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

Not in attendance:

Guests:. Elwood Harper, Sue Rush, Mark Levengood, Cliff Kirchner

Renea Flexer

*Zoom: Candace Perry, Jim Ruth, Irene Donovan and Tom O’ Connor*

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

Minutes

Mr. Membrino made a motion and Mrs. Dexter seconded approving July 15, 2025, BOS minutes. All were in favor. Motion carried.

Payment of Bills

Mr. Membrino made a motion, and Mrs. Dexter second approves the payment of the bills. All were in favor. Motion carried.

Personal Appearances

WORK CREW REPORT

Mr. Membrino reported the road crew fixed washouts after storms, removed downed trees and debris from roads, milled patches on Grouse Hill Road, paved patches on Grouse Hill Road, replaced alternator on 13 Mack, milled five points road, Milled Greiss St, and trained on new line painter. The crew also mowed Tollgate and trimmed weeds along with Community Park. They are also paving in Topton Borough this year. Also mentioned, Mr. Day went out to Holleyberry Road and assessed the issue at a resident’s house with the drainage pipe. He managed to get the pipe unclogged.

ENGINEER

* Grants / Projects:
  + LSA Treichler’s Mill – Reimbursement Status
    1. Ms. McConnell mentioned the request has been submitted. We did receive the donation from Estates, want to thank them for that contribution
  + Camp Mensch Mill – Project Update
    1. Ms. McConnell mentioned engaged in full structure design, had a pre-application meeting with the conservation district for the 21st of July to talk about permits needed. They also mentioned beyond the program funding options; there may be some other watershed funding opportunities that could suite our needs.
  + DCED Act 13 Grant – Grants Submitted for pickleball at Township park; Application is under review but do not expect decisions before end of year / early 2026.
  + LSA Grant project ideas – CMM Culvert
    1. Ms. McConnell mentioned that she is gathering costs for replacement of the existing boiler pipe culvert that carries the stream tributary along / under Camp Mensch Mill Road. She has the engineering design, permitting and environmental costs and is now working on the associated construction codes to put together the LSA grant. Grant application is due end of September.
  + Kreibel Road Bridge – PennDOT Inspection Report
    1. Ms. McConnell mentioned that a full design plan and permitting for the structural design concerns noted in the last PennDOT inspection report would cost over $60,000 primarily due to the level of hydraulic study needed for a 2-span bridge. For approximately $5000, an independent evaluation can be done of the priority need for these repairs which would assist the Township in timing of grant applications for the design and repair of these bridge aspects. Board will consider this evaluation cost in its 2026 budget discussions.
* Zoning/SALDO/SWM Ordinance amendments – Discussion, Review & Adoption Process
  + Ms. McConnell mentioned that recreational ordinance changes were passed along to the Act 537 design team and the team continues to review the draft ordinance changes and finalize sewage development credit numbers.
* Approve Security Release 1904 Tollgate Road in the amount of $14,317.55 once all township invoices are paid in full.
  + Mr. Membrino made a motion to release 1904 Tollgate Road Security Release in the amount of $14,317.55 once all township invoices are paid in full. Mrs. Dexter second this motion. All in favor, motion passed.
* Building Inspector / Zoning Report & Complaint Update
  + 3187 Seisholtzville Rd – NOV status
    1. Ms. McConnell mentioned that the citations should be filed within the next week or two, Gene is working on the final review of the citations before they are mailed out.
    2. Building/Zoning report is in packet if anyone has questions.
  + Sewage Enforcement Officer Report
    1. Ms. McConnell – reports are in the packet if anyone has any questions.

* Questions for Ms. McConnell
  + A resident mentioned circling back to the Camp Mensch Mill Road project.
    1. He wanted to know when the actual construction of the project will take place. Ms. McConnell mentioned spring of next year, due to time restrictions due to stream classification. The permitting and designs are being worked on now. The DCED grant received is going towards the full structural design permitting process which is currently underway and in early 2026 the Township will apply for the dirt & gravel & low volume road program grant funds through the Conservation District who wanted to do a grant in 2026 since that’s construction would occur (as opposed to 2025). It is probably a 1-2 month construction timeframe and mentioned it is a very expensive project. Mr. Membrino mentioned if it wasn’t for the grant, that road would stay single lane.

SOLICITOR

Act 537 Plan:

Mr. Orlando mentioned there is a working group meeting scheduled for August 19th, he believes the township is at a good point where the draft of the outline agreement is due for discussion. The attorney mentioned changing the land development structure to allow for approval of ses-pond, Mr. Orlando is not inclined to that decision. There has been a suggestion for changing the SALDO development and Mr. Orlando wasn’t inclined to that decision either.

Secretary Report

Ms. Edwards mentioned projects to be completed:

* All permits in the book for June are picked up
* Meter reading complete
* RTK letter sent
* Worked with estate on permit issue
* Reposted vacancies
* Q2 reporting complete
* Keith resignation letter
* ’26 MMO preparation
* ESSA deposit slip for Camp Mensch Mill Account
* Mack check was picked up
* SLF deposit moved for paving

Ms. Edwards mentioned projects that are completed:

* Working on July reconciliation
* Working on 1 old permit
* Working on completing US census
* Send BC copy of building reports
* Working with PennDot on estates mental grate
* Dates for 2026 Meeting
* Budget handbook
* Newsletter

Unfinished Business –

1. Supervisor’s Compensation Ordinance (draft) – provide comments and authorize advertisement for potential adoption on August 5, 2025 meeting
   1. Mr. Membrino mentioned the updated draft looked good and Mrs. Dexter and himself both found it suitable to be published.
   2. Mr. Orlando mentioned does the board wish to entertain a motion authorizing the publication of supervisor’s compensation ordinance by the solicitor?
   3. Mr. Membrino made a motion to authorize Mr. Orlando to publicize the supervisor’s compensation ordinance. Mrs. Dexter second this motion. All in favor, motion passed.
   4. The Date will be September 2nd at 7:30pm

\*\*Discussion about employee handbook review: Mrs. Dexter mentioned everything looked great except the leave of absence section. She mentioned the incomplete sentence. She mentioned it should say absent from work? It was missing absent from where? Mr. Membrino mentioned tabling it until we make the new BOS appointment.

New Business

1. Approve Keith Masemore resignation letter from the Board of Supervisors position
   1. Mr. Membrino made a motion to approve Keith Masemore resignation letter from the board of supervisor’s position. Mrs. Dexter second this motion. All in favor, motion passed.
   2. We have received some letters of interest, Mr. Membrino and Mrs. Dexter have not had the time to discuss the candidates interested. He plans to discuss the candidates and entertain a motion at the next meeting to select someone.
2. Approve permission slip – 5 gal buckets of millings for 140 Old Mill Road
   1. Mr. Membrino made a motion to approve the permission slip of 5gal buckets of millings requested for 140 Old Mill Road. Mrs. Dexter second this motion. All in favor motion passed.

Miscellaneous Correspondence and additional information –

1. Next board meeting will be held on Aug 19, 2025 at 7:30pm
2. Office will be closed August 6th, August 7th and August 8th 
   1. Voicemails and emails will be checked

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 7:58 p.m.

Respectfully Submitted

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Hannah Edwards, Secretary/Treasurer