

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

September 2, 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, Karla Dexter, Township Engineer Jennifer McConnell of Technicon Enterprises Inc. Solicitor Eugene Orlando Jr. II, Secretary Hannah Edwards

Not in attendance:

Guests: Mark Levengood, Cliff Kirchner, Elwood Harper, Irene Donovan, Sue and Jim Ruth

Zoom: Candace Perry and Tom O' Connor

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

- Nomination for vacant Supervisor Position
 - Mr. Membrino made a motion to appoint Albert Ciccarone to fill the unexpired term of Keith Masemore, he will serve in that term until January 3rd, 2028. Mrs. Dexter second this motion. All in favor, motion passed.
 - Mr. Membrino wanted to thank the other interested parties, there are other Township committee and vacancy chair positions open that Mr. Membrino feels the other candidates may suit greatly.
 - The procedure for Mr. Ciccarone to follow will be: needs to take an oath in front of a notary, before the next meeting than after that he can take his seat.

Solicitor

Turn the meeting over to the Solicitor who will conduct a Township reorganization meeting for the following positions due to resignation of Board Member:

- BOS Chairman
- BOS Vice Chairman
- Asst. Treasurer
- Roadmaster
- Member of the Agricultural Security Committee"
- Mr. Membrino noted this item will be tabled until the October 7th board meeting when the new supervisor can be in attendance. Mrs. Dexter also agreed with this.

Minutes

Mr. Membrino made a motion and Mrs. Dexter seconded approving August 19th, 2025, BOS minutes. All were in favor. Motion carried.

Payment of Bills

Mr. Membrino made a motion, and Mrs. Dexter second approves the payment of the bills. All were in favor. Motion carried.

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Personal Appearances

WORK CREW REPORT

Mr. Membrino reported the road crew:

- Paved Greiss Street
- Paved 5 Points Road in Longswamp Township
- Pushed trees off the road from Weaver
- Milled Kennedy Ave
- Patched potholes on Township Road
- Painted Traffic Lines
- Mowed Tollgate and trimmed weeds
- Moved Community Park and trimmed weeds

ENGINEER

- Grants / Projects:
 - LSA Treichler's Mill – Reimbursement Status
 - i. Ms. McConnell mentioned the request has been submitted. She is still waiting on a piece of information from the installer.
 - Camp Mensch Mill – Project Update
 - i. Ms. McConnell mentioned structural design is underway and will be applying for Low Volume Dirt & Gravel Road grant in beginning of year.
 - DCED Act 13 Grant – Grants Submitted for pickleball at Township park; Awaiting grant decisions – likely early 2026.
- LSA Grant project ideas – CMM Culvert
 - i. Ms. McConnell mentioned that she is putting together full cost estimate for the replacement of the existing boiler pipe culvert that carries the stream tributary along / under Camp Mensch Mill Road for the LSA Berks County grant and will likely have resolution for grant application ready for the meeting of September 16th.
 - ii. The statewide LSA grant just opened if the township has any ideas, which also covers equipment. Mr. Membrino the only thing due would be the backhoe which Ms. McConnell will coordinate with Chris Day on costs / specs etc.
- Kreibel Road Bridge – PennDOT Inspection Report
 - i. Ms. McConnell noted that the Township was going to try and put the cost for a third-party evaluation of the deficiencies noted in the PennDOT report (appx \$5000) to determine estimated priority time frames for repairs before items would be critical and any interim measures that should be taken. This would assist the Township in timing of grant applications for the design and repair of these bridge aspects.

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- Zoning/SALDO/SWM Ordinance amendments – Discussion, Review & Adoption Process
 - Ms. McConnell noted Act 537 design team continues to review the draft ordinance changes and finalize sewage development credit numbers.
 - The 537-team met with Ebert Engineering to discuss sewer conveyance line, pump station and treatment facility conceptual designs.
- Building Inspector / Zoning Report & Complaint Update
 - 3187 Seisholtzville Rd – NOV status
 - i. Ms. McConnell mentioned that the citations were filed but she has not heard of a hearing date yet
 - ii. Building/Zoning report is in packet if anyone has questions.
- Sewage Enforcement Officer Report
 - i. Ms. McConnell – reports are in the packet if anyone has any questions.
- Eckert – 7249 Orthaus Partial Security Release in amount of \$26,252.25.
 - i. Mr. Membrino made a motion to approve the Eckert security partial release in the amount of \$26,252.25. Mrs. Dexter second this motion. All in favor, motion passed.
- Brookshire Mt. Vernon Road Pending Dedication
 - i. Ms. McConnell noted that Brookshire development is wrapping up administrative items related to dedication of the roadways to Upper Milford and Hereford Townships. Solicitor is addressing HOA concerns over the standard Stormwater O&M agreement, primarily related to language relating to construction deficiencies.

SOLICITOR

Act 537 Plan:

Mr. Orlando mentioned the sewer engineer has been meeting with the working group, he is proposing a design for the infrastructure, requested additional time to agree on a suggestion if it works with the other team. Mr. Orlando has been drafting the agreement while they are working on the changes due to the request. The next working group meeting will be September 30th.

Supervisor's Compensation Ordinance – Mr. Orlando mentioned this will need to be tabled till the next meeting on October 7th. His suggestion would have the board authorize a reschedule for the hearing and readvertise.

Mr. Membrino made a motion to authorize the secretary and solicitor to work together on readvertising the supervisor's compensation ordinance for the October 7th meeting. Mrs. Dexter second this motion. All in favor, motion passed.

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Secretary Report

Ms. Edwards mentioned projects to be completed:

- Working on August Reconciliation
- Working on 2 old permits
- Working on completing US census
- Working on Penn Dot metal grate issue in the Estates
- Sending BC copies of August Permits
- Newsletter
- Budget Handbook
- Working with Senator office on the lines down on Seisholtzville Road
- Working with Rosemary on the Bond information for Keith Masemore

Ms. Edwards mentioned projects that are completed:

- All permits for July are complete
- Meter reading complete
- Keith resignation letter was mailed out
- 26' MMO preparation
- ESSA deposit slip requested documents for Camp Mensch
- FB post for Fire Department Annual Fund Drive
- Emailed 2026 Meeting Dates to the BOS
- Penn Dot requested document for Township contact update
- Worked for Berks County on the dog license announcement for the township relating to possible scam

Unfinished Business –

- Discussion – Trench grating for the entrance of Hereford Township Building
 - Mr. Membrino mentioned he did some research on the situation. He is not convinced that any work that is complete will solve the issue of the water in his basement. Prior years the issue was “inground pool was getting flooded”, the watershed area in the park all flows into the detention basin, which discharges below that house entrance. The only watershed they are receiving from township is from the swale. The main water is coming from Seisholtzville Road, both sides of the road have inlets which has a cross pipe that discharges into his property. Mr. Membrino mentioned if it is the basement flood, it was never designed to be finished or properly waterproofed. The other issue is the road elevation is higher than the property.

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New Business

Miscellaneous Correspondence and additional information –

1. Next board meeting will be held on September 16th, 2025 at 7:30pm
2. Office will be closed September 8th and 9th
3. Budget meeting will be held after the Sept 16th meeting

PUBLIC COMMENT

- Mrs. Ruth wanted to address the question about how and who decides the position filling of a vacant spot on the BOS. She isn't comfortable with someone being appointed and not being voted by the community. The next municipal election is 2026 but this position spot was too late to get on the ballot. She feels it is unfortunate timing, Mrs. Dexter mentions there was no timing and it was a blindsided decision.

There being no further business, Mr. Membrino made a motion to adjourn, seconded by Mrs. Dexter. All were in favor. Motion carried. The meeting was adjourned at 8:21p.m.

Respectfully Submitted

Hannah Edwards,

Secretary/Treasurer