the topic of the November 18th Board of Supervisors budget presentation at which the 2015 Township budget was presented.
3. Mr. Schwarz and Ms. Mason informed Committee members that the 2015 budget has been posted on the Township website for residents to access. It has been posted as a news item on the main page and can also be accessed via two alternate links.
 - Misters Ebenbach and Abdelnaby inquired as to the volume of traffic to budget website and how best to monitor the traffic.
 - Ms. Mason indicated that Sam Bryant could look into site traffic and report back to the Committee at a future meeting.
4. Misters Schwarz and Ebenbach initiated a conversation regarding the review of 2014 YTD actuals and how the Township if anticipated to finish the 2014 fiscal year. Mr. Wallace informed the Committee that the fiscal year will close on or about January 25, 2015, after all revenues and expenses for 2014 have been recognized. Mr. Wallace indicated that a more accurate, but unaudited projected of the 2014 close would be available at that time.
5. Mr. Schwarz initiated a discussion regarding the development of a Committee position paper regarding the Township’s financial state and the optimal time to develop such a summary (ie. now vs. post fiscal close in late January 2015 with unaudited numbers). The Committee agreed to postpone the development of any position paper until 1Q15. As discussed, included within the position paper would be:
 - Graphical depiction of 5yr fund balance projections
 - Exec summary of financial forecast
6. Mr. Abdelnaby inquired as to the potential benefit of a budget working session with the Supervisors (Spring pre-budget meeting) to promote greater budget understanding and transparency vs. the development a position paper. As with the position paper, the Committee discussed including within the budget working session a review of data and 5-year projections. Mr. Schwarz suggested that a budget working session meeting date be selected at the January Ways and Means Committee meeting and that a formal request be made to the Supervisors for a Spring pre-budget meeting.
7. Mr. Schwarz initiated a conversation regarding the Committee’s objectives for 2015. Mr. Ebenbach discussed his interest in closely examining capital expenditure projections in 2015. Given the size of the projected capital expenditure budget, Mr. Ebenbach would like to examine in greater detail each of the planned Capital investments and share his updates with the Committee. Mr. Schwarz asked to meet Ms. Mason and Mr. John to to discuss and update the Capital Expense/ Grant Status worksheet. A meeting is currently scheduled for January 26th.
 - Mr. Ebenbach discussed how greater use of the existing financial software will be used to simplify the monthly reporting process in 2015

- A Ways and Means Committee reorganization discussion (election of 2015 officers) will take place at the upcoming meeting on January 28th
8. Mr. Schwarz summarized the Committee's priorities for 2015:
 - Refining the capital project and grant tracking processes
 - Extending the budget planning process with Spring pre-budget meeting
 - Finish automating the budget process' schedules
 - Document the monthly report generating process
 9. Mr. Schwarz informed Committee members that the Committee will provide its annual update to the Supervisors in February at which time the 2015 Committee priorities will be highlighted
 10. The Committee discussed that the township fund balance will be highlighted in the next Township newsletter. The Committee-generated article will be included in the February 2015 newsletter.
 11. Motion to adjourn the meeting was made by Mr. Abdelnaby; it was seconded by Mr. Ebenbach. The meeting adjourned at 8:22pm.