

## HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 7, 2023

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, and Secretary Hannah Edwards.

Guests: Albert Ciccarone, Dan Allaband, Mark Levensgood, Tom Ritter, Stefan D' Heedene, Matt Ferdock and Jeff Thomas

Zoom: Tom O'Connor, Walter Schmidt, Irene Donovan and Candace Perry

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

### Minutes

Mr. Membrino made a motion and Ms. Dexter seconded to accept the October 17, 2023 minutes and October 25, 2023. All were in favor. Motion carried.

### Payment of Bills and Approval of the Treasurer's Report

Mr. Membrino made a motion and Mr. Masemore seconded to pay the bills. All members voted in favor. Motion carried.

After the Board of Supervisors Meeting there will be an executive session

Personal Appearances – No Report

### WORK CREW REPORT

Mr. Masemore reported the work crew continues to paint white traffic lines in Rockland, Longswamp and Hereford Township. The road crew continues to sweep the side of the roads for painting. After the accident on St. Peters Road, the crew went out and moved the rock. They also painted stop bars on Dale Road and Hunter Forge Road. The road crew filled in the washout from the rain on Crow Road. Mr. Day finished installing the bristles on the hydraulic broom and welded the cylinders. Mr. Day's crew finalized the winterizing of the park bathroom and made sure the final cleaning was complete before shutting them down for the winter season. Two of the road crew gentlemen completed their drug and alcohol testing. Mr. Day also met with Mr. Ney on Crow Road to discuss some draining issues along his property.

### ENGINEER

#### *1. Camp Mensch Mill Road – Design update*

Ms. McConnell heard back from the structural engineer; 2 concepts were sent over to be reviewed. Ms. McConnell continues to look for grant opportunities that could assist with the payment of this project. She plans on having additional feedback available at the December meeting for the board to discuss.

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### 2. *Spring Hill Road – Stormwater Easement Execution by Township*

Ms. McConnell mentioned the homeowner whose property is impacted by installation of a storm sewer pipe did sign the easement documents. Ms. McConnell is looking for a motion of authorization from the board to sign the easement, which allows the start of the construction and permanent maintenance of the storm sewer pipe across their property.

-Mr. Membrino made a motion to authorize the board to sign the easement agreement for the property at 88 Spring Hill Road, Ms. Dexter seconded the motion. All in favor, motion carried.

### 3. *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. Notices of violation were sent out, to have the complaints brought to people's attention. Below are the outstanding code enforcement properties:

*2987 Seisholtzville Road*- notice of violation was sent by Mr. Haller, the residents are still within their window of notice response time for the junk piles laying around the property. Mr. Haller did complete a follow up and it looks like they may be moving the junk pile across the street. Mr. Haller plans on following up at the end of the month.

*2954 Seisholtzville Road*- notice of violation was sent by Mr. Haller, when he spoke to the resident earlier in the month, there was conversation assuring the township that the camper was not being used as a live in situation. The work on the shed was terminated, they were curious about putting up a single wide trailer and how they start the process. The resident was warned that a permit must be placed with the township within the next week.

*3187 Seisholtzville Road (5 Points)* – Ms. McConnell reported the solicitor has been in legal contact with the owner. They have claimed legal representation, their representation is out of town this week. Within the next week or two the township should be hearing an update on the status of this property.

*156 Mulberry Hill Road* – Contact has been made with the new residents and they confirmed that the jeep top was removed. (complete)

*207 Hunter Forge Road* – Quinn did go out and visit the site, there were sightings of lush green grass on the top of the sand mound. That could be a sign of a leaking septic system. Quinn will be sending out a warning letter to the resident requesting a site visit for the septic be checked.

*Deer Hill Road* – notice of violation was sent out concerning the vegetation. Ms. McConnell did speak to the owner, making them aware the notice was coming. She believes there may be some public comment on this property later in the meeting.

### 4. Sewage Enforcement Officer Report

SEO report was printed – no questions.

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## SOLICITER

### **Act 537 Plan**

The group has been actively working on potential zoning amendments and modifications to the TDR process as part of the 537 plan preparation looking at sewage improvements and capacity. They continue to meet on a regular basis to finalize the plan.

## Secretary Report

Ms. Edwards mentioned the Planning Commission book is still in process. She has been working on re-organizing the township's Facebook page. Ms. Edwards has completed the 2024 meeting schedule and will send it out to the committees to have the dates checked. Ms. Edwards continues to work on the 2024 budget, along with updating the master list of staff and volunteers in the township. She also will be attending a class on Wednesday November 8<sup>th</sup> for secretary/manager summit. She continues to complete documents for the new hiring and getting insurance situated. She also has worked with Mr. Day on getting the requested painting cross walks down on Route 100 and Route 29 scheduled. She has also reached out to the insurance company to see about the replacement of a wayfinding sign.

## Unfinished Business – No Report

## New Business

Hereford Elementary School is requesting Hereford Fire Police's assistance with two events in 2024

1. Sweetheart Dance on February 9, 2024 from 5pm – 7pm
2. Book Bingo on March 15, 2024 from 5:30pm – 6:30pm

Mr. Membrino made a motion to grant Hereford Fire Police to assist Hereford Elementary School with their two events in 2024 listed above. Mr. Masemore seconded, all in favor. Motion carried.

Offer of employment for Mr. Wojton starting 10-30-2023, signature required by board of supervisors.

Mr. Membrino would like to make a motion to hire Mr. Wojton for a Hereford Road Crew vacant position as of 10-30-23. Mr. Masemore seconded, all in favor. Motion carried.

Borough of East Greenville is requesting Hereford Fire Police on December 3, 2023 at 1pm for the Hometown Christmas Parade.

Mr. Membrino would like to make a motion to approve the request from East Greenville requesting Hereford Fire Police assistance with the parade on December 3, 2023 at 1pm. Ms. Dexter seconded the motion, all in favor. Motion carried.

88 Spring Hill Road Easement – discussed as noted earlier in the meeting

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## Miscellaneous Correspondence and additional information

### PUBLIC COMMENT

Owner of Deer Hill Road situation – he is concerned about the Notice of Violation sent from Technicon and how he feels they are being singled out about the vegetation planted along the road. His main concern is the speed from the traffic and the safety of them as owners, crossing the street to reach both sides of their property. He mentions they keep the vegetation cut back with the distance of the widened road (to the white line) and the document sent by Technicon states that vegetation must be clear of the entire right-of-way due to traffic flow and snow removal. Mr. Membrino wants the resident to understand there cannot be any vegetation that interferes with the right of way of the road. The road had to be widened due to the request of liquid fuels. Mr. Membrino states that the vegetation close to the roadway is “traffic calming” which is also a dangerous situation due to traffic getting past this property and speeding down the other direction of the road. There is a concern by the road master with snow removal, ice patching, storm water flowing, the stakes will end up getting tangled in the plow or the boom trimmer and cause damage to the equipment. With regard to safety, the Board noted if the owner is willing to pay for the signs, larger pedestrian crossing signs could be installed near the concerned area. Ms. Dexter indicated a compromise could be a site visit with the engineer to determine exactly what vegetation needs to be removed / trimmed to address the traffic safety, snow removal and drainage issues.

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 9:00 p.m.

Respectfully Submitted

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Hannah Edwards, Secretary/Treasurer