

Buckingham Township Board of Supervisors
Work Session
Minutes

The work session of the Buckingham Township Board of Supervisors was held February 25, 2026 in the Township Building, 4613 Hughesian Drive, Buckingham, Pennsylvania.

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

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

Audio/Visual Presentations

Mrs. Cozza said that Brittany Clark, Special Projects Manager, had received three quotes for an audio/visual system for use during township meetings, and a fourth quote was in the process of being prepared. She said the three quotes would be discussed this evening.

Applied Video Technology. Michael Cox said he had been here about three years ago about this same topic and was back again.

Mr. Cox explained that his proposal includes production with three cameras with flexibility for multiple camera angles instead of just a wide shot of space. He said the existing microphones aren't that bad, but his proposal includes new ones for all seated positions, the desk, and podium. Mr. Cox said the microphones in all of the seated positions would have a "push to talk" operation, and a light on top to tell who is talking. He said they would be permanently installed wireless microphones.

Mr. Cox said there are currently three different speaker systems in the room, with some working and some not. He said his proposal includes replacing the existing 24-30 speakers with 6 speakers, and the sound would be zoned over the dais and the audience.

Mr. Cox explained there would be a wall rack in the existing closet with all of the equipment wired, and a touch panel for room control, with a full digital audio processor to eliminate room feedback and keep the signal clean.

Mr. Cox said there could be a laptop set out for presentations, but the plan would be to have a computer on the rack and run presentations from there with .pdfs loaded before the meeting. He said this computer could also monitor zoom/team meetings and the township could update their Zoom account for webinar capability. Mr. Cox explained the Zoom would reflect to YouTube and could either record in Zoom or to the YouTube account.

Mr. Cox said there would be a monitor set up at the end of the dais with a keyboard and a mouse, and proposed that the township manager could run the meeting from the monitor.

Mr. Cox said the system also has a true production switcher, which allows someone to sit wherever and switch between the three cameras. He said there also is the ability for production orientation, which brings up a lower third graphic with nameplates, bullet points of agenda or whatever you want.

Mr. Cox explained there can be a “produced” meeting or a “simple” meeting. He said the system is very flexible with three cameras and a joystick controller or presets on the camera controller. He said there is the ability to switch cameras or to stay on a wide shot of the dais which is useful if nobody is present to manage the system. He said you can also have a camera in the back of the room recording a wide shot of the room with a premixed audio setting. Mr. Cox said the “simple” meeting is used by many municipalities who want to record their meetings but not have a person run the system.

Mrs. Cozza said that’s not much different than our current set up with a camera hooked up to a laptop that records the meeting and then gets posted to YouTube and linked to the township website the next day. Mr. Bateman said the township camera is blurry on YouTube, and Mrs. Cozza agreed that it’s not a great camera, but that there’s a big step between paying \$85,000 for a system or improving the camera we have for a “simple” meeting.

Mr. Bateman said he has his cell phone streaming to his FaceBook Live, with a microphone on a stand in front of the dais and two additional Bluetooth microphones in the room. He said it’s not the best.

Mr. Bateman explained his goals are to provide a way for residents to view the meeting from home, and also for the Board to be able to log in and participate in the meeting if unable to physically attend the meeting. Mr. Cox said a Zoom meeting would allow you to participate in the meeting, adding that you would have an interactive recorded Zoom and also have the meeting posted on YouTube.

Mr. Cox said his proposals ranged from \$48,000 to \$95,000 depending on the options selected including number of users, cameras, microphones, etc. He said his company installed Doylestown Township and Doylestown Borough’s systems, and also Montgomery County.

Mr. Bateman said the quote included a \$3,000 projector, and asked if we could just use a big TV. Mr. Cox said with the size of the room, you would need a large screen. Mr. Cox added that a larger projector with 6400 lumens and a new screen would make the colors pop.

Mrs. Cozza asked if you could plug into the projector, and Mr. Cox replied that you could use the HDMI connection to show a movie with a laptop or blue ray.

The Lerro Corporation. Mr. David Kellihar and Mr. Randy Sylvester were present to discuss their October quote for audio/visual equipment. Mr. Kellihar said they are a small

business, family owned, costars vendor and provide hardware, integration and support. Mr. Kelliher said they promote an onsite person to assist with production services.

Mr. Sylvester said their systems have the ability to be customized, and their quote was designed around three options: 1) an on-premises operator, 2) an unmanaged meeting or 3) a complete remotely managed meeting run by Foster Digital Media.

Mr. Sylvester explained a production media switcher would operate the three cameras on a split screen, record and stream, Zoom or YouTube. He said the operator would control a wide shot camera, another facing the podium or anywhere else in the audience, with a dedicated computer to bring Zoom callers in. He said they could also add a second system to police a waiting room for who comes in and out of Zoom. Mr. Sylvester said there would be an AV switching control system to control the volume and microphones in the room. He said there also would also be a USB connection for a computer to be attached which would allow you to project to the monitors. Mr. Sylvester said this system would require a staff operator.

Mr. Sylvester proposed new microphones on the dais, 2 microphones in the podium area, new speakers in the ceiling and new ceiling tiles for the best quality audio. He said there would be an assisted listening system to meet ADA requirements.

Mr. Sylvester explained the staff operator would produce the meeting from the equipment rack in the closet, or could also set the camera and leave it.

Mr. David Kelliher said they would do all installation and support, as they have for Lower Makefield. He said Lower Makefield streams their meetings and can launch a Zoom call and record the meeting. He said the next day the technician remotes in, takes the file and posts it on YouTube.

Mr. Kelliher stressed that for the audio quality, it is very important to have an on/off button on the microphones on the dais so whoever isn't talking has their microphone turned off.

Mr. Bateman asked the cost for them to host a meeting, and Mr. Kelliher said each meeting is quoted at \$500.

Mrs. Clark noted this quote did not include a screen, but only monitors. Mr. Sylvester there would be one permanent monitor on the wall, and one on the cart for smaller presentations.

Mr. Kelliher said there would also be a laptop on the dais for other boards to use for recording their meetings. They would log into Zoom, hit record, the camera would feed into that laptop and record the meeting. He said they could also remotely log in if needed to set it up and they would just press record. Mr. Kelliher said Lower Makefield has their meetings managed and records their Board of Supervisor, Planning Commission and Zoning Hearing Board meetings, and the advisory boards record their own meetings.

Mr. Bateman said Mr. Miles Gambosi was present, who helps record the Central Bucks School board meetings, and asked him if he had questions, and to describe how the school board streams their meetings. Mr. Gambosi asked if the Lerro system allowed for

picture in picture when people are presenting, and Mr. Kelliher said yes. Mr. Gambosi explained the school board uses a free video embedder and streams directly to their website, but has no remote participation per the CBSD policy. He said it does allow the board members to participate remotely. Mr. Gambosi said they use voice to text for ADA compliance and for the sunshine law. Mr. Gambosi explained they use a PTZ controller to zoom in on a particular person during the meeting. Mr. Gambosi asked if there would be individual speakers for each supervisor, and Mr. Kelliher said speakers would be at every other seat. Mr. Gambosi said they have 18 mics for 9 members, plus their wireless. Mr. Gambosi said they manage the meeting within the school district and do not use an outside company.

Mr. Bateman asked if the Lerro system has a TV, and Mr. Kelliher said it has two, with one proposed for installation on the inside wall due to the windows in the meeting room. Mr. Sylvester said our meeting room is a difficult one to put a projector in, adding that the TV is a lower cost and one on a cart can provide for additional meetings.

Mr. Sylvester said their system is a managed system, and he could prepare a list of minimum criteria so the various systems could be compared easily.

Owl Labs. Mr. Bateman said he had heard about Owl Labs from another township solicitor. Ms. Clark explained they did not have a representative available, so she would describe the system. Ms. Clark said it is a standalone device, with the quote reflecting two devices. She said the device moves in a 360 motion based on voices and would zoom into the person talking. Ms. Clark said an operator is not involved, there would be one device facing the Board of Supervisors and another facing the audience. She said this is a cost effective and portable system, but appeared to have many drawbacks, including that it picks up the shuffling of paper noise. Ms. Clark said people can remote in, and it can use teams, zoom, and records the meeting. She said there is no operational cost, and would use the existing microphone system. Ms. Clark said it would stream using TEAMS which runs with Outlook 365 that the township already has, and would provide a level of security that ZOOM doesn't have.

Mrs. Rash said she would prefer a camera not zoom in on her face when she talks. She also said the streaming element is the only reason to be having this conversation.

Mrs. Cozza has questions on recording work sessions as they are usually very informal, and wondered how to hear the person in the back of the room, and how to set it up if you do not have an operator. She said in the past other boards and commissions have said no to recording their meetings due to concerns with operating the equipment, so if they were to be recorded another operator night out would be needed.

Mrs. Cozza said the township has been recording the Board of Supervisor's meetings for the last 18 years at a cost of \$2,000 (2 cameras have been used over the years), and then uploading the video to the township website the next day. She said the system has worked and has cost minimal money.

Mrs. Rash said the only element she wants to add it to livestream the meetings like Mr. Bateman does with his cell phone. Mr. Forest said that does not archive the record to the

township website, it's only live. Mrs. Cozza said that's another step, and the stream must be compatible to live on YouTube.

Mr. Bateman said his concern is with folks physically unable to be present due to vacation, illness or disability, and they should be able to participate remotely via Zoom. Mrs. Cozza said there are concerns with managing zoom meetings, and Mr. Bateman said there are ways to police that.

Mr. Gombosi asked if there would be microphones in the public space to pick up audience comments. Mr. Bateman said there would be mics at the podium and the table in front. Ms. Clark said the Haverford system has an adaptive mic in the ceiling, and they would be presenting their quote at a future meeting. Mrs. Rash thought that Mr. Coxe from Applied Video Technology said they had voice activation that would switch the cameras, and Mr. Coxe confirmed that if there were three cameras producing content, a staff member or outside person would be needed. He also said they would never do ceiling microphones in a room like ours because you would hear everything everybody says. Mr. Coxe recommended the Board determine what their policies and procedures would be, and should enforce everyone to come to the microphone. Mrs. Rash said you still cannot force people to put their mouths against the microphone to pick up the sound; people won't do that.

Mrs. Cozza said there is one more quote being prepared, and suggested the board look at other municipalities meetings and the associated fees. Mrs. Clark said she would email the Board a reference list of the municipalities.

Attending Meeting via Zoom

Mrs. Cozza asked Mr. Smith how to include Mr. Bateman in the March Board of Supervisor meetings when he needs to travel for work. Mr. Smith advised that legally it must be in a way that there can be contemporaneous conversations, with people able to talk to him and him able to hear and speak back. It does not necessarily have to have a video component. Mrs. Cozza suggested a zoom meeting with one log in for Mr. Bateman. Everyone agreed that would be fine.

Park and Recreation Commission

Mr. Forest noted the township had received 19 resumes from candidates wanting to join the Park and Recreation Commission. Mrs. Rash explained the candidates should attend a Park and Recreation Commission meeting, then attend the Board's work session to be interviewed, and then the selected candidates will be appointed during a Board of Supervisor's regular business meeting. Mrs. Cozza said the Park and Recreation Commission will meet the third Monday of March, and the candidates will be invited to attend that meeting.

6:30 p.m. The Work Session adjourned.

7:16 p.m. The Work Session resumed.

Board of Supervisor Meeting Times

Mrs. Cozza requested that the Board determine what time they would like the Work Session and Regular Business Meetings scheduled. Mr. Bateman suggested 5:30 p.m. for the work session and 7:00 for the regular business meetings. Mr. Forest and Mrs. Rash were in agreement. Mrs. Cozza said the meeting times will be re-advertised and will begin with the March 25th meetings.

Deer Management Program

Mr. Forest said in speaking with some farmers they are not in favor of having people they do not know hunting on their properties. Mrs. Rash knew farmers who wanted the management program. It was agreed that a variety of farmers would be invited to attend the April work session to discuss the possibilities.

7:35 p.m. The Board retired into Executive Session to discuss personnel, real estate and litigation matters.

8:00 p.m. The Work Session adjourned.

Approved by the Board of Supervisors on the 25th day of March, 2026.

Buckingham Township Board of Supervisors

Maggie Rash, Chairman

Jon Forest, Vice-Chairman

Mike Bateman, Member

Attest:

Dana S. Cozza, Township Secretary

Minutes respectfully submitted by Lori Wicen.