

**Doylestown Township
Ways and Means Committee – Meeting Minutes
August 27, 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	
Emad Abdelnaby – Secretary	X	Ken Wallace – Township Finance Director	X
Sam (Need Last Name & Title)	X	Richard John – Township Operations	X

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

1. Approval of Prior Meeting Minutes:

- Review and approval of the June 25th and July 22nd meeting minutes was motioned by Mr. Schwarz. Mr. Ebenbach seconded and the Committee unanimously voted to approve the prior meetings' minutes.

2. Discussion of the Ways and Means Update at the August 19th BOS Meeting

- Budget summary was well received by the BOS
- The financial summary and update will be issued monthly and presented to BOS quarterly
- An Executive Summary will be provided with the quarterly update
- An Executive Summary for television will be further simplified to make it more legible for those viewing the BOS Meeting at home
- In addition to the presentation of the Ways and Means update, the Township-retained architect presented at the 8/19 BOS meeting
- No financial figures were presented though a construction scenario was shown in which square footage was shown to increase from ~22k sq ft to ~40k sq ft
- The architect was asked to come back with budget needed to continue to next phase of assessment
- The BOS directed that a Township committee be created to work with township staff to identify best way forward

3. Discussion of Financial Forecast Summaries:

- The Committee discussed variations vs. 2013 and variations vs. the last financial summary reviewed in July:
 - i. Softness of Kids castle contributions
 - ii. Small variations within each expense category
 1. Within the capital expenditures \$739k spent YTD
 2. Significant additional paving work to commence in September
 3. Projected to spend \$2.3M in capital expenditures in '14 (vs. ~\$840k in total spend in '13)
 - iii. Initial projection for 2015 revenue down ~\$500k from \$11.5M to \$11M
 - iv. Largest variation due to ~\$500k decrease in grants projected for 2015
- All 2015 budget projections to be revisited with department heads in September
- Review of 2015 capital expenditures sheet; items to be reviewed and confirmed in September by department heads (~\$1.7M in capital expenditures projected for '15)
- A brief discussion was had and then tabled regarding whether or not the Committee should establish guidance re: limiting year-over-year spending growth rates

4. 2013 Audit Report

- 2013 audit report presented to the Committee by Mr. Wallace
- The report was positive with the exception of 2 items:
 - i. a lot of moving part since 2013 given the installation of new software
 - ii. Capital leases placed on balance sheet should have been placed on P&L; a correction was subsequently made
- Overall, the assessment from the auditors was positive

5. Ways and Means Budget Book and the Budget Process

- Meetings will take place throughout September to facilitate development of preliminary 2015 budgets.

6. Mr. Abdelnaby motioned that the meeting be adjourned and Mr. Ebenbach seconded. The meeting was adjourned at 9:33pm.