

# HEREFORD TOWNSHIP BOARD OF SUPERVISORS

February 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, Keith Masemore, Karla Dexter, Township Engineer Jennifer McConnell of Technicon Enterprises Inc. II, Secretary Hannah Edwards and Solicitor Eugene Orlando Jr.

Guests: Irene Donovan, Mark Levensgood and Cliff Kirchner

Zoom: Candace Perry, Tom O'Connor and Patricia Ihlenfeld

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

## **Minutes**

Mr. Membrino made a motion and Mr. Masemore seconded approving the January 21, 2025, BOS minutes. All were in favor. Motion carried.

## **Payment of Bills**

Mr. Membrino made a motion and Mr. Masemore seconded to approve the payment of the bills. All were in favor. Motion carried.

## **Personal Appearances**

## **WORK CREW REPORT**

Mr. Masemore reported that the work crew have removed fallen trees from the roads, plowing and salted roads. The gentlemen also installed spotlights on the 15 Chevy along with changing all fuel tank gauges on the trucks. Mr. Day fixed the hydraulic hoses on the 13 Mack, cut brush with the JD6140 boom mower, chipped up fallen trees along Mulberry Hill Road and mixed salt and anti-skid material for upcoming weather. The road crew cleaned the maintenance building and floor drains.

Mr. Masemore all mentioned the crew removed all the dead ash trees, they are piled in the Tollgate park.

## **ENGINEER**

- *Pending Ordinance Amendments*
  - *Ms. McConnell indicated that she revised the amendments based upon BOS comments and additional design information received. She sent the updated information to Fred to edit his section. Mr. Orlando is also working through his section of the amendment edits. Ms. McConnell has a draft of the sewage treatment development plan over at Fred's office. Mrs. Dexter would like to view the documents in red line format.*
  
- *Grant Opportunities*
  - *Ms. McConnell mentioned the packet passed out to the BOS, the Camp Mensch Mill Road project should have their funding for between 3-4 months after the*

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*application distribution. She also placed a request for an updated cost estimate and full design drawing. Ms. McConnell hopes the whole project will be applied to a grant where the township doesn't have to pay out of pocket for much.*

- *Township Park renovations – applications are due beginning of April, Technicon has a landscape representative that she is working with to get input of size and design. Her goal is to get 6-8 courts and possible update of making one tennis court and 4 pickle ball courts.*
- *LSA grant opens July 1<sup>st</sup>*
- *LSA statewide grant opens September 1<sup>st</sup>*
- *Fire department grant – firehouse subs grant opens in April for saving equipment and public safety organization*
  
- *Wawa traffic concerns – PennDOT*
  - *Ms. McConnell stated there was a site meeting that reviewed and inspected the current road entrance area and saw where updates could be made to reduce left turns into / out of the Route 29 entrance. Wawa could put directional signs outside of Penn Dot domain of signage. She also hasn't heard anything more from Penn Dot relating to their domain of signage of right of way.*
  
- *Camp Mensch Mill Road- Design update*
  - *Ms. McConnell mentioned this line item above.*
  
- *Building inspectors / Zoning reports and complaint updates*
  - *2954 Seisholtzville Road – payments being made to recoup enforcement cost and are up to date.*
    - i. *Ms. McConnell mentioned the next payment was made for the recoup of enforcement cost from the residents.*
  - *3187 Seisholtzville Road – condition of house / yard*
    - i. *Ms. McConnell sent a draft of notice of violation to Gene utilizing the unsafe structure ordinance. Looking for Gene input before the township follows through with the next round of NOV's for that property.*
  - *Deer Hill Road – Vegetation*
    - i. *Ms. McConnell sent a letter to the residents regarding the stakes and small trees, and owners replied work was done; She plans on completing a drive by at the end of the week to see what progress has been made, she plans on making a follow up letter for continual maintenance.*
  - *Bearfoot Lane*
    - i. *Ms. McConnell mentioned Quinn is monitoring the property since the new owners indicated they are working on getting an eviction notice served on the current residents.*
  - *Seisholtzville Road- Vacant Lot across from 3371*

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- i. Ms. McConnell did complete a drive by and noticed the camper had large amounts of trash piled outside. They did receive a violation. Mr. Membrino mentioned the items were cleaned up and very responsive.*
- *10 Five points road – complaint of possible illegal appliance*
  - i. They received a certified letter requesting entrance into the property to check for any illegal structure build relating to the appliance that was installed. Quinn did address the illegal issue questions, and nothing was against Hereford code or permits. This investigation is complete, and a letter will be sent to the complainant addressing the outcome.*
  
- *Sewage Enforcement Officer report*

### **SOLICITOR**

1. Act 537 Plan:

- Ms. McConnell noted that herself, the Solicitor and Sanitary Engineer met last month to develop a full list and discuss timing of the items beyond the 537 plan that must be in place for the submission of the 537 plans to DEP. She will be meeting within the next weeks with the Sanitary Engineer to wrap up ordinance amendments and work on 537 language plan and they are coordinating with the solicitor on agreements and his review of the ordinance amendments. The next working group meeting will be March 13<sup>th</sup>. Mr. Orlando goal is to send over the drafts to the BOS in the next week. The agreement relating to capacity will be the next order of business to get the packet submitted to DEP.

### **Secretary Report**

Ms. Edwards mentioned projects to be completed are January Reconciliation, working on old permits from January, working on January Census, working on 2025 Fire Dept Checks, completing the right to know requests and sending Berk County copy of building reports.

Ms. Edwards mentioned projects that are completed: Completed W2 for 2024, completed the Q4 Reporting, first round of audit was completed, checked PSATS for drug testing, completed COSTAR Road Salt Request Form.

### **Unfinished Business – No report**

### **New Business**

- Request for Hannah Edwards to be off March 14<sup>th</sup> (Friday – office closed)
  - Mr. Membrino made a motion to approve Hannah Edwards to be off March 14, 2025, with the office being closed, Mrs. Dexter second this motion. All in favor motion carried.
- Request to keep the office open Friday March 7<sup>th</sup> from 7am -3pm
  - Mr. Membrino made a motion to approve of having the office open on Friday March 7<sup>th</sup> from 7am - 3pm, Mrs. Dexter second this motion. All in favor motion carried.

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- Request to keep the office open February 21<sup>st</sup> from 7am -3pm
  - o Mr. Membrino made a motion to approve having the office open on Friday February 21<sup>st</sup> from 7am -3pm, Mrs. Dexter second this motion. All in favor motion carried.
- Conversation ordering the new truck
  - o Mr. Masemore brought the conversation up about the purchase of the 2026 Mack Granite 64BR. The cost of the truck would be \$181204.00 and the additions that the township are requesting would cost \$106975.00. Mr. Masemore thinks the truck should be purchased immediately, the replacement would be for the 2005 Sterling, he doesn't believe the sterling is reliable anymore with the amount of money being used to fix the consistent breaking parts. Mr. Day mentioned there wouldn't be any future purchases until 2030. Mrs. Dexter asked about the year of the Sterling and when it was purchased, she also asked how hard it is to get parts. Mr. Masemore mentioned it is very hard to get this truck up to par when needed immediately. Mr. Masemore doesn't believe we should wait for grant money. Mr. Membrino mentioned we need to investigate options of financing, longevity of years of payment and what the interest rates would be. Hannah plans on reaching out to ESSA and see what their cost would be due to using them prior for other large purchases. Mrs. Dexter mentioned the dealership offered \$10,000.00 for the Sterling but Mr. Membrino mentioned Municibid would probably be a better option.
  - o Mr. Orlando mentioned in the next meeting the wording for the line item should state "action to purchase".

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

- Next board meeting will be held on 2-18-25 at 7:30pm
- Next PC meeting will be 2-26-25 at 7pm
- No Parks and Rec on 1-28-25 (Next meeting March 25)
- Reminder the office will be closed Friday February 14<sup>th</sup>
- Reminder Erin Sweed from Perk UP will be presenting at the March 4<sup>th</sup> BOS meeting

### **PUBLIC COMMENT**

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 8:45 p.m.

Respectfully Submitted

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Hannah Edwards, Secretary/Treasurer