

BUCKINGHAM TOWNSHIP

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19088

**BUCKINGHAM TOWNSHIP
Board of Supervisors
Work Session Agenda
October 12, 2022
12:00 p.m.**

Budget

Buckingham Township Board of SupervisorsWork SessionDraft Minutes

The work session of the Buckingham Township Board of Supervisors was held October 12, 2022 in the Township Building, 4613 Hughesian Drive, Buckingham, Pennsylvania.

Present:	Jon Forest Paul Calderaiso	Chairman
	Maggie Rash Jon forest	Vice-Chairman
	Paul Calderaiso Maggie Rash	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 12:00 p.m.

Budget – Police Department

Chief Gallagher, Buckingham Township Police Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2023 budget.

Chief Gallagher explained that many of the budget items are set expenditures, and he will highlight the additional items he is requesting in the 2023 budget, adding that all prices have increased:

- Clothing and Uniforms. With so many new officers, this item has increased. Chief Gallagher said the budget includes 4 replacement vests.
- Police supplies. Chief Gallagher said this item was increased, however ammunition was decreased by \$5000 as they are still waiting for delivery of a previous order, so it balances out. Chief Gallagher explained they need to replace the holsters and flashlights, as they need the holster/flashlight combination, and the previous ones are not being made any longer. He said in order to stay uniform they need to purchase all new combos in the amount of \$7100.
- AED. Chief Gallagher explained last year they replaced two of the four, with one donated to the department, and this year they will replace the two older ones which will be retired.
- First Aid Supplies. No change.
- Flares. Chief Gallagher requested an increase of \$110-120 per box and explained they are getting hard to find.
- Public Tour Items. Chief Gallagher said they are requesting double over 2022 as the National Night Out was a success, and it was nice to have giveaways.
- Labor Attorney Fees. Chief Gallagher said this was raised slightly, to \$50,000. Mr. Forest asked if all of the fees were used in 2022, and Mrs. Pistory said they are still being used.

- Communication. Chief Gallagher said most of these items remained the same.
- CODY System. Chief Gallagher said the existing system is outdated and we will eventually need to replace it with a newer system, and they have applied for a grant for the CODY system.
- Support. Mrs. Pistory said status quo, however they put a cushion into some of them.
- Car Camera Storage. Mrs. Cozza said records are kept within the statute of limitations.
- Dues and Memberships. Chief Gallagher said the department received accreditation, however with staff turnover they have added \$7,000 to provide assistance to keep the files in order.
- Victim Assistance. Chief Gallagher said the grant is coming to an end mid-2023, so they added \$3,000 to cover 2023 and will request another grant.
- Vehicles. Chief Gallagher said they request to replace three vehicles in 2023, adding the upfitting of the vehicles is costly. He said they are saving money by not having such a large fleet, however the existing vehicles are getting well used.
- Speed boards. Chief Gallagher said they are requesting one of the smaller speed boards to replace a worn out one. He said they last about 10 years with repairs. Mrs. Cozza suggested increasing it to two as the residents appreciate them for speed control.
- MDT's – Panasonic Toughbook. Mrs. Pistory said they ordered one in 2022, and are adding three in the budget for 2023, but supplies are hard to get.
- Desktop Computers. Mrs. Cozza said that during Covid staff used laptops, however now are returning to the office and need new desktops.
- Surveillance Cameras. Chief Gallagher proposed the purchase of trail cams and other versatile cameras as their use has proven successful in many locations to prevent crime.

Chief Gallagher said most of the other budget items are set by the finance department. The Board thanked Chief Gallagher for discussing the proposed budget items.

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 2023 budget.

Mrs. Pistory said that she included a 15% increase for health insurance, as she has heard the increase will be high for 2023.

Wastewater

- Mowing. Mr. Clark said the mowing contract increased almost 12%, which is spread out in the budget for the various departments. He said they added the facility in Fenton's Corner and the new Water and Wastewater Operations Center this year. Mrs. Pistory noted the new Operations Center also resulted in an increase for weed control, electricity, gas, and overall maintenance.
- Chemical Supplies. Mr. Clark said these are staying neutral.
- Engineering Costs. Mr. Clark said this is increased \$5,000 from 2022; Mrs. Pistory said this is in line with what she has been seeing.

- Electricity. Mrs. Pistory said there was a 26% increase in 2022; adding that the 50/50 Green raised the price. She said the spray field aerators and pumps run 24/7.
- Wastewater Treatment Plant Upgrade. Mr. Clark said the final upgrade includes new decanters, reconditioning the tanks, repairing and covering the barn with hardy board, with \$1,371 million estimates in 2024. Mr. Clark said they are extending the bid process from 18 months to 24 months due to the material supply issue. Mrs. Pistory said some piping may be available and paid for in 2023.
- Generators. Mrs. Cozza said there are 20 pump stations and most have new generators now. Mr. Clark said a new generator is budgeted for PS3 (Redgate Drive), in the amount of \$55,000.
- Pump Station #11. Mr. Clark said this is the last pump station needing big repairs. Mrs. Cozza said the township solicitor is preparing the necessary easement and this should be the first main project of 2023.

Mrs. Pistory explained the comparison lines included in the budget for 2022-2023. Mr. Clark noted that the cost of cast iron pipes doubled. Mrs. Cozza summarized there are only two major wastewater projects projected in 2023.

Water

- Laptops. Mrs. Cozza said that two new laptops may be ordered in 2023. Mrs. Pistory said they use air cards for online access.
- Mr. Clark noted that Engineering and Chemical costs have increased, but most other expenses are similar to 2022.

Mrs. Rash questioned why the heating oil amount was decreased, and Mrs. Pistory said that was used in the Mechanicsville Road facility and is no longer needed. Mrs. Rash noted that complex electric and gas utilities are up 100% due to the new facility.

Mrs. Cozza proposed adding to the Fee Schedule a line for abuse of Emergency PA One Calls, explaining that the township must respond to calls within 2 hours, and persons are calling in “Emergency” PA One Calls in order to get the quick response when they are not truly “emergencies”. She said the PA PUC will fine the township \$1000 if there is no response provided. Discussion was held on assigning a specific staff member to respond to these calls for a certain time period, with special compensation, and then rotating to another person. Mr. Clark said other townships manage the staff in this manner. Mr. Clark noted there were 13 One Calls in the past 6 weeks, with some emergencies and others ordinary.

Mrs. Cozza explained there are two large projects directly and indirectly related to PFOA’s, in the capital budget. Mr. Clark said that 2024 shows the \$1.6 million interconnection of Fieldstone and Cold Spring Water Systems, with the Fieldstone wells being abandoned. He added that this is a two year contract. Mr. Clark noted there is over 2500 feet of pipe required and he does not know the lead time for that delivery. Mr. Clark said a new building will be required for PFOA treatment.

Mrs. Cozza said \$1.85 million is budgeted in 2026-2030 for well CS4 PFOA treatment. Mr. Clark said the building will need to be 25'x40' to accommodate the PFOA removal system. Mrs. Cozza said the lot size was planned to accommodate the new building.

Mr. Calderaio asked if there was one type of filtration system that would handle both contaminants, and Mr. Clark replied no, that a different type of carbon is required for arsenic and PFOA's.

Mrs. Cozza said with the large increase in the water budget for the next few years, perhaps some of the AARPA monies would be well used to help fund the improvements, in addition to rate increases. Mrs. Pistory said in 2022 water and wastewater rates were raised by 6%. Mrs. Cozza noted that the Cost of Living Average proposed for 2023 is 9%, and the fee schedule provides for an increase of COLA plus 2% annually. The Board agreed that would be too large of an increase. Mrs. Cozza suggested that due to the large projects necessary, have a 6% increase for water, and 6% for wastewater. Mrs. Pistory agreed to study the numbers.

Budget – Building and Codes Department

Mr. Kettler, Director of the Code Enforcement Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2023 budget.

Mr. Kettler said the last couple of years Covid disrupted the permitting patterns, and they are trying to reset the budgeting by matching 2019 numbers in the pattern.

Mr. Kettler said only one new house permit was issued in 2022, however they were busy with inspections for renovations and fences. Mr. Kettler said they expect inspections in 2023 at the Buckingham Friends School and Wawa projects, and possibly building permits for Stonehaven and McKee by the end of 2023.

Mr. Kettler said they are exploring online permit submission software, adding that persons are using the online scheduling software they currently have. Mr. Kettler said the software company proposed charging \$3 per permit, which they would suggest be added to the permit fee. Mrs. Cozza explained the building department budget is based on permits. Mr. Calderaio asked if the township accepted credit card payments, and Mrs. Pistory said only if the resident chooses to use the online water and sewer bill payment.

- Personnel. Mrs. Cozza said they increased comp time for the Zoning Officer from \$500 to \$1000 for his time spent at Zoning Hearing Board meetings. Mr. Kettler noted they consolidate the schedule for Keystone Inspections personnel so that their time is well used; adding they currently have an inspector four days a week, and he is paid hourly.

- Permit Fees. Mrs. Cozza said there were not any permit fee items in the Fee Schedule that appeared to need adjusted for 2023.

- Stormwater. MS4 Report. Mrs. Cozza suggested using some of the ARPA money for smaller stormwater projects, such as processing the MS4 Stormwater report.
 - Zoning Hearing Board. Mrs. Cozza said the Zoning Hearing Board solicitor proposed a cost increase of \$10 per hour in 2023. Mrs. Cozza said the Zoning Hearing Board fees have increased from the \$50,000's in the year 2020 to an estimation of \$73,000 in 2023. Mrs. Cozza said the Board of Supervisor's sets the solicitors pay, but only the Zoning Hearing Board can appoint the solicitor.
- Mrs. Cozza reported there is a FEMA program available for residents impacted by the recent heavy rain storms and associated tree damage.

Budget - 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 2023 budget.

- Open Space and Maintenance Land. Mrs. Pistory noted mowing and fuel increased.
- Snow Removal. Mrs. Cozza said this item is always a guess. Mr. Hinz said the salt comes from Mortan Salt and the salt shed is full. Mrs. Rash asked if they mix the salt with cinders, and Mr. Hinz said no, as the cinders can damage vehicles and also creates additional street sweeping.
- Foreman's Office. Mr. Hinz said this is in the lower level of the maintenance garage and they plan to get a portable air conditioner.
- Parks and Highway. Mrs. Pistory said the 2023 budget includes hiring one additional person to be shared between the Parks and Highway budgets.
- Recreation Services / Programs. Mrs. Cozza said there was no change in the budget, but wanted to discuss the recreation services and programs for 2023. The Board agreed that The Day in The Park was a success at Holicong Park, but would prefer it to be held in June rather than August. The Board also agreed to bringing the kids programs back, along with the holiday party with Santa Claus, and would prefer to hold the programs indoors.
- Parks. Mr. Hinz said he is working on an annual schedule for park maintenance. Mrs. Cozza noted the maintenance cost increased with the addition of Phase 2 at Holicong Park.

Parks – Capitol Fund

- Pavilions. Mrs. Cozza said they have scheduled refurbishing of the George M. Bush and the Holicong Park pavilions to the year 2024.
- Township Wetlands. Mrs. Cozza said the 2023 budget includes sprucing up the township wetland nature area by remulching the path, repairing the gazebo, and asking the Environmental Advisory Commission to assist with the removal of cattails from the basin and improving the meadow plantings along the trail.
- Hansel Park Lights. Mrs. Cozza said the budget includes adding some lights in the parking lot, as there are only pavilion lights and it gets dark during the concerts.

- Home Run Fencing at George M. Bush Park. Mrs. Cozza asked if the Board would like sports leagues using the parks to share expenses of the improvements they request, such as home run fencing. The Board agreed not to share expenses and not to approve installation of the home run fencing as it presents additional maintenance and concern.
- Holicong Park PH1 Basketball Courts / All Inclusive Playground. Mrs. Cozza suggested budgeting \$20,000 in 2024 to redo the original basketball courts, which are used quite frequently. She requested clarification in the proposed location of the all inclusive playground, as if it interfered with the basketball courts, she would not budget money towards their improvement. The Board agreed the basketball courts should be refreshed as planned, as the all inclusive playground would replace the existing tot lot to the left and back of the parking lot.

Highway – Capitol Fund

- Pole Barn at Maintenance Building. Mr. Hinz said the building department requires a firewall (8' of block and then double all the way to the ceiling) to be installed in order for the two bays to be used by the police department. He said there are four bays total. Mr. Hinz said the building must also be sprinklered and secured for police use, plus the installation of a third emergency exit door. Mrs. Cozza proposed moving this \$50,000 budget item to the police department budget.
- Lighting in the Public Works Facility. Mrs. Cozza said they are researching obtaining money from PECO to upgrade the lights to LED's.

Maintenance – Capitol Fund

- Hughes House. Mrs. Cozza said exterior renovation is required. Mr. Hinz explained that experts say the stucco should be removed and built back up, that paint application will continue to peel off. He said the wood on the side also needs replaced.
- Buckingham Township Administrative Building. Mrs. Cozza requested guidance on the future of the administrative building as many decisions of general and upgraded maintenance features are based on that plan. Mrs. Cozza said the township has been earmarking money in the budget for the building improvements.

Mr. Forest said the building is 30 years old, and should be usable for 40-50 years total. Mrs. Rash and Mr. Forest agreed to maintain the existing building as it stands now. Mr. Calderaio suggesting the addition of a new community room, as he feels the community would use it. He suggested it could be built onto the front of the existing building, along with an entry way leading to the Buckingham Room with space for people to congregate. Mr. Calderaio said with the new community room, the police could expand into the Lahaska Room. Mr. Calderaio said with a large community room, the two poll locations could be combined into one large space. He also proposed that the community could rent use of the space.

Mrs. Pistory said if the current building is intended for use, the slate on the front entry needs to be repaired/replaced. Mr. Hinz said the HVAC on both levels needs to be

addressed, and noted the same company/person needs to analyze all of the existing systems for a cohesive plan. Mr. Forest suggested the system needs to be in a room that has the same temperature as the heated/cooled rooms. Mrs. Cozza suggested budgeting the HVAC project in the year 2024. Mrs. Cozza suggested the building insulation also needs to be analyzed as it is inconsistent and missing in places.

Mrs. Cozza said she would meet with Mrs. Pistory and Mr. Hinz to prioritize repairs and improvements to the existing building, as discussed.

- Dump Truck. Mr. Hinz said if they order a new truck now, it may arrive in 2024. He said the requisition was complete for consideration.
- Heated Pot Hole Patching Trailer. Mr. Hinz requested approval to order this item now, for expected delivery in 2024.
- Liquid Fuels. Mrs. Pistory said liquid fuels funds will cover line painting and snow salt based on the 2023 Road Maintenance Plan.

Finance Department

Mrs. Pistory said there were not many changes, with the exception of the annual audit which increased by \$1000.

- BCATO. Mrs. Rash noted BCATO fees will increase from \$200 to \$300 under budget item 460 for the elected auditors. Mrs. Rash noted the auditors have not been attending the BCATO functions and the line item could be eliminated.

Administrative Department

- Five desktop computers. Mrs. Cozza noted the computers are very old in the administrative department, with hers being one of the oldest. She said this was the only real change in the administrative department budget.

Board of Supervisors

- Spotted Lantern Fly Mailing. Mrs. Cozza asked if the Board wanted to send out another spotted lantern fly mailing to each household, and the Board replied, no.
- Township Newsletter. Mrs. Cozza suggested that if the Board would like a newsletter prepared, she could either prepare it in-house or they could have a company prepare it. The Board agreed to produce a 2023 Spring Newsletter, and would decide if it would be done in-house or by the company that does many of the other township's newsletters.
- Technical Devices. Mr. Forest said his device needed to be replaced by an iPad or something similar.
- Computers / monitor. Mrs. Cozza suggested budgeting for a computer in the Buckingham Room attached to a Projector, and a computer in the manager's meeting room with a large screen monitor on the wall.

Transfers

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Mrs. Cozza said based on today’s discussions regarding putting money into a 10-year plan for a new administrative building, she proposed transferring money from the general fund to the capital reserve fund. The amount of money to be transferred from the general fund to the agricultural preservation fund was discussed. Mrs. Cozza said another option is to go for a bond to use either for the building or agricultural preservation. The Board agreed the money should go to the capital reserve fund as it can be moved to the agricultural preservation fund if it is needed.

Township Staff – Holiday Celebrations

Mrs. Cozza asked if the Board would like to have a holiday party for the employees. The Board said yes, and suggested December 8, 2022 at Villaggio, beginning at 4:30pm. The Board also agreed to a holiday luncheon for the employees near Christmas.

5:00 p.m. The Board retired into executive session to discuss personnel matters and land preservation.

6:22 p.m. The Work Session adjourned.

Approved by the Board of Supervisors on the 26th day of October, 2022.

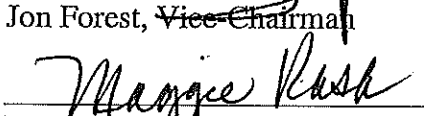
Buckingham Township Board of Supervisors



Paul Calderaio, Chairman

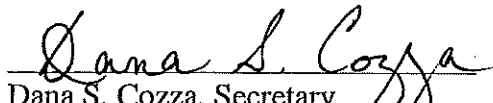


Jon Forest, Vice-Chairman



Maggie Rash, Member

Attest:



Dana S. Cozza, Secretary

Minutes respectfully submitted by Lori Wicen.