

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

July 1, 2025

The regular meeting of the Hereford Township Board of Supervisors was held in person at the municipal building and via Zoom. Those present were Supervisors John Membrino, Keith Masemore, Karla Dexter, Township Engineer Jennifer McConnell of Technicon Enterprises Inc. II, Secretary Hannah Edwards
Not in attendance: Solicitor Eugene Orlando Jr.

Guests: Irene Donovan, Tom O'Connor, Brett Marks, Matt Lorish.

Zoom:

Mr. Membrino called the meeting to order at 7:30 p.m.

Minutes

Mr. Membrino made a motion and Mr. Masemore seconded approving June 17, 2025, BOS minutes. All were in favor. Motion carried.

Payment of Bills

Mr. Membrino made a motion and Mr. Masemore seconded to approve the payment of the bills. All were in favor. Motion carried.

Personal Appearances

WORK CREW REPORT

Mr. Masemore reported the road crew paved the following roads: Highview Lane, Woodland Dr and Doe Ridge Dr. They also mowed state roads and township roads in the township. They replaced signs and posts on Airport Road, Fetterman Road and Dale Road. They mowed the township park and added the sign to Treichlers Mill Park and, the road crew also attended a PA 1 call safety meeting and took the 2015 Chevy for a state inspection.

- Irene asked if the township could change the wording on the sign that was placed down at Treichlers Mill Park, the estates also agreed to pay for the replacement.

ENGINEER

- Grants / Projects:
 - LSA Treichler's Mill – Reimbursement Status
 - i. Ms. McConnell mentioned the request has been submitted. The contact is out of the office till July 6th, so her goal is to reach verbal contact when they return and get confirmation that all documentation is correct.
 - Camp Mensch Mill – Project Update
 - i. Ms. McConnell mentioned engaged in full structure design, having a pre-application meeting with the conservation district for the 21st of July to talk about permits needed.

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- DCED Act 13 Grant – Grants Submitted: provided reviewer with requested info
 - i. Ms. McConnell mentioned the grant was assigned to a reviewer, he had some questions about the cost breakdown requirements. Once this is complete the application will go into a review process and won't make decisions until the end of the year.
- LSA Grant project ideas – Berks County LSA grant round now open, submissions due 9-30-25
 - i. Ms. McConnell mentioned if anyone has any new ideas or projects that could fall under this category. Mr. Membrino mentioned he couldn't think of anything off top of the list. Mr. Masemore mentioned the updates to the community park behind the building could be an option. It was also noted that the culvert pipe Chris Day wants to replace on Camp Mensch Mill may be a good project.
- Wawa traffic concerns – signage installation update
 - Ms. McConnell mentioned the sign installation is much bigger and more noticeable at the exit towards route 29. Moving forward this line item can come off the agenda.
- Fire Station Refilling Area – driveway paving waiver request (Section 8.I.5)
 - Ms. McConnell mentioned the permit was for off Kriebel road to provide a reliable water pulling source for the trucks. Fire department has asked for a waiver from paving the driveway as well as the permit fee as this is a community benefit.
 - i. Mr. Membrino made a motion to grant the waiver and permit cost for the driveway permit request (Section 8.I.5) to Hereford Fire Company. Mr. Masemore second this motion. All in favor, motion passed.
- Zoning/SALDO/SWM Ordinance amendments – Discussion, Review & Adoption Process
 - Ms. McConnell mentioned discussion is still taking place, there is a meeting scheduled for end of the week. She mentioned a revised draft of the SALDO recreational facility requirements was distributed showing combined playground types and hard court types to provide more reasonable facility requirements as well as additional language to allow flexibility in facility types, location and private/public options. She asked the Board for feedback once they have reviewed the changes.
- Building Inspector / Zoning Report & Complaint Update
 - 2954 Seisholtzville Rd
 - i. Mr. Orlando was working on the Lein, and Mr. Membrino mentioned

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the decision was to fold this report and suffer the loss. Mr. Membrino mentioned this can be taken off the future agendas.

- 3187 Seisholtzville Rd – NOV status
 - i. Ms. McConnell mentioned that the citations should be filed within the next week or two
- Bear Foot Lane
 - i. No further complaints received and clean up continues. – Mr. Membrino mentioned this can come off the agenda as well
- 1904 Toll Gate
 - i. Ms. McConnell mentioned there is a plan to correct the ADA parking agreed upon by the surveyor. Her goal is to get this one finalized soon and off the agenda
- Sewage Enforcement Officer Report
 - i. Ms. McConnell – reports are in the packet if anyone has any questions.
- Zoning Hearing Application – Special Exception for Accessory Dwelling Unit and Variances for front setback and floor area – 11 Deer Hill Road (BOS position / Zoning Officer and/or Solicitor attendance)
 - i. Ms. McConnell mentioned they are applying for a special exception approval for an accessory dwelling unit as well as variances for floor area and front yard setback. She is looking to see if the board wants to take a position on this application, if they are requesting attendance of a zoning officer and or solicitor. Mr. Membrino mentioned the zoning officer should go but not the solicitor, which is normal policy.
 1. They are choosing to take no position and leave it up to the zoning hearing board.

SOLICITOR

Act 537 Plan:

Ms. McConnell mentioned that after the special meeting between the BOS and Sanitary Engineer, the draft conveyance designs and capacity needs were sent to the 537 planning group. No feedback has been received yet, but expect to hear some feedback at next week's 537 group meeting.

Draft Ordinance Supervisor Compensation – Review/Comments and set public hearing date

Ms. McConnell mentioned the ordinance draft was sent to the board for review. Mr. Orlando mentioned if you didn't have any changes or questions he wants to know if the board would give authorization to advertise a public hearing for that ordinance for the August meeting. Mr. Membrino indicated he had one comment regarding the attendance section and felt there should not be "excused/unexcused" absences that force other members to be the "judge of". He suggested language be revised to indicated that

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attendance is counted whether the Supervisor attends in person, via phone or virtually. Other supervisors agreed and Mr. Membrino asked for Solicitor to revise draft for the next meeting on the 15th so the Board could review the final draft and approve the ordinance for advertising.

Secretary Report

Ms. Edwards mentioned projects to be completed:

- a. Working on June reconciliation
- b. Working on 3 old permits
- c. Working on completing US Census for June
- d. Working on sending BC copy of building reports
- e. Working on Penn Dot to get the metal grate down at the estates fixed
- f. Q2 Reporting
- g. Dates for 2026 Meeting

Ms. Edwards mentioned projects that are completed:

- a) All permits in the book for May are picked up
- b) Mailed checks to fire dept
- c) Meter reading complete
- d) Completed driveway permit info for Josh
- e) RTK letter sent
- f) Worked with estate on permit issue
- g) Mailed Penn Dot mowing invoice
- h) Zoning Hearing letter sent to newspaper
- i) Reposted vacancies
- j) Created form for Penn Dot – Animal carcass picks up
- k) Worked with Longswamp on some invoices
- l) Worked with Charlie to get the SLF correct amount – transferred into account
- m) Mailed Young check out

Unfinished Business –

Discussion about purchasing Mack 2026

1. Mr. Masemore mentioned the truck is at Transedge and payment is holding it up from being delivered to Kutz for the body modifications. Mr. Membrino mentioned they are looking for money for just the Chassey now. Mr. Membrino mentioned we need to decide what funds it is being pulled from and there will need to be a resolution created in the next meeting to approve the payment. Transedge is offering \$10,000.00 for a trade in, but cannot have the payout until we receive the truck and it is up and running. Mrs. Dexter mentioned \$10,000.00 is a fair price vs not putting it on Municibid just to, see? Mr. Membrino mentioned putting it on Municibid just to see if they are taking a little more? He said you can mention there is a minimum and take the best responsible bid. Mr. Membrino mentioned getting documents on what accounts we want to pull from and making a resolution for the 15th of July meeting.

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New Business

- Approve H. Edwards to attend PSATS Secretary/Manager Summit for September 8th and September 9th
 - Office will be closed for both days/ Emails and voicemails will be checked
 - Mr. Membrino made a motion to approve H. Edwards to attend the PSATS Secretary/ Manager Summit on September 8th and September 9th up in Lehigh County. Mrs. Dexter second this motion. All in favor, motion passed.
- Discussion – purchasing Borough of Coopersburg 24' JD Bucket
 - Mr. Membrino made a motion to approve the invoice from the Borough of Coopersburg in the purchase of a 24" JD bucket in the amount of \$350.00. Mr. Masemore second this motion. All in favor, motion passed

Miscellaneous Correspondence and additional information –

- Next board meeting will be held on 7-15-25 at 7:30pm
- Next PC meeting will be 7-30-25 at 7pm
- Reminder office will be closed July 4th

PUBLIC COMMENT

1. Mr. Marks wanted to report on the massive amount of rainwater that took place and the new construction up behind his property, he wanted to know if there could be a conversation with the construction coordinator on how to fix the amount of mud and debris that was coming into their yard from the digging on the new sites. Ms. McConnell mentioned she would reach out to the contractor to ensure all E&S controls are in place and being maintained. She was aware of stormwater and septic construction starting on those lots.
2. He also wanted to mention that the drain in front of his house is also clogged from debris.

There being no further business, Mr. Membrino made a motion to adjourn, seconded by Mr. Masemore. All were in favor. Motion carried. The meeting was adjourned at 8:40 p.m.

Respectfully Submitted

—

Hannah Edwards,

Secretary/Treasurer