



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

Karen Potteiger

Clifford Lindgren

Forrest Woodward

MINUTES OF March 25, 2025

The Penn Township Board of Supervisors (PTS) met on Tuesday March 25, 2025 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Clifford Lindgren, Vice-Chairman Karen Potteiger and Supervisor Forrest Woodward attended. Other personnel present were Assistant Secretary Helen Klinepeter and Darrell Dethlefs (hereinafter referred to as Solicitor). A list of visitors attending is on file in the Township Office. Chairman Lindgren 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 - Chairman announced that there was an executive session on March 11 and March 25 for personnel and legal matters.

VISITORS

Dan Rubinic – Mr. Rubinic asked about the 2024 Foreign Fire Relief check from 2024. Mrs. Klinepeter replied that the money has not arrived yet and that she would check with the Auditor General's office. Mr. Rubinic also asked about the funds from the forensic audit. Solicitor replied that the audits were not finalized.

SOLICITOR – Solicitor stated that he has discussed litigation during the executive session. Solicitor asked Mr. Johnson to whom the correspondence for the scale house property be sent. Mr. Johnson stated that it should be sent to Shade Reidlinger.

TREASURER REPORT/INVOICES AND EXPENDITURES - Upon a Potteiger/Woodward motion, the PTS voted unanimously to accept the Invoice and expenditures and the Treasurer Report subject to audit.

MINUTES - The minutes of December 18, 2024, January 6, 2025, January 28, 2025, February 25, 2025 Hearing and February 25, 2025 were presented. Upon on Woodward/Lindgren motion, the PTS voted unanimously to approve the minutes.

HIGHWAY DEPARTMENT - The Highway Report was accepted.

Personnel - John Keller – Upon a Woodward/Potteiger motion, the PTS voted to hire John Keller to be a part-time Roadmaster with a pay of \$16.50 per hour.

Van Hire for Road Study – Mrs. Potteiger stated that there is a Road Study with a large number of people attending. Upon on Potteiger/Woodward motion, PTS voted unanimously to rent a van with a cap of \$350.00.



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Mr. Johnson stated that he did not understand the roll on the side of the road of Schoolhouse Project. Mr. Woodward offered that the role is to direct the stormwater into the basin.

FIRE COMMITTEE – The next meeting is April 8, 2025.

EMS – Kraig Nace presented the call numbers. Mr. Nace talked about the EMS Strategic Plan and suggested tCory Stone as the representative for Penn Township.

EMERGENCY MANAGEMENT – No Report.

PENN TOWNSHIP PARK AND RECREATION BOARD – The report was presented.

PLANNING COMMISSION – The Planning Commission is reviewing the Zoning Map for revisions. The Planning Commission is asking permission to send a letter to all residents asking if anyone would like to change the zoning of their property. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to send the letter.

ENGINEER REPORT - The report has been presented.

ZONING REPORT - The zoning report was presented.

SEWAGE ENFORCEMENT REPORT – The report was presented.

PENN TOWNSHIP MUNICIPAL AUTHORITY – No Report

CODES- The Report was submitted.

SECRETARY REPORT

Training on 6/17/2025- The Secretary would like to attend the Code Enforcement Academy on June 17, 2025 in the amount of \$125.00. Upon a Potteiger/Woodward motion, to allow the Training for \$125.00

Shearer Proposal – The camera quote was provided for more cameras and the door chime. Upon a Potteiger/Woodward motion, PTS voted unanimously to accept the proposal in the amount of \$1,529.00.

Liquid Fuel Audit – Mrs. Klinepeter presented the Liquid Fuels Audit to the PTS.



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Upon a Lindgren/Woodward motion, the 2023 Liquid Fuels Audit was approved.

PERMIT REPORT – The report was accepted.

CORRESPONDENCE

Perry County Conservation - PA Options NPDES Permit has been terminated as the project is completed.

Perry County Conservation – The Norfolk Southern NPDES permit has been determined to be incomplete.

Perry County Conservation – The Conservation District reviewed 301 Schoolhouse Road and has determined that there is no violation and submitted some recommendations.

HATS – The next HATS meeting dates were presented.

NEW BUSINESS

Reassessment for Twin Oaks Right-of-Way – Mrs. Klinepeter presented the reassessment for Twin Oaks drive which is the Road.

Stormwater Grant – Mrs. Klinepeter informed the PTS that the Engineer needs to meet with someone, and they will need permission for someone to sign the grant as we have a limited timeline for the grant. Upon a Potteiger/Woodward motion, the PTS authorized the Engineer to meet with a Supervisor. Upon a Potteiger/Woodward motion, the PTS authorized the Secretary Jenifer Blouch to sign the grant.

ADDITIONS TO THE AGENDA – There were no additions.

ADJOURNMENT - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to adjourn at 7:33 p.m.

Respectfully Submitted,

Helen Klinepeter
Assistant Secretary