

BUCKINGHAM TOWNSHIP

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BUCKINGHAM TOWNSHIP Board of Supervisors Work Session Agenda October 30, 2019 5:00 p.m.

160210

Budget

Manager's Items

Buckingham Township Board of Supervisors
Work Session
Minutes

The work session of the Buckingham Township Board of Supervisors was held October 30, 2019 in the Township Building, 4613 Hughesian Drive, Buckingham, Pennsylvania.

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

The Work Session commenced at 5:00 p.m.

Budget – Police Department

Chief Gallagher and Mrs. Pistory, Director of Finance Department, were present. Mrs. Pistory distributed Police Department fund budget spreadsheets.

Mrs. Pistory noted many of the items are contracted and cannot be adjusted.

Staffing and Associated Expenses

Chief Gallagher explained that there are 3 positions anticipated to be filled in 2020, with 2 officers expected to retire, and 1 position currently open. He said that looking forward there are 2 more officers who will retire in 2022 if they complete the full 3-year DROP program.

Mrs. Cozza said the uniform budget has been increased in anticipation of outfitting the new officers, with a shift of Bullet Proof Vest Replacement from “supplies” to “clothing and uniforms”. Mrs. Pistory said grant money will pay for ½ of the expense of the vests.

Supplies

Chief Gallagher said that the taser supplies amount was increased in order to replace cartridges used in the required training exercises. He said traffic vests are needed for some of the officers who do not have them, as they are required by law.

Special Legal Services

Mrs. Cozza noted that “special legal services” will be reduced from \$80,000 to \$30,000 as the township did not need to go to arbitration in 2019, and the money is not necessary to carry over to 2020.

Subscriptions

Chief Gallagher explained that some necessary subscriptions increased slightly.

Vehicles

Chief Gallagher said the plan to trim down the number of vehicles is working, with a reduction of 4 vehicles over the past 2-year period achieved by trading in 2 older vehicles for 1 new vehicle. He said there are currently 14 “take home” cars in the fleet, and he is proposing purchasing 1 vehicle in 2020 for a total of 19 vehicles. Chief Gallagher said the current plan is that 3 of those vehicles are fleet, with 6 officers sharing those 3 vehicles. He said this provides spare cars if needed, adding redundancy.

MDT’s (Mobile Data Terminals)

Mrs. Cozza explained there are 10 MDT’s necessary to purchase as Windows 7 is no longer supported and the older MDT’s cannot be upgraded to Windows 10. Chief Gallagher said the department uses Panasonic tough books as do most of the other local police departments. Mr. Forest wondered if Bucks County radio room might be interested in purchasing these items in bulk, and Chief Gallagher said he could mention that at the next Police Chief’s meeting.

Surveillance

Mrs. Cozza proposed adding 2 video cameras to the upper parking lot area, especially as many custody exchanges take place there. Chief Gallagher said a total of 16 cameras would fully cover the police administrative office, both inside and outside. Chief Gallagher said the system would support up to 32 cameras if more were wanted in the future. Mrs. Cozza said the township retains the videotapes for the legal period of 2 years.

Weapons

Chief Gallagher explained the departments handguns are currently 9 years old and need to be replaced next year due to extensive use in training exercises. He said there is a deal right now to trade them in for new ones at a discounted price, although it could also wait until next year.

Vehicle Cameras

Chief Gallagher said that he believes vehicle cameras on the 15 patrol cars would be a valuable addition as they provide transparency for the public, may reduce liability for the township and the officers, and provide an opportunity to review the officer’s calls and provide appropriate training as needed. Chief Gallagher said he is proposing vehicle cameras as opposed to body cameras as they will be a useful tool and require less data storage which can be quite expensive. Mrs. Cozza said items to consider are data storage and retrieval, using the cloud or internal server.

Budget – Roads and Facilities

Mr. Nick DeMeno, Roadmaster, and Mrs. Pistory, Director of Finance Department, were present. Mrs. Pistory distributed Roads and Facilities fund budget spreadsheets.

Mr. DeMeno discussed the following items:

- The budget was increased for the new contract with a new company providing sanitation (trash) removal.

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- Keep Buckingham Beautiful budget was increased as 6 to 7 dumpsters are now necessary for the items people bring to discard, as opposed to 4 to 5 dumpsters in previous years. Mr. Forest said the Board may need to discuss this, that perhaps one collection per year instead of two may be a suggestion due to the expense.
- LED light replacements are proposed for the Maintenance Garage.
- Fuel pumps must be upgraded to conform with current standards.
- Street lights – general maintenance of the bases and poles is ongoing.

Mrs. Pistory said the snow removal expense is always an estimate. Mr. DeMeno said the township has contracted workers plus the township staff as in the past.

Mr. DeMeno said salary was increased in order to hire another employee to assist with additional park maintenance created by the expansion of Holicong Park.

Mr. Forest said dead tree removal will continue to increase with the ash borer killing trees.

Mrs. Cozza said the Park and Recreation Commission had submitted a list of suggested items, including a ribbon cutting ceremony to open the new phase of Holicong Park. Mr. Forest suggested moving Buckingham Day to the new facility and celebrate the ribbon cutting ceremony at the same time.

Mr. DeMeno said new phase of Holicong Park increased land maintenance fees and cleaning expenses (bathrooms). Mrs. Cozza said the community water system requirements for Holicong Park are included in the budget, along with the necessary equipment. Mrs. Cozza requested bottled water filling stations be included at both pavilions in Holicong Park.

Mr. DeMeno said he received some prices to clean and top another section of the porous paving at George M. Bush Park, however they were high and he said the project could wait another year.

Mr. DeMeno noted repairs to the stone wall in front of the Hansell Park pavilion are budgeted. He also asked the Board their thoughts on installing parking lot security lighting at Hansell Park. Mr. Forest said the park closes at dusk except for township events, and did not know if the expense was worth it for only 7 times a year. Mr. Forest suggested adding lights to the bathroom, pavilion, and the back of the pavilion pointing outward to be used during the events.

Mrs. Cozza explained money has been budgeted to begin the trail at Little Buckingham Mountain between Upper Mountain Estates and Buckingham Forest, with \$27,000 for engineering purposes. Mr. DeMeno said the township road crew will construct the trail. Mr. Forest said the trail area will need to be monitored regularly for tree issues. Mrs. Cozza suggested grants may be available for future trails.

Capital Expenses

Mrs. Pistory said money is budgeted to update the Ladies restrooms in the administrative office and the men's locker room in the police department to include handicap accessibility.

Mr. DeMeno discussed paving the police parking lot, and also suggested building a second parking lot towards Route 413 for the officers' personal vehicles and the dumpsters, with a connector sidewalk to the original parking lot and building. Mr. Forest suggested they use the existing parking lot that administration uses for their personal vehicles.

Mr. DeMeno said money is budgeted to replace the steps leading down to the police department and Lahaska Room.

Mrs. Cozza explained the existing administration office space could be much better utilized by redesigning the interior office space to eliminate the cubicles and create two offices, also by dividing the building department larger room into two offices. Mrs. Cozza said the new Water and Wastewater Director may have a "landing space" in the administration building, but the main office will be at the Lindquist facility. Mrs. Cozza said the office vacated by the Roads and Facilities Director when he relocates to the maintenance garage may be utilized by a new employee in the administration department.

Mrs. Pistory said that liquid fuels monies could be used for such purposes as battery back-up equipment, trucks and a loader. Mr. DeMeno said the old Case loader and the Ford 350 pick-up truck will be sold at auction.

Mr. DeMeno updated the Board on the status of the pole barn to be built at the maintenance garage, as approved in the 2019 budget, by stating he is currently writing bid specs for the 6-bay building.

Mr. DeMeno shared the list of roads planned to be paved in 2020, including repairing some drainage matters in the Hearthstone development. Mr. DeMeno said the ongoing plan is to pave 4-5 miles of road each year. He said some residents had requested the stone section of New Hope Road be paved, even though the township adds stone and grades the road twice a year.

Mrs. Cozza requested funds for the 30-year old wallpaper to be removed from her office, and the walls painted.

Water and Wastewater Budget

Mrs. Pistory distributed the Water fund budget spreadsheets.

Mrs. Cozza discussed the following Water fund budget items:

- CS4 Arsenic Removal. Mrs. Cozza said this is the largest ongoing project.

- Water Meter Replacement Program. Mrs. Cozza said this program has been ongoing and needs to be completed in 2020. Mrs. Pistory said once the residential portion is completed, the commercial meters need to be replaced.
- Wastewater & Water Operations Center. Mrs. Cozza said this line item needed some adjusting, as more work will be done in 2020 than in 2021. Mrs. Pistory said it will need to be adjusted in both the water and the wastewater budgets as each pays ½ of the total amount.
- SCADA System is a large water budget item.
- Staffing in the water department. Mrs. Cozza suggested combining certain water systems to better coordinate testing and operations, and has budgeted engineering monies for 2020 to begin the process, along with a construction estimate to add to the capital water plan.

Mrs. Cozza discussed the following Wastewater fund budget items, and also reported that many of the ongoing larger wastewater expense items have been completed with the exception of the new facility:

- Wastewater & Water Operations Center. Mrs. Cozza said just as in the water budget, this line item needs to be adjusted, as more work will be done in 2020 than in 2021.
- Replacing large pipes in the older spray fields is ongoing, with money budgeted for the Cold Spring capacity improvement pipe. Mrs. Cozza said the issue is having our roadcrew overscheduled with projects, and Mrs. Rash proposed this construction project take precedence over the trail in 2020. Mrs. Cozza said she could concentrate on engineering of the trail in 2020 with construction scheduled in 2021, so that the road crew could focus on completion of the pipe replacement.

Administrative Department Budget

Mrs. Pistory distributed the Administrative Department budget spreadsheets.

Mrs. Cozza suggested it may be time for the township to produce an updated township map. Mr. Forest and Mrs. Rash agreed, saying the township could publish a spring newsletter and provide the map later in the year.

Mrs. Cozza proposed hiring an administrative employee in a human resource/public relations position.

Mrs. Pistory discussed transfers from the general fund for the stipends, the new phase of Holicong Park, trails and land preservation.

Mrs. Rash requested that Mrs. Cozza research a grant for the master plan preparation of the inclusive playground proposed as Phase 3 of Holicong Park. Mr. Calderaio said in order to raise funds for the park, the master plan will be necessary to show to people.

9:40 p.m. The work session adjourned.

Approved by the Board of Supervisors on the 13th day of November, 2019.

Buckingham Township Board of Supervisors

Jon Forest, Chairman

Maggie Rash, Vice-Chairman

Paul Calderaio, Member

Attest:

Dana S. Cozza, Secretary

Minutes respectfully submitted by Lori Wicen.

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