



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road

Duncannon, PA 17020-1100

Township Office 834-5281

Fax 834-6854

E-Mail: penntwp6@ptd.net

Henry A. Holman, III

Karen Potteiger

Clifford Lindgren

MINUTES OF JANUARY 2, 2024

The Penn Township Board of Supervisors (PTS) met on Tuesday, January 3, 2024 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry A. Holman, III Vice Chairman Karen Potteiger, and Supervisor Clifford Lindgren. attended. Other personnel present were Secretary Helen Klinepeter (hereinafter referred to as Secretary) and Ann Delancey(hereinafter referred to as Treasurer). A list of visitors attending is on file in the Township Office. Chairman Holman convened the meeting with the Pledge of Allegiance to the Flag and a moment of silence. The meeting was recorded to aid in the preparation of the minutes.

RE-ORGANIZATION

Temporary Chairman – Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Helen Klinepeter as Temporary Chairman.

Mr. Holman turned the meeting over to Mrs. Klinepeter.

Temporary Secretary - _ Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint Ann Delancey as Temporary Secretary.

APPOINTMENTS

Chairman -. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Henry Holman, III as Chairman. Mr. Holman Abstained.

Mrs. Klinepeter turned the meeting over to Mr. Holman.

Vice-Chairman Upon a Lindgren/Holman motion, the PTS voted unanimously to appoint Karen Potteiger as Vice-Chairman.

Secretary - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Helen Klinepeter as Secretary.



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Assistant Secretary – Upon on a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Jennifer Blouch as Assistant Secretary.

Treasurer - Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint Ann Delancey as Treasurer.

Road Masters – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Henry Holman, III, Karen Potteiger, and Clifford Lindgren as Roadmasters.

Working Roadmaster – Secretary offered that as Mr. Holman is a working supervisor the PTS needs to recommend a wage to the Elected Auditors. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to recommend that Mr. Holman have a 4% wage increase. Mr. Holman abstained as the matter concerns him.

Roadmasters Wage Mr. Holman offered that the Roadmasters should get a wage while working on the roads and during emergencies. Upon on a Holman/Lindgren motion, the PTS voted unanimously to recommend a \$15.00 per hour wage for Roadmasters.

OTHER APPOINTMENTS

Township Engineer - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Keller Engineering (William Hill & Associates) as Township Engineer.

Township Vacancy Board Chairman - Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint Edward Chism.

Solicitor - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint DPM as Township Solicitor.



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Special Solicitor (Dennis Shatto) - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Dennis Shatto as the Special Solicitor for the Perdix Fire Company legal issues.

Township Sewage Enforcement Officer (SEO) and Alternate (SEO)
Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint FSA as the Sewage Enforcement Officer.

Township Zoning Officer and Alternate Upon a Lindgren/Holman motion, the PTS voted unanimously to appoint FSA as the Zoning Officer.

Township Uniform Construction Code Inspection Agency Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint BIU as 3rd Party Inspection Agency for the Uniform Construction Code contingent with the agreement of the Municipal Authority.

Codes Official- Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Anthony Klase as the Codes Official.

Emergency Management Coordinator- Upon a Holman/ Potteiger motion, the PTS voted unanimously to appoint Cory Stone as the Emergency Management Coordinator.

Right to Know Officer - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Helen Klinepeter as the Right to Know Officer and Jennifer Blouch as Alternate.

Elected Auditors - No Appointment.

Cumberland/Perry County Task Force Representative & Alternate -
Upon a Potteiger/Holman motion, the PTS voted unanimously to appoint Helen Klinepeter as primary and Cliff Lindgren as secondary to the CPTF.



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Capital Tax Collection Bureau – Representative & Alternate - Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint Helen Klinepeter as primary and Cliff Lindgren as secondary to the CTCB.

Perry County Tax Collection Committee – Representative & Alternate - Upon a Potteiger/Holman motion, the PTS voted unanimously to appoint Helen Klinepeter as primary and Cliff Lindgren as secondary to the PC Tax Collection Committee.

Traffic Signal Maintenance - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint C.V. High for Traffic Light Maintenance.

CPA – Secretary was directed to send out a Request for Proposals for a CPA firm.

Depositories - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Mid-Penn Bank, Orrstown Bank, PLIGIT Bank , and Members 1st as the depositories.

Signatories - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Henry Holman, III, Karen Potteiger, Clifford Lindgren, Helen Klinepeter, and Ann Delancey as signatories.

Wages/Salaries – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to provide a 4% wage increase across all employees.

BUSINESS MATTERS

Points of Contact(POC) – Mr. Holman offered that he likes the process that was in place last year with the Supervisors rotating who was the POC. Upon a Holman/Lindgren motion, the PTS voted unanimously to have the



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Point of Contacts start with following supervisor and a rotation of the contact to commence.

Emergency Responders – Mr. Holman

Fire Committee – All three Supervisors with Mr. Holman as primary.

Office – Mrs. Potteiger

Highway – Mr. Holman

Park and Recreation – Mrs. Potteiger

Planning Commission – Mr. Lindgren

Municipal Authority – Mr. Lindgren

Set Mileage Rate - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint the Federal Mileage Rate for the Township mileage rate.

Fee Schedules – Secretary presented the Fee Schedule for review. A discussion commenced upon raising the Park fee rate to \$1,200.00, the Zoning Permit Fee to \$85.00 and the Zoning Hearing increase to \$500.00 due to the costs increasing. Upon a Lindgren/Holman motion, the PTS voted unanimously to adopt Resolution 2024-01, Fee Schedule.

Tax Levy - Secretary presented the Tax Levy for review. Upon a Holman/Lindgren motion, the PTS voted unanimously to adopt Resolution 2024-02, Tax Levy.

Tax Collector Audit – Upon a Holman/Potteiger motion, the PTS voted unanimously to have the Elected Auditors perform the Tax Collector Audit.

Meeting Dates Upon a Holman/Lindgren motion, the PTS voted unanimously to adopt the Meetings as noted.



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Board of Supervisors Monthly Meetings.

Wednesday, January 31, 2024

Wednesday, February 28, 2024

Wednesday March 27, 2024

Wednesday, April 24, 2024

Saturday, April 27, 2024 Road Survey

Wednesday, May 29, 2024

Wednesday, June 26, 2024

Wednesday, July 31, 2024

Wednesday, August 28, 2024

Wednesday, September 25, 2024

Wednesday, October 30, 2024

Wednesday, November 20, 2024

Wednesday, December 18, 2024

Planning Commission Monthly Meetings.

Monday, January 15, 2024

Monday, February 19, 2024

Monday, March 18, 2024

Monday, April 15, 2024

Monday, May 20, 2024

Monday, June 17, 2024

Monday, July 15, 2024

Monday, August 19, 2024

Monday, September 16, 2024

Monday, October 21, 2024

Monday, November 18, 2024

Monday, December 16, 2024

Park and Recreation Board Monthly Meetings.

Tuesday, January 9, 2024

Tuesday, February 13, 2024

Tuesday, March 12, 2024



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Tuesday, April 9, 2024

Tuesday, May 14, 2024

Tuesday, June 11, 2024

Tuesday, July 9, 2024

Tuesday, August 13, 2024

Tuesday, September 10, 2024

Tuesday, October 8, 2024

Tuesday, November 12, 2024

Tuesday, December 10, 2024

The Zoning Hearing Board will meet on the second Thursday as needed.

The UCC Board of Appeals will meet on the first Thursday as needed.

Treasurer Report – Treasurer submitted the year-end Invoice Report.

Upon a Potteiger/Holman motion, the PTS voted unanimously to pay the following vendors, Appalachian Hardware, FSA, Smith, Sylvester Services, refunds, and Quill for a total of 3,172.00.

Recognition of Visitors - None

OLD BUSINESS

PSATS Invoice - Upon Potteiger/Holman motion, the PTS voted unanimously to pay the invoice in the amount of \$1,424.00 for the dues and services.

PSATS Convention – Secretary asked who was attending the State Convention. Helen Klinepeter, Henry Holman, Jennifer Blouch will attend the Convention with Helen Klinepeter to be the voting delegate. One spot was offered to the Planning Commission.

Point of Contact for Emergency Center – Secretary asked who the Contact would be. The PTS stated that Henry Holman would be the



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contact.

Humane Society - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to continue with the Humane Society Contract.

MINUTES – The Board tabled the minutes until January 31, 2024.

NEW BUSINESS

CAMERAS – Mr. Holman offered that there are two quotes. Upon a Potteiger/Lindgren motion to accept the two quotes for movement of cameras and a new camera at the garage.

TV FOR CAMERAS - Upon a Holman/Potteiger motion to grant \$250.00 for a 40-inch HD tv for the camera monitor.

INSURANCE INFORMATION - This information was tabled as the quotes did not come in time for the meeting.

NEWSLETTER - Secretary offered that the newsletter articles are needed by January 31, 2024.

RENTAL FEES - Secretary asked if the Board was looking to raise the rental fees of our longer-term rentals. Discussion was made to have the Daycare pay their invoice within 90 days to remove their items from the building and not rent this year.

ADDITION TO AGENDA - There was no addition.

ADJOURNMENT – Upon a Potteiger/Lindgren motion. The PTS voted unanimously to adjourn at 8:06 p.m.

Respectfully Submitted,

Helen Klinepeter
Secretary