

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

April 1, 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: Irene Donovan, Mark Levensgood, Cliff Kirchner. Tom Ritter and Al Ciccarone

Zoom: Candace Perry, 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 March 18, 2025, 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 the road crew removed fallen trees from the roads, cut brush on township road, removed snow fence, fixed potholes on dirt roads, dug out ditches on dirt roads, straightened and cleaned warning signs, replaced ignition solenoid on backhoe, replaced stop sign on Dairy Lane, welded crack son 4ft Asphalt Zipper – replaced teeth and fixed flat tire on chipper. The crew also excavated Treichlers Mill Playground, fixed fence on Tollgate Park, and spread mulch in Community Park.

ENGINEER

- Grants / Projects:
 - LSA Treichler's Mill – construction update
 - i. Ms. McConnell – working on being installed, once final invoices are submitted, she will coordinate with Ms. Edwards on payment. She will also inform Hereford Estates that the project is complete so they can donate to the project. Mr. Membrino asked for an explanation on the “deep cut” on the one side of the playground. Ms. McConnell mentioned it was overexcavated to allow for the wood carpet mulch to be installed and she will collaborate with Mr. Day on how finalize grading once everything is installed. Mr. Day mentioned it is a very exciting project and says the initial installation looks great so far.
 - C2P2 Recreation – Township Park – authorization to submit / matching fund plan
 - i. Ms. McConnell –original cost estimate of \$127,000.00 was for 3 Pickleball Courts and keeping one tennis court bumped the cost up significantly. Ways to reduce the cost including having Township crew do removal, reducing number of courts etc was evaluated. Ms. McConnell mentioned the C2P2 grant has two scenarios

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1. Small communities program – max project \$170,000.00 first \$30,000.00 doesn't require a match. Balance is a \$1:\$1 match. 2. Larger grant value available but full \$1:\$1 match required. Commitment for matching funds must be provided at time of application so Township would need to commit funds for the April 2nd grant due date. Township could hope to get an LSA grant and then apply that but there's no guarantee at this point. LSA grant rounds coming up, Berks Co one opens July 1st and LSA state opens in September. Mr. Masemore also mentioned street hockey would also be something that could be added to the park to make it more appealing. Mrs. Dexter question is: How much do we have in the recreation fund, Ms. Edwards mentioned roughly \$42,000.00. Mr. Membrino mentioned there is a high demand for funds upfront for this project, which cannot be committed at this time. He recommends applying for LSA grant first since it doesn't require a match. The LSA grant could be your "match" amount if we choose to apply for C2P2 grant. Ms. McConnell mentions putting a poll on FB to see what improvements residents would like to see at the park.

- Camp Mensch Mill – DCNR Grant / Dirt & Gravel – cost estimates
 - i. Ms. McConnell – Received balance of cost estimate / information needed to submit grant applications. Senator's grant application can open on any Friday. The plan is to have it open on Friday 11th, draft responses to the questions have been completed in preparation. Dirt and Gravel Road grant application has also been started.
- LSA Grant project ideas
 - i. Ms. McConnell – continue discussion on what Township wants to apply for
- Wawa traffic concerns – signage update
 - Ms. McConnell – signage plan was submitted to Penn DOT for review. The goal is to have larger signs installed. Wawa also mentioned putting signs on the embankment for directional assistance.
- Ordinance amendments – PC meeting / review & adoption process
 - Ms. McConnell – PC did meet last month, minor items for edit. Their discussion focused on percentage of prime farmland to be used for solar energy systems and after reviewing other development limitations on prime soils, they would like to see the percentages stay where they recommend. Mr. Masemore wants to know how much of the top soil will be ripped off with the solar installation on the farmland. Mrs. Dexter mentioned the plantings beneath solar panel – Hereford Township has an ordinance about grass being so high, who is responsible for it? The final version of the amendments is still under review. Mr. Orlando doesn't believe a solar farm is not a real farm, a farm is considered a green space.
- Building Inspector / Zoning Report & Complaint Update
 - 2954 Seisholtzville Rd – payments being made to recoup enforcement costs
 - i. Mr. Haller has reached out to the residents and said he is required to make payment before April 15th for both March and April or there will be action with enforcement based on the agreement. Mr. Masemore strongly stated that the written notice needs to be completed.
 - 3187 Seisholtzville Rd – NOV status / next steps

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- i. Ms. McConnell - no response from NOV sent from residents, possible resident moving out. She plans on coordinating with Mr. Orlando office on what the next process should be.

- Deer Hill Road – continued compliance letter
 - i. Ms. McConnell – continued maintenance letter was mailed out, have not heard from the resident since the letter was sent.

- Bear Foot Lane
 - i. Mr. Haller did mention the camper was gone; junk piles remain. He has had contact with the new owner and is keeping track of finishing up what still needs to be cleaned up. The goal is to continue with the owner in progress.

- Sewage Enforcement Officer Report
 - i. Ms. McConnell – reports are in the packet if anyone has any questions.

SOLICITOR

1. Act 537 Plan:

Mr. Orlando mentioned the draft zoning and SALDO have been shared with the 537 working group and is under review. Next meeting is the end of April where we hope to get feedback from the group in an effort to be able to move forward with the adoption process as well as drafting agreements for the sewage capacity and conveyance lines and submission of the 537 plan to DEP.

Secretary Report

Ms. Edwards mentioned projects to be completed: March Reconciliation, US Census for March, preparing documents for audit 2024 year, completing fire department checks, right to know request, sending BC building report documents, gathering Q1 reporting documents, working on annual recycling report for BC and Metal grate discussion with Penn DOT.

Ms. Edwards mentioned projects that are completed: all permits were completed and picked up, checked PSATS drug test, completed LTA yearly report, driver list for Longley insurance, w9 form from Met Ed, ordered Port a Pot for park, completed 7 dog license, completed SLF report for Mr. Day.

Unfinished Business – No report

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New Business

1. Resident Request – Mike Sisselberger (Discuss Fire Rated Fabric) 1904 Tollgate Road Denial for their Hoop Structure Building
 - a. This item can be taken off the list, building permit for the structures to be permanent was issued. ADA parking spaces are still under review and a meeting will be held Wednesday on-site to discuss work necessary to resolve this issue.
2. Approve Resolution 2025-08 – Chris Day requesting power of attorney to purchase a municipal plate for the 6140 John Deere Tractor
 - a. Mr. Membrino made a motion to grant Mr. Day power of attorney to purchase a municipal plate for the 6140 Tractor. Mr. Masemore second this motion. All in favor, motion passed.
3. Discussion about where funds will be pulled to purchase the new 2026 Mack Truck
 - a. Mr. Masemore presented a document to the board on where he recommends the funds to be drawn from to purchase the truck outright. Mrs. Dexter asked to receive a copy of the document so she can review for the next meeting.
4. Discussion about approving Chris Day to order filing cabinets for the office – Municibid examples
 - a. Mr. Membrino confirmed that filing cabinets can be purchased through the office supply line in the budget. Mr. Orlando recommends looking at a company called Furniture Soup in reading.
5. Discussion on if the Township Wide Burn Ban should stay in place.
 - a. Mr. Membrino mentioned there was a conversation with the Fire Chief from Hereford about having the burn ban lifted. As of tonight's meeting, on 4-1-25 the burn ban is officially lifted and will be readdressed at the next board meeting.

Miscellaneous Correspondence and additional information –

- Next board meeting will be held on 4-15-25 at 7:30pm
- Next PC meeting will be 4-30-25 at 7pm
- Reminder office will be closed Good Friday and Easter Monday
- Reminder office will be closed May 9, 2025
- Reminder office will be open May 16 from 7am – 3pm

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 8:30 p.m.

Respectfully Submitted

—

Hannah Edwards,

Secretary/Treasurer