

Approved

**Doylestown Township
Ways and Means Committee – Meeting Minutes
April 23, 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 | X |
| Ed Denton | X | Ken Snyder - Board of Supervisors | X |
| Brenda Bray | | Stephanie Mason – Township Manager | X |
| Emad Abdelnaby – Secretary | X | Ken Wallace – Township Finance Director | X |
| | | Richard John – Township Operations | X |
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Mr. Schwarz called the meeting to order at 7:00pm. A quorum was present and the following matters were discussed.

1. Approval of Prior Meeting Minutes:
 - Mr. Schwarz asked if there was a motion to approve the March 26th meeting minutes.
 - Mr. Ebenbach motioned that the prior Meeting Minutes be approved with the changes. Mr. Denton seconded. All voted in favor of the motion.
2. Appointment of New Committee Secretary:
 - Having served as Committee Secretary for several years, Mr. Schwarz motioned that Ed Denton be replaced as Committee Secretary by Emad Abdelnaby.
 - Mr. Ebenbach seconded the motion. All voted in favor of the motion.
3. Article & Graph for Township Newsletter:
 - Mr. Schwarz opened the discussion by reminding attendees that the article had been circulated to the Committee for comment. Mr. Schwarz updated the article and submitted it for publication.
 - Ms. Mason indicated that the article would be published after the Memorial Day holiday.
 - A second article focused on Township expenses is due in early August for publication in late September.
 - An additional article on fund balances will be published later in 2014.
4. Ways and Means Committee Webpage :
 - Misters Schwarz and Snyder inquired about the possibility of the Committee obtaining a page on the Township website (similar to the Sewers and Septic Committee) to house the schedule of Committee meetings, agendas, videos and relevant information.
 - Ms. Mason indicated that she would inquire into the procedure, timing and commensurate costs to secure a webpage
 - In a similar vein, Mr Ebenbach suggested we consider doing a W&M video much like Stephanie recently completed with the planning commission.
5. Review of Financials:
 - Mr. Ebenbach opened discussion by reviewing the Township’s financial statements (Revenue, Expense Summary, Fund Balances and Operational Expenses by line item)
 - Mr. Ebenbach highlighted the projected \$293k shortfall for the year, but noted that a number of questions remain regarding the projections within the budget
 - i. Impact of higher costs in many areas, especially healthcare are offset by new capital spending plan which did not reduce overall spending but moved a sizable amount out of 2014 into outer years.
 - ii. Higher-than-expected fringe benefits (specifically healthcare costs) are yet to be understood in detail - \$329k variance. An 11% YOY increase (8.4% YOY increase following premium stabilization savings) in healthcare premium costs appears to be driving these incremental costs.
 - Ms. Mason noted that the police department’s contract expires in 2014 and that potential changes to pay and fringe benefit costs may need to be assumed for future budgets.

- Mr. Ebenbach offered to help get a better handle on healthcare costs. Ken Wallace to report back his findings to the Committee at the May 28th meeting.
6. Review of Capital Project Plans:
- Mr. Schwarz introduced the Capital Project Plan to the Committee and recognized Mr. John, Ms. Mason and their teams for the work done to provide a comprehensive view of capital projects.
 - Mr. Ebenbach presented a detailed view of ongoing and projected capital projects.
 - Mr. John provided project start and end dates along with detailed man hours and project costs.
 - The Committee reviewed ongoing projects and costs expected to be realized in 2014.
 - Mr. Collelo suggested that these worksheets be updated regularly and that the date of update be displayed on the worksheets.
 - The Committee agreed to review the Capital Project Plan on a regular basis.
7. Pension Plans: will discuss findings from Pension Meeting April 24th at next W&M meeting
8. Proposals for New Township Building:
- Ms. Mason introduced three options for the renovation / reconstruction of the Township Building.
 - i. Option A: 43k sq ft building - \$9.2M
 - ii. Option B: 39k sq ft building - \$8.1M
 - iii. Option C: Renovation of and Addition to the Existing Building - \$5.9M
 - Mr. Abdelnaby commented that absent any pressing, single reason (environmental, security, etc.) for the abandonment of the existing building, Ms. Mason and her colleagues would need to build a compelling argument with strong reasons why the current building needs to be modified or replaced A cost justification case for preferred scenario would be required.
 - Ms. Mason indicated that she and the Department Heads would reconvene and reassess options and potential approaches and reengage the Committee at the appropriate time.
9. Mr. Schwarz motioned that the meeting be adjourned, Mr. Ebenbach seconded. The meeting was adjourned at 9:06pm.