

**BUCKINGHAM TOWNSHIP**

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**BUCKINGHAM TOWNSHIP**  
**Board of Supervisors**  
**Work Session Agenda**  
**September 22, 2021**  
**6:00 p.m.**

6:00 p.m. Budget – Building and Codes Department

Manager's Items:  
- Park Opening

Executive Session

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

The work session of the Buckingham Township Board of Supervisors was held September 22, 2021 in the Township Building, 4613 Hughesian Drive, Buckingham, Pennsylvania.

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

*6:00 p.m. The Work Session commenced.*

**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 2022 budget.

Mrs. Pistory highlighted the following Miscellaneous Revenues related items; saying it was all basically the same as in 2021:

- Health Insurance is an estimate as the township has not received the 2022 cost yet.
- Mr. Kettler said the department will need new code books as the state is switching from the 2015 building code to the 2018 building code.
- Mrs. Rash asked about the seasonal incentive pay – Mrs. Pistory said that is holiday pay and is split between two departments.
- Mrs. Pistory pointed out there is \$500 budgeted for the annual ARC/GIS update; Mr. Kettler said that was not renewed because of the impending TRAISR system being developed. Mrs. Pistory said they would clarify this.
- Mrs. Rash asked about “Managing consulting services”, and Mrs. Pistory said that is Keystone Inspections fee for our building inspector.
- Mr. Calderaio asked if the Telephone Services – Monthly Charges was for cellular service, and Mrs. Pistory said no, it’s Building and Codes Departments share of the landline service. Mr. Calderaio asked if billing would continue to be spread out over budgets for the new telephone system, and Mrs. Pistory said “yes”.
- Mr. Calderaio requested township staff research “DocuSign” for digital signatures.
- Zoning Hearing Board Attorney Fees. Mrs. Cozza noted the budget was increased for this item due to more ZHB applications being processed and more hours required; resulting in an increase of advertising and attorney fees. Mr. Calderaio asked what the ZHB Fee is used for; and Mrs. Pistory said advertising, staff time and court reporter; adding that it cannot be used to pay the ZHB attorney.

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- Stormwater Budget. Mrs. Pistory said the only change is the allocation for the TRAIRS monthly fees once it's up and running. Mrs. Cozza said it will be used more for stormwater than other departments, so it is a higher amount under "stormwater". Mr. Forest asked which departments will use the TRAIRS system, and Mrs. Cozza said eventually all of them.
- Permit Numbers. Mr. Kettler said that Fenton's Corner is complete, so it was removed from the budget numbers. He said there have been oddball lots that were not expected in 2021, and teardowns (i.e., McGrath – Stonehaven, who planned to demolish buildings in 2021 and potentially pull building permits by the end of 2022).
- Additions/Alterations. Mr. Kettler said these have been steady, with smaller projects increasing. Commercial/Tenant fit-outs have been busy in Peddler's Village and Buckingham Green. The new commercial WAWA permit is in process. Total Skills project is coming up. The Bio Technology Center received a TCO as they needed to show "substantial completion" for a grant. Some swimming pool permits in 2021 were delayed to 2022 due to material shortages. Zoning permits and patios have been busy.
- Mrs. Cozza said in regards to Land Development, there is normally an issue because the applicant is not issued a Certificate of Occupancy until all Land Development items have been completed, however the township has issued temporary CO's if the final was held up due to a consultant item, such as the lighting at Leaver Cable or outstanding landscaping. She said some funding needs to be added to the Land Development line to cover additional consultant charges. Mrs. Cozza also said in regards to requests for a Waiver of Land Development, she suggested the township receive a larger amount of escrow for the consultant's fees, as there is typically lighting and landscaping to be reviewed.

Mrs. Cozza requested the Board sign the quote this evening which includes most of the furniture for the new Water and Wastewater Operations Center. She noted there is \$40,000 budgeted for furniture and appliances (including a refrigerator).

Mr. Kettler reported on the recent storm (tornado), saying FEMA was providing individual assistance for residents with uninsured losses, and that information was posted on the township website. He said all of the township's damage has been fixed, at least temporarily (i.e., bridges, washouts). Mr. Kettler said the townships emergency services provided just under two dozen water rescues where people drove into deep water. Mrs. Cozza asked Mr. Kettler to provide a list of contacts as the Board requested to commend them for heroic actions. Mr. Kettler also pointed out there has been a 77% reduction in volunteers since 1990 in the local fire companies, adding that residents assume they are paid fire departments from their taxes.

*7:30 p.m. The Work Session adjourned.*

*8:30 p.m. The Work Session resumed.*

### **Park Opening**

Mrs. Cozza confirmed that the grand opening of Holicong Park, Phase 2, is scheduled on October 13<sup>th</sup> at 4:00 p.m., said she has the scissors and ribbon for the event, and asked if the Board would like the event advertised and who they would like invite. The Board agreed it should be advertised, and that it would be good to invite the township engineer, head of sports organizations, scouts, and public officials.

### **Holicong Park, PH2 – Pavilion**

Mrs. Cozza explained that Mr. Hinz, Director of Roads and Facilities, did a great job phasing out completion of the pavilion, with Water and Sewer being Phase 1, Electrical and Plumbing for Phase 2, and the structure as Phase 3. She explained the concrete was poured and the pavilion kit had been purchased before Mr. Hinz was hired, also that Dave Bleam was hired to build the structure, before Covid hit.

Mrs. Cozza said that the Water and Sewer has been more complicated than anticipated, with the requirement of a new well, a grinder pump, UV System required by PADEP for all of the water (even in the bathroom) and installing the water bottle filling station.

### **Request for Driveway – Swamp Road (Briegel)**

Mrs. Cozza said the attorney representing the Briegel's had requested to meet with the Board during their next work session to discuss their request to add a private driveway onto Swamp Road, even though their lot was previously approved as part of a subdivision with a shared driveway. Mrs. Cozza said the Board had discussed this during their previous work session, and decided against allowing the driveway, however the attorney wanted to come and discuss it further. The Board agreed to stick to their decision that due to the location of the property, the additional driveway would be a safety hazard, also that the subdivision was approved with the shared driveway for this very reason.

### **Township Map**

Mrs. Cozza asked if the Board wanted to help review the articles that will be published on the new township map. Mrs. Rash volunteered to assist, and Mr. Calderaio said he wanted to review the roads to be sure that any new ones are included. Mr. Gray said it was two years ago that he provided the company with the map, and it may be outdated.

### **Board of Supervisor's Winter Meeting Schedule**

Mrs. Cozza asked to confirm the December meeting date, and the Board agreed to meet on Tuesday, December 14<sup>th</sup>. Mrs. Cozza said that the meeting will need to be advertised.

Mrs. Cozza reminded the Board that the Annual Reorganization meeting must be held on Monday, January 3, 2022, according to law. She recommended the regular business meeting follow the reorganization meeting, as usual. The Board agreed.

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**Outdoor Dining**

Mrs. Rash said that she received a call from Caleb’s restaurant at Peddler’s Village, requesting approval to continue the outdoor dining area on the Upper York Road side of the property, and to make improvements to make it nicer. However, he has a limit of 70 seats, and a certain number of required parking spaces. Mrs. Rash said that in order to increase the outdoor dining area, he would need to reduce the available parking spaces while the increased seating would actually require that he increase the number of parking spaces. Mr. Gray said the difficulty is that the lot is too small for what Caleb wants to do, according to the zoning ordinance.

Mrs. Cozza said the township had allowed outdoor dining upon request on a temporary basis due to Covid-19, and that timeframe was almost over. The Board discussed extending the relief.

*9:03 p.m. The Board retired into Executive Session to discuss ongoing negotiations concerning the potential purchase of certain Agricultural Conservation easements including the Veit property.*

*10:00 p.m. The Work Session adjourned.*

**Approved by the Board of Supervisors on the 27<sup>th</sup> day of October, 2021.**

**Buckingham Township Board of Supervisors**

\_\_\_\_\_  
Jon Forest, Chairman

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Paul Calderaio, Vice-Chairman

*Maggie Rash*  
\_\_\_\_\_  
Maggie Rash, Member

Attest:

*Dana S. Cozza*  
\_\_\_\_\_  
Dana S. Cozza, Secretary

*Minutes respectfully submitted by Lori Wicen.*