



## 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 16, 2024

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The Penn Township Board of Supervisors (PTS) met on Tuesday July 16, 2024 for a budget meeting. 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), Ann Delancey (hereinafter referred to as Treasurer), and Jennifer Blouch (Assistant 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

**James Raymond, 101 Inn Road** - Mr. Raymond offered that he received a letter regarding the berm put in around his property. He offered that he put the berm in because of stormwater runoff onto his property and the flooding of his basement. The berm is redirecting the stormwater from his property. Mr. Holman offered that there are not to be any obstructions in the right-of-way. The Township cannot be liable for any damage to features in the right-of-way. Mr. Holman offered that in major snow storms the berm would not be seen. Mrs. Potteiger offered that in the future a discussion should be done for possible solutions to a problem. Mr. Holman offered Mr. Raymond understand the lack of Township responsibility of damage to the berm. Secretary asked if an Acknowledgement of Liability should be signed. The Board agreed to allow the berm to remain with a letter for the Acknowledgement of Liability to be signed.

Mr. Raymond asked about getting approval for a garage to be closer to the road. Secretary offered that a variance would be needed.

**Traffic Light Quote** – Secretary presented the quote for repair of the Traffic Light in the amount of \$1,519.60. Upon Holman/Potteiger motion, the PTS voted unanimously to accept the C.M. High quote.



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**Executive Session** – The PTS went into an executive session at 6:26 though 6:39 to review the resumes of the candidates for Tax Collector.

**Tax Collector Appointment** – Upon on a Lindgren/Potteiger motion, to appoint Carol Bretz as Tax Collector until the next municipal election in 2025 after the background check and training have been completed.

Resolution 2024-07 appointing the Tax Collector was approved upon a Lindgren/Potteiger motion.

**Reprint Of Unpaid Tax Bills** – Secretary explained that to have County print the bills, all the bills will be printed. We can also put a label on the bill and send the unpaid bills out. The consensus of the PTS is to place a label and mail out the unpaid bills.

**Tax Collector Shadowing Mrs. Cappawana** – Mrs. Potteiger offered that she has talked to Mrs. Cappawana, and she has agreed to have Carol Bretz follow her for up to 15 hours of paid training at \$10.00 per hour ending on January 1, 2025.

**BUDGET**

**Park and Recreation** – Mr. Holman offered that the pursuit of a grant for the walking trail should continue.

Mr. Holman offered that the water line to the concession stand goes into the grass area of the small pavilion. A discussion about putting water into the small pavilion should be had.

Mrs. Potteiger asked if the swing sets had still not been completed. Mrs. Tilkens offered that she was waiting for a donation, unfortunately we will



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have to purchase the swings. The repair fund also included repair of the benches and painting.

**Fire Tax**

Mr. Holman offered that he is attending the Dirt and Gravel Program for grants on the road behind school.

**The next budget meeting is on August 13, 2024 at 7:00 p.m.**

**ADDITIONS TO THE AGENDA – No Additions**

**ADJOURNMENT** – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to adjourn at 7:19 p.m.

Respectfully Submitted,

Helen Klinepeter  
Secretary



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