

HEREFORD TOWNSHIP
BOARD OF SUPERVISORS MEETING

4-2-24

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 and Secretary Hannah Edwards.

Guests: Cliff Kerchner

Zoom: Tom O'Connor, Candace Perry, Walter Schmidt and Charles Goodwin

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

Minutes

Approval of the March 19, 2024 regular meeting minutes

Payment of Bills

Approval of the March 20, 2024 – April 2, 2024 bills

Personal Appearances

Work Crew Report

Mr. Masemore mentioned the work crew has been sweeping the parking lots after all the winter storms. The road crew also swept the intersections and roads that had leftover debris from trees falling and winterized salt. The road crew has been working on patching holes on the blacktop roads along with fixing the sinkhole on Kahler Road. Mr. Masemore mentioned Mr. Day completed the traffic study on Camp Mensch Mill Road along with fixing the vandalized signs that were thrown in the stream. Mr. Day noted the park bathrooms will be reopened in the next month along with getting all the trash cans emptied and pet waste bags restocked. The road crew will be attending a class for “flagger training” and a class for “UMBCAA”. Overall Mr. Masemore said the work crew has been staying very busy with the nice weather over the past couple of weeks.

Engineer

1. Camp Mensch Mill Road – Design update
 - a. Mr. Day completed the traffic study for Camp Mensch Mill Road from 3pm – 5pm. There was a total of 3 cars that passed through. He also managed to fix the vandalized signs that were thrown in the stream. Ms. McConnell is still waiting to hear back from the conservation district on what the next step will be.
2. Building Inspector / Zoning Report & Complaint Update
 - a. 2987 / 3010 Seisholtzville Rd. – junk
 - i. Hearing has been scheduled for one the properties. Citations were filed for both properties. Mr. Haller did drive by one night and confirmed

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there was a truck with a trailer that was being loaded as if someone was hauling away some of the junk. The owners called over to the township and explained their trash service situation and how trash was not being picked up via their past service.

- b. 2954 Seisholtzville Rd - trailer, shed without a permit.
 - i. Citations were filed, trailer has been removed. The shed was also removed and looked to be burned. The junk along the property has also been removed. There was a hearing scheduled for April 2, 2024, he asked for a 30-day continuance.
 - c. 3187 Seisholtzville Rd – condition of house / yard
 - i. Mr. Haller sent over some draft citations to Mr. Orlando office for review before the township moves forward. There was word that the owner of the resident has contacted DEP about some neighbor complaints, but nothing has come back substantial enough to press any concern.
 - d. Deer Hill Road – vegetation
 - i. Continuing to work with the landowner on the vegetation cut back. The goal is to have all the trimming complete before the summer months.
 - e. 892 Gravel Pike – trash
 - i. The trash is all removed and cleaned up.
3. Sewage Enforcement Officer Report – No report per Mr. Haller
4. LSA Grant Award for Treichler’s Mill Park – Amount \$67,095.00
- a. Ms. Edwards should be getting some documents from the agency’s about moving forward on equipment. Usually, all the grants have bid specifications on what can and cannot be done. There are some recreational companies that bid through COSTARS that Ms. McConnell plans on looking at.

Solicitor

- 1. Act 537 Plan update
 - a. Mr. Orland stated there is a delay status in the progress of the Act 537 Plan, the sewer consultant has been hospitalized. Mr. Orlando and Ms. McConnell plan on meeting next week to see what can be done to keep the process moving forward. They have been looking at the metrics unit and how the density of the sewer capacity will affect the decision on what to do next. Mr. Orlando plans on gathering everyone together at the end of the month to get some plans or answers to share with the board about the future decisions to keep this project

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moving forward.

Secretary Report

Ms. Edwards mentioned the office has completed the AG 385 document which was the certification for foreign fire insurance tax distribution. The office also completed the SLF audit, collected all documents to update the Fire Department Rosters. The township also sent out the campground license documents to be completed. Ms. Edwards also confirmed from residents that the newsletter has been received in mailboxes. Ms. Edwards plans on updating the employee handbook, completing the Q1 Reports for the new year, getting all permits updated from the assessment office and finish collecting the documents for the May audit.

Unfinished Business

New Business

1. Motion to approve the 2024 Mowing Contract with Pennsylvania Department of Transportation – Document will be in BOS packet for signature.
 - a. Mr. Membrino made a motion to approve the 2024-2027 Mowing contract with the Pennsylvania Department of Transportation. Mr. Masemore seconded the motion. All in favor, motion carried.
2. Authorize Longswamp Township to prepare Inter Municipal Agreement for the Co-Op purchase of the 1990 International tractor truck and a 35-ton lowboy trailer from Walter Boulieu.
 - a. Mr. Membrino made a motion to approve Longswamp Township to begin the process of the documentation and purchase of the heavy equipment for the Co-Op. Mr. Masemore seconded the motion. All in favor, motion carried.
3. The Borough of East Greenville is requesting the assistance of Hereford and Seisholtzville Fire Police for their annual 2024 First Friday events.
 - a. Mr. Membrino made a motion to allow both fire departments to assist Borough of East Greenville in their First Friday events for the 2024 year. Mr. Masemore seconded the motion. All in favor, motion carried.
4. Accept Rec Committee Minutes from November 2023.
 - a. Mr. Membrino made a motion to approve the minutes from the rec committee from November 2023. Ms. Dexter seconded the motion. All in favor, motion carried.

Executive Session

1. Consider removing Assistant Secretary from probation and a possible wage increase.
 - a. Mr. Membrino called the executive session at 8:15pm.
 - b. Mr. Membrino called the BOS meeting back in session at 8:20pm.

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- c. Mr. Membrino made a motion to remove the assistant secretary from probation along with a wage increase to \$19.18 with a retro activate payroll from the beginning of the year. Mr. Dexter seconded this motion, Mr. Masemore abstained from a vote, motion carried.

Miscellaneous Correspondence and additional information

- Park and Rec Committee will meet again on April 23, 2024.
- Mr. Membrino made a motion to Amend the agenda for a new member request for the planning commission committee.
 - Mr. Membrino made a motion to approve the hire of Diana Howard, she will be part of the Planning Commission Committee in replace of Kurt Kuhns and his elected term. Ms. Dexter seconded this motion. All in favor, motion carried.

Public Comment

Mr. Membrino made a motion to close the April 2, 2024 board meeting at 8:35pm with no further question. Mr. Masemore seconded the motion. All in favor, motion passed.