

## ORGANIZATION AGENDA

January 6, 2025

7:00 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.

### **Chairmen appoint** – John Membrino

1. Mrs Dexter made a motion to appoint J. Membrino as chairman for the Hereford Township BOS. Mr. Membrino second the motion. All in favor, motion passed

### **Secretary appoint** - Hannah Edwards

2. Mr. Membrino made a motion to appoint H. Edwards as secretary for Hereford Township. Mrs. Dexter second the motion. All in favor, motion passed.

## **BOARD POSITIONS FOR 2025**

1. Appoint a Chairman of the Board of Supervisors, presently John Membrino.
  - a. Mrs. Dexter made a motion to appoint J. Membrino as the chairman of the BOS for the year 2025. Mr. Membrino second this motion. All in favor, motion passed.
2. Appoint a Vice-Chair of the Board of Supervisors; presently Keith Masemore
  - a. Mr. Membrino made a motion to appoint K. Masemore as vice chairman of the BOS for the 2025. Mrs. Dexter second this motion. All in favor, motion passed.
3. Appoint a Road Master and authorize the Road Master to spend up to \$5,000 for emergencies between meetings; presently Keith Masemore.
  - a. Mr. Membrino made a motion to appoint K. Masemore as road master and authorize him to spend up to \$5,000.00 for emergencies between meetings. Mrs. Dexter second this motion. All in favor, motion passed.
4. Appoint Assistant Treasurer. Salary to be determined by the Board of Auditors. Presently Keith Masemore.
  - a. Mrs. Dexter made a motion to appoint Keith Masemore as assistant treasurer. Mr. Membrino second the motion. All in favor, motion passed.
5. Appoint a Commercial Driver License Contact Person for the purpose of CDL Drug Testing Notification, presently Hannah Edwards.
  - a. Mr. Membrino made a motion to appoint Hannah Edwards as a commercial driver license contact person for the purpose of CDL drug testing. Mrs. Dexter second this motion. All in favor, motion passed.

## **EMPLOYEE APPOINTMENTS**

1. Appoint Secretary/Treasurer and set salary and benefits. Currently Hannah Edwards budgeted as full-time salary of \$62,732.80 plus pension, life insurance, disability,

hospitalization, vision and dental for employee and family, 10 holidays, 8 vacation days, 1 personal day, 2 sick days.

- a. Mrs. Dexter made a motion to appoint Hannah Edwards as Secretary/Treasurer and set salary and benefits as listed above. Mr. Membrino second this motion. All in favor, motion passed.
2. Appoint Assistant Secretary/Treasurer and set salary and benefits. *Currently Vacant*
    - a. **Hearing none – no motion currently**
  3. Appoint Road Superintendent and set wages and benefits. Currently Christopher D. Day budgeted at \$33.50 /hour, plus pension, life insurance, and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 25 vacation days, 1 personal day, 5 sick days, and employee clothing allowance @\$500/year.
    - a. Mr. Membrino made a motion to appoint Christ Day as Road Superintendent and set wages and benefits listed above. Mrs. Dexter second this motion. All in favor, motion passed.
  4. Set wages for full time employee Brian Povenski and designate benefits. Budgeted at \$25.96/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and spouse, 10 holidays, 15 vacation days, 1 personal day, 5 sick days and employee clothing allowance @\$500/year.
    - a. Mr. Membrino made a motion to appoint Brian Povenski as a fulltime road crew employee with the set wages and designate benefits as listed above. Mrs. Dexter second this motion. All in favor, motion passed.
  5. Set wages for full time employee Thomas Wojton and designate benefits. Budgeted at \$22.88/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 5 vacation days, 1 personal day and employee clothing allowance @\$500/year.
    - a. Mr. Membrino made a motion to appoint Thomas Wojton as a full time road crew employee with the set wages and designate benefits as listed above. Mrs. Dexter second this motion. All in favor, motion passed.
  6. Appoint part –time Assistant Treasurer and set salary.
    - a. **Hearing none – no motion currently**
  7. 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.
    - a. Mr. Membrino appointed the 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. Mrs. Dexter second this motion. All in favor, motion passed.

## **PROFESSIONAL APPOINTMENTS**

1. Adopt Resolution #2025-01 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.
  - a. Mr. Membrino made a motion to adopt resolution #2025-01 for appointing the solicitor for 2025 as Orlando Law office PC, setting an hourly rate at \$210.00 for the solicitor and setting the paralegal rate to \$175.00 also selecting the first meeting of each month to be in attendance. Mrs. Dexter second this motion. All in favor, motion passed.
2. Adopt Resolution # 2025-02 appointing the Engineer setting the hourly rate for each service and specify meetings the Engineer should attend. Currently Technicon Enterprises, II and 1st meeting of each month and Planning Commission meetings.
  - a. Mr. Membrino made a motion to adopt Resolution # 2025-02 appointing the Engineer setting the hourly rate for each service attached in Resolution 2025-04 and 2025-05 and specify in attendance the first meeting of every month. Mr. Masemore second this motion. All in favor, motion passed.
3. Appoint Zoning/Enforcement Officer. Currently Technicon Enterprises, II
  - a. Mr. Masemore appointed Technicon Enterprises as the zoning and enforcement officer for the 2025 year. Mrs. Dexter second this motion. All in favor, motion passed.
4. Appoint Building Inspector. Currently Technicon Enterprises, II.
  - a. Mr. Membrino appointed the building inspector as Technicon Enterprises for the 2025 year. Mr. Masemore second this motion. All in favor, motion passed.
5. Appoint Sewage Enforcement Officers. Technicon Enterprises, II - Michael Reinert (License 03034), Bryan Woerner (License 04146), Jennifer McConnell (License 03888) and Quinn Haller (License 03477) and Jeffrey Young (License 03326).
  - a. Mr. Membrino made a motion to appoint Technicon Enterprises, and the individuals listed above as the 2025 SEO for Hereford Township. Mrs. Dexter second this motion. All in favor, motion passed.
6. Adopt Resolution #2025-03 appointing Barbara Akins, CPA to audit the financial records of Hereford Township for 2024 year at a cost not to exceed \$9,150.00.
  - a. Mr. Membrino made a motion to adopt Resolution #2025-03 appointing Barbara Akins, CPA to audit the financial records of Hereford Township for 2024 year at a cost not to exceed \$9,150.00. Mrs. Dexter second this motion. All in favor, motion passed.

## **AUTHORIZATIONS**

1. Designate the Town & Country as the publication for the advertisement of legal notices in 2025 with an alternate of the Reading Eagle .

- a. Mr. Masemore made a motion to designate the Town & Country as the publication for the advertisement of legal notices in 2025 with an alternate of the Reading Eagle. Mr. Membrino second this motion. All in favor, motion passed.
2. Establish meeting dates, location, and time for 2025 meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building.
  - a. Mr. Membrino made a motion to establish meeting dates, location, and time for 2025 meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building. Mrs. Dexter second this motion. All in favor, motion passed.
3. Authorize the Township Secretary to purchase security bonds in the amount of \$800,000 for the Treasurer and Assistant Treasurers.
  - a. Mr. Membrino made a motion to authorize the Township Secretary to purchase security bonds in the amount of \$800,000 for the Treasurer and Assistant Treasurers. Mr. Masemore second this motion. All in favor, motion passed.
4. 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.
  - a. Mr. Membrino made a motion to 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. Mr. Masemore second this motion. All in favor, motion passed.

## **BOARD AND COMMITTEE APPOINTMENTS**

1. Appoint a representative to the UCC Joint Board of Appeals. Currently Robert Bolen.
  - a. Mr. Membrino made a motion to appoint Mr. Bolen as the representative to the UCC joint board of appeals. Mr. Masemore second this motion. All in favor, motion passed.
2. Motion to set the rate at \$200 per hour for the Zoning Hearing Board Solicitor Hartman, Valeriano, Magovern & Lutz PC.
  - a. Mr. Masemore made a motion to set the rate at \$200 per hour for the Zoning Hearing Board Solicitor Hartman, Valeriano, Magovern & Lutz PC. Mrs. Dexter second this motion. All in favor, motion passed.
3. Appoint Agricultural Security Area Committee for the 2025 year. Currently Karla Dexter, Keith Masemore, Glenn Hoffman and Warner Tuttle.
  - a. Mr. Membrino made a motion to appoint Mrs. Dexter, Mr. Tuttle, Mr. Masemore and Mr. Hoffman as members of the Agricultural Security Area Committee for the year 2025. Mr. Masemore second this motion. All in favor, motion passed.
4. Appoint two people to the Hereford Township Washington Joint Planning Commission. Currently Karla Dexter and Albert Ciccarone.

- a. Mr. Membrino made a motion to appoint Mrs. Dexter and Mr. Ciccarone as the Joint Planning Commission members for Hereford Township for the year 2025. Mr. Masemore second this motion. All in favor, motion passed.
- 5. Re-appoint Albert Ciccarone to the Hereford Township Planning Commission Chairman for the 2025 year.
  - a. Mrs. Dexter made a motion to re-appoint Albert Ciccarone to the Hereford Township Planning Commission Chairman for the 2025 year. Mr. Membrino second this motion. All in favor, motion passed.

**OTHER APPOINTMENTS**

Appoint Open Records Officer & Assistant Open Records Officer– Presently Open Records Officer is Vacant.

- a. Mr. Membrino made a motion to appoint Hannah Edwards as the Open Records officer for the year 2025 and appoint Mr. Membrino as assistant open records officers. Mr. Masemore second this motion. All in favor, motion passed.

Appoint Emergency Management Coordinator (Currently Mr. Leets)

- a. Mr. Membrino made a motion to appoint Mr. Leets as Emergency Management coordinator for the year 2025. Mrs. Dexter second this motion. All in favor, motion passed.

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

- a. **Hearing none – no motion currently**

**PUBLIC COMMENT**

**ADJOURNMENT**

There being no further business, Mr. Membrino made a motion to adjourn, seconded by Mr. Masemore. All were in favor. Motion carried. The meeting was adjourned at 7:22 p.m.

Respectfully Submitted

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Hannah Edwards, Secretary/Treasurer