

**HEREFORD TOWNSHIP BOARD OF SUPERVISORS**  
**ORGANIZATION MINUTES**  
**JANUARY 3, 2023**

The reorganization meeting of the Hereford Township Board of Supervisors was held via Zoom and in person. Those present were Supervisors John Membrino, Keith Masemore, Karla Dexter, Assistant Secretary Louisa Masemore, Engineer Jennifer McConnell, Township Solicitor Eugene Orlando Jr. of Orlando Law Offices.

Guests: Irene Donovan and Cliff Kerchner.

Guests on Zoom: Thomas O'Connor, Candace Owens, Irene Donovan and John Ney.

Mr. Membrino called the meeting to order at 7:00 P.M. and opened with the pledge to the Flag.

Mr. Membrino turned the meeting over to Solicitor Eugene Orlando.

Ms. Dexter made a motion and Mr. Masemore seconded to appoint Mr. Membrino as Chairman and to appoint Louisa Masemore as Secretary of the Organizational meeting. All were in favor. Motion carried.

**BOARD POSITIONS**

Ms. Dexter made a motion and Mr. Masemore seconded to appoint Mr. Membrino as Chairman of the Board. All were in favor. Motion carried.

Mr. Membrino made a motion and Ms. Dexter seconded to appoint Mr. Masemore as Vice Chair of the Board of Supervisors. All were in favor. Motion carried.

Ms. Dexter made a motion and Mr. Membrino seconded to appoint Keith Masemore as Road Master. All were in favor. Motion Passed.

Ms. Dexter made a motion and Mr. Membrino seconded to authorize the Road Master to spend up to \$5,000 for emergencies between meetings. All were in favor. Motion Passed.

Ms. Dexter made a motion and Mr. Membrino seconded to appoint Keith Masemore as Assistant Treasurer. Salary to be determined by the Board of Auditors. All were in favor. Motion Passed.

Mr. Masemore made a motion and Ms. Dexter seconded to appoint John Membrino the Commercial Driver License Contact Person for the purpose of CDL Drug Testing Notification. All were in favor. Motion carried.

**EMPLOYEE APPOINTMENTS**

Mr. Membrino made a motion and Ms. Dexter seconded to appoint Diane Hollenbach as interim secretary/treasurer at a rate of \$25.00 per hour. All were in favor. Motion carried.

Mr. Membrino made a motion and Ms. Dexter seconded to appoint Louisa Masemore as fulltime Assistant Secretary/Treasurer at \$18.44 per hour with plus pension, life insurance, disability, medical, vision, and dental for employee, 10 holidays, 10 vacation days, 1 personal day and 5 sick days. Mr. Masemore abstained. Motion carried.

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Mr. Masemore made a motion and Ms. Dexter seconded to appoint Christopher D. Day as road superintendent at \$30.30 per hour plus pension, life insurance and disability for employee and medical, vision and dental insurance for family, 10 holidays, 24 vacation days, 1 personal day, 5 sick days, and employer clothing allowance not to exceed \$500/year. All were in favor. Motion carried.

Mr. Membrino made a motion and Ms. Dexter seconded to appoint Brian Povenski as a full-time employee at \$23.44/hour plus pension, life insurance, disability, for employee medical, vision, and dental for employee and spouse, 10 holidays, 14 vacation days, 1 personal day, 5 sick days and employer clothing allowance not to exceed \$500/year. All were in favor. Motion carried.

Mr. Masemore made a motion and Ms. Dexter seconded to appoint Richard Kohl as a full-time employee at \$20.80/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee, 10 holidays, 5 vacation days, 1 personal day, 1 sick days and employer clothing allowance @\$500/year. All were in favor. Motion carried.

The next item on the agenda was appointing a part time assistant treasurer, the Board decided to pass this item and make no motion.

Mr. Masemore made a motion and Ms. Dexter seconded to appoint all three supervisors as part-time employees of the Township at the rate to be determined by the elected auditors. All were in favor. Motion carried.

**PROFESSIONAL APPOINTMENTS**

Mr. Membrino made a motion and Ms. Dexter seconded to adopt Resolution # 2023-01 appointing Orlando Law Offices as the Township Solicitor and to attend the first meeting of each month. All were in favor. Motion carried.

Mr. Masemore made a motion and Ms. Dexter seconded to adopt Resolution # 2023-02 appointing Technicon Enterprises Inc. II, as the Township engineer and to attend the first meeting of each month, as well as Planning Commission meetings. All were in favor. Motion carried.

Mr. Membrino made a motion and Ms. Dexter seconded to appoint Technicon Enterprises Inc., II as zoning/code enforcement officer. All were in favor. Motion carried.

Ms. Dexter made a motion and Mr. Masemore seconded to appoint Technicon Enterprises Inc., II as building inspector. All were in favor. Motion carried.

Mr. Membrino made a motion and Mr. Masemore seconded to appoint the Technicon Enterprises Inc., II sewage enforcement officers; Michael Reinert (License 03034), Bryan Woerner (License 04146), Jennifer Van Dyke (License 03888) and Quinn Haller(License 03477) . All were in favor. Motion carried.

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Ms. Dexter made a motion and Mr. Membrino seconded adopting Resolution #2023-03 appointing Barbara Akins CPA to audit the records of Hereford Township for fiscal year 2022, at a cost not to exceed the sum of \$6,800. All were in favor. Motion carried.

**AUTHORIZATIONS**

Mr. Masemore made a motion and Ms. Dexter seconded to designate the Town and Country Newspaper as the as the publication for the advertisement of legal notices in 2023. All were in favor. Motion carried.

Mr. Membrino made a motion, and Ms. Dexter seconded to establish the meetings first and third Tuesdays of each month at the Hereford Township Municipal Building at 7:30 p.m. for 2023 meetings. All were in favor. Motion carried.

Mr. Membrino made a motion, and Ms. Dexter seconded to approve the purchase of the security bonds in the amount of \$600,000 for the township treasurer and assistant treasurer. All were in favor. Motion carried.

Ms. Dexter made a motion and Mr. Masemore seconded 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. All in favor . Motion carried.

Mr. Membrino made a motion and Mr. Masemore seconded to set the general travel expense rate at the current IRS allowable rate as amended from time to time. All were in favor. Motion carried.

**BOARD AND COMMITTEE APPOINTMENTS**

Ms. Dexter made a motion and Mr. Masemore seconded to appoint Michael Lynch as the chairman of the vacancy board. All were in favor. Motion carried.

Mr. Membrino made a motion, and Ms. Dexter seconded to appoint Robert Bolen to the UCC Joint Board of Appeals. All were in favor. Motion carried.

Ms. Dexter made a motion and Mr. Membrino seconded to adopt Resolution 2023-04 to appoint Steven Cunningham to a three-year term to the Zoning Hearing Board expiring 12/31/2025. All were in favor. Motion carried.

Mr. Membrino made a motion and Mr. Masemore seconded to appoint Hartman, Valeriano, Magovern & Lutz PC at the set rate of \$180 per hour as the Zoning Hearing Board Solicitor. All were in favor. Motion carried.

Ms. Dexter made a motion and Mr. Masemore seconded to appoint Curt Kuhn to the Planning Commission with the term expiring 12/31/2026. All were in favor. Motion carried.

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Mr. Membrino made a motion and Mr. Masemore seconded appoint Mary Young to the Environmental Advisory Council with a term expiring 12/31/2025. All were in favor. Motion carried.

Appointment to the Environmental Advisory Council with a term expiring 12/31/2025 was left open as no one wished to fill it.

Mr. Membrino made a motion and Mr. Masemore seconded to appoint Karla Dexter, Keith Masemore, Glenn Hoffman, and Warner Tuttle to one-year terms to the agricultural security committee. All were in favor. Motion carried.

Mr. Membrino made a motion and Mr. Masemore seconded to appoint three people to the Hereford Township Washington Joint Planning Commission. Currently Curt Kuhns, Karla Dexter and Albert Ciccarone. All were in favor. Motion carried.

**OTHER APPOINTMENTS**

Ms. Dexter made a motion and Mr. Membrino seconded to appoint Louisa Masemore Open Records Officer. Mr. Masemore abstained. Motion carried.

The Assistant Open Records Officer position was left open as no one wished to fill it.

The Emergency Management Coordinator position was left open as no one wished to fill it.

The voting delegate to the State Convention and alternate voting delegate positions were left open as no one wished to fill it.

**PUBLIC COMMENT**

Mr. Membrino asked if there was any public comment. There was none.

The business of the Organization Meeting being completed, Mr. Membrino made a motion and Mr. Masemore seconded to adjourn the organization meeting at 7:23 P.M. All were in favor. Motion carried.

Respectfully submitted,

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Louisa J. Masemore, Assistant Secretary