

# BUCKINGHAM TOWNSHIP

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## BUCKINGHAM TOWNSHIP Board of Supervisors Work Session Agenda October 14, 2020

**NOTE STARTING TIME OF 5:00 P.M.**

### Budget:

- Police
- Water and Wastewater
- Roads and Facilities
- Administration and Finance

Executive Session

**Buckingham Township Board of Supervisors**  
**Work Session**  
**Minutes**

The work session of the Buckingham Township Board of Supervisors was held October 14, 2020 in the Township Building, 4613 Hughesian Drive, Buckingham, Pennsylvania.

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

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

**Budget – Police Department**

Mr. Mike Gallagher, Chief of Police, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2021 budget.

Mr. Gallagher highlighted the following items:

- Personnel: Shift coverage and personnel was discussed, along with the levels of command and how many persons in each level (i.e. Lieutenant, Sergeant, etc.). Interviews are being conducted to hire more officers to replace retiring officers. Mr. Gallagher requested the Board allow him to promote a Sergeant to the Lieutenant's position and to increase the department by one officer, in order to even out the squads and provide balanced structure.
- The department is moving towards accreditation, which will provide a credit on insurance rates as well as show the department is keeping current with standards.
- The budget shows a small increase even though new officers are being hired, others have retired who had larger salaries than the new hires coming in.
- Overtime pay has decreased and calls for service have increased.

Mr. Calderaio questioned the budget increase in "Conferences and Meetings", and Mrs. Pistory explained that category includes supervisory and leadership training. Mr. Calderaio suggested adding the word "Training" to the category.

Mrs. Cozza noted the department needs a new speed trailer, and there will be two cars to be replaced in 2021.

The Board saw no problems with the proposed budget and will consider the promotion and addition of one officer.

### **Budget – Water and Wastewater Department**

Mr. Steve Clark, Director of the Water and Wastewater Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2021 budget.

Mr. Clark highlighted the following items in the Water Department budget:

- A major capitol project in 2021 is the interconnection of the Buckingham Village Water System and the Furlong Water System, which is good planning and will reduce operating and permitting costs for the aging Buckingham Village Water System.
- Arsenic removal for CS4 was budgeted at 1.5 million dollars, which includes engineering and electric and that project is now complete.
- Mr. Clark suggested a rate increase for the users of the water systems at 2% annually, the same as currently exists for the users of the wastewater systems. Mrs. Cozza noted the township has never increased the water rates yet expenses increase each year. Mrs. Cozza suggested the water rates mirror the wastewater fee schedule which has “CPI (Consumer Price Index) plus 2%” increase annually.
- The water meter replacement is almost finished.
- GIS integration with the SCADA system is anticipated in late 2021.

Mr. Clark highlighted the following items in the Wastewater Department budget:

- Replacement of the baffles at the Kaplin and Lindquist sites, as necessitated by PADEP (Pennsylvania Department of Environmental Protection) requirements.
- Cleaning of the reactors at the Wastewater Treatment Plant and replacing the diffusers (this is done every five years).
- Upgrades to the Rachwal and Lojeski sites.
- Introduction of a chemical at the Fieldstone, Kaplan and Rachwal sites to breakdown fats, oils and grease as well as reduce sludge in the lagoons. Mr. Clark stated this will reduce money in dredging costs but will increase the chemical budget line item.
- Addition of 3 muffin monsters for 3 pump stations.

Mrs. Cozza noted an expense in both the water and wastewater budgets is the development of the new Water and Wastewater Operations Center which is currently in process. Mrs. Pistory added that a financing option of either notes or loans for the new center is still under discussion.

### **Budget – Roads and Facilities Department**

Mr. Nick DeMeno, Director of the Roads and Facilities Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the projected 2021 budget.

Mrs. Cozza said with Mr. DeMeno’s pending retirement, a replacement will be hired, and once that is completed another employee will be hired to help with park maintenance. Mrs. Pistory said the new employee’s salary is shared between the parks and highway budgets.

### Building Maintenance

Mrs. Cozza said the capital budget includes a new generator for the township building.

Mr. DeMeno said car charging stations may be added this year, and Mrs. Pistory said she is expecting to get reimbursement grants for the expense. Mrs. Cozza said people who use the stations will pay for the use.

Mrs. Cozza noted the addition of landscaping at the township building, which needs to be moved from the parks budget to the building maintenance line item.

Mrs. Cozza said the police department mens locker room needs to be renovated, and is noted in the building maintenance capital improvements budget.

Mrs. Cozza asked if the Board wanted to proceed with the new sound system and projector which were in the 2020 capital budget; bearing in mind the uncertainty of COVID-19 and the use of virtual meetings this year. Mr. Calderaio suggested keeping the money budgeted. Mrs. Rash agreed as it does need to be improved.

Mr. DeMeno said the slate on the patio of the township building is in the budget to fix and seal the flagstone.

Mr. DeMeno explained the budget item to install new equipment on county owned property atop Buckingham Mountain is to assist township employees with better radio coverage by resolving dead spots.

Mr. DeMeno explained the police department had requested additional parking, and he suggested building a separate lot for their personal vehicles, with a loop or walkway to the existing lot. He said a separate lot would provide more parking spaces over enlarging the existing lot, and could also provide an area for the dumpster to be relocated which would increase parking spaces in the existing lot. Mrs. Rash said she was not in favor of paving over the grass and suggested they park their personal vehicles in the large parking lot on the opposite of the township building which has many unused parking spaces.

Mrs. Cozza said the police department had also requested fencing around the parking lot, and she suggested that the funds to be used for the second parking lot could instead be used to fence the lot holding the police vehicles.

### Highway Department

Mrs. Rash asked about the purchase of a bucket truck, and Mr. DeMeno said they pushed it back a year. Mr. DeMeno said this money comes from liquid fuels. Mr. Forest noted liquid fuels was decreased 9% in the budget due to estimates of lower funding from the State.

Mr. DeMeno said the budget includes battery backups for traffic signals.

### Parks

Mrs. Cozza said Holicong Park will be completed in 2021, and the budget has been increased for maintenance, including the addition of an employee. Mr. DeMeno noted it takes a person 4 hours, twice a week, just to empty the trash cans at all of the parks.

Mrs. Cozza noted the “trails” budget item, which was added for 2021. She said funding possibilities include the PennDOT Multi-Model Grant or a PECO Green Region grant. She said grant money may be available for up to \$10,000 to cover up to ½ of the project. Mrs. Cozza suggested this may be good to use towards the Deschamps’ property trail, with township staff building the trail. Mr. Forest noted the proposed trail area is very rocky, and said perhaps they could just put markings on the trees for people to follow, and eventually it becomes a trail by people using it.

Mrs. Pistory noted that paving of George M. Bush park is in the Park Fund budget, and Mr. DeMeno said they repaved ½ of the parking lot a few years ago, and need to repave the lower half.

Mr. DeMeno said he has a road maintenance plan laid out to the year 2030.

### Budget – Administration and Finance Departments

Mrs. Cozza asked the Board if they wanted to produce a newsletter in 2021, and the Board agreed to publish just one.

Mrs. Cozza asked the Board if they wanted to mail residents a postcard for Spotted Lantern Fly information in 2021, adding the expense is \$3,500 per mailing and that one mailing is in the budget. The Board agreed to mail one in the spring, and none in the fall, but post information on the township website.

Mrs. Rash reported that the PSATS annual convention will most likely be virtual in 2021.

Mrs. Pistory noted the administration department budget continues to include the addition of a full-time employee, as was planned in the 2020 budget.

Mrs. Pistory added that the budget reflects an increase in attorney’s fees, both township solicitor and zoning hearing board solicitor.

Mrs. Cozza asked Mrs. Rash for a list of the properties that may be preserved in 2021, and suggested the township may need to go out for another bond.

*7:35 p.m. Mr. Calderaio retired from the meeting.*

### Budget Wrap-Up

Mrs. Pistory noted the following items:

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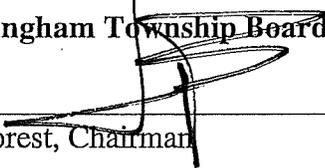
- Expenditures are slightly under revenues, which isn't bad since revenues are down.
- Transfer for fire fund; payment for loyalty appreciation to township firefighters.
- Transfer to park fund for the George M. Bush parking lot paving and the proposed trail construction.
- Capital projects fund for stormwater projects, GIS program and a bucket truck.
- Proposing a transfer of One Million dollars, \$500,000 this year and the next to the capital reserve fund. Setting aside money for administration building improvements (when the Water and Wastewater Operations Center is complete) and trail construction.

7:45 p.m. The Board retired into Executive Session to discuss potential litigation and personnel.

9:15 p.m. The Work Session adjourned.

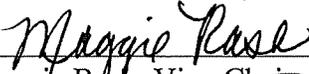
Approved by the Board of Supervisors on the 28<sup>th</sup> day of October, 2020.

**Buckingham Township Board of Supervisors**



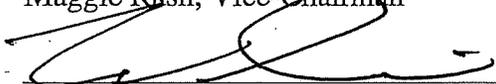

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Jon Forest, Chairman




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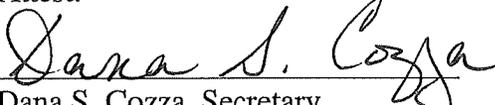
Maggie Rash, Vice-Chairman




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Paul Calderaio, Member

Attest:




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Dana S. Cozza, Secretary

Minutes respectfully submitted by Lori Wicen.

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