

## ORGANIZATION AGENDA

January 3, 2023

7 p.m.

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

Turn the meeting over to Mr. Orlando who will state the first order of business is to appoint the Chairman and Secretary of the Organization Meeting. *After the Chairman and recording secretary are appointed, the next order of business is to conduct the organization meeting.*

### **BOARD POSITIONS FOR 2023**

Appoint a Chairman of the Board of Supervisors; presently John Membrino

Appoint a Vice-Chair of the Board of Supervisors; presently Keith Masemore

Appoint a Road Master and authorize the Road Master to spend up to \$5,000 for emergencies between meetings; presently Keith Masemore.

Appoint Assistant Treasurer. Salary to be determined by the Board of Auditors. Presently Keith Masemore.

Appoint a Commercial Driver License Contact Person for the purpose of CDL Drug Testing Notification; presently John Membrino.

### **EMPLOYEE APPOINTMENTS**

Appoint Secretary/Treasurer and set salary and benefits.

Appoint Assistant Secretary/Treasurer and set salary and benefits. Currently Louisa Masemore budgeted as full time at \$18.44 per hour plus pension, life insurance, disability, hospitalization, vision and dental, 10 holidays, 10 vacation days, 1 personal day, 5 sick days.

Appoint Road Superintendent and set wages and benefits. Currently Christopher D. Day budgeted at \$30.30 /hour, plus pension, life insurance, and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 24 vacation days, 1 personal day, 5 sick days, and employer clothing allowance @\$500/year.

Set wages for full time employee Brian Povenski and designate benefits. Budgeted at \$23.44/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and spouse, 10 holidays, 14 vacation days, 1 personal day, 5 sick days and employer clothing allowance @\$500/year.

Set wages for full time employee Richard Kohl and designate benefits. Budgeted at \$20.80/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental, 10 holidays, 5 vacation days, 1 personal day, 1 sick day and employer clothing allowance @\$500/year.

Appoint Part – Time Assistant Treasurer and set salary. (Diane Hollenbach is willing to fill this position)

Appoint Supervisors as part-time employees of the Township at a rate to be determined by the auditors for non-elected services not covered under the 2<sup>nd</sup> Class Township Code.

**PROFESSIONAL APPOINTMENTS**

Adopt Resolution #2023-01 appointing the Solicitor, setting an hourly rate and specifying meetings the Solicitor shall attend. Currently Orlando Law Offices attending the 1st meeting of each month.

Adopt Resolution # 2023-02 appointing the Engineer setting the hourly rate for each service and specify meetings the Engineer shall attend. Currently Technicon Enterprises, II and 1st meeting of each month and Planning Commission meetings.

Appoint Zoning/Enforcement Officer. Currently Technicon Enterprises, II

Appoint Building Inspector. Currently Technicon Enterprises, II.

Appoint Sewage Enforcement Officers. Technicon Enterprises, II - Michael Reinert, Bryan Woerner, Jennifer Van Dyke and Quinn Haller.

Adopt Resolution 2023-03 appointing Barbara Akins, CPA to audit the financial records of Hereford Township for 2022 at a cost not to exceed \$6,800.

**AUTHORIZATIONS**

Designate the Town & Country as the publication for the advertisement of legal notices in 2023.

Establish meeting dates, location, and time for 2023 meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building.

Authorize the Township Secretary to purchase security bonds in the amount of \$600,000 for the Treasurer and Assistant Treasurers.

Designate Essa Bank, Ambler Savings Bank and PLGIT as depositories for all Township funds and Truist Bank for the collected tax funds of the Hereford Township Tax Collector.

Set general travel expense. Motion to use the IRS allowable rate as amended from time to time.

**BOARD AND COMMITTEE APPOINTMENTS**

Appoint Chairman of the Vacancy Board. Michael Lynch wishes to be reappointed.

Appoint representative to the UCC Joint Board of Appeals. Currently Robert Bolen.

Adopt Resolution 2023-04 to appoint to a Zoning Hearing Board member to a three (3) year term expiring 12/31/2025, Steve Cunningham wishes to be reappointed.

Motion to set the rate at \$180 per hour for the Zoning Hearing Board Solicitor Hartman, Valeriano, Magovern & Lutz PC.

Appointment to the Planning Commission with the term expiring 12/31/2026. Curt Kuhn wishes to be reappointed.

Appointment to the Environmental Advisory Council with a term expiring 12/31/2025. Mary Young wishes to be reappointed.

Appointment to the Environmental Advisory Council with a term expiring 12/31/2025. Matt Spangenberg's term has expired and he does not wish to be reappointed.

Appoint Agricultural Security Area Committee. Currently Karla Dexter, Keith Masemore, Glenn Hoffman and Warner Tuttle.

Appoint three people to the Hereford Township Washington Joint Planning Commission. Currently Curt Kuhns, Karla Dexter and Albert Ciccarone.

**OTHER APPOINTMENTS**

Appoint Open Records Officer & Assistant Open Records Officer– Presently Open Records Officer is Louisa Masemore.

Appoint Emergency Management Coordinator (Table)

Appoint voting delegate to the State Convention and alternate voting delegate.

**PUBLIC COMMENT**

**ADJOURNMENT**