

BUCKINGHAM TOWNSHIP

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BUCKINGHAM TOWNSHIP Board of Supervisors Work Session Agenda August 28, 2019 6:00 p.m.

6:00 p.m. Budget – Code Department

Executive Session

Manager's Items

Buckingham Township Board of Supervisors
Work Session
Minutes

The work session of the Buckingham Township Board of Supervisors was held August 28, 2019 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
	Daniel Gray	Township Engineer
	Craig A. Smith, Esquire	Township Solicitor
Not Present:	John Ives	Bucks County Planning Commission
	Tom Kelso	Township Water/Wastewater Consultant

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

Budget – Code Department

Mr. Kettler, Director of the Code Enforcement Department, was present along with Mrs. Pistory, Director of the Finance Department, to discuss the status of the 2019 budget projections and the projected 2020 budget.

Mr. Kettler highlighted the following permit related items:

- Projections for permit fees / building permits: Mill Creek (Smith Pfeiffer) is complete. Toll Feeny (Fenton's Corner) 15 permits were projected for 2019, and 19 have been issued to date. Single lots are behind the projected amount.
- Alteration/Additions: Projected 55 and are at 58 to date, so bumped the number up for 2020.
- Adjusted the fence permit fee (under Zoning).
- Decks and Patios: Have issued 100 this year. This includes the concrete pad for generators.
- Commercial: Several projects are completing the approval phases and may be in the building stage soon: Wawa, Biotech Center. Penn's Purchase redevelopment may happen in 2020.

Mr. Kettler requested the "Code Enforcement" department name be changed to the "Department of Building Safety".

Computers

Mrs. Cozza said staff has been researching GIS programs, and enjoyed a presentation by McMahan Associates that proposed to integrate Township infrastructure with county files, Google and PennDOT to create a comprehensive system mapping stormwater, street lights, wells, pump stations, etc. that could be used by all of the township departments. Mrs. Cozza said the initial set-up fee is \$25,000-\$30,000, with maintenance

(support and updates) approximately \$1600 monthly. Mrs. Pistory said this item would be moved to “fixed assets” when purchased as it will be used by all departments and it is above the “fixed asset” threshold.

Mrs. Pistory explained that in all of the township departments, many of the computers still have the Windows 7 platform and must be upgraded if they have enough memory so that they will receive the technical service updates. Some of the recently purchased computers can be upgraded for free. Mrs. Cozza said other computers need to be completely replaced and they will be replaced this year or they will be put in the 2020 budget.

Planning Commission and Zoning Hearing Board Fees

Mrs. Pistory said the legal fees are approximated and used depending on how many applications and hearings there are a year and how complicated they are.

MS4 Stormwater

Mrs. Cozza said the Pennsylvania Department of Environmental Protection is requiring the township to have a specific stormwater plan in place due to a neighboring municipality having an impaired waterway. Mrs. Cozza said this is in the planning stages, with any implementation fees to be in the 2021 budget.

Budget – Finance Department

Mrs. Pistory explained there are basically very few changes to the finance department budget for 2020, short of “increases in insurance”, but that is an unknown at this time, so she budgeted a 10% increase. However, Mrs. Pistory said the dental insurance actually decreased in 2019.

Mrs. Pistory said the computers in the finance department have already been upgraded to Windows 10, so no expense there. She said the staffing and her required education programs are status quo.

Budget – Board of Supervisors

Mrs. Pistory said most of the budget was the same as for 2019, except for a couple of items.

Heritage Conservancy

Mr. Forest asked if the easement monitoring contract had been completed. Mrs. Rash said yes, in 2019 they monitored 5 properties for the township, and that as properties are preserved, they should be given top priority for baseline monitoring. Mrs. Cozza said she would prepare the 2020 contract to include monitoring of 5 more properties, including the ones most recently preserved.

Township Newsletter

Mrs. Pistory asked how many newsletters the Board would like to produce in 2020. The Board agreed that one newsletter in the Spring would be useful.

Township Map

Mrs. Cozza said this was not an expense to the township, but wondered if the Board would like an updated Township Map prepared as was done many years ago with advertisers paying for the map itself. The Board was in favor of the idea.

Computers / Projector / Camera

Mrs. Pistory said the projector, camera and software used to broadcast the Board of Supervisor's meetings and for applicants to display their plans under review, all need to be updated. Mrs. Cozza said the projector is 10 years old, and not WIFI enabled to work with the newest computers. Mr. Calderaio suggested a large screen LED TV that could hook up easily to laptops for presentations.

7:00 p.m. The Board retired into Executive Session to discuss potential real estate acquisitions.

7:30 p.m. The work session adjourned.

8:50 p.m. The work session continued.

Meeting Schedule

Mrs. Cozza asked the Board their preference for upcoming meetings, and proposed the September 11 work session and regular business meeting be cancelled and the October 9th work session start at 5pm for budget discussions, with the regular business meeting cancelled. The October 23rd regularly scheduled work session and regular business meeting would proceed, and October 30th would be reserved for a budget work session, if needed. The Board was in favor.

Parking Tickets

Mrs. Cozza said the police department recently ran out of parking tickets, which raised the question regarding updating an ordinance to regulate and enforce "no parking" zones. She also said the parking tickets were \$5, and have been used at the officer's discretion rather than issuing a ticket under the Pennsylvania vehicle code.

Mr. Smith searched the township's ordinances database, and suggested consolidating all of the "no parking" ordinances into one, adding language from the vehicle code restricting parking in certain areas, such as blocking fire hydrants, and giving the township authority to enforce "no parking" on private property. The Board agreed to increase the fine from \$5 to \$25.

Firefighter Stipend Checks

Mrs. Cozza said the Firefighter stipend checks for the year 2018 had been prepared per Resolution 2394, creating a first responder recruitment and retention stipend for active

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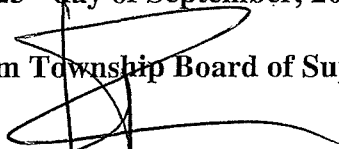
member volunteer first responders. The checks are in the Board’s packet for signature this evening, and would be distributed soon.

10:05 p.m. The Board retired into Executive Session to continue their discussion on potential real estate purchase offers to be made on several potential agricultural conservation easements.

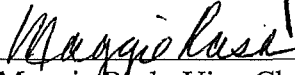
11:45 p.m. The Work Session adjourned.

Approved by the Board of Supervisors on the 25th day of September, 2019.

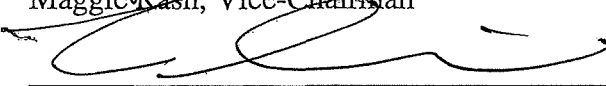
Buckingham Township Board of Supervisors



Jon Forest, Chairman

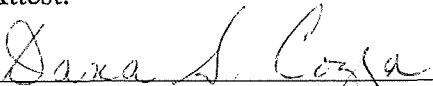


Maggie Rash, Vice-Chairman



Paul Calderaio, Member

Attest:



Dana S. Cozza, Secretary

Minutes respectfully submitted by Lori Wicen.