

## Doylestown Township - Ways and Means Committee

### Meeting Minutes for July 26, 2017

Meetings held 4<sup>th</sup> Wednesdays at 7PM.

No meeting in November, December meeting is 2<sup>nd</sup> Wednesday.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	X	Ken Snyder - Board of Supervisors - Liaison	X
Ed Ebenbach –Vice-Chairman	X	Stephanie Mason – Township Manager	X
Ed Denton	X	Ken Wallace – Township Finance Director	X
Joe Delikat	X	Dave Tomko - Township Director of Operations	X
Bob Salanik	X		

Ms. Bray called the meeting to order at 7:00 pm. A quorum was present and the following matters were discussed.

#### **1. Approval of Prior Meeting Minutes**

- The minutes of the June 28, 2017 meeting were approved unanimously upon a motion by Mr. Salanik and seconded by Mr. Delikat.

#### **2. Pension Subcommittee Report**

- Member attending the July 11<sup>th</sup> meeting with Debra Brede, the pension plan financial advisor, commented on the productive discussion of the township pension plan. Mrs. Brede provided a very informative packet of information to assist the committee to better understand the complexity of the pension program and the investment environment of the plan.
- Mr. Delikat, Mr. Denton and Mr. Salanik also provided a draft of the presentation that they will make to the township pension committee on August 15<sup>th</sup>.

#### **3. Review of the 2017 Financial Forecast**

- Mr. Wallace and Mr. Ebenbach provided an overview of the financial forecast as of June 30, for the 2017 fiscal year. The operating revenue projections were mostly in accordance with the budgets with the exception of a positive variance in the Building Permit line of \$ 266,000, while the Real Estate Transfer Tax line was projected to come in less than the budget by \$75,000. Mr. Wallace and Mr. Ebenbach also reviewed the revenue variances for the capital and project funds.
- Mr. Wallace and Mr. Ebenbach also reviewed the projected expenditure forecasts for 2017, all of which were within a reasonable variance from the original budget.
- The expenditure forecast for 2017 included a \$300,000 additional payment for the employee pension plans. The committee discussed the merits of this payment amount and it will be discussed at future meetings during the 2018 budget discussions.
- Mr. Tomko discussed the capital project budgets and noted that the bid for the paving came in under budget and requested authorization to do additional paving work. The committee discussed the merits of doing this now, and the also the timing of when operating funds were transferred to the capital projects. A more in depth discussion will take place at the budget discussions.
- Mr. Wallace reported that he had recently received a revised draw schedule for the township building renovations and that he would be making any necessary adjustments to the investment schedules.

**4. Planning for BOS Budget Discussion**

- The next Budget meeting with the Board of Supervisors is scheduled for August 23, 2017. The committee discussed potential topics for this meeting and future budget meeting. The W & M committee would like more than an hour for these meeting and Ms. Mason will discuss with the Board of Supervisors, (subsequently the meeting was scheduled for two hours from 4:00 PM to 6:00 PM). The August budget meeting will discuss staffing, road renovations, infrastructure software and addition Bond Financing needed to complete the renovation and bridge projects. It was suggested that the September budget meeting include presentation by the Police and Public Works Departments and include Capital and Revenue Projections. It was also agreed that the Board of Supervisors should be provided with solid 2017 financial estimates at an October budget meeting.

**5. Future Ways and Means Subcommittee Work**

- The committee had a brief discussion of whether the Ways and Means committee should perform additional reviews once the Pension Subcommittee has completed its work. This will be discussed at a future meeting.

**6. Leave of Absence Request**

- Mr. Ebenbach indicated that he made a Leave of Absence Request from the Ways and Means Committee to the Board of Supervisors, as he had accepted a temporary consulting contract with the Township.

**7. Adjournment**

- The meeting was adjourned at 9:05 P.M.

**8. Next Meeting**

- August 23, 2017

Respectfully Submitted,

Robert Salanik