

Doylestown Township
Ways and Means Committee – Meeting Minutes
March 26, 2014

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

Mr. Schwarz called the meeting to order at 7:12pm. A quorum was present and the following matters were discussed.

1. Approval of Prior Meeting Minutes:

- Mr. Schwarz asked if there were any additions or corrections to the prior meeting minutes.
- Mr. Ebenbach recommended a few edits.
- Mr. Ebenbach motioned that the prior Meeting Minutes be approved with the changes. Mr. Denton seconded. All voted in favor of the motion.

2. Article & Graph for Township Newsletter:

- Mr. Schwarz opened the discussion by describing an article he was drafting on the Township’s Revenue sources which would be included in the upcoming Township Newsletter. The Township sends out 3 Newsletters per year to residents.
- Mr. Ebenbach handed out a stacked bar chart that displayed the various components of the Township’s revenue sources by year and briefly described each revenue source. He noted that earned income taxes and real estate taxes make up ~50% of total revenue sources.
- Mr. Wallace noted that the 2013 data in the chart was preliminary since the 2013 financials were not final until the Auditors signed off.
- Mr. Snyder asked when the 2013 financial statements would be finalized. Mr. Wallace responded that the auditors usually closed out their annual audit during the 2nd quarter.
- Mr. Schwarz suggested that the Committee’s next article should focus on Township expenses followed by one describing the Township’s Fund balances.

3. Cell tower:

- Mr. Wallace opened the discussion by mentioning that AP Wireless had contacted the Township about its cell tower lease. The Township holds a 25 year lease for the current cell tower and receives \$5,500 per month.
- After a brief discussion, it was agreed that Mr. Wallace should re-contact AP Wireless to explore what they might have to offer.

4. Capital project report:

- Mr. Ebenbach opened discussion by reviewing a proto-type capital report he had developed which was sourced from the Township’s 2014 Capital Plan.
- Ms. Mason noted that similar to prior years, spending on several projects approved last fall would be spread over multiple years.
- In response to a question from Mr. Snyder, Mr. Wallace and Ms. Mason outlined how the capital fund worked and how it was managed.
- The discussion concluded by the Committee suggesting that Mr. Ebenbach work with Mr. John to further populate and refine the report and then share with the Committee at the next meeting.

5. Pension Plans:

- Mr. Schwarz opened the discussion by noting that based on a recent report distributed by Mr. Wallace, the Township's total unfunded pension liability was continueing to grow
- Mr. Ebenbach and Mr. Wallace explained to Mr. Snyder the Ways & Means Committee's concern about the growing funding risks associated with the pension plan and the difficulty of getting a pension expert to provide the Township a projection of the future financial condition of the pension plan.
- Ms. Mason informed the Committee that the Pension Committee's next meeting had been moved to April 24th at 4:30 pm.

6. Mr. Schwarz motioned that the meeting be adjourned, Mr. Denton seconded. The meeting was adjourned at 8:25pm.

Respectfully submitted.

Edward Denton
Interim Secretary