

ORGANIZATION AGENDA

January 2, 2024

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.

-Ms. Dexter nominates Mr. Membrino as chairman for Hereford Township for the year 2024. Mr. Masemore seconded the motion. All in favor, motion carried.

- Ms. Dexter nominates Ms. Edwards as the recording secretary for the organizational meeting for the year 2024. Mr. Masemore seconded the motion. All in favor, motion carried.

BOARD POSITIONS FOR 2024

Appoint a Chairman of the Board of Supervisors; presently John Membrino

-Ms. Dexter makes a motion to nominate Mr. Membrino as the chairman for the Board of Supervisors for the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.

Appoint a Vice-Chair of the Board of Supervisors; presently Keith Masemore

-Ms. Dexter makes a motion to nominate Mr. Masemore as the Vice-Chairman for the Board of Supervisors for the 2024 year. Mr. Membrino seconded the motion. All in favor, motion carried.

Appoint a Road Master and authorize the Road Master to spend up to \$5,000 for emergencies between meetings; presently Keith Masemore.

-Mr. Membrino made a motion to nominate Mr. Masemore as the Road Master for the BOS for the 2024 year, he also authorizes Mr. Masemore to spend up to \$5000.00 for emergencies between meetings. Mr. Dexter seconded the motion. All in favor, motion carried.

Appoint Assistant Treasurer. Salary to be determined by the Board of Auditors. Presently Keith Masemore.

- Mr. Membrino made a motion to nominate Mr. Masemore as assistant treasurer for the year 2024. Ms. Dexter seconded the motion. All in favor, motion carried.

Appoint a Commercial Driver License Contact Person for the purpose of CDL Drug Testing Notification, presently John Membrino.

-Mr. Membrino made a motion to nominate Ms. Edwards as the point of contact for the CDL Drug Testing Notification process. Ms. Dexter seconded the motion. All in favor, motion carried.

EMPLOYEE APPOINTMENTS

Appoint Secretary/Treasurer and set salary and benefits. Currently Hannah Edwards budgeted as full-time salary of \$55,120.00 plus pension, life insurance, disability, hospitalization, vision and dental for employee and family, 10 holidays, 7 vacation days, 1 personal day, 2 sick days.

-Mr. Membrino made a motion to elect Ms. Edwards as the Secretary/Treasurer for the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.

Appoint Assistant Secretary/Treasurer and set salary and benefits. Currently Louisa Masemore budgeted as full time at \$19.17 per hour plus pension, life insurance, disability, hospitalization, vision and dental, 10 holidays, 11 vacation days, 1 personal day, 5 sick days.

- Ms. Dexter made a motion to elect Ms. Masemore as Assistant Secretary/Treasurer for the 2024 year, but her hourly rate stay the same as her current rate (\$18.43) due to probation. Mr. Membrino seconded the motion. All in favor, motion carried. Mr. Masemore choose to abstain.

Appoint Road Superintendent and set wages and benefits. Currently Christopher D. Day budgeted at \$31.77 /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.

-Mr. Masemore made a motion to elect Mr. Day as Road Superintendent for the 2024 year. Mr. Membrino seconded the motion. All in favor, motion carried.

Set wages for full time employee Brian Povenski and designate benefits. Budgeted at \$24.96/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.

-Mr. Membrino made a motion to elect Mr. Povenski as full-time employee for the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.

Set wages for full time employee Thomas Wojton and designate benefits. Budgeted at \$22.00/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 3 vacation days, 1 personal day and employee clothing allowance @\$500/year.

-Mr. Membrino made a motion to elect Mr. Wojton as a full-time employee for the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.

Appoint part –time Assistant Treasurer and set salary. (Diane Hollenbach is willing to fill this position)

-No motion currently.

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 2nd Class Township Code.

-Mr. Membrino made a motion to appoint the BOS as part-time employees for the township for the 2024 year. Ms. Dexter seconded the motion. All in favor, motion carried.

PROFESSIONAL APPOINTMENTS

Adopt Resolution #2024-01 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.

-Mr. Membrino made a motion to adopt Resolution #2024-01, which highlights Orlando Law Offices as Hereford Township Solicitor for the 2024 year. Ms. Dexter seconded the motion. All in favor, motion carried.

Adopt Resolution # 2024-02 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.

-Mr. Membrino made a motion to adopt Resolution #2024-02 appointing the Engineer from Technicon Enterprises as the Engineer for the Township in the year 2024. Ms. Dexter seconded the motion. All in favor, motion carried.

Appoint Zoning/Enforcement Officer. Currently Technicon Enterprises, II

-Mr. Membrino made a motion to appoint Technicon Enterprises as the Zoning and Enforcement Officer for the Township in the 2024 year. Ms. Dexter seconded the motion. All in favor, motion carried.

Appoint Building Inspector. Currently Technicon Enterprises, II.

-Mr. Masemore made a motion to appoint Technicon Enterprises as the building inspector for the 2024 year. Mr. Membrino seconded the motion. All in favor, motion carried.

Appoint Sewage Enforcement Officers. Technicon Enterprises, II - Michael Reinert (License 03034), Bryan Woerner (License 04146), Jennifer McConnell (License 03888) and Quinn Haller (License 03477).

-Mr. Membrino made a motion to appoint Technicon Enterprises as the Sewage Enforcement Officers for the Township in the 2024 year. Ms. Dexter seconded this motion. All in favor, motion carried.

Adopt Resolution #2024-03 appointing Barbara Akins, CPA to audit the financial records of Hereford Township for 2024 year at a cost not to exceed \$6,800.

-Mr. Membrino made a motion to adopt Resolution #2024-03 appointing Barbara Akins to audit the financial record for the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.

AUTHORIZATIONS

Designate the Town & Country as the publication for the advertisement of legal notices in 2024 with an alternate of the Reading Eagle .

-Mr. Membrino made a motion to designate Town and Country as a publication for advertisement of notices for the 2024 year. Ms. Dexter seconded the motion. All in favor, motion carried.

Establish meeting dates, location, and time for 2024 meetings – 1st and 3rd Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building.

-Mr. Membrino made a motion to establish the dates and location for the 2024 board meetings at Hereford Township. Mr. Masemore seconded the motion. All in favor, motion carried.

Authorize the Township Secretary to purchase security bonds in the amount of \$600,000 for the Treasurer and Assistant Treasurers.

-Mr. Membrino made a motion to authorize the township secretary to purchase a security bond in the amount for \$600,000 for the treasurers. Ms. Dexter seconded the motion. All

in favor, motion carried.

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.

-Mr. Masemore made a motion to designate the above banks as depositories for the township funds in the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.

BOARD AND COMMITTEE APPOINTMENTS

Appoint representative to the UCC Joint Board of Appeals. Currently Robert Bolen.

-Mr. Membrino made a motion to appoint Mr. Bolen as the representative to the UCC Joint Board of Appeals for the 2024 year. Ms. Dexter seconded the motion. All in favor, motion carried.

Adopt Resolution 2024-04 to appoint to a Zoning Hearing Board member to a three (3) year term expiring 12/31/2026, Steve Cunningham wishes to be reappointed.

-Mr. Membrino made a motion to adopt Resolution 2024-04 to appoint Mr. Cunningham a 3-year term to the Zoning Hearing Board. Mr. Masemore seconded the motion. All in favor, motion carried.

Motion to set the rate at \$200 per hour for the Zoning Hearing Board Solicitor Hartman, Valeriano, Magovern & Lutz PC.

-Mr. Membrino made a motion to set the rate of the Zoning Hearing Board Solicitor for the 2024 year as Hartman, Valeriano, Magovern and Lutz. Ms. Dexter seconded the motion. All in favor, motion carried.

Appointment to the Planning Commission with the term expiring 12/31/2026. Curt Kuhn does not wish to be reappointed.

-No motion currently.

Appoint Agricultural Security Area Committee. Currently Karla Dexter, Keith Masemore, Glenn Hoffman and Warner Tuttle.

-Mr. Masemore made a motion to appoint the four individuals above as the Agricultural Security Area Committee Members for the 2024 year. Ms. Dexter seconded the motion. All in favor, motion carried.

Appoint three people to the Hereford Township Washington Joint Planning Commission.

Currently Curt Kuhns, Karla Dexter and Albert Ciccarone.

Currently Curt Kuhns does not wish to be reappointed.

-Mr. Masemore made a motion to appoint Ms. Dexter and Mr. Ciccarone as the Hereford Committee Members for the Washington Joint Planning Commission for the 2024 year. Mr. Membrino seconded the motion. All in favor, motion carried.

OTHER APPOINTMENTS

Appoint Open Records Officer & Assistant Open Records Officer– Presently Open Records Officer is Louisa Masemore.

-Ms. Dexter made a motion to appoint Ms. Masemore as the open records officer for the 2024 year. Mr. Membrino seconded the motion. All in favor, motion carried. Mr. Masemore abstain his vote.

Appoint Emergency Management Coordinator (Table)

-No motion made

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

-No motion made

PUBLIC COMMENT

ADJOURNMENT