

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 5, 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, Karla Dexter, Township Engineer Jennifer McConnell of Technicon Enterprises Inc. II, Solicitor Eugene Orlando Jr., and Secretary Hannah Edwards.

Guests: Stephanine McCann, Bryan Leets, Bryanna Leets, Mark Levensgood, Irene Donovan and Cliff Kerchner

Zoom: Candace Perry, Tom O'Connor

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 October 15, 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.

-Mr. Membrino asked what the plan was for the ARPA funds. He mentioned using the ARPA funds to pay the end of the year billing, along with allocating some items for the 2025 year where motions were made during the 2024 year.

Personal Appearances – No Report

WORK CREW REPORT

Mr. Masemore reported the work crew mowed all township roads, milled, and paved Kennedy Ave, milled and paved Locust St, swept intersections and parking lot. Mr. Masemore also reported the road crew patched potholes, readied line painter for yellow line paint, painted yellow for Hereford, Rockland and Longswamp. They also painted white lines in Hereford and blew leaves from ditches and boxes. The road crew took care of the mowing and trimming down in all the parks as well. Chris Day attended BCPWA meeting.

ENGINEER

1. Haines Lot Annexation Plan

Address: 33 and 156 Mulberry Hill Road- Propose to adjust the lot lines from the existing 30 / 120 acre configuration to 90 / 60 acres with each lot retaining its respective dwelling. No improvements are proposed and a non-building waiver for sewage planning was prepared and submitted to DEP after approval of the existing systems by the Township SEO. A few waivers are requested related to the minor nature of the plan and lack of any proposed improvements. PC made a favorable recommendation on the requested SALOD waivers and on conditional final plan approval contingent upon compliance with the Technicon review letter dated October 28, 2024.

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 5, 2024

- a. Mr. Membrino made a motion to approve SALDO waiver section 204-207 related to allow a combined preliminary/final plan to approve. Mr. Masemore second this motion. All in favor motion passed.
- b. Mr. Membrino made a motion to approve SALDO waiver section 302.1 and 301.1a to allow a drawing scale of 1" =200'. Mrs. Dexter second this motion. All in favor motion passed.
- c. Mr. Membrino made a motion to approve SALDO waiver section 502.1 to not require existing streets to be graded at full ROW width. Mr. Masemore second this motion. All in favor motion passed.
- d. Mr. Membrino made a motion to approve SALDO waiver section 502.2 to not require existing street to be paved to full cartway width. Mr. Masemore second this motion. All in favor motion passed.
- e. Mr. Membrino made a motion to approve SALDO waiver section 502.3 to not require curbing along existing streets. Mrs. Dexter second this motion. All in favor, motion passed.
- f. Mr. Membrino made a motion to approve SALDO waiver section 502.4 to not require sidewalks along existing streets. Mrs. Dexter second this motion. All in favor, motion passed.
- g. Mr. Membrino made a motion to approve SALDO waiver section 503.2 to not require street trees to be planted. Mr. Masemore second this motion. All in favor, motion passed.

Recommendation of conditional final plan approval based on the applicant complying with the comments in the Township Engineer's review letter dated October 28, 2024.

- a. Mr. Membrino made a motion to approve the recommendation of conditional final plan approval based on the applicant complying with the comments in the Township Engineer's review letter dated October 28, 2024. Mrs. Dexter second this motion. All in favor, motion passed.
2. Pending Ordinance Amendments
 - a. The planning commission talked about few use changes. One of the key additions was naming personal services uses: hair salon as example. They also looked at a few warehouse specific use regulations. Ms. McConnell will be updating the drafts based on the PC comments. The planning commission has canceled their November 20, 2024 meeting. Mr. Membrino asked if there was an increase in the height of warehouse IQ to 50ft. He recommends not requiring the warehouse to only be required to use solar, but have it offered as an option. He doesn't agree that it should be mandatory and more of an incentive program. The PC will review their thoughts of making it more of an incentive vs a requirement.
3. LSA Grant – Playground – Approval to order equipment.
 - a. Ms. McConnell mentioned GEA sent over colors for the equipment, she ran them by the estates, and they were all in agreement that earth tones to match the pavilion would be the best option. Mr. Day did go out and measure the overall area to make sure everything will fit properly and grade the area. The sale of the equipment price is good till November 18, 2024. The quote dated from November

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 5, 2024

5, 2024, she planned on removing the geotextile line item under surfacing. The company is requesting the 50% deposit to order the equipment itself, she mentioned to GEA that the township solicitor would not approve this request. Mr. Orlando mentioned that the township CAN put out 50% but he asks "can you just say no." Mr. Membrino recommends asking if the deposit can be negotiated and then a motion could be made.

- i. Mr. Membrino made a motion to accept the proposal from George Ely Associates for the playground equipment down at Treichlers Mill Park in the amount of \$79,736.00 excluding the requirement for a 50% deposit. Mrs. Dexter second this motion. All in favor, motion passed.
 - ii. Mr. Orlando noted that the vendor will likely be using some of the deposit money to acquire the equipment and therefore advised that the vendor could provide an invoice for the deposit and said invoice could be paid at the next meeting as to avoid any issue with the timing of payment and end of sale price.
 - iii. The LSA grant timeframes will be followed by Ms. McConnell, Mr. Membrino wants to recommend looking into the next LSA grant for submissions of other items in the parks that needs update.
4. Bob White potential vacation
 - a. Ms. McConnell sent a letter to property owner, the owners indicated they did not want to give up as much land that was requested for the cul-de-sac. They currently are not inclined to move forward with the process.
5. Wawa traffic concerns – PennDOT
 - a. Ms. McConnell sent a follow up email to B. Boyer from PennDOT to see if he received that wawa contact to set up at site meeting. She has not heard back from him about that meeting request. She plans on following up later in the week to see where they are with the request.
6. Camp Mensch Mill Road- Design update
 - a. Ms. McConnell is still waiting to hear back from the conservation district on the specific requirements that are needed to be able to apply for the grant in January.
7. Building inspectors / Zoning reports and complaint updates
 - a. 2954 Seisholtzville Road – payments being made to recoup enforcement cost.
 - i. Ms. McConnell mentioned the next payment was made for the recoup of enforcement cost from the resident.
 - b. 3187 Seisholtzville Road – condition of house / yard
 - i. Ms. McConnell sent a draft of notice of violation to Gene utilizing the unsafe structure ordinance. Looking for Gene input before the township follows through with the next round of NOV's for that property.
 - c. Township Road – potential illicit discharge
 - i. Mr. Haller is working with the resident to determine what the discharge is exactly.
 - d. Deer Hill Road – Vegetation

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 5, 2024

- i. Ms. McConnell sent letter to BOS about the owners removing stakes and asked for any feedback on the letter to be emailed once they have reviewed.*
 - e. 1384 Huffs Church Road – burning.*
 - i. Mr. Haller sent a letter to the resident on general burning regulations. Mr. Masemore recommends making sure the letter states Berks County is in a burn ban and the township will follow those regulations.*
- 8. *Sewage Enforcement Officer report*

SOLICITOR

1. Act 537 Plan:

-Mr. Orlando mentioned he thought Ms. McConnell should speak on the last team meeting. Ms. McConnell noted that feedback from the developer has been provided on existing buildings / uses to be kept on the subject properties as well as conceptual non-residential designs. Based upon this information the sewer development credit and zoning ordinance amendments have been updated and as noted earlier some general ordinance amendment questions were sent to the BOS. Ms. McConnell is also coordinating with the sewer consultant for 537 plan information and correlation to the amendments as well as working with the Solicitor and sanitary consultant on timing for adopting of amendments and submission of the 537 plan.

2. Supervisors compensation – recently signed HB2288 the board should discuss whether they intend to amend Ordinance 2010-01 which would increase the compensation of future board members.

-Mr. Orlando mentioned this wouldn't start until a new term starts for an elected official. This change will not affect current board members, this is a requested consideration update per Mr. Membrino findings. There would need to be a motion set in place to update the current ordinance.

-Mr. Membrino made a motion to approve Mr. Orlando to prepare a draft to update the 2010-01 ordinance regarding increasing the compensation of the future board members. Ms. Dexter second this motion. All in favor, motion passed.

3. Firefighter Retention Program

Mr. Membrino mentioned a point system like East Greenville Borough was an ideal way to initiate this process. Mr. Orlando mentioned creating a joint co-op township line structure with other townships where everyone needs to buy into the program.

Mr. Orlando mentioned the code is unclear and he recommends "paying the fire company and they pay the fireman" it acts more as a contribution. Mr. Orlando thinks the money should come from the General Fund and by resolution. He also noticed the concern the number is unlimited so how would the township budget for it? Mr. Membrino said we can qualify the fireman this year but budget for next year.

Secretary Report

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 5, 2024

Ms. Edwards mentioned projects to be completed are: 2025 budget handbook, working on 2 old permits, working on fuel deposits for the fire department, creating binders for 2025 PC/BOS/Park Rentals, working on completing US Census for October and 2025 Organization Meeting Documents

Ms. Edwards mentioned projects that are completed: Pavilion post for October is complete, created checks for reimbursement for company travel, Sent B. Haines documents to BCPC and the check provided, completed Q3 reporting, checked the PSATS drug test – none for Hereford was requested, sent auditor letter plus '25 meeting dates to newspaper for advertisement, a thank you letter was sent to the estates for the playground coverage and the burn ban post were posted on FB and the township website.

Unfinished Business – No report

New Business

1. Discussion Burn Ban for Hereford Township
 - a. Mr. Leets mentioned Berks County placed a no burn ban resolution for the entire county which will last for 30 days. Once the 30 days is up, the county plans to reevaluate the resolution on what to reinforce next. Mr. Membrino mentioned posting the resolution 357-2024 on the township website and FB for the residents to grasp exactly what was stated.
2. Adopt resolution 2024-15(Hereford Township Promulgation for Emergency Operation Plan)
 - a. Mr. Membrino made a motion to adopt resolution 2024-15 regarding Hereford Township Promulgation for Emergency Operation Plan. Mr. Masemore second this motion. All in favor, motion passed.

Budget

1. Anyone have anything to update the budget?
 - a. Mr. Membrino mentioned where the budget was for the next meeting. Ms. Edwards mentioned all the updates were made based on the last board meeting. She would like to send the final copy over to the board before the next meeting so a final review can be completed. Once the final draft is edited, she will send a copy out to the BOS.

Miscellaneous Correspondence and additional information –

-Next board meeting will be held on 11-19-24 at 7:30pm
-The November 20,2024 PC meeting has been cancelled
-Office will be closed November 11, 2024 for Veterans Day
-Office will be closed November 28 and 29 for the Holidays
-Office will close early on November 25, 2024 at 11:00am and will reopen on November 26, 2024 at 7:00am

-Mr. Masemore would like to ask Seisholtzville Fire Department for an itemized account update on where the Township funds are being deposited and spent. Mr. Membrino mentioned

HEREFORD TOWNSHIP BOARD OF SUPERVISORS

November 5, 2024

Seisholtzville Fire department needs to be following the township's regulations on deposited funds.

Mr. Membrino also asked Mr. Masemore where we are with the Co-op on fulfilling the line painter purchase and if there can be a update announced at the next meeting?

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