

BUCKINGHAM TOWNSHIP

P.O. Box 413, Buckingham, Pennsylvania 18912
Phone (215) 794-8834 • Fax (215) 794-8837

Website - www.buckinghampa.org



19086

BUCKINGHAM TOWNSHIP Board of Supervisors Work Session Agenda October 13, 2021 5:00 p.m.

(Following the 4:00 p.m. Grand Opening of Holicong Park, Phase 2)

Budget

Buckingham Township Board of Supervisors
Work Session
Minutes

The work session of the Buckingham Township Board of Supervisors was held October 13, 2021 electronically via the Zoom application due to the current State and Federal regulations in place from the COVID-19 pandemic.

Present:	Jon Forest	Chairman
	Maggie Rash	Vice-Chairman
	Paul Calderaio	Member
	Dana S. Cozza	Township Manager
Not Present:	Daniel Gray	Township Engineer
	Craig A. Smith, Esquire	Township Solicitor
	Tom Kelso	Township Water/Wastewater Consultant
	Luke Rosanova	Bucks County Planning Commission

The work session began at 5:00 p.m.

Budget – Water and Wastewater Department

Mr. Clark, Director of the Water and Wastewater Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2022 budget.

Water

Mr. Clark highlighted the Interconnection of Fieldstone and Cold Spring systems has testing and permitting all in the year 2022, and construction in 2023 estimated at \$1,295,000.00. Mrs. Pistory said this item increased from \$114,000 in 2021 plan, to over one million dollars. The project was initially an “emergency connection” that would only be used in emergencies if needed but it was now proposed to be a permanent connection of the two systems. Mr. Clark said this interconnection will reduce the number of permits from five to four, and with the interconnection of Buckingham Village and Furlong systems, from four to three, which will reduce the amount of reporting and DEP permitting fees, while also adding redundancy and safety. Mrs. Cozza recommended using ARPA money towards this project, as it will benefit many residents.

Mr. Clark noted the following items:

- Rehabilitation of the 35-year old Lois Lane pump station building, including the generator.
- New well for Furlong, F8A to resolve issues at wells F6 & F7, and to relieve straining of wells F1-F5 in the summer months. Mrs. Cozza noted only the engineering is scheduled in 2022.
- Truck Replacement. Needs to be ordered in 2022 for delivery in 2023 due to manufacturing and availability delays.
- Engineering costs associated with the Cold Spring interconnection including F8A design and permitting, hydraulic study and Lois Lane replacement.

Mrs. Pistory said the day-to-day operating budget includes expenditures for operations, salaries, benefits; not much of a change except debt payments.

Mr. Clark pointed out that DEP permitting fees is a new line item, saying they increased their fees dramatically; for example, the permit renewal for Fieldstone is \$5,000.00 just to file the application. Mrs. Pistory said they jumped from hundreds to thousands of dollars per year.

Mr. Calderaio asked if the generator at the new Water and Wastewater Operations Center is powered by gasoline or natural gas, and Mr. Clark responded “natural gas” so there are no worries about filling up a tank. Mrs. Cozza noted if the administration building were damaged, the Water and Wastewater Operations Center would act as an emergency location to continue Township operations.

Wastewater

Mr. Clark discussed the following items:

- Upgrades to the Rachwal and Lojeski treatment plants was moved from 2021 to the 2022 budget due to scheduling issues with weather and crop seasons around the lagoons. He said the Rachwal upgrade will include replacing pumps, transfer station, valve vault, generator, distribution panel, LED lighting, etc. Mr. Clark said the Lojeski building upgrade will add a separate chemical building to reduce corrosiveness to the electrical control wiring currently occurring. Mr. Clark said the engineering estimate for these upgrades is \$1.1 million dollars.
- Pump Station 11 upgrades include replacing valving, piping, odor control, new flow meter and installing a back up generator. Mr. Clark noted the township is working on getting an easement off of Smoke Road to get up to Windridge where the pump station is located, as they bring an emergency generator in when needed and it’s difficult to access. Mr. Clark said these upgrades are budgeted at \$347,000.
- Lindquist and Kaplan baffles were moved from 2021 to 2022 at an amount of \$75,000.
- Upgrades to the Wastewater Treatment Plant in Buckingham include installing an effluent meter per DEP’s permit requirement, pressure washing the chlorine tank, replacing rods between joints and getting the tank sealed and coated. Mr. Clark said COVID decreased hours to get the sludge removed (which increased the need for the pressure washing), but once the slide gate is installed, they will be able to wash each section at a time instead of all at once. Upgrades also include painting the wooden barn and repairing holes, adding LED lighting outside (eliminating the sodium vapor lights), at an estimated cost of \$804,550.
- Adding a generator to PS3. Mr. Clark said due to a neighbor’s complaint, they are looking at a Generac home system generator, as it doesn’t need to be as large as generators at other locations, and is fairly quiet. Mr. Calderaio asked if this would be natural gas, and Mr. Clark replied no, this will be diesel. Mrs. Cozza said the township doesn’t have natural gas available in most of the areas with pump stations.
- Ordering a truck in 2022 for delivery in 2023, with another one to be budgeted for the following year.

- Upgrades to MCC panels at Lindquist and Kaplan. Mr. Clark said the electronic devices make sure the valves open and close, and the current ones are giving false alarms. He said the materials can be purchased thru CoStars, and will help when implementing SCADA to both the Water and Wastewater systems.

Mr. Forest asked about the status of the Water and Wastewater Operations Center, and Mr. Clark said it is almost complete, with the Verizon service being worked out, security camera's to be installed and ordering furniture (which is taking 6-8 weeks for delivery). He said realistically it will be completed in early 2022.

Mrs. Pistory said in the day-to-day items, a large change from this year will be an increase in chemicals. Mr. Clark explained with the addition of bio bugs in the lagoons, he anticipates a reduction in the depth of the sludge which will reduce dredging expenses.

Mrs. Pistory pointed out an increase in engineering expenses, and also the addition of the electric bill for Fenton's Corner as it is about completed.

Mr. Calderaio asked if the meter replacement project was complete, and Mr. Clark said the residential portion is complete. Mrs. Pistory said the commercial replacements will be difficult as there needs to be an EDU audit, apartments used for commercial purposes will need inspections, communication to the owners and payment for the meters will need to take place. Mr. Clark said they will get three proposals from plumbers to install the meters, and there are expected to be between 100-120 meters to be replaced. Mrs. Pistory noted however that the staff is able to read all of the new residential meters in 2 days now, as opposed to 2 weeks.

Budget – Police Department

Chief Gallagher, Buckingham Township Police Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2022 budget.

- 457 Pension Plan. Mrs. Cozza explained this line was recently added to the budget for budget discussion purposes. Chief Gallagher said he had researched some area municipalities and found that mostly chiefs receive a percentage contribution as well as the full retirement amount, but didn't see anyone offering the same benefit to the officers. Chief Gallagher said he would continue researching this item.

- Bike Patrol. Chief Gallagher said \$600 is budgeted for maintenance of the bicycles, adding that the department has five bicycles, with some that were donated brand new, including helmets and lights.

- Clothing and Uniforms budget was increased, due to new hires and promotions.

- Ammunition. Chief Gallagher said the budget shows an increase of \$5,000 as the department would prefer to stockpile extra as it is difficult to get right now; and anticipates lowering the amount in 2023.

- Portable radio batteries for the Tasers – needed for certification qualifications.

19086

- Support for ALERT software to include a Case Management Module of \$3,600 plus \$500 annual support. Chief Gallagher said this will be used specifically by the detectives for undercover investigations.
- Leads Online increased \$200. Chief Gallagher said Officer Butler is the accreditation manager, and Leads Online is the company used to gather all of the necessary information.
- Crimewatch budget had a slight increase.
- Defensive Tactics / MOPED Certification. Chief Gallagher noted that the state is requiring certification for 2 persons in the year 2022.
- Capital Purchases – Vehicles. Chief Gallagher explained they would like to trade in 3 vehicles (reducing the fleet by 2 and swapping 1), and get 1 new vehicle for his use. Chief Gallagher explained that he would prefer a larger vehicle such as the Expedition, which is available at this time. He said the lightbar and other equipment can be transferred to the Expedition.
- Mrs. Pistory noted the health insurance is an unknown as the township has not yet received the 2022 renewal amounts.
- Overtime. Chief Gallagher reported overtime was decreased in 2021; as of August 31st there was \$120,000 budgeted, and only \$44,000 spent. Mrs. Pistory said that Court Overtime was also decreased.

Mr. Calderaio asked if the evidence locker was satisfactory; and Chief Gallagher replied yes, with a new computer to be added which is in the budget (replacing a refurbished computer). Mrs. Pistory added the new computer will need to be added to the server for proper backup. Chief Gallagher also noted the camera system in the police department is working out well.

- Equipment. Chief Gallagher said a new ballistic shield is in the budget and they will keep the old one for backup.
- Fencing. Mrs. Pistory said the fencing around the police parking lot and building area was pushed from 2021 to 2022. Chief Gallagher requested a site visit so they can determine how the Board would prefer it to look, before getting estimates.

Roads and Facilities Department

Mr. Hinz, Director of the Roads and Facilities Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2022 budget.

Facilities

- Mrs. Pistory explained that the first several items are for salary, taxes, benefits, etc., with little change.
- Mr. Hinz said the mowing is subcontracted, additional care will be given to the administrative building gardening next year. Mr. Hinz said maintenance of the islands in Buckingham Forest and Cold Spring Creamery Road are separate contracts. Mrs. Cozza said maintenance of the Cold Spring Creamery Road is \$4000 per year, and she would prefer it to require less maintenance; Mr. Hinz agreed to research options.

- Buildings. Mrs. Pistory said there have been many improvements to the township administrative building this year, and Mr. Hinz said the focus in 2022 will be the second floor portion of the building.
- Hughes House. Mr. Hinz reported they repaired the door towards the road by fixing the latch.

Highway

- Uniforms. Mr. Hinz said they are coming in under budget for 2021, even with a new laborer hired.
- Office sundries – no changes.
- TRAISR computer program. Mrs. Cozza said a portion of the TRAISR program is in this budget area. She said they will add traffic and street lights, along with other items.
- Contract Services. Mrs. Pistory said street sweeping is the same as in 2021, and snow removal is an estimate. Mr. Hinz said he increased contracted snow removal as one of the previous contractors has retired, and someone new will need to be hired.
- Traffic light repair and Highway supplies stayed about the same.
- Highway crew salaries. Mrs. Cozza said this was increased to bring employees up to industry standards, and new hires.
- Concerts and Events. Mrs. Pistory said this stayed the same as 2021, adding none of it was used in 2020, and only part of it was used in 2021. Mrs. Cozza said the holiday event this year will mostly likely be an outdoor event due to COVID-19.
- Employees. Mrs. Cozza said with Mr. Ewer retiring in 2022, an amount was budgeted for a current employee to move up and/or to hire someone new. She said an extra park employee is also needed as duties have been increased with the additional phase of Holicong Park. Mr. Hinz said he would like to see the department organized with a Park Superintendent in charge of two employees.

Park Operations

- Mowing subcontractor and fertilizer turf for Holicong Park, PH2. Mr. Hinz noted the grass planted at Holicong Park PH2 was a contractor mix and needs to be converted to heartier park grass, especially in the playing fields.
- Trees. Mr. Hinz said RePlant Bucks may be gifting 50 trees to GMB Park.
- Cleaning. Mrs. Pistory said this was increased to include cleaning of the new bathrooms at Holicong Park, PH2.

Park Fund Detail

- Trails. Mrs. Cozza said the township received a \$10,000 to use towards the Deschamps trail (construction expected to be \$52,000 minimum).
- Pavilion. Mr. Hinz explained there is an issue with the materials previously purchased for the Pavilion at Holicong Park, PH2, and they may need to be replaced. He projected the pavilion to be built in 3 phases, with several different contractors working under one central contractor.

19086

- Tractor. Mr. Hinz said a utility tractor is critical for park maintenance, and estimated \$45,000. He said this would give the department two tractors.
- Bush Park Pavilion. Mr. Hinz said the pavilion needs a basic overhaul, adding that the wood is changing color, but can be saved with maintenance.
- Park Signs. Mr. Hinz noted the budget includes two new signs for Holicong Park, PH2; with one to be placed at the Route 202 corner and another smaller one along Quarry Road.

- Fuel Tanks. Mr. Hinz reported the above ground, 1000-gallon diesel and gasoline fuel tanks at Upper Mountain Road and Mechanicsville Road locations are antiquated, adding that employees manually monitor the gas and diesel usage. He suggested an upgrade to the tanks, including a computerized fleet management system, along with two brand new 1,000-gallon tanks at each facility, at a cost of \$125,000 for each facility. He said this includes removal of the old tanks. Mr. Hinz said the pumps could be used with a card or a fob. Mr. Calderaio preferred the use of a fob, as the cards can become demagnetized and not work.

- Administration building. Mr. Hinz requested to replace the flagstone on both of the patios, renovate the Buckingham Room with new ceiling tiles and wallpaper removal, replace the gutters and install ice dams on the roof, and replace the concrete steps down to the police department (including a new railing).

- Hughes House. Mrs. Cozza said \$20,000 was budgeted for exterior paint and repairs.
- Wetlands Gazebo. Mrs. Cozza said due to the number of projects planned in 2022, this would be moved out to 2023.

Mrs. Rash asked about the camera and sound system in the Buckingham Room; and Mrs. Cozza said that was an ongoing project. Mr. Calderaio requested outlets on top of the dais.

- Stormwater line item 416.430. Mrs. Cozza said that federal money would be used for this, with the township engineer overseeing the project. Mrs. Pistory noted that the ARPA money may also be used for stormwater improvements (MS4), at approximately \$60,000.

- Pole Barn at the Upper Mountain Road maintenance facility. Mr. Hinz described that to use the pole barn it needs a 60' high fire wall to separate the area to be used for the 3-bay and 2-bay storage areas, and an exit door to the back.

Mr. Calderaio asked with the recent major storms, was there anything that the township should have or improve? Mr. Hinz said more road closure barricades were needed; adding that the township had the necessary equipment and staff. Mr. Forest noted that specific areas that flood frequently could have permanent gates available for road closures as needed. Mrs. Cozza said that FEMA Disaster Mitigation Grant money was available to use for these purposes.

- Bucket Truck. Mr. Hinz said there was \$100,000 budgeted for a new bucket truck, however it does not need to be replaced, it just needs repairs to the bucket mechanism.
- Mobile CB Radio Upgrades. Mr. Hinz explained the current radios are analog, and the new repeater on Buckingham Mountain is digital; therefore, he recommended an upgrade to digital radios for better communication.
- Battery Back-ups for Traffic Signals. Mr. Hinz said this is a continuing project with 3 more battery back-ups scheduled to be installed in 2022.

Liquid Fuels

- 2022 Road Program. Mr. Hinz said he has the list of roads scheduled for paving in 2022. He said \$500,000 is a guide, however they were pretty close to budget this year.
- Snow Supplies. Mr. Hinz said there was no increase in this item.
- Line Markings / Line Painting. Mrs. Pistory commended Mr. Hinz for using liquid fuels money for line markings and line painting in 2021.

Administrative Department

Mrs. Cozza, Township Manager, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2022 budget.

- Spotted Lanternfly Postcard. Mrs. Cozza asked the Board if they wanted to mail out another spotted lanternfly postcard in 2022. It was agreed that the township would use remaining postcards from the previous mailing and send them to the most populated region of the township.
- Township Newsletter. Mrs. Cozza proposed one newsletter in the spring of 2022, and the Board agreed.
- Veteran's Tour of Honor. The Board supported the annual donation to the Veteran's Tour of Honor project.
- Heritage Conservancy. Mrs. Cozza suggested the township switch to Bedminster Conservancy for monitoring of conservation easements, and the Board agreed.

Coffee. Mr. Calderaio suggested the township office obtain a different coffee maker and offered to research options.

- Memberships. Mrs. Cozza said the PELRAS dues provide the township with less expensive legal fees, and the ICMA covers membership for the township officials.
- Professional Services. Mrs. Cozza said she and Mrs. Pistory look at the year-to-day expenses and trends to budget for legal expenses charged by the township attorney. She said they allocate charges for agricultural preservation to agricultural preservation, etc. Mrs. Cozza clarified that labor counsel for the police department is in the Police Budget.

Finance Department

Mrs. Pistory, Director of the Finance Department, was present to discuss the projected 2022 budget.

Mrs. Pistory reported no changes to the finance department budget, and said it includes annual maintenance fees for software, memberships, conferences for training, etc.

Mrs. Rash questioned the wireless communication devices. Mrs. Pistory said this is for two iPads to be used by the supervisors; one for the projector and one for the conference room to be used with the smart TV.


8:52 p.m. *The Board retired into Executive Session to discuss personal matters.*
10:15 p.m. *The Work Session adjourned.*

Approved by the Board of Supervisors on the 27th day of October, 2021.

Buckingham Township Board of Supervisors



Jon Forest, Chairman



Paul Calderaio, Vice-Chairman



Maggie Rash, Member

Attest:



Dana S. Cozza, Secretary

Minutes respectfully submitted by Lori Wicen.

19086