

Doylestown Township - Ways and Means Committee

Meeting Minutes for February 28, 2018

Meetings held 4th Wednesdays at 7PM.

No meeting in November, December meeting is 3rd Wednesday for 2018.

Resident Members	IN	Township Participants	IN
Brenda Bray Chairman	x	Ken Snyder - Board of Supervisors - Liaison	X
Joe Delikat	X	Stephanie Mason – Township Manager	X
Bob Salanik	X	Ken Wallace – Township Finance Director	X
Colleen Mullin	X	Dave Tomko - Township Director of Operations	
		Ed Ebenbach (Consultant to Twp.)	X

- 1) Call to Order – Brenda Bray called the meeting to order at 7:00 pm. A quorum was present and the following matters were discussed.
- 2) Approval of January 24, 2017 minutes – Motion to approve by Bob Salanik and seconded by Joe Delikat.
- 3) Financial Updates: 2017 and 2018 – Ken and Ed
 - 2017 not closed yet, but at last look expected revenue was up negligibly (\$.8k); expenses up slightly (\$53k – including \$27k in late capital expenditure invoices and \$11k in bridge/traffic late invoices).
 - Auditors set to be in office 3/5-3/7
 - 2018 budget review - Note pension contribution budgeted for \$275k; further discussion of allocation among uniform and non-uniform plans TBD.
 - 2018 budget review – Capital tab – Ken S. asked whether the pre-fab storage building is still in the capital budget? Dave T. indicated yes, it is still being planned for within the budget – there is a need.
- 4) Warminster Township’s Finance Committee
 - Recently in news re: Warminster creating budget/finance committee. Our committee can provide strategic direction, if requested. Stephanie Mason reached out to Greg Shuster, Warminster Township Manager, and provided templates of ordinance language used to create Doylestown Ways & Means Committee and offered assistance.
- 5) Update on Pension Subcommittee and Pension Advisory Committee – Bob and Ken S.
 - NOTE Minutes Feb. 6 BOS meeting (following Pension Committee meeting and clarification of recommendation). Final structure agreed to be:
 - 7 Voting Members:
 - 1 union (employee – not necessary to be resident)
 - 1 non-union (employee – not necessary to be resident)
 - 5 experienced volunteers (at least 3 are township residents) – Note Final BOS vote – 3:2; dissention related to residency status – Manion and Colello believe all five should be residents.
 - 3 NON-Voting Members:
 - BOS Liaison (Currently Ken Snyder)
 - Township Manager (Stephanie Mason)
 - Township Finance Director (Ken Wallace)

- Jeffrey Garton to draft resolution that amends existing ordinances affected, finalizes committee makeup, and advertises for members.
 - Ken S. agreed it is reasonable to expect that the topic be on the agenda for March BOS meeting (March 6 or March 20). Stephanie outlined timeline to include 30 days to advertise for members.
 - Committee members agreed to email Stephanie definitions and backgrounds of “experts” (actuaries, investment managers, pension advisors, retirement plan administrators), along with insights as to where it might make sense to advertise for volunteers from such professionals, so we can target the right candidates.
 - Interview process expected to be same as any other Committee – Ken S. suggested Ways and Means members might participate in the interview process to provide objective insight.
 - Anticipate at least April/May until beginning of interviews/committee formation.
- 6) Discussion of Joint Ways & Means/Parks & Rec Subcommittee – Recreation Building business plan development
- P&R Subcommittee will assess building needs for design/use/function, as it relates to current and potential programs that the Township offers, that contribute to residents’ quality of life.
 - W&M Subcommittee will work to incorporate a business plan from the results of P&R assessments/plans. Plan should project and plan/account for cost of construction and ongoing operation of facility, and related revenues associated with programs supported by the facility.
 - Ultimate goal is to optimize functionality of the facility, in order to provide quality programs to residents, that can potentially generate enough revenue to offset the cost of construction.
- 7) Benchmark Employee Benefits
- This project is one of the strategic goals for the Committee for 2018.
 - Committee discussion around the capacity of the W&M Committee to take on all of the strategic goals for 2018 (including this project, but also Joint P&R Committee, Pension Committee, and overall budget and capital planning as part of traditional functioning of the W&M Committee).
 - Bob asked about the Memo Brenda wrote to Ken S. regarding increasing the size of the W&M Committee
 - i) Currently only four full-time members, with Ed E. officially on sabbatical, but contributing.
 - ii) Joe D. pointed out that, for instance, the Pension Subcommittee study was at least 800 man hours, but brought the topic to the forefront in terms of how the Township can best manage an important financial issue.
 - iii) Ken S. indicated top priority will have to be centered around making sure BOS understand the strategic goals that the committee has already identified.
 - iv) Committee contributes to financial strategy and long-term capital planning initiatives, keeping focused on the budget and ways in which decisions to be made relate to the use of taxpayer dollars.
 - v) Ken suggested he would include this topic in his comments during the next BOS meeting (March 6) for their consideration.
 - Committee decided to start the benchmarking process, we would need to start to gather data from consortium members (Stephanie may already have data but would need “scrubbing”), and to explore current benefits more in-depth.
- 8) Consideration of timeline for the next Bond Issue
- Brenda concerned with Short-terms rates beginning to move up, that the Township doesn’t get locked in to high rates in order to access capital from next bond issue.
 - Ken S. asked when capital will run down under current project plan. Dave T. shared a high-level overview of current and projected phases and spending for building plans – phase 1 complete with est. \$2.2m spent; phase

2 estimated at \$9.4 with all bids received. Bids have not been accepted yet; Dave can provide more specifics coming out of the bidding process.

- TBD – date to apply and how much more will be needed.

9) Five-Year Capital Plan: Next Steps

- Reporting changes – Bob S. will come back to committee on ideas on scope and framework of analysis of 5-year capital plan and associated reporting.
- Capital planning and expenditure reporting is related to Dave T. project in works that allows Township to track spending on (and remaining useful life of) capital “assets” – (for example, tracking spending and timeline of road repairs to anticipate when next resource allocation will need to occur for same stretch of road). Ongoing goal for Dave to have the ability to easily manage Township assets.
- Brenda would like to explore whether there is a program that can not only track assets but also help anticipate “unfunded mandates” or what today can be considered unplanned spending. Such software would cross over between asset management and project management.
- Bob has experience in development data management using Excel. He will share an example for Dave T., Ken W. and Stephanie (with Ed E’s help) to review and “test”. It might be a simpler solution for now.
- Ken S. suggested that other components of running the Township could be positively affected and improved upon with an investment in a more robust or permanent platform over time. Committee will continue to explore cost-effective but impactful options.

10) New business – No New Business

11) Upon motion by Bob S. and second from Joe Delikat, meeting adjourned at 8:27pm.

Next Committee meeting: March 28, 2018

Respectfully submitted

Colleen Mullin