

BUCKINGHAM TOWNSHIP

P.O. Box 413, Buckingham, Pennsylvania 18912
Phone (215) 794-8834 • Fax (215) 794-8837

Website - www.buckinghampa.org



BUCKINGHAM TOWNSHIP Board of Supervisors Work Session Agenda October 23, 2024 6:00 p.m.

Budget

Manager's Items

Executive Session

Buckingham Township Board of Supervisors
Work Session
Minutes

The work session of the Buckingham Township Board of Supervisors was held October 23, 2024 in the Township Building, 4613 Hughesian Drive, Buckingham, Pennsylvania.

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

The work session began at 6:00 p.m.

Budget – Board of Supervisors

Mrs. Pistory, Director of the Finance Department, was present along with Mrs. Cozza.

The following items were noted:

- Newsletter and Postage was increased to publish and mail two township newsletters in 2025.
- Board of Supervisors Compensation was not increased for 2025, however it is allowed to be increased for a supervisor at the beginning of a new term.

Budget – Administration

The following items were noted:

- Salary/Wages of Staff. Mrs. Cozza explained this item was increased to add another employee to the administration department. She said Mary Jane Atkinson is allocated to maintenance and parks and recreation, not to administration. Mrs. Cozza said the plan was to hire a receptionist and an administrative assistant who would assist with the processing of right-to-know requests and citizen concerns.
- Mrs. Cozza said that she and Brittany Clark (special projects coordinator) had been researching websites, and one includes modules for citizen concerns and right-to-know portals. She said the company handles the Bucks County and New Hope Borough websites currently. Mrs. Cozza said the cost would be \$38,000 for the first year, then \$24,000 annually thereafter, plus \$11,000 for the right-to-know software. Mrs. Cozza said the website would also create an Intranet, an internal website for employees.

Mrs. Cozza said the right-to-know portal could be purchased independently but would cost \$6,000 more. She said it would help staff in processing the requests and reduce time spent as there is a redaction tool.

Mrs. Pistory noted the current annual website maintenance fee is increasing to \$3,600 in 2025.

Mrs. Cozza suggested they continue researching throughout the year but add the right-to-know software in the 2025 budget in case it is selected.

Budget – Finance

Mrs. Pistory noted there wasn't much change in the finance budget, and added that the new part-time employee was working out very well.

Budget – Capital Improvements Projects

Mrs. Cozza noted the following items were added to the proposed 2025 budget:

- The new website and right-to-know software is in the proposed budget at \$38,000.
- Upgrades recommended by HPT to replace a server and upgrade the memory.
- Renovations to the Buckingham Room, including new projector, sound system and camera. Mrs. Rash said she had a person submit a recommendation that the microphones are fine, just the speakers in the ceiling need to be moved. Mrs. Cozza said replacing the ceiling tiles is a carryover in the budget from last year, so the timing would work well to move the speakers.
- Replace 3rd floor HVAC unit.
- Installing a security fence around the police department parking lot had been postponed; Mr. Forest noted it may be requested again when the department is recertified.
- A new F250 pick up truck was added for use by the Fire Marshal.
- Traffic Signal Upgrade with Doylestown Township for Swamp Road Traffic Signal Upgrades.

Mrs. Cozza said the Highway department had requested a F250 pick up truck and a dump truck, but that the dump truck request had been removed from the budget as the department received a new dump truck in 2024. She reported that money was needed for road maintenance as the liquid fuels fund has been reduced, which Mr. Forest noted may be due to the increase in electric cars which do not pay the fuels tax.

Budget – Police Department Recap

Mrs. Cozza confirmed the following items as Chief Scirrotto had prioritized them:

- Purchasing the body cameras, tasers and AXON package budgeted at \$100,000 per year.
- Uniforms. After some discussion, Mrs. Cozza confirmed keeping the outer vest carriers in the budget, but eliminating the addition of all new casual pants and

shirts unless a new employee needs to be outfitted as so many new officers were completely outfitted in the past year.

- Firearms. Mrs. Cozza reported the department purchased all new firearms in 2021. After some discussion, it was decided that the Township could wait until next year to purchase new firearms (Mrs. Pistry noted they had cost \$25,000). Mr. Forest suggested staff research possible grants for the firearms.

Budget – General Recap

- Agricultural Preservation. Mrs. Cozza said there are three properties currently under discussion and included in the budget.
- Fire Companies. Mrs. Cozza said that as discussed, the millage will be increased to 1.5 with the required resolution to be considered in November. She also noted the \$250,000 to be split between the three fire companies as agreed upon in a previous meeting, and that check will be cut in November.
- General Greene Inn. The Board was not opposed to staff researching options to purchase and improve the building including obtaining federal funding.
- Water Service Rate Increase. Mrs. Cozza discussed that due to federal requirements to treat PFOA, rates must be increased to cover expenses.
- Salaries. Mrs. Cozza said adjustments were needed to keep up with neighboring municipalities, to hire quality candidates, and to make sure employees know they are valued.
- Hours of Operation. Mrs. Cozza said currently township staff works 8-1/2 hours a day, longer than any other municipality in the area. The majority of the Board decided that the Township hours of operation should be changed to 8 hours in keeping with all of the surrounding Townships. Different options were discussed regarding what time the office hours would be open; whether it be 7:30am-3:30pm or 8am-4pm. Mrs. Cozza said she would consult with the frontline staff to determine if there was a preferred time based on when the community and contractors typically contact the Township. The new hours once determined will go into effect in January.
- Fee Schedule revisions. Mrs. Cozza said the suggested changes should be available for discussion at a work session prior to the Reorganization meeting.

7:15 p.m. Mr. Smith and Mr. Gray arrived. The Board retired into Executive Session to discuss ongoing Froehlich and Lykon litigation.

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

Approved by the Board of Supervisors on the 13th day of November, 2024.

Buckingham Township Board of Supervisors

Paul Calderaio, Chairman

Maggie Rash, Vice-Chairman

Jon Forest

Attest:

Dana S. Cozza, Township Secretary

Minutes respectfully submitted by Lori Wicen.