



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 July 8, 2024

*****g*****

The Penn Township Board of Supervisors (PTS) met on Monday July 8, 2024 at 5:15 p.m. for a meeting concerning the appointment of a Tax Collector. 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). 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.

VISITORS - All visitors were acknowledged.

Mr. Holman offered that we are present to appoint a Tax Collector. The Township had received a letter of resignation from Mr. Thompson and notice of his death on July 1, 2024. Upon a Lindgren/Potteiger motion accept the resignation and acknowledge the notice of Peter Thompson's death.

Mrs. Potteiger offered that we received three applications. The requirement of a tax collector is to have a background check and to have certifications passed.

Mrs. Potteiger offered that the Susquentia School District has offered to collect the School Taxes for the year 2024. Mrs. Potteiger also offered Molly Cappawana has agreed to help with the County and Township taxes for the year 2024.

Mr. Lindgren asked if the school taxes would be paid directly to the school and whether the personal taxes would be paid directly to Mrs. Cappawana. Once the tax collector takes over the School Tax would be given to them? Mrs. Potteiger explained that would be decided by the Supervisors. Mr. Lindgren asked if the School District would hire anyone to collect the taxes.



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 July 8, 2024

*****g*****

Mr. Fox (Superintendent) replied that there would not be anyone hired. Mr. Lindgren then asked who would be collecting the taxes. Mr. Fox offered that there are people within the district who collect taxes for four other municipalities. Mr. Holman offered that he sees an inconvenience to the residents.

Mr. Fox offered that he is here to offer support to the Township as much as possible.

Interim Tax Collector – Upon a Potteiger/Lindgren motion the PTS voted unanimously to appoint the Susquentia School District to collect the School Taxes and Molly Cappawana to collect the Personal and Real Estate Taxes for the year 2024.

Mr. Holman read Resolution 2024-04 appointing the School District to collect the School Taxes. Mr. Holman read Resolution 2024-05 appointing Molly Cappawana Personal and Real Estate Taxes.

Tax Collector – Mrs. Potteiger offered that the Supervisors would like to meet with the applications before the Budget Meeting on July 16, 2024.

Tax Collector Training – Upon a Potteiger/Lindgren motion the PTS voted unanimously to pay the training for a fee of \$200.00 upon the passing of the qualification.

Checking Account – Mrs. Potteiger offered that the bank account will have to be transferred to a new account with the interim tax collector. The account is under our EIN number, but the Township does not have access to this information. We have to obtain a death certificate to complete the process.



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 July 8, 2024

Audit – Upon a Lindgren/Holman motion, PTS voted unanimously to have the Elected Auditors do an audit for the first six months of the year 2024. Mr. Holman offered that the PTS meet with the Elected Auditors to express their desires.

Fee – Mrs. Potteiger offered that Mrs. Cappawana should be paid the five percent wage that Mr. Thompson was being paid. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to pay the five percent wage to Mrs. Cappawana for the year 2024.

ADDITIONS TO THE AGENDA – Upon Holman/Lindgren motion, the PTS voted to add the Audit discussion to the agenda.

ADJOURNMENT – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to adjourn at 6:10 p.m.

Respectfully Submitted,

Helen Klinepeter
Secretary