

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS**  
**MINUTES**  
**February 4, 2020**

The regular meeting of the Hereford Township Board of Supervisors was held at the Municipal Building on Seisholtzville Road on the above date. Those present were Supervisors John Membrino, Keith Masemore, and Karla Dexter, Secretary Norann Warmkessel, Engineer Jennifer McConnell, Solicitor Eugene Orlando, Planning Commission member Elwood Harper, Irene Frick from Hereford Estates, Harlan Snyder and the reporter from the Town & Country.

Mr. Membrino called the meeting to order at 7:30 P.M.

**Minutes**

Mr. Membrino made a motion and Ms. Dexter seconded to approve the minutes of the January 21<sup>st</sup> regular meeting. All were in favor. Motion carried.

**Payment of Bills**

Mr. Membrino made a motion and Mr. Dexter seconded to pay the bills. All were in favor. Motion carried.

**PERSONAL APPEARANCES**

No personal appearances

**WORK CREW REPORT**

The crew is working on equipment and sent pictures of the repainted plows and performing maintenance.

**ENGINEER**

**WAWA TDR's**

The engineer is waiting for the Cunningham surveyor to return the corrected plans to proceed.

**WAWA Right of Way**

A right of way was created during the Turkey Hill Land Development Plan, but the deed of dedication was never completed. The engineer had a phone conversation with the property department of the owner of Turkey Hill and the person she contacted did not seem opposed to the idea of a sidewalk being installed.

Mr. Membrino made a motion and Mr. Masemore seconded to authorize the Solicitor to draft a Deed of Dedication and the Resolution required. All were in favor. Motion carried.

The waiver of the sidewalk issue was tabled until the February 18<sup>th</sup> meeting.

**85 Greenhouse Subdivision**

The Sewage Planning module corrections have been completed. Signatures are needed to forward to DEP.

**Zoning Ordinance changes**

The Solicitor prepared a preliminary draft for the board to review and a discussion was held regarding additional changes that could or should be included. The Planning Commission will review and comment at their February 26<sup>th</sup> meeting and revisions will be on the agenda for the March 3<sup>rd</sup> Board of Supervisors meeting.

**ZONING & ENFORCEMENT OFFICER**

The Bearfoot Lane complaint is being investigated and a Notice of Violation is being prepared.

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS**  
**MINUTES**  
**February 4, 2020**

A “nice” letter was sent to the new owner of 2954 Seisholtzville Road regarding permits required for the changes happening on the property.

**SEWAGE ENFORCEMENT OFFICER**

**SEO Report**

The Board reviewed a copy of the SEO report for January 2020

**BUILDING INSPECTOR**

**Building Inspector’s Report**

The Board reviewed the Building Inspector’s report for January 2020

Mr. Membrino asked if there was anything else for Ms. VanDyke in any of her capacities. There were none.

**SOLICITOR**

**The Neilson Group** - The Solicitor reached out to Attorney Mark Yoder but did not receive a response.

**Act 537 Plan-** The Solicitor contacted Fred Ebert inquiring the status of the plan. It was noted that a second letter

**PA DOT Winter Maintenance contract**

The solicitor has provided the Board with his suggestions regarding it. No action was taken.

Mr. Membrino asked if there was anything else for the Solicitor. There was none.

**Secretary Report**

The Secretary reported that she is working on the Annual reports required as well as the Audit on January 13<sup>th</sup>. A Liquid Fuels audit was also completed on the same day

**UNFINISHED BUSINESS**

**No unfinished business**

**NEW BUSINESS**

**Audit report**

The auditors have completed the audit for 2019 and submitted to DCED. The advertisement will be in the Town & Country Thursday, February 6<sup>th</sup>.

**Louisa Training**

Mr. Membrino made a motion and Ms. Dexter seconded to authorize Louisa Masemore to attend the following training opportunities at a cost of \$280.

February 18<sup>th</sup> QuickBooks Training in Schuylkill Haven  
February 24<sup>th</sup> Municipal Fiscal Management Reading  
March 24<sup>th</sup> Basic Training for Secretaries Lowhill Twp.

Mr. Masemore abstained. Motion carried.

Mr. Membrino questioned the idea of vacating Kahler Rd as the property in question may be coming up for sale soon. The subject will be discussed at the meeting on March 3<sup>rd</sup>.

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS**  
**MINUTES**  
**February 4, 2020**

The request for participation in the Countywide appeals board was received. As was done in the past, the Secretary will return with a decline as Hereford has a Joint Appeals Board with Longswamp Township

**PUBLIC COMMENT**

Mr. Membrino asked if there was any public comment.

There being no further business brought before the Board, Mr. Membrino made a motion and Mr. Masemore seconded to adjourn the meeting at 8:47 P.M. All were in favor. Motion carried.

Respectfully submitted,

\_\_\_\_\_  
Norann L. Warmkessel, Secretary