

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 6, 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: Elwood Harper

Zoom: Candace Perry, Irene Donovan, 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 December 17 and December 19, 2024, 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 plowed and salted the roads. They hauled anti-skid material, mixed salt and anti-skid material. They also filled potholes on dirt roads along with painted stop bars at Huffs Church and Dale Road along with Camp Mensch Mill Road. The crew replaced stop signs at Star and Camp Mensch Mill Road. Replace hydraulic hoses on the 13 Mack, replaced inverter battery in pickup, replaced power steering hose on 07 Mack. Fixed bridge marker on Kriebel bridge. They also replaced PTO pump on Mack 13, washed trucks and equipment.

Mr. Membrino did want to ask what the status was on the paint truck and storage. He wants to know if it will be stored at Longswamp or Hereford. Chris believes it will fit in the old shed; Mr. Masemore plans on touching base with Chris to see if it really can be stored in our shed. Mr. Membrino wants to make sure we are not moving another piece of equipment outside to accommodate the paint truck.

ENGINEER

- *Pending Ordinance Amendments*
 - *Ms. McConnell indicated that she made revisions to the amendments based upon BOS comments and additional design information received. She met with Fred and is awaiting final sewer information and comments from Mr. Orlando to wrap up the amendment draft.*
- *LSA Grant*

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 6, 2025

- *Ms. McConnell following up with installation dates to better help Mr. Day with planning.*
- *Grant Meeting*
 - *Ms. McConnell met with the Senator's office at the grant meeting; She was given a packet of grant opportunities and recommended to apply for a recreational grant for tennis court improvements. They also provided an additional grant opportunity for Camp Mensch Mill.*
- *Wawa traffic concerns – PennDOT*
 - *Ms. McConnell stated there was a site meeting with PennDOT, Wawa officials and their traffic engineer to discuss safety improvements for the Route 29 Entrance. The traffic engineer is preparing a modified signage plan for PennDOT approval and Wawa is looking into additional directional signage that can be installed outside the PennDOT ROW to guide traffic to the Route 100 entrance.*
- *Camp Mensch Mill Road- Design update*
 - *Ms. McConnell is still waiting to hear back from the conservation district on the specific requirements that are needed to be able to apply for the grant in January.*
- *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 resident.*
 - *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 reviewed the removal of stakes / vegetation and is going to revisit it after a heavy snowfall to ensure there is sufficient room for clearing and send a follow-up letter to the owners detailing required continued 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*
 - i. *Ms. McConnell did complete a drive by and noticed the camper had large amounts of trash piled outside. A notice of violation was issued.*
 - *10 Five points road – complaint of possible illegal appliance;*

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 6, 2025

i. Owners were sent a certified letter requesting entrance on the property to check for any illegal installation of appliance or other work without permits.

- Sewage Enforcement Officer report
- Adopt Resolution #2025-05 Setting the building permit & zoning fees for 2025
 - Mr. Orlando mentioned changing the renumber of these two resolutions so there was no gap moving forward.
 - Mr. Orlando mentioned changing the resolution number from 2025-05 to 2025-04
 - Mr. Membrino made a motion to adopt the resolution #2025-05 which will be edited to #2025-04. This resolution adopts the building and zoning permit fees for 2025. Mrs. Dexter second this motion. All in favor motion passed.
- Adopt Resolution #2025-06 SEO fee schedule for 2025
 - Mr. Orlando mentioned changing the resolution number from 2025-06 to 2025-05
 - Mr. Membrino made a motion to adopt resolution #2025-06 which will be edited to #2025-05. This resolution adopts the SEO fee schedule for 2025. Mrs. Dexter second this motion. All in favor, motion passed.

SOLICITOR

1. Act 537 Plan:

- Mr. Orlando indicated that the last team meeting went well and we are meeting again in early February. He is aiming to get ordinance comments to Ms. McConnell this month to get a final draft to the Board for review and approval to distribute / proceed with official review process.

Secretary Report

Ms. Edwards mentioned projects to be completed are: Review and organize files on table, working on December reconciliation, 2025 organization meeting agenda, working on 2 old permits, creating binders for the 2025 PC/BOS/ Park Rentals, Working on completing US census for December, completing 2024 Q4 reports, and worked on 2025 Dire Dept Check options

Ms. Edwards mentioned projects that are completed: Park bathrooms closed for the winter, completed first round of audit from Barbara Atkins, checked for PSAT drug test, check from ARPA sent out, completed developers' improvement agreement or Lt 2

Unfinished Business – No report

New Business

1. Approve the office to be closed on Wednesday January 15th from 7am -11am (switch

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 6, 2025

half day for Friday 17th)

- a. Mr. Membrino made a motion to approve the office to be closed on Wednesday January 15th from 7am -11am. Mr. Masemore second this motion. All in favor, motion passed.
2. Approve the office to stay open on Friday January 17th from 7am -3pm
 - a. Mr. Membrino made a motion to approve the office being open on Friday January 17th from 7am -3pm. Mrs. Dexter second this motion. All in favor, motion passed.

Miscellaneous Correspondence and additional information –

- Next board meeting will be held on 1-21-25 at 7:30pm
- Next PC meeting will be 1-29-25 at 7pm

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 8:33 p.m.

Respectfully Submitted

—
Hannah Edwards, Secretary/Treasurer