



## 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 31, 2024,

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The Penn Township Board of Supervisors (PTS) met on Wednesday July 31, 2024 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled 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), and Mike O'Connor (hereinafter referred to as Solicitor). 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.

**EXECUTIVE SESSION ANNOUNCEMENT** –Chairman announced that there was an executive session on May 29, 2024 for information and legal issues, July 8, 2024 for Personnel, July 16, 2024 for Financial and July 31, 2024 for information and legal issues.

### VISITORS

**Clifford Schaffner – 1219 State Road** – Mr. Schaffner offered that he came to discuss the property at 1219 State Road. He had a zoning permit issued in 2009. The building permit has been approved but not issued yet. Secretary responded that the building permit could not be issued until the zoning permit is approved. Mr. Holman asked when the property was bought. Mr. Schaffner replied that the property was purchased in 2018. Mr. Holman offered that the reason that the zoning permit needs to be reissued is that the 2009 permit expired and there has been a change of ownership since the 2009 permit was issued.

Secretary offered that the assumption in the office was that the letter was sent by the zoning officer and when Mr. Schaffner called the office found out that was not the case and sent the letter to Mr. Schaffner and when he called suggest he come in here and talk to the new zoning officer.



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Mr. Holman suggested that a new application be submitted to start new and meet with the new zoning officer tomorrow in the office.

**John Keller** – Mr. Keller thanked Mrs. Potteiger for looking out for the finances of the Township. Mrs. Potteiger stated that it was nice to have residents at the meeting and supporting the township.

**Julie Mackey** – Ms. Mackey also thanked Mrs. Potteiger for her efforts.

**Kraig Nace** – Mr. Nace has submitted the updated call volume, and we have passed our busiest years. The EMS sent our non-emergency unit to be on standby for the Trump Rally. Mr. Nace offered that he is checking into purchasing a used ambulance.

**Paul Soltis** - Mr. Soltis asked who the new zoning officer is. Mr. Holman stated that Barry Isett is the firm we appointed and that we have office hours.

**Herb Stoner – Juniata Sewage Committee** - Mr. Stoner introduced himself as the Sewage Enforcement Officer. Mr. Stoner explained the process for the Supervisors. It was noted that there are 5 meetings in a year that someone will have to attend.

**INVOICES AND EXPENDITURES** – Upon a Lindgren/Potteiger motion, the PTS voted unanimously to accept the Invoice and expenditures.

**TREASURER**

Treasurer submitted the Treasurer's Report. Upon a Lindgren/Holman motion, the PTS voted unanimously to accept the Treasurer Report/Invoice subject to audit.



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**MINUTES** – The minutes of May 29, 2024, June 26, 2024, July 8, 2024 Special Meeting and July 16, 2024 Budget Meeting were presented for approval. Upon a Potteiger/Lindgren motion, the PTS approved the May 29, 2024, June 26, 2024, July 8, 2024 Special Meeting and July 16, 2024 Budget Meeting.

**HIGHWAY DEPARTMENT** – The Highway Report was accepted.

**Richard Knuth** – Upon a Potteiger/Lindgren motion, the PTS voted to grant Mr. Knuth a 0.50 cent raise back dated until his hire date.

**FIRE COMMITTEE** – The next meeting is August 27, 2024. Mr. Holman will be the Supervisor attending for the next three months. Mrs. Potteiger offered that the Fire Company is looking at building that is 15,000- 18,000 square feet and are looking at funding options. There are Department of Agriculture loans. She did not know the percentage of the loan at this time.

The plan is for two stories. The first floor will be higher than average, and the second floor is for sleeping for the personnel on call.

The design of the building is voted on by a design committee. The ground in the Borough is being stabilized.

Mr. Worner would like to comment on the newsletter. There was useful information in it and the bad information is that the figures are incorrect as we don't have our figures. All the money paid for this project is from the fund-raising funds.

Mr. Worner stated that the Website is new and they are currently looking at the link for the new fire station information.



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The extra payment of Fire tax made last year was deposited and taken to the bank and deposited against the loan. The books and procedures were scrutinized and that will no longer happen. All checks are to be deposited in the account and then a check will be made out for the payment. The amortized state of the loan shows the amount of the payment. The 990s will be done and presented.

**EMERGENCY MANAGEMENT** – No report.

**PENN TOWNSHIP PARK AND RECREATION BOARD** – The Park and Recreation Report was presented. The Senior Lunch is scheduled for August 15th.

**PLANNING COMMISSION**

**Stormwater Ordinance Public Meeting** The public meeting for the Stormwater Ordinance will be on September 9, 2024.

**ENGINEER REPORT** – The report has been presented.

**SOLICITOR REPORT** - Solicitor submitted his written report.

**ZONING REPORT** – The zoning report was presented.

**Zoning Officer Appointment** – The report was presented.

**Longenecker Hatchery Zoning Variance** – Secretary informed the Board.

**SEWAGE ENFORCEMENT REPORT** – The report was presented.



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## PENN TOWNSHIP MUNICIPAL AUTHORITY

**Appointment** – Secretary presented the request for appointment of Paul Soltis until the end of the year. Upon a Holman/Potteiger motion, the PTS appointed Mr. Soltis to the Municipal Authority until December 31, 2024.

**CODES**– Report was submitted.

## SECRETARY REPORT

**Tax Collector Audit** – Secretary presented the Tax Collector Audit. Upon a Holman/Potteiger motion, the PTS accepted the Tax Collector Audit of 2023.

**Fall Clean-up** – Secretary presented the dates for the Fall Clean-up as October 10-12, 2024. She requested authorization to advertise. Upon a Potteiger/Lindgren motion, the PTS voted to advertise for the Fall Clean-up.

**Electronic Clean-up** – The Supervisors discussed having an electronic cleanup and upon a Potteiger/Lindgren motion, the PTS authorized advertisement.

**Permit Report** – The report has been submitted.

## CORRESPONDENCE

**Perry County Conservation District** – Secretary presented the letters regarding the NPDES Permit Application for Stone Mill Estates and PA Options.

**Kimberly Grundon** – Mr. Holman asked for more information on the proclamation. This matter was tabled.



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**Humane Society** – Secretary presented the letter from the Humane Society regarding the holding of animals.

**West Nile Virus** – Secretary presented the information regarding the West Nile Virus findings in Penn Township.

**Patterson Letter** – Secretary presented the letter in response to the Newsletter sent out.

**OLD BUSINESS**

**Budget** – The next budget meeting is August 3, 2024.

**Newsletter** – Secretary reminded the PTS that articles are needed by August 9.

**NEW BUSINESS**

**Training** - Mrs. Potteiger stated that training sessions have been done with staff to maximize effectiveness of the office.

**ADDITIONS TO THE AGENDA** – No Additions

**ADJOURNMENT** – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to adjourn at 8:38 p.m.

Respectfully Submitted,

Helen Klinepeter  
Secretary