

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MINUTES
JANUARY 4, 2021**

Due to the COVID-19 Pandemic the regular meeting of the Hereford Township Board of Supervisors was held via Zoom and in person. Those present were Supervisors John Membrino, Keith Masemore, Karla Dexter, Assistant Secretary Louisa Masemore, Engineer Jennifer McConnell, Solicitor Eugene Orlando. On Zoom attendees: Secretary Norann Warmkessel, Irene Frick from Hereford Estates, Thomas O'Connor from Berks Properties, and Candace Perry, reporter from the Town & Country.

Mr. Membrino called the meeting to order at 7:00 P.M. and opened with the pledge to the Flag.

Mr. Membrino turned the meeting over to Solicitor Eugene Orlando.

Mr. Masemore made a motion and Ms. Dexter seconded to appoint Mr. Membrino as Chairman of the Organizational meeting. All were in favor. Motion carried.

Mr. Membrino made a motion and Ms. Dexter seconded to appoint Louisa Masemore as Secretary of the Organizational meeting. All were in favor. Motion carried.

1. Ms. Dexter made a motion and Mr. Masemore seconded to appoint Mr. Membrino as Chairman of the Board. All were in favor. Motion carried.
2. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Mr. Masemore as Vice Chair of the Board of Supervisors. All were in favor. Motion carried.
3. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Louisa Masemore as fulltime Assistant Secretary/Treasurer at \$17.32 per hour with plus pension, life insurance, disability, medical, vision, and dental for employee, 10 holidays, 5 vacation days, 1 personal day and 3 sick days. Mr. Masemore abstained. Motion carried.
4. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Norann Warmkessel as secretary/treasurer at \$55,352 per year plus life insurance, disability, and pension plan for employee and dental for employee and spouse, 10 holidays, 15 vacation days, 1 personal day, and 5 sick days. All were in favor. Motion carried.
5. Mr. Masemore made a motion and Ms. Dexter seconded to appoint Christopher D. Day as road superintendent at \$28.28/hour plus pension, life insurance and disability for employee and medical, vision and dental insurance for family, 10 holidays, 22 vacation days, 1 personal day, 5 sick days, and employer clothing allowance not to exceed \$500/year. All were in favor. Motion carried.
6. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Brian Povenski as a full-time employee at \$21.38/hour plus pension, life insurance, disability, for employee medical, vision, and dental for employee and spouse, 10 holidays, 12 vacation days, 1 personal day, 5 sick days and employer clothing allowance not to exceed \$500/year. All were in favor. Motion carried.

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MINUTES
JANUARY 4, 2021**

7. Mr. Masemore made a motion and Ms. Dexter seconded to appoint Austin Szilli as a full-time employee at \$20.27/hour plus pension, life insurance, disability, for employee, medical, vision, and dental for employee & child, 10 holidays, 11 vacation days, 1 personal day, 5 sick days and employer clothing allowance not to exceed \$500/year. All were in favor. Motion carried.
8. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Mr. Masemore as Roadmaster. All were in favor. Motion carried. The Board of Auditors will set Mr. Masemore's salary.
9. Mr. Membrino made a motion and Ms. Dexter seconded to appoint all three supervisors as part-time employees of the Township at the rate to be determined by the elected auditors. All were in favor. Motion carried.
10. Ms. Dexter made a motion and Mr. Masemore seconded by to appoint Jackie Watkins as Act 511 Tax Collector at a commission rate of 5% of collections. All were in favor. Motion carried.
11. Mr. Membrino made a motion and Ms. Dexter seconded to set the compensation for the tax collector for the term beginning in 2022 at a commission rate of 5%. All were in favor. Motion carried.
12. Mr. Membrino made a motion and Ms. Dexter seconded to adopt Resolution # 2021-01 appointing Orlando Law Offices as the Township Solicitor to attend the first meeting of each month, at the rate of \$184.00/hour and paralegal work for \$150.00/hour. All were in favor. Motion carried.
13. Mr. Membrino made a motion and Ms. Dexter seconded to adopt Resolution # 2021-02 appointing Technicon Enterprises Inc., II as the Township engineer at a rate of \$70.00 to \$98.25/hour and to attend the first meeting of each month. All were in favor. Motion carried.
14. Mr. Masemore made a motion and Ms. Dexter seconded to appoint Technicon Enterprises Inc., II as zoning/code enforcement officer at \$53.50/hour. All were in favor. Motion carried.
15. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Technicon Enterprises Inc., II as building inspector at \$58.00/hour. All were in favor. Motion carried.
16. Ms. Dexter made a motion and Mr. Masemore seconded to appoint Norann Warmkessel as assistant zoning officer at \$37.50/hour. All were in favor. Motion carried.
17. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Michael Reinert, Jennifer Vandyke, and Quinn Haller from Technicon Enterprises Inc., II as sewage enforcement officers at \$58.50/hour. All were in favor. Motion carried.
18. Mr. Masemore made a motion and Ms. Dexter seconded to appoint Michael Lynch as the chairman of the vacancy board. All were in favor. Motion carried.

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MINUTES
JANUARY 4, 2021**

19. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Timothy White and Harry Waterman as Auditors for a one-year term All were in favor. Motion carried.
20. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Richard Rachor to a three-year term to the Zoning Hearing Board. All were in favor. Motion carried.
21. Ms. Dexter made a motion and Mr. Masemore seconded to appoint Albert Ciccaraone to a four-year term on the Planning Commission. All were in favor. Motion carried.
22. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Robert Bolen to the UCC Joint Board of Appeals. All were in favor. Motion carried.
23. Mr. Membrino made a motion and Ms. Dexter seconded to appoint Karla Dexter, Keith Masemore, Glenn Hoffman, Steven Cunningham, and Warner Tuttle to one-year terms to the agricultural security committee. All were in favor. Motion carried.
24. There are no appointments for the Environmental Advisory Council, however, there are two vacancies.
25. Mr. Masemore made a motion and Ms. Dexter seconded appointing Kathy Berry to a five-year term on the Recreation Committee. All were in favor. Motion carried. A regular and junior Member position are vacant.
26. Ms. Dexter made a motion and Mr. Membrino seconded appointing Louisa Masemore as the Open Records Officer and Norann Warmkessel as Assistant Open Records Officer for 2021. Mr. Masemore abstained. Motion carried.
27. The voting delegate for the State Convention is vacant. No action was taken.
28. Mr. Membrino made a motion and Mr. Masemore seconded to appoint Ray Strickland as Emergency Management Coordinator. The Assistant Emergency Management Coordinator is vacant. All were in favor. Motion carried.
29. Mr. Membrino made a motion and Ms. Dexter seconded to set the Treasurer's and Assistant Treasurer's bonds at \$600,000 each. All were in favor. Motion carried.
30. Mr. Masemore made a motion and Ms. Dexter seconded to continue with ESSA Bank and Ambler Savings Bank as the banks in which Township funds shall be deposited. All were in favor. Motion carried.
31. Mr. Membrino made a motion and Ms. Dexter seconded to set the supervisors' meetings on the first and third Tuesday of each month at 7:30 PM at the Hereford Township Municipal building on Seisholtzville Road and authorizing the secretary to advertise these meetings. All were in favor. Motion carried.

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MINUTES
JANUARY 4, 2021**

32. Ms. Dexter made a motion and Mr. Masemore seconded to set the general travel expense rate at the current IRS allowable rate as amended from time to time. All were in favor. Motion carried.
33. Mr. Masemore made a motion and Ms. Dexter seconded to appoint Mr. Membrino as the commercial driver license contact person and Supervisor. All were in favor. Motion carried.
34. Mr. Membrino made a motion and Ms. Dexter seconded to use the Commonwealth of PA Second Class Township Code Section 1401. (c) which is \$50 for each day's attendance, plus registration fee, mileage for use of personal vehicle plus all other actual expenses that the Board of Supervisors agree in advance to pay. All were in favor. Motion carried.
35. Mr. Membrino made a motion and Ms. Dexter seconded to give the Roadmaster power to spend up to \$5,000.00 between meetings for emergencies. All were in favor. Motion carried.
36. Mr. Membrino made a motion and Ms. Dexter seconded adopting Resolution #2021-03 appointing Barbara Akins CPA to audit the records of Hereford Township for fiscal year 2020, at a cost not to exceed the sum of \$4,710. All were in favor. Motion carried.
37. Public Comment
Mr. Membrino asked if there was any public comment. There was none.

The business of the Organization Meeting being completed, Mr. Membrino made a motion and Mr. Masemore seconded to adjourn the organization meeting at 7:24 P.M. All were in favor. Motion carried.

Respectfully submitted,

Norann L. Warmkessel, Secretary