

# HEREFORD TOWNSHIP BOARD OF SUPERVISORS

August 1, 2023

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 VanDyke of Technicon Enterprises Inc. II, Township Solicitor Eugene Orlando Jr. of Orlando Law Offices, and Secretary Hannah Edwards.

Guests: Albert Ciccarone, Irene from Hereford Estates, and Liz Meier

Zoom: Tom O'Connor, Candace Perry, Patty Ihlenfeld, and Travis Martin

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

## Minutes

Mr. Membrino made a motion and Mr. Masemore seconded to accept the July 11, 2023 minutes. All were in favor. Motion carried.

## Payment of Bills and Approval of the Treasurer's Report

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

Personal Appearances – No Report

## WORK CREW REPORT

Mr. Masemore reported the work crew removed the toilet and cleared the clog in the park bathroom. Mr. Day also installed a 2-way radio in the new loader. The work crew mowed township roads and removed a fallen tree on Grouse Hill Road that was blocking the right lane. They swept the oil and chip stones on Gun Club and Mulberry Hill last week, along with assisting Rockland Township on their pavement project over on Schweitz Road. The barrels have officially been "moved back" on the corner of Huff's Church Road and Dale Road. The road crew cold patched the parking lot at Seisholtzville Fire company. Mr. Day replaced the stop sign at Weaver Road and St. Peters Road. Mr. Day attended ESM training for dirt and gravel roads last month. The road crew continue their mowing efforts in the community parks, along with cleaning the park bathrooms.

## ENGINEER

### *1. Stormwater Operation & Maintenance Agreement for Savory Grille*

The applicant is working on the parking lot expansion and Greenhouse which required a storm water operations and maintenance agreement. Mr. Doyle signed his required fields as owner but the board needs to sign. Upon Board signature, the agreement will be mailed to Eugene Orlando Law Office to be recorded. Mr. Membrino made a motion to authorize the Board of Supervisors to sign the agreement, Ms. Dexter seconded the motion. All in favor. Motion carried.

### *2. Project Review Time Extension – Kate's Place Kutztown Road*

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Single family subdivision, all the homes in the development will be in Washington Township but the access will be on Kutztown Road. Subject to PennDOT review since the entrance will be on a state-owned road. The developer doesn't plan to proceed further for a couple more years. As a result of them formally submitting, they do fall under the MPC timeframe which is 90 days to review or deny the plan after the first planning commission. In conclusion the applicant has asked to be granted an extension until July 2, 2024, if the board accepts.

Mr. Membrino made a motion to grant the waiver to Kutztown A-1LLC in the plans name Kate's Place Kutztown Road Subdivision till July 2, 2024. Mr. Masemore seconded the motion. All in favor, motion passed.

### 3. *Camp Mensch Mill Road Update*

The geo-tech company did make it out to complete the geo-testing to check the bedrock depth. The report was forwarded to the structural engineer, along with a request for the updated cost estimate on what it would cost to provide two or three conceptual ideas, and cost estimate to consider with the hopes of completing a grant application.

### 4. *Spring Hill Road Pipe Project Status*

Ms. VanDyke did reach out to Mr. Marks; his decision was to think about what they wanted to do moving forward regarding the pipe expansion; she asked him to follow up with her before the August 15<sup>th</sup> meeting.

### 5. *Huff's Church / Hunter Forge / Dale Intersection Follow-up*

Miss Vandyke hasn't heard anything from PennDOT, she re-forwarded them via email to see if they had any additional feedback; noting the township is interested in the additional signage along with the stop bar. It has been a month since the letter was sent, Ms. Vandyke stated if there is no response by the end of next week, she will reach out to the state senate to put pressure on PennDOT. The barrels have been moved, thank you Mr. Day and your team for completing that task.

### 6. *LSA Grant*

Emails were sent this past week requesting background information needed from Mr. Day on the mower. Mr. Day did supply a quote for a new mower which is being reviewed. Ms. Edwards and Mr. Day will work hand in hand to get those answers requested by Ms. Vandyke. The board is looking at replacing the playground equipment, the township needs to come up with a priority list on what they want updated or replaced. Mr. Masemore recommended having the Rec Committee send in their thoughts on what they would like to see improved in the park equipment. Ms. Edwards will send documentation to the Rec Committee once Ms. Vandyke updates some of the information requested by Mr. Membrino. The next Rec Committee meeting will be held in September, but Mr. Membrino requested they meet before then to discuss what they want to improve.

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### 7. *Building Inspector / Zoning Report & Complaint Update*

Quinn has been following up on the complaints; building inspector report and zoning report were printed for the boards view. Notices of violation were sent out, in an attempt to get the complaints brought to people's attention.

### 8. Sewage Enforcement Officer Report

SEO report was printed – no questions.

## SOLICITER

### **Act 537 Plan**

The working group discussion was in July. The result of the discussion, Ms. Vandyke was going to receive updated development plans for her review. Fred and Mr. Orlando are going to meet with Ms. Vandyke to discuss those additional plans on Thursday. They will collectively have a group meeting the following Tuesday.

### Secretary Report

Ms. Edwards mentioned the Planning Commission book is still in process, the goal is to have it completed by the end of September. She has been working on re-organizing the township's Facebook page, the goal is to get more interaction and participation with the community via social media. Ms. Edwards has created a Permit Log Binder; the purpose is to have a better check and balance system for the whole process once a permit gets dropped off. It will log the (where, when and completed) stages of each permit. She also attended a webinar on Municipal Guide to Land Development. She will be attending an in-person class this month on Developing Your Township Budget. Mr. Day also requested the loader be posted in the Town and Country, it was published on a two week cycle. Ms. Edwards also provided the total amount of money spent on Camp Mensch Mill Road per Mr. Masemore's request.

### Unfinished Business – No Report

### New Business

Mr. Membrino made a motion, Ms. Dexter seconded to accept Emily Doyle's resignation for the Parks and Recreation Committee member as of September 26, 2023. All in favor, motion carried.

Zoning hearing board application is scheduled for August 30, 2023 at 6:00p.m. During the next board meeting on August 15, 2023. A copy of the application will be provided, the application is for variance for a front yard setback, the application is for Old Mill Road.

### Miscellaneous Correspondence and additional information

The next board meeting will be held on August 15, 2023 at 7:30 p.m. at the Hereford Township Building.

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PUBLIC COMMENT - None

There being no further business, Mr. Membrino made a motion to adjourn, seconded by Mr. Masemore. All were in favor. Motion carried. Meeting adjourned at 8:06 p.m.

Respectfully Submitted

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Hannah Edwards, Secretary/Treasurer