

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 5th 2026

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, and Albert Ciccarone; Township Engineer Jennifer McConnell of Technicon Enterprises Inc.; Secretary Hannah Edwards
Solicitor Eugene Orlando Jr Township Solicitor

Guests: Cliff Kirchner and Mr. Levensgood

Zoom: Candace Perry and Tom O' Connor

Call the meeting to order and open with the pledge to the flag

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

Minutes

Approval of December 16th 2025 BOS minutes

Mr. Membrino made a motion to approve the minutes from December 16, 2025, Mrs. Dexter second this motion. All in favor, motion passed.

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 for the road crew:

- Plowed snow and treated roads
- Washed equipment
- Plowed snow drifts
- Salted ice spots
- Mixed salt and anti-skid
- Cleaned snow and ice from boxes
- Pushed debris back
- Trimmed trees and blew leaves
- Piled up salt from salt trucks
- Fixed hydraulic leaks on 13 and 19 macks
- No update on the new truck, the body and plow hitch have not even arrived yet. The truck was ordered a year ago, the truck is currently sitting at EM Kutz.
- The township gets their fuel from Gift Oil, the delivery service is becoming an issue, John recommends looking into a new company.

Engineer

- Grants / Projects:

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 5th 2026

- Camp Mensch Mill – Design / Grant Status
 - o We are close to the design being finalized and GP permit package being submitted to DEP.
 - o Will be applying for Low Volume Dirt & Gravel Road grant at the beginning of year. The goal is to supplement it from the Senator office grant.
 - o The engineer has everything they need to submit the general permit
- DCED Act 13 Grant – Submitted for Pickleball
 - o The awards came out two weeks ago, we were not granted the grant that we applied for. Looking at reapplying for grants in the upcoming year
- LSA Berks Grant Application – CMM Culvert
 - o Grant application was submitted in September. Grant decision expected in Fall 2026.
- LSA Statewide Grant Application – Backhoe
 - o Grant application was submitted in November. Grant decision expected in Fall 2026.
- Ordinance amendments – Status Update
 - Ms. McConnell mentioned 537 team continues to work on sewage conveyance layout and pump station / treatment plan locations. Next meeting is January 13th
 - Awaiting feedback from team before progressing further on ordinance amendments themselves but amendments are substantially complete.
- Building Inspector / Zoning Report & Complaint Update
 - 3187 Seisholtzville Rd – NOV status;
 - o No hearing date set, court indicated warrants have been issued since there was no response from the plaintiff
 - o Warrant set out for owner – believe the owner is an LLC
 - 3318 Seisholtzville
 - o Nov sent out for junk and trash, dog issue is being handled by Berks Co. dog warden
 - 142 Township
 - o Gene indicated with a foreclosure is held by a law firm, it's a volume business. We've reached out to the firm but haven't received a response. Issues are a property owner / trespassing issue.
 - 44 Bob White Road
 - o Complaint based on vehicles and overabundance parking of machinery. The notice of violation did go out; the ordinance sets a limit of # commercial vehicles parked but not RVs. The ownership of vehicles wanted to be discussed.
- Sewage Enforcement Officer Report
 - In your packets if there are any questions

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 5th 2026

Gene – wants direction on 3187 Seisholtzville road and what the board wants to do moving forward. The court issues warrants but the owner is an LLC, Gene mentioned we can contact the lawyer to get the name of the owner, but to what extent does the Township want to continue pursuing the warrant / resolution. The board agrees that phone call is sufficient but searching for more details and spending large amounts of money isn't ideal.

Solicitor:

Act 537 Plan:

John mentioned – ACT 537 zoom meeting on 13th, for sewage and the 6th was the normal meeting to discuss ACT 537. He believes the meeting should go quick as the other working group is still addressing sewage questions. Gene confirmed with BOS that no further detail on the proposed sewage development credit draft ordinance should be provided.

Emergency Management radio agreement:

Mr. Orlando mentioned we should table this conversation till the next board meeting after the President and Fire Chief from Seisholtzville Fire Company both sign the agreement. Mr. Membrino made a motion to have Hannah send out the radio agreement document to the president and fire chief to be signed before the board can take action on the document. Mrs. Dexter second this motion. All in favor, motion passed.

Secretary Report

Ms. Edwards mentioned projects to be completed:

- Working on December Reconciliation
- Working on 4 old permits –
- Working on completing US Census for December
- Send Berks County copy of building reports
- Working on Resolutions for Phone and Social Media Policy
- Working on Resolutions for Millings
- Working on 2026 beginning of year billing
- Working on moving funds to money market
- Working on Comcast agreement
- Working on employee handbook
- Working on Q4 Documents
- Working on W2
- Working on Campground License renewal
- Starting to fulfill 2026 dog license
- Working with Chris on some DCED documents to get fuel funds
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HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 5th 2026

Ms. Edwards mentioned projects that are completed:

- All permits in the book for November are picked up
- Meter reading complete
- Fuel Charge – our townships
- Insurance update email
- Had conversations with Dog warden on complaint – Court hearing to be set
- Mailed notice for 2026 junk yard renewal
- Completed BC tax update document
- Mailed 2025 old dog tags back
- Cleaned up 4 more escrow accounts

Unfinished Business –

- Comcast agreement
 - Hannah mentioned the requested changes were sent back, the representative for comcast got back to her and mentioned there was turn over in the office and they are still trying to work through all the requests that were presented.

New Business

1. Approve Chris Day and Hannah Edwards to attend the Annual PSATS conference in Hershey PA on April 19th – April 22nd
 - a. Chris will be attending every day.
 - b. Hannah will be attending April 19th, April 20th and POSSIBLY (April 22nd)
 - c. The office will be open April 21st due to a board meeting that day
 - i. Mr. Membrino made a motion to approve H. Edwards and C. Day to attend the annual PSATS conference in Hershey PA on April 19th through April 22nd. Mrs. Dexter second this motion. All in favor motion passed.
2. Approve Resolution 2026-04 ESTABLISHING A FEE SCHEDULE FOR BUILDING AND ZONING PERMITS FOR 2026.
 - a. Mr. Membrino made a motion to approve Resolution 2026-04 establishing a fee schedule for building and zoning permits for 2026. Mr. Ciccarone second this motion. All in favor, motion passed.
3. Approve Resolution 2026-05 AMENDING RATES OF COMPENSATION FOR SEWAGE ENFORCEMENT AND APPLICATION FEES
 - a. Mr. Membrino made a motion to approve resolution 2026-05 amending rates of compensation for sewage enforcement

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

January 5th 2026

and application fees. Mr. Ciccarone second this motion. All in favor, motion passed.

Miscellaneous Correspondence and additional information –

- Next board meeting will be held on 1-20-26 at 7:30pm
- Next PC meeting will be 1-28-2026 at 7pm if needed (expecting minor subdivision plan submission soon)

Public Comment.

None

There being no further business, Mr. Membrino made a motion to adjourn, seconded by Mrs. Dexter. All were in favor. Motion carried. The meeting was adjourned at 8:30p.m.

Respectfully Submitted

Hannah Edwards, Secretary/Treasurer