



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road
Duncannon, PA 17020-1100
Office 717-834-5281
Fax 717-834-6854
Email penntwp6@ptd.net

Karen Potteiger

Clifford Lindgren

Forrest Woodward

Minutes of 1/6/25

The Penn Township Board of Supervisors (PTS) met on Monday, January 6, 2025 at 7:00 p.m. in the Municipal Building to conduct the annual organizational meeting. Chairman Clifford Lindgren, Vice-Chairman Karen Potteiger, and Supervisor Forrest Woodward attended. Other personnel present were Secretary Jennifer Blouch (hereinafter referred to as Secretary), Darrel Dethlefs (hereinafter referred to as Solicitor), Ann Delancey (hereinafter referred to as Treasurer), and Helen Klinepeter (hereinafter referred to as Assistant Secretary). A list of visitors attending is on file in the Township Office. Vice-Chairman Potteiger 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.

Executive Session Announcement

Mrs. Potteiger announced that there was an Executive session before the meeting, for legal and personnel reasons.

Appointments

Chairman: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Clifford Lindgren.

Vice Chairman: Upon a Woodward/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Karen Potteiger.

Secretary: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Jennifer Blouch.

Assistant Secretary: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter.

Treasurer: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Ann Delancey.



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Treasurer's Bond: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to increase the Treasurer's bond to 1.6 million dollars.

Vacancy Board Chairman: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Edward Chism.

Sewage Enforcement Officer and Alternate: Upon a Woodward/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Juniata Sewage Committee.

Zoning Officer and Alternate: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Barry Isett & Associates.

Uniform Instruction Code Inspection Agency: Upon a Lindgren/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Building Inspection Underwriters of PA.

Codes Official: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Tony Klase.

Emergency Management Coordinator: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Corey Stone.

Right to Know Officer: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter.

Elected Auditor: Upon a Lindgren/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Margaret Raub as an Elected Auditor for 2025.

Capital Tax Collection Bureau Representative: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter, with Clifford Lindgren as Alternate.

Perry County Tax Collection Committee Representative: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter, with Clifford Lindgren as Alternate.



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Park and Recreation: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Raymond Klinepeter for a 5 year term.

Planning Commission: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Meranda Harwood for a 4 year term.

Zoning Hearing Board: Upon a Lindgren/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Brian Foster for a 3 year term.

Uniform Construction Code Board of Appeals: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Jeff Holman for a 3 year term.

Traffic Signal Maintenance Provide: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint C.M. High.

HVAC Maintenance Provider: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint HV Mechanical.

Depositories: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to continue with PLGIT, Mid Penn, Orrstown, and Members 1st Credit Union.

Signatories: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Karen Potteiger, Clifford Lindgren, Forrest Woodward, Helen Klinepeter, Ann Delancey, and Jennifer Blouch.

Solicitor: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Dethlefs, Pykosh & Murphy.

Engineer: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Keller Engineers.

CPA: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint SEK as CPA to perform the 2024 Township Audit.



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Humane Society: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to cancel the contract with the Humane Society due to confusion with the length of the contract.

HRA Budget: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to amend the 2025 Budget to add \$25,600 to the Medical Insurance line item for the Township's HRA for full time employees.

Wages

Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to increase the wages of the Township employees by 4 percent.

Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to recommend to the Elected Auditors that Working Supervisors be paid \$19.25/hour.

Resolution 2025-03: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2025-03, to pay the Tax Collector 5% of taxes actually received, whether such taxes are paid during the discount, flat rate, or penalty period.

Business Matters

Points of Contact: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint the following Supervisors as points of contact:

Emergencies: Rotating all Supervisors

Office: Karen Potteiger

Highway: Karen Potteiger and Forrest Woodward

Park and Recreation: Karen Potteiger

Municipal Authority: Clifford Lindgren

Mileage Rate: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint the IRS Federal Mileage Rate for the Township Mileage Rate.



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Fee Schedule: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2025-01, with the following changes: Stormwater Review Fees: \$150
Alternate Zoning Officer and All Other Staff: Permit Fees will be in accordance with the fee schedule of the Township's 3rd party inspection agency.

Tax Levy: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2025-02 as the Tax Levy.

Tax Collector Audit: Upon a Lindgren/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint the Township's Elected Auditors to perform the 2024 Tax Collector Audit.

Meeting Dates: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adopt the following schedule:

Supervisor's Meetings 7pm:

Tuesday, January 28, 2025
Tuesday, February 25, 2025
Tuesday, March 25, 2025
Tuesday, April 29, 2025
Tuesday, May 27, 2025
Tuesday, June 24, 2025
Tuesday, July 29, 2025
Tuesday, August 26, 2025
Tuesday, September 30, 2025
Tuesday, October 28, 2025
Tuesday, November 25, 2025
Tuesday, December 30, 2025

Planning Commission Meetings 7pm:

Monday, January 20, 2025
Monday, February 17, 2025
Monday, March 17, 2025
Monday, April 21, 2025
Monday, May 19, 2025
Monday, June 16, 2025
Monday, July 21, 2025
Monday, August 18, 2025
Monday, September 15, 2025
Monday, October 20, 2025
Monday, November 17, 2025
Monday, December 15, 2025



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Park and Recreation Meetings 7pm:

Tuesday, January 14, 2025
Tuesday, February 11, 2025
Tuesday, March 11, 2025
Tuesday, April 8, 2025
Tuesday, May 13, 2025
Tuesday, June 10, 2025
Tuesday, July 8, 2025
Tuesday, August 12, 2025
Tuesday, September 9, 2025
Tuesday, October 14, 2025
Wednesday, November 12, 2025
Tuesday, December 9, 2025

Fire Committee Meetings 7pm:

Tuesday, January 14, 2025
Tuesday, February 11, 2025
Tuesday, March 11, 2025
Tuesday, April 8, 2025
Tuesday, May 13, 2025
Tuesday, June 10, 2025
Tuesday, July 8, 2025
Tuesday, August 12, 2025
Tuesday, September 9, 2025
Tuesday, October 14, 2025
Wednesday, November 12, 2025
Tuesday, December 9, 2025

Treasurer's Report: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to accept the Treasurer's Report, pending Audit.

Recognition of Visitors: No one wished to speak.



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Old Business

Minutes: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to table the minutes from November 12, 2024 (Conditional Use Hearing), November 12, 2024, November 20, 2024, December 2, 2024.

New Business

Newsletter: Secretary reminded all that articles for the Spring Newsletter should be in by January 10th.

Website Quote: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept the quote from Linnflux to redesign the township website.

Line Painting: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the quote of \$2134.20 from Alpha Space Control to perform line painting.

Internet Increase: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to upgrade the internet speed from Blue Ridge and to have the Penn Township Municipal Authority reimburse the Township for the monthly payments of \$69.95.

Perry County EMS Council Workshops: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to have Helen Klinepeter attend one of the Council Workshops.

PSATS Convention: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to have Jennifer Blouch, Forrest Woodward, and John Keller attend the 2025 PSATS convention, with Jennifer Blouch as the voting delegate.

PSATS Invoice: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to pay the PSATS invoice with adjustments.



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Supervisor Compensation Bill: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to pay future Elected Officials \$3,145 per year.

Snow Emergency Contractors: Helen Klinepeter presented information relating to the possibility of Morrison Inc. helping us plow in emergency situations. .

Alternate Snow Plowers: John Keller, Kyle Potteiger, Jordan Williams, and Thomas Rissinger, and Corey Stone are willing to help with plowing in Emergency situations.

Sale of Metal Items: Upon a Lindgren/ Potteiger motion, the Penn Township Supervisors voted unanimously to hold an auction for the 2 police jail cells, and to sell other metal items that are being replaced.

Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:13pm.

Respectfully Submitted,
Jennifer Blouch
Secretary