

## ORGANIZATION AGENDA

January 6, 2025

7:00 p.m.

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

Turn the meeting over to Mr. Orlando who will state the first order of business is to appoint the Chairman and Secretary of the Organization Meeting. After the Chairman and recording secretary are appointed, the next order of business is to conduct the organization meeting.

Chairmen appoint –

Secretary appoint -

### **BOARD POSITIONS FOR 2025**

1. Appoint a Chairman of the Board of Supervisors, presently John Membrino
2. Appoint a Vice-Chair of the Board of Supervisors; presently Keith Masemore
3. Appoint a Road Master and authorize the Road Master to spend up to \$5,000 for emergencies between meetings; presently Keith Masemore.
4. Appoint Assistant Treasurer. Salary to be determined by the Board of Auditors. Presently Keith Masemore.
5. Appoint a Commercial Driver License Contact Person for the purpose of CDL Drug Testing Notification, presently Hannah Edwards.

### **EMPLOYEE APPOINTMENTS**

1. Appoint Secretary/Treasurer and set salary and benefits. Currently Hannah Edwards budgeted as full-time salary of \$62,732.80 plus pension, life insurance, disability, hospitalization, vision and dental for employee and family, 10 holidays, 8 vacation days, 1 personal day, 2 sick days.
2. Appoint Assistant Secretary/Treasurer and set salary and benefits. *Currently Vacant*
3. Appoint Road Superintendent and set wages and benefits. Currently Christopher D. Day budgeted at \$33.50 /hour, plus pension, life insurance, and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 25 vacation days, 1 personal day, 5 sick days, and employee clothing allowance @\$500/year.
4. Set wages for full time employee Brian Povenski and designate benefits. Budgeted at \$25.96/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and spouse, 10 holidays, 15 vacation days, 1 personal day, 5 sick days and employee clothing allowance @\$500/year.

5. Set wages for full time employee Thomas Wojton and designate benefits. Budgeted at \$22.88/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 5 vacation days, 1 personal day and employee clothing allowance @\$500/year.
6. Appoint part –time Assistant Treasurer and set salary.
7. Appoint Supervisors as part-time employees of the Township at a rate to be determined by the auditors for non-elected services not covered under the 2<sup>nd</sup> Class Township Code.

### **PROFESSIONAL APPOINTMENTS**

1. Adopt Resolution #2025-01 appointing the Solicitor, setting an hourly rate and specifying meetings the Solicitor shall attend. Currently Orlando Law Offices attending the 1st meeting of each month.
2. Adopt Resolution # 2025-02 appointing the Engineer setting the hourly rate for each service and specify meetings the Engineer should attend. Currently Technicon Enterprises, II and 1st meeting of each month and Planning Commission meetings.
3. Appoint Zoning/Enforcement Officer. Currently Technicon Enterprises, II
4. Appoint Building Inspector. Currently Technicon Enterprises, II.
5. Appoint Sewage Enforcement Officers. Technicon Enterprises, II - Michael Reinert (License 03034), Bryan Woerner (License 04146), Jennifer McConnell (License 03888) and Quinn Haller (License 03477) and Jeffrey Young (License 03326).
6. Adopt Resolution #2025-03 appointing Barbara Akins, CPA to audit the financial records of Hereford Township for 2024 year at a cost not to exceed \$9,150.00.

### **AUTHORIZATIONS**

1. Designate the Town & Country as the publication for the advertisement of legal notices in 2025 with an alternate of the Reading Eagle .
2. Establish meeting dates, location, and time for 2025 meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building.
3. Authorize the Township Secretary to purchase security bonds in the amount of \$800,000

for the Treasurer and Assistant Treasurers.

4. 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.

#### **BOARD AND COMMITTEE APPOINTMENTS**

1. Appoint a representative to the UCC Joint Board of Appeals. Currently Robert Bolen.
2. Motion to set the rate at \$200 per hour for the Zoning Hearing Board Solicitor Hartman, Valeriano, Magovern & Lutz PC.
3. Appoint Agricultural Security Area Committee for the 2025 year. Currently Karla Dexter, Keith Masemore, Glenn Hoffman and Warner Tuttle.
4. Appoint two people to the Hereford Township Washington Joint Planning Commission. Currently Karla Dexter and Albert Ciccarone.
5. Re-appoint Albert Ciccarone to the Hereford Township Planning Commission Chairman for the 2025 year.

#### **OTHER APPOINTMENTS**

Appoint Open Records Officer & Assistant Open Records Officer– Presently Open Records Officer is Vacant.

Appoint Emergency Management Coordinator (Currently Mr. Leets)

Appoint voting delegate to the State Convention and alternate voting delegate.

#### **PUBLIC COMMENT**

#### **ADJOURNMENT**