

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

June 3, 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 Levengood, 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 May 20, 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 the road crew installed drainpipes and inlets on Sigmund Road and Hill Road. They also milled and paved Highview Lane, installed headlights on the '19 Ram. The crew also mowed township roads, hauled millings and asphalt, and removed fallen trees from state and township roads. The crew addressed sloped banks at Treichlers Mill Park, spread topsoil and grass seed and straw at Treichlers. The crew installed a new garbage can at Treichlers Mill.

ENGINEER

- Grants / Projects:
 - LSA Treichler's Mill – construction update
 - i. Ms. McConnell stopped on her way into the meeting to check over with the park completion. She mentioned children were playing on the equipment and the funding sign would be installed this week. She wanted to thank everyone who was involved in completing this project. Mr. Day mentioned there will be some little cleanup from the rain but overall, it is completely done in their end. Mr. Membrino mentioned having the sign attached to the fence not on a post. Hannah also has the completed invoice in the packet of checks for tonight. Ms. McConnell will be working on the reimbursement through the grant along with sending a letter to Hereford Estates for their donation. Mrs. Dexter also wants to give recognition to Mr. Day and Ms. McConnell for all their work.
 - Camp Mensch Mill – DCNR Grant / Dirt & Gravel – cost estimates
 - i. Ms. McConnell – The grant application for the Senator was signed and

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

June 3, 2025

reached out to the consultant about getting the full design complete. As part of the general permit application, we need to complete wetlands verification. The grantor sent the Township an invoice for execution so they could send the funds over and Township to get the bank account set up. This grant works differently where we get the grant as a whole and must submit invoices and checks paid to the companies. Once the checks are cleared, we are to submit all the invoices through the grant application system. Mr. Membrino can sign the document at the end of the meeting, Hannah is also working on creating an account through ESSA so the funds will have their own designation with no other activity involved through the GF.

- ii. Mr. Membrino made a motion to approve the chairman to sign the economic development and community development initiatives program invoice for \$350,000.00 for the grant application with Camp Mensch Mill Road. Mrs. Dexter second this motion. All in favor, motion passed.

- DCED Act 13 Grant – Pickleball submission / Resolution 2025-09

- i. Ms. McConnell submitted the grant application last Friday to update the Community Park with 3 pickle ball courts. The resolution needs to be approved; it indicates the township designated Mr. Membrino and H. Edwards as officials to execute all documents and is aware of matching contribution.

1. Mr. Membrino made a motion to approve Resolution 2025-09. Approving H. Edwards and the Chairman as the officials to execute all documents and agreements between Hereford Township and the Commonwealth financing authority to facilitate and assist in obtaining the requesting grant. Mrs. Dexter second this motion. All in favor, motion passed.

- LSA Grant project ideas / Park Survey Results

- i. Ms. McConnell – mentioned the BC grant opens in July, Statewide application opens in September. She asked if there were any other projects that the township wanted to investigate this would be a good time to submit them. BOS will consider options / ideas.

- Wawa traffic concerns – signage update

- Ms. McConnell – signage plan depicting additional / larger signage for the Route 29 entrance/exit area was approved by PennDOT. Wawa should install in new future and Wawa did install personal signage on the embankment to show traffic where to enter off route 100.

- Ordinance amendments –

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

June 3, 2025

- Ms. McConnell noted that the draft amendments are being reviewed by the 537 project team. There have been minor clarifications to the ordinance drafts but there are two items that arose that need to be discussed further with the Board.
- First, we are amended the recreational facility requirements in the new draft SALDO to include youth playgrounds in addition to tot lots and multi-use hard surface courts in lieu of just tennis courts. Basketball courts and multi-purpose fields are also proposed. There is a sliding scale in the ordinance based upon dwelling type (single/two-family vs multi-family) and by number of dwelling units in the development. In running various example scenarios, the current draft yields a large number of facilities required which may be more than what is reasonable to serve the development. In most cases these facilities are the responsibility of an HOA and considered “private” but there is the option for the Township to take dedication. Suggestions raised included combining tot lots / youth playgrounds and basketball/multi-use hard courts categories but requiring a mix of facilities to be provided. It was noted that it is important to have “little” and “bigger” kid play areas separate. It was also suggested that a fixed “fee-in-lieu” for various facility types be an option whereas the Township’s parks would be a better location for some of the required recreational facilities than the project area itself.
- Second, the use of accessory garages on rental unit properties (apartments and possibly townhomes) to count as parking spaces was discussed again. Previously the Board supported continuing the current Zoning Ordinance language that allows one space in a two-car garage to be counted as a parking space but not a one-car garage. It was noted that the actual parking demand can vary based upon number of bedrooms in dwelling units, whether units are close to public transportation / walking (like in more urban environments etc). The Zoning Ordinance currently contains provisions to allow “reserve parking” which could also be used to reduce the number of parking spaces to be constructed up front. Board indicated further thought needed to be given on this request.
- Building Inspector / Zoning Report & Complaint Update
 - 2954 Seisholtzville Rd –
 - i. Mr. Orlando is working on liens against the estate.
 - 3187 Seisholtzville Rd – NOV status / next steps
 - i. Citations were created, will be sending them over to Gene for approval.
 - Bear Foot Lane
 - i. Clean-up continues to be monitored under new owner.
 - 1904 Toll Gate
 - i. The hoop structures are done and completed; ADA parking needs

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

June 3, 2025

addressed, the design engineer created a plan to redo the striping which was approved. One final inspection will be completed once all projects are completed.

- Sewage Enforcement Officer Report
 - i. Ms. McConnell – reports are in the packet if anyone has any questions.
 - ii. Ms. McConnell mentioned Quinn is continuing working with a resident on Old Mill Road on a malfunction with their sewage system and said resident is currently pumping their system regularly to abate the malfunction while a permanent solution is sought.
- Extension of Review Time for Kate's Place Subdivision to July 2nd, 2026 – document in packet
 - i. Mr. Membrino made a motion to grant an extension for the Review time of Kates Place Subdivision and land development plan to July 2nd, 2026. Mr. Masemore second this motion. All in favor, motion passed.
- Hereford Bridge Inspection Reports
 - Mrs. McConnell mentioned Mr. Day and her met a couple of weeks back, they went through all the bridges that need attention. There are several items like guide rails, crack sealing, erosion repairs etc., that the road crew can handle. For Camp Mensch Mill Road, after the streambank repairs are done, consideration for repaving of the whole road and installation of the waterproof membrane should be considered at that time. For Kreibel Bridge, there a few structural related items beyond the road crew's knowledge and capacity and Ms. McConnell will seek a proposal for an independent evaluation by a structural engineer to provide guidance to the Township on the urgency of these issues and estimate costs. The next PennDOT inspection will be Fall of 2026 so Chris and Ms. McConnell will continue to work to resolve issues ahead of the next inspection.

SOLICITOR

1. Act 537 Plan:

Mr. Orlando mentioned the working group met last month, the understanding was Fred would schedule a time to come out and speak with the board about what his plan was for the conceptual design for conveyance and connections. Fred has not provided said plan to date but it is prudent that a meeting be scheduled sooner than later. After discussion, a special meeting to discuss the 537 plan was set for Tuesday June 10th at 7pm and Hannah will advertise the meeting and email the board as a reminder.

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

June 3, 2025

Mr. Membrino also mentioned the cable franchise agreement letter was sent out – Mr. Orlando reviewed the document; he emailed his comments through track changes. Mr. Orlando said that the agreement was very clean and simple. He is asking the board to review his changes and see what they think. April 2026 is when the agreement is due, we can add it to an agenda later when Gene is here.

Update the supervisor compensation ordinance – if the board is comfortable, he would like to authorize a public hearing to discuss the update. Mr. Membrino indicated a draft ordinance could be provided for the July 1st meeting and at that time the Board could authorize advertisement for an ordinance hearing at the August 5th meeting.

Secretary Report

Ms. Edwards mentioned projects to be completed:

- Working on May Reconciliation
- Working on 0 old permits
- Working on completing US Census for May
- Working on 2025 Fire Dept checks – second half will be distributed June 17
- Send Berks County copy of building reports
- Working with Penn Dot to get the metal grate down at the estates fixed
- Working with Berks Co EMS and Post Office for address confirmations Sending Final Documents to Cindy for Audit
- Working with Rosemary on Seisholtzville Fire Dept Workmans Comp coverage

Ms. Edwards mentioned projects that are completed:

- All permits in the book for April are picked up
- Bridge Inspection documents through Penn DOT completed
- Completed ARPA 2024 final reports
- Met with Rosemary for insurance update for 2025
- Completed Fire Dept Roster for Insurance Coverage
- Emailed Jen about – Mirror on Road
- Completed Mr. Hickmans (Longswamp) request for example of Resolution

Unfinished Business – No report

New Business

1. Approve H. Edwards to be off August 6th (Wed) through August 8th (Fri)– using vacation time

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

June 3, 2025

- a. Office will be closed – voicemails will be checked daily
- b. Last requested multiple days' vacation for the year
 - i. Mr. Membrino made a motion to accept H. Edwards vacation request for August 6 through August 8th with the office being closed. Mrs. Dexter second this motion. All in favor, motion passed
- c. Ms. McConnell asked for confirmation of Board's position on the concerns raised about intersection of Stein & Seisholtzville Road. It was noted that there is not sufficient ROW to regrade the embankment, which would also be very costly and existing development on the one corner lot impedes modifications as well. Mirrors are not an approved traffic safety measure / sign and due to liability issues the Township will not install them. The Township does not see making Stein Road a one-way street as a realistic option either.

Miscellaneous Correspondence and additional information –

- Next board meeting will be held on 6-17-25 at 7:30pm
- Next PC meeting will be 6-25-25 at 7pm
- Reminder office will be closed June 12 and June 13

Executive Session

- 1. Discuss a real estate matter
 - o Mr. Membrino made a motion to go into an executive session to discuss a real estate matter at 8:38pm, he doesn't expect to take any action when he returns.
 - o Mr. Membrino made a motion to bring the BOS meeting back into session at 8:58pm, at this time the board does not see fit to take any action.

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 8:40 p.m.

Respectfully Submitted

Hannah Edwards,

Secretary/Treasurer