

ORGANIZATION AGENDA

January 5, 2026

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

- Mrs. Dexter made a motion to appoint John Membrino as chairman for the Hereford Township BOS. Mr. Ciccarone second the motion. All in favor motion passed.

Secretary appoint – Hannah Edwards

- Mr. Membrino made a motion to appoint Hannah Edwards as secretary for the Hereford Township BOS. Mrs. Dexter second this motion. All in favor motion passed.

BOARD POSITIONS FOR 2026

1. Appoint a Chairman of the Board of Supervisors, presently John Membrino
 - a. Mrs. Dexter made a motion to appoint John Membrino as the chairman of the BOS for the year of 2026. Mr. Ciccarone second this motion. All in favor, motion passed.
2. Appoint a Vice-Chair of the Board of Supervisors; presently Karla Dexter
 - a. Mr. Membrino made a motion to appoint Karla Dexter as the Vice Chairman for the BOS for the year of 2026. Mr. Ciccarone second that 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 John Membrino.
 - a. Mr. Ciccarone made a motion to appoint John Membrino as the road master and authorize John Membrino 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 Karla Dexter.
 - a. Mr. Membrino made a motion to appoint Karla Dexter as the assistant treasurer, with salary to be determined by the board of auditors. Mr. Ciccarone second this 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. Mrs. Dexter made a motion to appoint Hannah Edwards as the commercial driver license contact person for the purpose of CDL drug testing notification. Mr.

Membrino 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 \$65,869.44 plus pension, life insurance, disability, hospitalization, vision and dental for employee and family, 10 holidays, 9 vacation days, 1 personal day, 2 sick days.
 - a. Mr. Ciccarone made a motion to appoint Hannah Edwards as the Secretary/Treasurer and set the salary and benefits as specified budgeted as full-time salary of \$65,869.44 plus pension, life insurance, disability, hospitalization, vision and dental for employee and family, 10 holidays, 9 vacation days, 1 personal day, 2 sick days. Mrs. Dexter 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 \$35.18 /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 Chris Day as the Road Superintendent and set the wages and benefits as specified budgeted at \$35.18 /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. Mrs. Dexter second this motion. All in favor, motion passed.
4. Set wages for full time employee Brian Povenski and designate benefits. Budgeted at \$27.00/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and spouse, 10 holidays, 16 vacation days, 1 personal day, 5 sick days and employee clothing allowance @\$500/year.
 - a. Mr. Ciccarone made a motion to appoint Brian Povenski as a full time road crew employee and set the wages and benefits as specified Budgeted at \$27.00/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and spouse, 10 holidays, 16 vacation days, 1 personal day, 5 sick days and employee clothing allowance @\$500/year. Mr. Membrino second this motion. All in favor, motion passed.
5. Set wages for full time employee Thomas Wojton and designate benefits. Budgeted at \$23.80/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 6 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 and set the wages and benefits as specified Budgeted at \$23.80/hour

plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 6 vacation days, 1 personal day and employee clothing allowance @\$500/year. Mr. Ciccarone 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 2nd Class Township Code.
 - a. Mr. Membrino made a motion to appoint the BOS as part-time employees of the township at a rate to be determined by the auditors for non-elected services not covered under the 2nd-class township code. Mrs. Dexter second this motion. All in favor, motion passed.

PROFESSIONAL APPOINTMENTS

1. Adopt Resolution #2026-01 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 #2026-01 appointing the Solicitor for 2026 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 # 2026-02 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 #2026-02 appointing Technicon Enterprises as the 2026 engineer setting the hourly rate for each service and specify meetings of attendance for 1st meeting of each month and planning commission meetings. Mrs. Dexter second this motion. All in favor, motion passed.
3. Appoint Zoning/Enforcement Officer. Currently Technicon Enterprises, II
 - a. Mrs. Dexter made a motion to appoint Technicon Enterprises as the Zoning and Enforcement Officer for the 2026 year. Mr. Ciccarone second this motion. All in favor, motion passed.
4. Appoint Building Inspector. Currently Technicon Enterprises, II.
 - a. Mr. Ciccarone made a motion to appoint Technicon Enterprises as the building inspector for Hereford township in 2026. Mr. Membrino second that 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 as the sewage enforcement officer for the 2026 year. Mrs. Dexter second this motion. All in favor, motion carried.
6. Adopt Resolution #2026-03 appointing CR&Y Certified Public Accountants to audit the financial records of Hereford Township for 2025 year at a cost not to exceed \$10,500.00.
 - a. Mr. Ciccarone made a motion to adopt resolution #2026-03 to appoint CR and Y Certified Public Accountants to audit the financial records of Hereford Township for 2025 year with the cost to not exceed \$10,500.00. Mr. Membrino second this motion. All in favor, motion carried.

AUTHORIZATIONS

1. Designate the Town & Country as the publication for the advertisement of legal notices in 2026 with an alternate of the Reading Eagle .
 - a. Mr. Ciccarone made a motion to designate the town and country as the publication for the advertisement of legal notices in 2026 with an alternate of the reading eagle. Mrs. Dexter second that motion. All in favor, motion passed.
2. Establish meeting dates, location, and time for 2026 meetings – 1st and 3rd Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building.
 - a. Mr. Membrino made a motion to establish the meeting dates, location, and time for the 2026 meetings. They are scheduled to be on the 1st and 3rd Tuesdays of every month at 7:30pm at the Hereford township municipal building. Mr. Ciccarone second that motion. All in favor, motion passed.
3. Authorize the Township Secretary to purchase security bonds in the amount of \$1,000,000.00 for the Treasurer and Assistant Treasurers.
 - a. Mr. Membrino made a motion to authorize the township secretary to purchase a security bond in the amount of \$1000000.00 for the treasurer and assistant treasurer. Mr. Ciccarone second the 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. Mrs. Dexter 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. Ciccarone 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 Robert Bolen as the representative to the UCC joint board of appeals. Mr. Ciccarone 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. Ciccarone made a motion to set the rate at \$200.00 per hour for the Zoning Hearing Board Solicitor Hartman, Valeriano, Magovern and Lutz PC. Mr. Membrino second this motion. All in favor, motion passed.
3. Appoint Agricultural Security Area Committee for the year 2026. Currently Karla Dexter, Glenn Hoffman and Warner Tuttle.
 - a. *Was Keith Masemore – There is a VACANT spot now*
 - b. Mr. Membrino made a motion to appoint Albert Ciccarone, Warner Tuttle, Glenn Hoffman and Karla Dexter to the agricultural security area committee for the year 2026. Mrs. Dexter second this motion. All in favor, motion carried.
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 Karla Dexter and Albert Ciccarone to the Hereford township Washington joint planning commission. Mrs. Dexter second this motion. All in favor, motion passed.
5. Appointment to the Environmental Advisory Council with a term expiring 12/31/2027. Mary Young to be reappointed.
 - a. Mrs. Dexter made a motion to appoint Mary Young to the Environmental advisory council with a term expiring 12-31-27. Mr. Ciccarone second this motion. All in favor, motion passed.
6. Appointment to Planning Commission with a term expiring 12-31-2029 Elwood Harper to be reappointed
 - a. Mr. Membrino made a motion to appoint Elwood Harper to the planning commission with a term expiring 12-31-2029. Mr. Ciccarone second this motion. All in favor, motion passed.

OTHER APPOINTMENTS

Appoint Open Records Officer & Assistant Open Records Officer– Currently Open Records Officer is Hannah Edwards and Assistant Open Records Officer is Vacant.

- Mr. Membrino made a motion to appoint Hannah Edwards as the open records officer for Hereford township for the 2026 year. Mrs. Dexter second this motion. All in favor, motion passed.
- b. Assistant Open records officer
 - i. Hearing none – no motion currently

Appoint Emergency Management Coordinator (Currently Mr. Leets)

- Mr. Membrino made a motion to appoint Mr. Leets as the emergency management coordinator for the year 2026. Mrs. Dexter second this motion. All in favor, motion passed.

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

- Mr. Membrino made a motion to appoint Hannah Edwards as the state convention voting delegate for 2026. Mrs. Dexter second this motion. All in favor, motion passed.

Appoint a Vacancy Board Chairman – (Currently Sue Ruth)

- Mrs. Dexter made a motion to appoint Sue Ruth as the vacancy board chairman. Mr. Membrino second this motion. All in favor, motion passed.

PUBLIC COMMENT

ADJOURNMENT

There being no further business, Mr. Membrino made a motion to adjourn, seconded by Mrs. Dexter. All in favor, motion passed. The meeting was adjourned at 7:22pm.

Respectfully Submitted

Hannah Edwards, Secretary / Treasurer