



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

Clifford Lindgren

Karen Potteiger

Forrest Woodward

Minutes of 2/25/25

The Penn Township Board of Supervisors (PTS) met on Tuesday, February, 2025 at 7:00 p.m. in the Municipal Building for their monthly 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: Mr. Lindgren announced that there was an Executive session January 28, 2025, February 4, 2025, and February 25, 2025 for legal and personnel reasons.

Recognition of Visitors:

SEK: Mrs. Curnow from SEK presented the finals for the 2021 Audit. In summary, we have an unmodified audit opinion. There were many adjustments, but all were identified and corrected. Once adjustments were made, the accounts had positive changes at the end of the year with additions to the reserves. The 2022 audit is seventy to eighty percent complete. Mrs. Potteiger commented that the supervisors are now signing off on all of the checks. She questioned Mrs. Curnow on whether there is a recommendation for whether the fire company should provide us with receipts for the funds from the fire tax levy that are given to the fire company. Teena answered that in order to ensure that the money is used for fire activity, receipts are the best practice for a good review of what is spent. Mrs. Curnow said that we should also be thinking about our intake versus what the fire company's needs are. In general those reviews are done during budget season.

Joyce Hand: Mrs. Hand asked about what is happening with the Cove Mountain Farmer's Market (Scalehouse property). She heard that the Township is taking over the property and wants to know a timeframe. The Solicitor answered that we approached Perdix Fire Company because if the property is no longer used for Township purposes it is to revert back to the Township. The solicitor said that there is no planned change on the use of the property. Mr.



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Lindgren stated that our intentions are to develop the property to do more for the community. Mrs. Hand asked if there can only be food related businesses. The solicitor will research. Mrs. Hand asked if there would be leases. The Solicitor answered in the affirmative, and said that any lease will be negotiated and official. Mrs. Hand is interested in doing something with the smaller building, but only if there's a formal lease. Mrs. Hand informed the board that currently the services provided to the food trucks are snow plowing of the parking lot, filling in potholes, maintaining the landscape, cleaning the grease trap once or twice a year, once a month water testing as required for restaurants, and maintaining the well. Mrs. Hand stated that there is currently no lease. The solicitor stated that we will review how they've been operating.

Solicitor: Report was submitted.

Invoices and Expenditures: The Treasurer stated that the invoices are high due to the fire company payment coming out, and that we went through a lot of salt. The Treasurer stated that Rich did not give her receipts for recent purchases. She asked if there is a way to solve this problem. The Board discussed that the credit card will need to be signed out and back in. If receipt isn't turned in with receipt, the employee will be held liable until receipt is turned in. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the Invoices and Expenditures, subject to audit.

Treasurer's Report: Treasurer stated that the Orrstown account is now closed. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the Treasurer's Report, subject to audit.

Minutes: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the minutes from November 12, 2024 (Conditional Use Hearing), November 12, 2024, November 20, 2024, and December 2, 2024. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to table the minutes from December 18, 2024, January 6, 2025, and January 28, 2025.

Highway:

Part Time Hire: Mr. Woodward stated that they interviewed two people for part time help and decided the best candidate is John Keller. We need to see if he wants to be acting Roadmaster until George returns to work. Mr. Woodward



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stated that the Road Crew is doing a much better job. Mrs. Potteiger commended the Road Crew for remodeling the offices and fixing a recent leak. Mr. Woodward stated that Paul has been getting the vehicles ready for Spring.

Line Painting: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the new estimate from \$4,113.60 from Alpha Space Control for line painting on Schoolhouse Road. They will start once it rains more and warms up.

Fire Committee:

The meeting for February was canceled. The next meeting is March 11th at 7pm.

Fire Company Payment: Fire Company requested to have the first payment in May instead of March each year. The Treasurer stated that the first payment is due March 1st, but the tax money is not due from the Tax Collector until after that date. Mrs. Potteiger commented that we should be paying the Fire Company the fire taxes for 2024 in 2025, once the money has been audited. The treasurer stated she needs to know how the contract is worded. The Solicitor stated that he will review the contract.

Bob Johnson stated that once there was money set aside for the Perdix Fire Company when fire tax came into effect. The Assistant Secretary stated that the money was only in the budget.

Bob Johnson stated that he doesn't know why the Perdix Fire Company was shut down. The Assistant Secretary stated it would have to be researched.

Duncannon Fire Company Banquet Invitation: Invitation was presented to the supervisors.

EMS: Report was presented. Mr. Nace summarized the February 24th County EMS workshop. Mr. Nace emphasized the struggle with going from 100% volunteer to almost all paid employees. Since January 2006, the EMS has not missed a first-out call. They've been operating with 24/7 staffing for almost 20 years. EMS currently owns 5 ambulances, and are planning to sell 2 soon. There will need to be a representative for the region for the Strategic Planning Committee. Mr. Nace recommended Cory Stone. Mrs. Potteiger asked if the EMS has numbers on the amount of calls coming from the nursing homes in the area. Mr. Nace will get us that information. Mrs. Potteiger stated that we will need to renew our CPR certifications in the fall. Mr. Nace stated that they also offer Stop the Bleed training.



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Byron Worner: Mr. Worner mentioned that the Fire Company payment contract should be changed with the first payment taking place in May instead of March. Mrs. Potteiger stated that our Solicitor will review the contract to look into whether or not fire tax money is given to the fire company during the current tax year, or if it is held until it is audited, per the earlier discussion. Mr. Worner stated that the tower truck had an issue with the aerial test and it was taken care of quickly without being out of service. The DFC received a 50k grant to replace the Chief's buggy. The buggy has been ordered. The sale of the old vehicle will help fund the equipment for the new vehicle.

Emergency Management: Secretary reported that we had Jim Kelley from Hunter Lomison out for a generator quote. Mr. Kelley recommended that we have an Electrical Engineer out beforehand because we have so many panels and meters, without clear routes. We should see if it's possible to reduce our meters and talk with Duncannon Borough.

Park and Recreation: The February meeting was canceled due to weather. The secretary stated that we have the BBQ and Craft Fair coming up in April. We are still working on our DCNR application. DAGSA has asked permission to have a port-a-potty delivered. Upon a Lindgren/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the holding tank agreement.

Planning Commission: Assistant Secretary Helen Klinepeter announced that the planning commission is reviewing the animal ordinance, the driveway ordinance, and the SALDO ordinance. They are asking that the Engineer be allowed to review the driveway ordinance and the SALDO. Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to have the Engineer review the driveway and SALDO ordinances. Mr. Woodward recused himself from the vote, as he is on the Planning Commission. Picture Perry would like us to join. The Planning Commission has no recommendation. Mrs. Potteiger stated that we should continue as we have. Mr. Woodward feels that we shouldn't join because we have our own comprehensive plan. The Assistant Secretary stated that plans have been turned in for Longenecker's Hatchery and Karns Solar.

Engineer: Report was submitted.

Zoning: Report was submitted.



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Sewage Enforcement Report: Report was submitted.

Penn Township Municipal Authority: No report.

Code Enforcement: Report was submitted. The Secretary stated that the Codes Officer requested a tablet to use, and that we could let him sign out one from the office.

Secretary's Report:

Ordinance 2025-01: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept Ordinance 2025-01 for Supervisor Compensation.

Drug Testing: Secretary reported that our current drug testing policy is only for CDL Drivers. Mrs. Potteiger asked the solicitor if we can have random drug testing for all employees. The solicitor stated that he will give us more information about how to move forward.

PSATS Act 44: Upon a Woodward/Lindgren motion, the Penn Township Supervisors voted unanimously to allow the secretary to post the Act 44 document to the website.

Pension Adoption Agreement: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the Pension Adoption Agreement.

Shearer Proposal: Secretary presented the quote from Shearer for doorbell, door camera, and extra office camera. Supervisors suggested that the doorbell should be on the external doors and ring both in the office and the Municipal Authority office so that we will be notified when someone enters the building. The secretary will communicate with Shearer.

Permit Report: Report was submitted.

Correspondence:

Veolia Water: Secretary presented correspondence from the Pennsylvania Public Utility Commission informing the township that Veolia Water has withdrawn its petition to Norfolk Southern for Reconsideration from Staff Action and request for temporary extension and final resolution. Also from Gannet Flemming in reference to Veolia Water's request to allocate surface water from Sherman's Creek.



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American Water: Secretary presented correspondence from American Water requesting a virtual introduction with the supervisors. Secretary will set up a meeting on March 10th or 11th.

PennDOT: Secretary presented correspondence from PennDOT informing us that they will be performing surveys of township roads.

Old Business:

Leak Sensor:

Secretary corresponded with the insurance representative, and the sensor will not void claims if the township does not respond to an alert. Secretary will contact insurance to have a free sensor installed to detect leaks and freezing.

New Business:

Stormwater Grants: Assistant secretary stated that she found 3 grant possibilities for Stormwater grants. Mrs. Potteiger commented that we may need grants in the future for drains and other stormwater purposes. The solicitor recommended that when we are ready we have an engineer prepare the grant application. Assistant Secretary will communicate with Engineer. Mrs. Potteiger stated that she would like to have this matter as part of the 5 year plan. The solicitor recommended that we talk to Mr. Rothman's office.

MRM Trust: Secretary presented information on the annual meeting for MRM Trust. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to send in the proxy form to have the chair cast the vote for the township.

Adjournment: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:52pm.

Respectfully Submitted,
Jennifer Blouch
Secretary