

**Doylestown Township - Ways and Means Committee
Agenda for August 26, 2015**

Meetings held 4th Wednesdays at 7PM except no meeting in November and December meeting is 2nd Wednesday

Resident Members		Township Participants	
Lee Schwarz – Chairman	x	Ken Snyder - Board of Supervisors - Liaison	x
Ed Ebenbach – Vice Chairman	x	Stephanie Mason – Township Manager	x
Ed Denton		Ken Wallace – Township Finance Director	x
Brenda Bray	x	Richard John – Township Operations	x

1. Meeting called to order at 7PM. Approved Meeting Minutes for June. July minutes not yet available.
2. Lee reviewed WM presentation from Aug 18 BOS meeting.
 - a. Conclusion drawn from latest manger projections for 2015, updated info from Ken Wallace on EIT trend and lower than forecasted capital spending at current pace, the year would likely end up very close to budget projection of \$1.8million draw down from fund balances.
 - b. 2016 budget being prepared for fall work sessions.
 - i. Honing in on roads and bridges needs
 - ii. Building / renovation plans are a huge variable
3. Stephanie discussed 2 scheduled public tours of the facility to highlight building needs.
4. Ken W. and Ed E. presented performance data through July 31.
5. Noting it was not yet complete, Ken W. and Ed E. presented first pass for 2016 budget info.
 - a. Showed salary increases of 2.6% and 3.5% for non-uniformed and uniformed employees respectively.
 - b. Added a shadow for Mr. John in 4th quarter in preparation for his retirement in 2017.
 - c. Added a budget analyst position to staff
 - d. Capital spending still incomplete. Forecast entered \$700,000 less than 2015
 - e. Preliminary fund balance consumption only showing \$675,000
6. State inspections of their bridges are complete. Pennoni should be done township bridges by beginning of October.
7. Suggested graphic overlay to show effects of road/bridge work necessary above normal plan and building /renovation expenses was presented by Ed E.
8. Tentative budget work session dates to be explored with the board were Oct 6, 14 and 20.
 - a. Ken to see if Public Financial Management representative can attend the second budget session.
9. Status on CapEx Project Packet – waiting for new project to use as sample.
10. Ed E has prepared a 13 step procedure for producing the monthly reports and budget modeling. Proposed budget analyst position would administer this process going forward.
11. Adjourned at 9:25