



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road  
Duncannon, PA 17020-1100  
Office 717-834-5281  
Fax 717-834-6854  
Email Office@penntwp.us

Clifford Lindgren

Karen Potteiger

Forrest Woodward

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**Minutes of 4/29/25**

The Penn Township Board of Supervisors (PTS) met on Tuesday, April 29, 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. 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:** Mr. Lindgren announced that there was an Executive session April 29, 2025 for legal and personnel reasons.

**Recognition of Visitors:**

**Justin Lehman:** Mr. Lehman presented a proposal to purchase Township owned property on Gamber's Corner. His property adjoins the Township owned property and he has been taking care of it for 2 years. He wants it to be a thriving, healthy, green area that benefits the environment and community. Over half the trees have died and many are hanging over power lines. Given constraints from DEP and the Flood Plain, any alternative use of the property would be costly and affect the Flood Plain. He would like to purchase it to preserve it and sustain its ecological health. The Solicitor asked him to make a formal offer for review.

**Longenecker's:** PennTerra Engineer Mark Magrecki asked for a waiver of SALDO section 306 and approval for Longenecker's Phase 2 plans. Mr. Lindgren asked if Phase 2 would allow for an increase in production. Mr. Magrecki answered that they are hoping to increase production by 40 percent. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the waiver for Section 306 of the SALDO. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the Planning Commission's recommendation for approval of Phase 2 plans, with all fees paid.

**Solicitor:** Report was submitted.



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**Consent Agenda:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept Invoices and Expenditures, Treasurer's Report, Minutes from March 25, 2025 and April 19, 2025, with the Treasurer's report being subject to audit.

**Highway:**

A Road Study was conducted on April 19, 2025.

A **survey was conducted of Schoolhouse Road** and it was determined that rumble strips were not recommended. Bus Stop Ahead signs were recommended. Mr. Woodward suggested we look into asking the school to install cameras on the buses.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to install two Bus Stop Ahead signs on Schoolhouse Road. Corey Stone asked if we can get the same signs on Newport Road. The Secretary will talk to PennDOT about the issue, because it is a state owned road.

The secretary informed the board that in the future, the Tar and Chip projects will no longer be considered maintenance, and will now be considered construction and therefore will be under prevailing wage with PennDOT.

**Oil and Stone Contracts:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to advertise AS1, AS2, Antiskid, and E3 oil for bids.

**Towpath Road:** Susan Durham requested that the Township pay for house number signs for each house on Towpath Road, because delivery drivers and out of town drivers can't find addresses. Mr. Lindgren instructed the secretary to inform Mrs. Durham that we don't own the road and that the residents are welcome to put up their own signs. Corey Stone asked the Secretary to inform Mrs. Durham that she can contact the Duncannon Fire Company to see if they can help.

**Melting Pot:** Mrs. Potteiger stated that many of our roads are cracked and need to be sealed. It would be most efficient for the road crew to have a melting pot. Upon a Woodward/Lindgren motion, the Penn Township Supervisors voted unanimously to purchase a melting pot for up to \$1,300.



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**Steel Plate:** Before the paving project can start on Cove Road we need to purchase a steel plate. The assistant secretary is getting quotes and will reach out to the board for consensus when the price is known.

**Fire Committee:** Mr. Woodward reported that at the last meeting they discussed the fire tax and whether or not it needs to be raised to plan for future needs. Mrs. Potteiger asked if the Fire Tax was raised, could the Township hold onto and save the extra funds until it is needed? The solicitor answered that it would be acceptable. Corey Stone commented that 5 years ago he was told that the Township was not allowed to hold onto money for the Fire Company. The solicitor will research the matter. Byron Warner said that the Township would have to set an amount to ensure that the current contract is met. Mr. Warner stated that they have discussed having the infrastructure in place to house possible future career firefighters, and that if we don't have it, it will be difficult to hire career firefighters. Mrs. Potteiger commented that many municipalities are hiring drivers for the fire companies. Mr. Woodward commented that the fire company made a recommendation of raising the Fire Tax to 6.5, and that Public comment is needed to consider raising the Fire Tax. Corey Stone commented that we need a multi-municipality meeting to have these discussions and he will be sending out a letter to recommend it. Corey asked the Supervisors to set a date to discuss Fire Tax with the public. Mr. Warner said that he will have a packet with the numbers at the next Fire Committee meeting.

**Workshops:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to schedule workshops to speak with the public on matters that need to be addressed, subject to schedule.

**EMS:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Corey Stone as the **Penn Township representative for the Perry County EMS Commission.**

**Emergency Management:**

Byron Warner and Corey Stone expressed that the **Perry County 911 Emergency Communications System** is failing in many areas of the County, including Penn Township.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to have the secretary send a letter to the County Commissioners



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asking for a resolution regarding the deficiencies in the Perry County 911 Emergency Communications System.

**Park and Recreation:** Secretary reported that the Chicken BBQ was successful, with a profit of over \$1,600. Mr. Woodward recommended that Park and Rec have a Fall BBQ. The craft fair brought in \$180. The Board is looking for a volunteer to rototill the community garden with their own equipment. Corey Stone recommended that we look into renting a rototiller.

**Planning Commission:**

The PTPC has revised the **Nuisance Ordinance**. Upon a Lindgren/Woodward motion, the Penn Township Supervisors voted unanimously to table the Nuisance Ordinance.

The Assistant Secretary presented a letter and agreement to go out to all property owners with Stormwater Facilities on their properties. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to send out the **Stormwater Maintenance Agreement** to all necessary parties.

**Engineer:** Report was submitted. The Assistant Secretary reported that the Engineer and Mr. Woodward went out to all of our Stormwater facilities that are in need of repair. The Engineer has submitted the application for the **Stormwater Grant**. The grant would contribute \$414,000 and our portion would be \$62,000 if awarded. Mrs. Potteiger offered that we need to send letters to our local representatives asking for support.

**Zoning:** Report was submitted. Secretary reported there will be a Zoning **Hearing** on May 8, 2025 for **Luke Tharp**. The Planning Commission did not recommend that the supervisors be a party to the hearing.

The Assistant Secretary prepared a letter for the Township residents offering them to request zoning changes to their property. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to send out the **Zoning Map Change Request Letter**.

**Sewage Enforcement Report:** Report was submitted. The secretary attended the Juniata Sewage Meeting on April 23, 2025.

**Penn Township Municipal Authority:** John Keller reported that they will be receiving a reimbursement for \$151,434 from a Grant they applied for that they



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paid money up front for. They will put the money aside for future needs. He reported that Sheetz will be demolishing the store and rebuilding. The PTMA is working closely with Sheetz to make sure they have enough EDU's. The PTMA's next meeting is May 7, 2025. Byron Warner asked if there are any more fire hydrants going in on Sunshine Hill. Mr. Keller answered that he had not heard anything.

**Code Enforcement:** Report was submitted.

### **Secretary's Report:**

**Administrative Assistant:** Secretary asked if the Supervisors would like to advertise for the part time Office Assistant position. Upon a Woodward/Lindgren motion, the Penn Township Supervisors voted unanimously to allow the Secretary to advertise for the position.

**PLGIT Proxy:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to send the PLGIT Proxy form.

**Labor and Industry Audit:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the Labor and Industry Audit.

**GHAR Municipal Officials Breakfast:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to send the Secretary to the GHAR Municipal Officials Breakfast.

**Coalition Cyber Security Webinar:** Secretary reported that our cyber insurance company is holding a webinar May 7th at 1pm about claims.

**Permit Report:** Report was submitted.

**Correspondence:** The Secretary presented a letter from Veolia saying they received everything they needed from the Township.

### **Old Business:**

**2021 Financial Audit:** Assistant Secretary reported that the Audit is finalized and needs to be accepted. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept the 2021 Financial Audit.

The treasurer commented that there are many items in the 2021 Audit that will hopefully be resolved during the 2022 Audit.

Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to follow up with the 2022 Financial Audit in hopes of resolving errors from the 2021 Financial Audit.



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**Adjournment:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:31pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary