

# HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 4, 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, and Albert Ciccarone; Township Engineer Jennifer McConnell of Technicon Enterprises Inc.; Solicitor Eugene Orlando Jr.; 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*

Call the meeting to order and open with the pledge to the flag

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

## **Minutes**

Approval of October 21st BOS minutes

Mr. Membrino made a motion to approve the minutes from October 21<sup>st</sup>, Mrs. Dexter second this motion. All in favor, motion passed.

## **Payment of Bills**

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

## **Personal Appearances**

## **Work Crew Report**

Mr. Membrino reported for the road crew:

- Mowed township roads
- Milled Penn St, Croll St, Charles Dr, Smith St
- Paved Penn St, Croll St, Charles Dr, Smith St.
- Removed fallen trees from Grouse Hill, Five Points and Buck Hill
- Painted yellow and white traffic lines

## **Engineer**

- Grants / Projects:
  - Camp Mensch Mill – Design / Grant Status
    - Ms. McConnell mentioned they are close to submitting the GP application – Greenport login is function
    - Will be applying for Low Volume Dirt & Gravel Road grant at the beginning of year.
  - DCED Act 13 Grant – Submitted for Pickleball / Awaiting Award Decision (early 2026?)
  - LSA Berks Grant Application – CMM Culvert
    - Ms. McConnell mentioned grant application was submitted in September. Grant awards will likely be in Fall 2026.
  - LSA Statewide Grant Application – Backhoe
    - She has information from Chris Day and will have the resolution for the grant application for the BOS at their 11/18 meeting and then file the official application immediately after that meeting.

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- Ordinance amendments – Status Update
  - Ms. McConnell mentioned 537 team continues to work on sewage conveyance layout and pump station / treatment plan locations – next meeting is 11/11.
  - Awaiting feedback from team before progressing further on ordinance amendments themselves but amendments are substantially complete.
- Building Inspector / Zoning Report & Complaint Update
  - 3187 Seisholtzville Rd – NOV status
    - Ms. McConnell mentioned that the citations were filed but she has not heard of a hearing date yet – will reach out to court
- Sewage Enforcement Officer Report
  - In your packets if there are any questions
- Brookshire Mt. Vernon Road Pending Dedication – folder will be on Jens desk
  - Awaiting dedication of roadways to Upper Milford before Hereford accepting dedication of their small portion.
  - Executed Stormwater O&M agreement will be recorded by Mr. Orlando's office now that he has exhibits.
- Dandelion Days Conversation
  - Ms. McConnell mentioned that a request for an spring weekend event to be held at Lennilea Farm was submitted. They want to bring back an old tradition of a festival with food trucks, property activities, and music and asked about permits. Mr. Membrino thought this was a wonderful idea for the community and mentioned if she needed any support please reach out to the township.
  - Township advised no permit is necessary but traffic control and safety should be considered by the applicant.
- Lower Macungie Ordinance Conversation
  - Ms. McConnell mentioned the Township received draft ordinance amendments from Lower Macungie since we share a common boundary in the northern corner of the Township. No changes to the Zoning Map or the use/area & bulk regulations for the zoning district that abuts Hereford are proposed. Mr. Membrino mentioned it was best to send acknowledgement to the township just so they are aware we did review and do not have any comments at this time.

### **Solicitor:**

#### ***Act 537 Plan:***

Mr. Orlando mentioned that the sewer engineer and working group are refining proposed sewer design, pump station locations, plant upgrades and timing / cost aspects. Another meeting is expected next week. Mr. Orlando has been drafting the framework for the sewer-related agreement while they are working on the design and ordinance modifications.

#### ***Emergency Management radio agreement:***

Mr. Orlando received an explanation regarding what exactly the request is. He plans on creating a draft agreement for the board to review at a later meeting, he would then like to have the board review the write-up and then work with the fire department on what the next step would be to get this agreement completed.

### **Secretary Report**

Ms. Edwards mentioned projects to be completed:

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- i. Working on October Reconciliation
- ii. Working on 2 old permits –
- iii. Working on completing US Census for October
- iv. Send Berks County copy of building reports
- v. Budget Handbook
- vi. Working on A. Ciccarone bond info with Rosemary
- vii. Working on new audit request – with the lawfirm
- viii. Working on Resolutions for Phone and Social Media Policy
- ix. Working on Resolutions for Millings

Ms. Edwards mentioned projects that are completed:

- i. All permits in the book for September are picked up
- ii. Meter reading complete
- iii. Completed Q3 Reporting
- iv. Fuel Charge – our townships
- v. Mailed H and K paving checks
- vi. Emailed Potty Time about open and close
- vii. Insurance update email
- viii. Brookshire notary items
- ix. Reimbursement for Employee travel
- x. Completed MMO payment left over amount
- xi. Fire Police checks

### **Unfinished Business –**

- Discussion –Employee Handbook
  - Hannah is working with the representative who is handling the new updated employee handbook on getting all changes complete so we can present it to the board for review again

### **New Business**

1. Approve the quote for the new audit firm that will be handling the Hereford Township Yearly Audit - CR and Y Public Accountants in the amount of \$10,500.00 for 2025 audit – document in packets, also approve for it to be posted in newspaper
  - a. Mr. Membrino made a motion to approve CR and Y Public Accountants to complete the 2025 audit for \$10,500.00, he also approved for the publication of the announcement in the newspaper. Mr. Ciccarone second this motion. All in favor, motion passed.
2. Approve Resolution 2025-13 Increase the 2026 tax rate
  - a. Mr. Membrino made a motion to approve Resolution 2025-13 which is that a tax be and the same is hereby levied on all real property within the Township subject to taxation for the fiscal year 2026, as follows:
  - b. Tax rate for general purposes, the sum of..... 1.75 mills
  - c. on each dollar of assessed valuation, or the sum of..... 1.75 cents
  - d. on each one hundred dollars of assessed valuation.Mr. Ciccarone second this motion, All in favor motion passed.

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## **Miscellaneous Correspondence and additional information –**

1. Next board meeting will be held on November 18, 2025 at 7:30pm
2. Budget Meeting Following BOS meeting
3. The office will be closed Nov 26, Nov 27 and Nov 28 for the Holiday

PUBLIC COMMENT. None

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 8:30p.m.

Respectfully Submitted

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Hannah Edwards, Secretary/Treasurer