

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

July 9, 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, Township Engineer Jennifer McConnell of Technicon Enterprises Inc. II, Solicitor Eugene Orlando Jr., and Secretary Hannah Edwards.

Guests: Steve Smith, Cliff Kerchner, Irene Donovan, Mark Levensgood, Al Ciccarone and Larry Raider
Zoom:

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 June 18, 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 state and township roads, installed pipes and a box on Long Lane. The crew has been working on the installation of pipes on Hurt Lane along with pipes on Pilgert St. Mr. Day installed delineaters around the pipe on the corner of Mulberry Hill and Huff's Church Road. They also milled driveways in Rockland Township. The crew detailed the Ram and Pickup truck this past month, they continue to mow and trim Tollgate and Community Parks. Mr. Day also got the municipal plates replaced for the loader.

ENGINEER

1. Camp Mensch Mill Road – Design update

Ms. McConnell mentioned that she will be coordinating with the Conservation District on the steps necessary to be ready to apply for the Low Volume Roads grant in January 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 the outstanding code enforcement properties:

2987/3010 Seisholtzville Road-

Ms. McConnell mentioned 2987 Seisholtzville Road and 3010 Seisholtzville Road have both paid their township fines. Both properties are cleaned up and approved by Technicon with a final inspection. Complaints closed.

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2954 Seisholtzville Road-

Ms. McConnell mentioned Gene sent a draft to the board and Jennifer of the repayment agreement. Jennifer would like to review the document with Quinn, and she will get back to Gene asap on any changes to be made.

3187 Seisholtzville Road – Condition of house / yard

Ms. McConnell mentioned Technicon received a notice from the judge; there was a default hearing from the judgment based off the first citation. Ms. McConnell suggested getting Mr. Orlando input on what the next steps should be. Mr. Orlando stated his office has had no contact from the landowner or his council since the last conversation. Ms. McConnell mentioned waiting till the next meeting to see if there is any communication since the notices did go out on Monday. She mentioned the board has an option to continue filing citations on a regular basis until we see some action on resolving the issues. Mr. Orlando suggested refile with the court and making a note that clearly states that there has been no response from the landowner, and that each day with no response is a new violation.

Mr. Masemore made a motion to authorize Mr. Orlando to work with Mr. Haller from Technicon to file the citations with the court again and to make sure key notes are pointed out about lack of communication or response from the landowner or his attorney. Mr. Membrino seconded this motion. All in favor, motioned passed.

Deer Hill Road –

Ms. McConnell plans on reaching out to the residents and request either they trim down to the requested height or removed the vegetation completely.

76 Saint Peters Road – Ms. McConnell said the residents have fully cleaned up their property and are no longer in violation of any fines. Complaint closed.

Consolidating/Modifying Permit Applications-

Ms. McConnell mentioned to the board that having their permit applications more defined and cleaned up to be based on more precise applications would allow Technicon to follow closer protocol in relation to other townships they are working with. The board did not see any issue with this request.

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.

4. PC Meeting/PC Secretary

Ms. McConnell mentioned the PC did meet last week, with Ms. Masemore resigning they decided that Ms. McConnell will be filling in as PC secretary until that position is filled.

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The next PC meeting will be July 24, 2024. The board also received PC meeting minutes from their last meeting.

5. Ordinance Amendment Discussion/ Status – SALDO, SWM, Zoning

The PC moved the draft SALDO and Stormwater Ordinances onto the BOS for their consideration though there will be minor changes to the SALDO from the proposed Zoning Amendments. At their July meeting the PC will be reviewing zoning amendments including regulations for large-scale solar farms and short term rentals as well as changes due to the SALDO and other needed clarifications. Mr. Masemore asked if the BOS could get a copy of Washington Township proposal with the solar farms and there was some discussion over what zoning districts solar farms should be permitted in.

6. LSA Grant – Playground

Ms. McConnell mentioned documents were sent out to the Rec Committee in hopes of some kind of response or feedback. There may have been some miscommunication on what the expectation was from them. Irene from the Estates also did not receive any feedback yet from the employees in the office on what the residents may have mentioned. Ms. McConnell plans on getting some documents together on what the best options for playground equipment would be and plans on sending those specifics to the BOS in the next month.

7. Discuss and possibly accept proposal from Bachman’s Roofing for the maintenance building roof

Ms. McConnell presented a proposal for \$29,750.00 from Bachman’s Roofing, this is a Costar company which wouldn’t require major bid process. The proposal notes a 10% deposit, but Ms. McConnell noted Bachman will allow the Township to cross this out of the contract due to it being a municipal building project. Mr. Membrino was concerned about a performance bond not being required for Costars bids and asked Ms. McConnell to find out how much the proposal would increase for the performance bond and also what the warranty is for materials and workmanship.

SOLICITOR

Act 537 Plan:

Mr. Orlando mentioned the group met in mid-June and will meet again in early August. Ms. McConnell has started developing ordinance language for sewage development credits and Fred Ebert, Ms. McConnell and himself will now be meeting on the 19th to further refine this amendments and Fred’s calculations as well as progress on the ACT 537 plan.

Secretary Report

Ms. Edwards mentioned projects to be completed are: Review and organize files on table, work on June reconciliation, work on Q2 Reporting for state and federal regulations, work on completing June building permit for census and 2024 interest updates from QuickBooks.

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Ms. Edwards mentioned projects that are completed: State police fines for half of the year was deposited, deposited Longswamp checks from the Co-op purchases. Ms. Edwards also completed pavilion rental for July, office updates via FB, front office, clean up and switching of accounts since L. Masemore has resigned. Also composed a letter to Penn Dot requesting payment for State Road cutting.

Unfinished Business – No report

New Business

1. Allow Hannah Edwards access to obtain a Visa Credit Card for the Township office, currently only credit card holders are C. Day and L. Masemore.
 - a. Mr. Membrino made a motion to grant Hannah Edwards approval to obtain a credit card in the same account as C. Day for the office use. Mr. Masemore seconded this motion. All in favor, motion passed.
2. Approve permission slip to have 2 loads of fill delivered to 3 Fran Lane, Macungie PA.
 - a. Mr. Membrino made a motion to grant C. Day to deliver 2 loads of fill to 3 Fran Lane, Macungie PA. Mr. Masemore seconded this motion. All in favor, motion passed.
3. Announce Updated office hours
 - a. Monday 7am – 3pm
 - b. Tuesday 7am – 3pm
 - c. Wednesday 7am – 3pm
 - d. Thursday 7am – 3pm
 - e. Friday 7am – 11am
4. Next BOS meeting will be July 23, 2024 (4th Tuesday instead of 3rd due to the 4th of July holiday)
5. Accept L. Masemore resignation letter for Hereford Township Assistant Secretary as her last working day as of July 3, 2024
 - a. Township Solicitor confirmed it would NOT be a conflict of interest for Mr. Masemore to vote in this matter.
 - b. Mr. Membrino made a motion to accept Ms. Masemore resignation letter for Hereford Township Assistant Secretary as her last working day as of July 3, 2024. Mr. Masemore seconded this motion. All in favor, motion passed.

Executive Session

Mr. Membrino called an executive session at 8:13pm to discuss a personnel issue.

Mr. Membrino, Mr. Masemore and Mr. Orlando all attended the meeting.

Mr. Membrino called the BOS meeting back in session at 8:25pm

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6. Consider a temporary weekly increase in pay to Hannah Edwards for assuming the additional duties of the Assistant Secretary
 - a. Mr. Membrino made a motion to grant Hannah Edwards a \$100 weekly increase to her payroll temporarily with a backdate starting July 8, 2024. Mr. Masemore seconded this motion. All in favor, motion passed.

Miscellaneous Correspondence and additional information –

Resident Steve Smith of 137 Bob White Road addressed the board with the question of taking over part of the road that connects to his driveway. Mr. Smith purchased the home 3 years ago and would like to take over part of the maintenance, snow removal, tree trimming and vegetation grooming from the township. Mr. Membrino did mention there are legal obligations from the township to keep this road maintained and the road would actually need to be formally vacated for Mr. Smith to take over maintenance. Mr. Masemore's concern is where the snowplow will turn around, Mr. Smith assured the township that the trash company also turns around in that area and this would not be a concern. Mr. Membrino mentioned that Mr. Orlando, Ms. McConnell and Mr. Day should all review this request to determine what legal issues there may be, agreements or easements needed, turnarounds required, etc., so the Board could discuss further. He mentioned re-inviting Mr. Smith back to the township meetings to continue this conversation and see what they can work out.

PUBLIC COMMENT

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

Hannah Edwards, Secretary/Treasurer