

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

October 1, 2024

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, Solicitor Eugene Orlando Jr., and Secretary Hannah Edwards.

Guests: Cliff Kerchner, Mark Levengood, Irene Donovan

Zoom: Candace Perry and Tom O'Connor

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

Minutes

Mr. Membrino made a motion and Mr. Masemore seconded to approve the September 17, 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 – No Report

WORK CREW REPORT

Mr. Masemore reported the work crew mowed all state roads, milled Pilgert St, paved Pilgert St, fixed washouts on dirt roads. The work crew has been working on replacing water pump on belt loader along with sweeping stone from the roads that had wash out. The crew measured roads for budget, replaced stop sign at Sweetwood Drive and cut driveway notches on Locust St, and completed leveling course on Locust St.

ENGINEER

1. Camp Mensch Mill Road – Design update

Ms. McConnell mentioned she sent an inquiry to Dean from the conservation district to determine to what level design and permitting needs to be at in order to apply for the Dirt & Gravel Road grant program that opens in January of 2025.

2. Building Inspector / Zoning Report & Complaint Update

Mr. Haller has been following up on the complaints; the building inspector report and zoning report were printed for the board's view. Below are updates on the outstanding code enforcement properties:

2954 Seisholtzville Road- trailer, shed without permit, burning of hazardous materials.

Ms. McConnell mentioned the resident has paid his second payment to the township for his violations and confirmed that there have been no new reports of hazardous material burning.

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3187 Seisholtzville Road – Condition of house / yard

Ms. McConnell noted that Gene had entered the judgment from the DJ office against the property. Ms. McConnell also mentioned another round of NOVs will be completed. Mr. Haller did take pictures of the property for an updated visual to construct a new NOV based on township ordinances. Mr. Haller believes the township can use the “unsafe structure” ordinance to construct a new letter of NOVs, the document will be sent over to Mr. Orlando for approval.

Township Road- complaint potential illicit discharge

Mr. Haller is working with the property owner who complained regarding potential illicit discharge into his pond; He asked for Board approval to send a letter to the adjoining owner to see if he can gain permission onto the property to see where the possible discharge may be coming from.

Deer Hill Road –vegetation

Ms. McConnell indicated that she forwarded comments from the prior meeting regarding cutting items within the right-of-way as well as the owner’s complaints regarding speeding and requests for traffic calming measures to the owner but has not heard back. Mr. Membrino mentioned there is a fence in the right of way, there was no agreement upon the right of way fence being placed. Ms. McConnell mentioned she would pull the original agreement up to see exactly what was stated to present to the owner. Mr. Masemore asked is a “verbal” agreement still valuable when it comes to a disagreement of BOS vs resident? Ms. McConnell mentioned the discussion last meeting was based on a request from resident of “traffic calming” vs the BOS who agreed among themselves that there is an obstruction of illegal planted trees and fencing that is in the way of the road. Mr. Masemore strongly believes there should not be a fence, planted trees or shrubbery in the road, simply for plowing purposes and vehicles sharing the narrow road. Mr. Masemore and Mr. Membrino are worried about the planted trees that are two feet away from the roadway, Ms. McConnell is going to pull the original agreement and complete a follow-up with exact issues and pictures and present it to the next first meeting of the month.

Bearfoot Lane – written complaint

Ms. McConnell received a written complaint about illegal electrical usage and over abundance of occupancy in one home. The home was placed on sheriff sale, Ms. McConnell wanted to confirm with the board that it was in good manner to see what the final sale situation is before digging into the complaint issues. The board agreed to complete a drive by and monitor the complaint until the 30-day sale agreement is complete.

3. Sewage Enforcement Officer Report -

Document was printed for the board, Ms. McConnell mentioned if there are any questions to please reach out to the office.

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4. Wawa Traffic Concern – PennDOT

Ms. McConnell did receive further contact from Brian Boyer from Penn DOT after sharing her photos of the existing signage. Mr. Boyer said he is working to get a contact at Wawa so we can have a site meeting and discuss additional and larger signage as a first step.

5. PC Meeting Update – Zoning, SALDO, Stormwater Ordinance Amendments

Ms. McConnell mentioned the PC met last Wednesday, continued discussion about short term rentals, solar and wind farms, and the general amendments which the PC has indicated can move to the BOS for review. Ms. McConnell completed the PC minutes and attached them to this meeting packet. She will be sending the current ordinance amendment versions to Mr. Orlando. Once Mr. Orlando completes his legal update on the ordinances they will be sent to the board for review. The group is also working on completing the amendments for the 537 plans. The group also approved the 2025 Meeting dates that were provided by Ms. Edwards. Mrs. Dexter wanted to reiterate the importance of protection and safety when discussing the Solar Energy Ordinance discussion and as such the PC placed specific fence height requirements in the Ordinance and currently suggests allowing said uses in Ag and Industrial zones.

6. LSA Grant – Playground

Ms. McConnell mentioned that pricing was obtained from the CoStars vendors for equipment discussed at the last meeting which met the input received from Parks & Rec Board and the MHP. Mr. McConnell did receive an updated playground cost estimate sheet from George Ely Associates Inc in the amount of \$79,736.00. The state grant received was for \$67095.00, that leaves the township with a left-over cost of \$12,641.00 roughly. Hereford Estates has agreed to pay the remaining balance in coordinates with anything else that may arise during the installation. The board of supervisors would like to thank Hereford Estates for their contribution along with their collective input on interest in structures and colors. Ms. McConnell mentioned the price quote is good till November 18, 2024. Mr. Membrino would like to act on the final price quote and surfacing decision at the next board meeting.

Updated equipment:

Swings and baby seat

Upgraded 5-12 structure

Option 1 on age 2-5 structure

Eliminating busy board and infant play area

7. Bob White Road potential vacation

Ms. McConnell mentioned there was a request to allow the township to vacate that road from the cloud 9 business down to the end of the road. She obtained costs from a surveyor, Mr. Orlando for legal related items, and Mr. Day for the proposed turnaround. A rough estimate for this project would be:

Aston survey \$1700

Mr. Orlando – Legal \$1000

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Technicon - Engineering \$1000
Construction of Cul-de-Sac \$3000
Construction of Hammerhead \$1000

The cul-de-sac option is the preferred turnaround over the alternate hammerhead. The main occupancy will be the resident, the snowplow, the school bus turn around and fire emergency. It was noted that a memorandum should be drawn up regarding the costs / steps necessary and sent to the landowner making the request to discuss division of costs. Mr. Membrino mentioned this is something that needs to be planned into the budget for 2025. Mr. Orlando completed his review of the potential vacation letter, Ms. McConnell plans on sending out that letter to the homeowner.

8. Brookshire Dedication forthcoming

There is a small portion that falls into Hereford Township, there was a municipality agreement that Upper Milford would take care of the road maintenance, the deed of dedication from Mr. Orlando was signed and sent back to Ms. Edwards. We are waiting on HOA to sign their end of the agreement; Upper Milford has to take dedication of their roads before Hereford can take dedication of their section of roadway. Once all dedication is accepted, we will place Herefords end of dedication on a future agenda.

SOLICITOR

Act 537 Plan:

Mr. Orlando mentioned the sewer consultant, the Engineer, and the Solicitor have been refining the zoning amendments related to the Act 537 plan and sewer development credits. The sewer consultant is also working on the 537 plan itself preparing for submission to DEP. The draft Ordinance cannot be finalized until some additional information is received regarding potential non-residential development and finalization of sewage flows needs. Mr. Orlando also noted that the Township will need to establish a sewer authority soon as part of the Act 537 plan submission and implementation. He asked for authorization to pursue establishment of the sewer authority to be placed on the October Supervisors agenda.

Consider authorization to create a municipal authority:

Mr. Orlando wanted to bring this thought to attention about getting the authority rolling, once the 537 plan is ready to be submitted he would like to see the group already established. Part of the plan is going to involve obtaining contracts of sewer capacity and sewer conveyance. Mr. Orlando mention it could be the township but he recommends getting a formal organization to run the authority. Mr. Orlando said this is going to be a large, developed ordinance, he recommended not using your township secretary as there is other township items that keeps those positions fairly busy. The township will be required to come up with the beginning funding, once the authority gets running it will be defined as self-funding, but the original cost will come from the township. Mr. Orlando said there is no requirement to hire employees when setting up the authority, you are simply creating an entity. He recommends five or seven

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member board, he suggest having someone from the board be an active member.

-Mr. Membrino made a motion to grant Mr. Orlando to start the process of creating the municipal authority for Hereford township. Mrs. Dexter seconded this motion. All in favor, motion carried.

-Mr. Membrino made a motion to authorize Mr. Orlando the authority to create a public hearing resolution for the creation of a municipal authority on January 6, 2025. Ms. Dexter seconded the motion. All in favor, motion carried.

Secretary Report

Ms. Edwards mentioned projects to be completed are:

1. Review and organize files on table.
2. Working on September Reconciliation
3. Working on 2025 Meeting Dates
4. 2025 Budget Handbook preparation
5. Working on 1 old permits – waiting to hear back from residents
6. Completing payments for SLF road paving
7. Working on deposit and distribution of Fire Relief Funds
8. Working on fuel deposit – distribution of final fire department funds
9. Creating Binders for 2025 PC/BOS/Park Rentals

Ms. Edwards mentioned projects that are completed:

1. Pavilion post for September are completed and up to date
2. September Building permit census completed
3. Completed deposits for mowing to Penn DOT
4. Complete Fire Dept sworn documents
5. Posted on FB about veteran's day recognition
6. Posted on FB about veteran's day coloring to be posted on window
7. Completed updated equipment list for insurance to Rosemary Longley
8. Printed all documents for PC group for September
9. All permits in the book were completed/ deposited/ picked up for the month of September
10. Mailed checks out for Fire Department and Bally Ambulance
11. Completed registration for 2024 Municipal Convention for J. Membrino and J. Watkins

Unfinished Business – No report

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New Business

1. Approve 2024 Audit Engagement Letter – Barbara Akins
 - a. Mr. Membrino made a motion to accept the 2024 audit engagement letter from Barbara Akins Certified Public Accountant, this agreement confirms Barabara Akins to complete the 2024 yearly audit for Hereford Township in the amount of \$9150.00. Mr. Masemore seconded the motion. All in favor, motion carried.
2. Approve the 2023 Bally Ambulance Partial Donation - \$4,250.00
 - a. Mr. Membrino made a motion to approve the 2023 Bally ambulance donation in partial terms of the 2023 yearly donation in the amount of \$4250.00 which was missed in the yearly final donations. Mrs. Dexter seconded the motion. All in favor, motion carried.
3. 2024 Fire Relief fund distribution - \$20,827.37 total funds
 - a. Mr. Membrino made a motion to distribute the 2024 Fire Relief Funds equally between the two fire departments (Hereford and Seisholtzville) in the amount of \$10,413.68. Mr. Masemore seconded the motion. All in favor, motion carried.
4. Approve Meeting dates for 2025
 - a. Mr. Membrino made a motion to accept the 2025 Meeting dates for Hereford Township, Mr. Membrino also made a motion to accept the 2025 Meeting dates to be published in the newspaper. Mrs. Dexter seconded both the motions. All in favor, motion carried.

Miscellaneous Correspondence and additional information –

Next board meeting will be held on 10-15-24 at 7:30pm

Parks and Rec Board Minutes from September – added into the BOS packets

Executive Session:

1. Discussion of full-time employees 2025 salaries.
This meeting was held after the Township BOS meeting.

PUBLIC COMMENT - No report

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 8:40 p.m.

Respectfully Submitted

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—
Hannah Edwards, Secretary/Treasurer