



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 JANUARY 3, 2023

The Penn Township Board of Supervisors (PTS) met on Tuesday, January 3, 2023 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry A. Holman, III and Vice Chairman Karen Potteiger, and Supervisor Clifford Lindgren. attended. Other personnel present were Secretary Helen Klinepeter (hereinafter referred to as Secretary) and Ann Delancey(hereinafter referred to as Treasurer). 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.

RE-ORGANIZATION

Temporary Chairman – Upon a /Holman/Potteiger motion, the PTS voted unanimously to appoint Helen Klinepeter as Temporary Chairman.

Temporary Secretary - _ Upon a Potteiger/Holman motion, the PTS voted unanimously to appoint Ann Delancey as Temporary Secretary.

Mr. Holman turned the meeting over to Mrs. Klinepeter.

APPOINTMENTS

Chairman - . Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Henry Holman, III as Chairman.

Mrs. Klinepeter turned the meeting over to Mr. Holman.

Vice-Chairman Upon a Potteiger/Holman motion, the PTS voted unanimously to appoint Clifford Lindgren as Vice-Chairman.

Secretary - Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint Helen Klinepeter as Secretary.



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Treasurer - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Ann Delancey as Secretary.

Road Master - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Henry Holman, III, Karen Potteiger, and Clifford Lindgren as Roadmasters.

Working Roadmaster – Secretary offered that as Mr. Holman is a working supervisor the PTS needs to recommend a wage to the Elected Auditors. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to recommend that Mr. Holman's wage be \$18.70 per hour. Mr. Holman abstained as the matter concerns him.

OTHER APPOINTMENTS

Township Engineer - Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint Keller Engineering (William Hill & Associates) as Township Engineer.

Township Vacancy Board Chairman - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Edward Chism. Mr. Lindgren asked what are the duties of the Vacancy Board Chairman. Mr. Holman explained duties.

Solicitor - Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint DPM as Township Solicitor.

Special Solicitor (Dennis Shatto) - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Dennis Shatto as the Special Solicitor for the Perdux Fire Company Lawsuit.

Township Sewage Enforcement Officer (SEO) and Alternate (SEO)
Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint



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FSA as the Sewage Enforcement Officer.

Township Zoning Officer and Alternate Upon a Lindgren/Potteiger motion, the PTS voted unanimously to appoint FSA as the Zoning Officer.

Township Uniform Construction Code Inspection Agency Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint BIU as 3rd Party Inspection Agency for the Uniform Construction Code contingent with the agreement of the Municipal Authority.

Codes Official- Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Anthony Klase as the Codes Official.

Emergency Management Coordinator- Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Cory Stone as the Emergency Management Coordinator.

Right to Know Officer - Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint Helen Klinepeter as the Right to Know Officer.

Elected Auditors - No Appointment.

Cumberland/Perry County Task Force Representative & Alternate - Upon a Potteiger/Holman motion, the PTS voted unanimously to appoint Helen Klinepeter as primary and Cliff Lindgren as secondary to the CPTF.

Capital Tax Collection Bureau – Representative & Alternate - Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint Helen Klinepeter as primary and Cliff Lindgren as secondary to the CTCB.

Perry County Tax Collection Committee – Representative & Alternate - Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint



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Helen Klinepeter as primary and Cliff Lindgren as secondary to the PC Tax Collection Committee.

Traffic Signal Maintenance - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Signal Service as the Traffic Light Maintenance.

HVAC Maintenance - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint Comfort Tech Inc. as the HVAC and Furnace Maintenance.

CPA – A discussion commenced to advertise a resolution for the adoption of a CPA firm. This matter was tabled until February 6, 2023 at 6:00 p.m. for the adoption of the resolution .

Depositories - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Orrstown Bank and PLIGIT Bank as the depositories.

Signatories - Upon a Holman/Lindgren motion, the PTS voted unanimously to appoint Henry Holman, III, Karen Potteiger, Clifford Lindgren, Helen Klinepeter, and Ann Delancey as signatories.

Wages/Salaries – Discussion commenced on performing interviews with the employees at a later day.

BUSINESS MATTERS

Points of Contact(POC) – Mr. Holman offered that he likes the process that was in place last year with the Supervisors rotating who was the POC. Upon a Holman/Lindgren motion, the PTS voted unanimously to have the Point of Contacts start with following supervisor and a rotation of the



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contact to commence.

Emergency Responders – Mrs. Potteiger

Fire Committee – Mr. Lindgren

Office – Mrs. Potteiger

Highway – Mr. Holman

Park and Recreation – Mr. Lindgren

Planning Commission – Mr. Lindgren

Municipal Authority – Mr. Lindgren

Set Mileage Rate - Upon a Potteiger/Lindgren motion, the PTS voted unanimously to appoint the Federal Mileage Rate for the Township mileage rate.

Fee Schedules – Secretary presented the Fee Schedule for review. A discussion commenced upon raising the Room Rental Rate by \$5.00 to \$80.00 for the large room and \$35.00 for the small room. An increase in the Pavilion rental of \$5.00 to \$80.00 for the large pavilion and \$55.00 for the small pavilion. Upon a Holman/Potteiger motion, the PTS voted unanimously to adopt the Resolution 2023-01, Fee Schedule.

Tax Levy - Secretary presented the Tax Levy for review. Upon a Holman/Lindgren motion, the PTS voted unanimously to adopt the Resolution 2023-02, Tax Levy.

Agenda Resolution 2023-03 - Upon a Lindgren/Holman motion, the PTS voted unanimously to adopt Resolution 2023-03, Agenda Resolution as follows:

Call Meeting To Order

Pledge of Allegiance & Moment of Silence

Executive Session Announcement



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Recognition of Visitors

Invoices and Expenditures

Treasurer's Report

Minutes

Highway Report

Fire Committee

EMS

Penn Township Park and Recreation Board Report

Penn Township Planning Commission

Engineer Report

Solicitor Report

Zoning Report

Sewage Enforcement Officer Report

Penn Township Municipal Authority

Codes

Secretary's Report

Permit Report

Correspondence

Old Business

New Business

Addition to Agenda

Adjournment

Tax Collector Audit - Upon a Holman/Lindgren motion, the PTS voted unanimously to have the Elected Auditors conduct the Tax Collector Audit.

Meeting Dates Upon a Holman/Lindgren motion, the PTS voted unanimously to adopt the Meetings for the plans as noted.

Board of Supervisors Monthly Meetings.

Wednesday, January 25, 2023

Wednesday, February 22, 2023



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Wednesday March 29, 2023

Wednesday, April 26, 2023

Wednesday, May 31, 2023

Tuesday, June 27, 2023

Wednesday, July 26 2023

Wednesday, August 30, 2023

Wednesday, September 27, 2023

Wednesday, October 25, 2023

Wednesday, November 29, 2023

Wednesday, December 27, 2023

Planning Commission Monthly Meetings.

Monday, January 16, 2023

Monday, February 20, 2023

Monday, March 20, 2023

Monday, April 17, 2023

Monday, May 15, 2023

Monday, June 19, 2023

Monday, July 17, 2023

Monday, August 21, 2023

Monday, September 18, 2023

Monday, October 16, 2023

Monday, November 20, 2023

Monday, December 18, 2023

Park and Recreation Board Monthly Meetings.

Tuesday, January 10, 2023

Tuesday, February 14, 2023

Thursday, March 14, 2023

Thursday, April 11, 2023



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Tuesday, May 9 , 2023

Tuesday, June 13, 2023

Tuesday, July 11, 2023

Tuesday, August 8, 2023

Tuesday, September 12, 2023

Tuesday, October 10 2023

Tuesday, November 14, 2023

Tuesday, December 12, 2023

The Zoning Hearing Board will meet on the second Thursday as needed.

The UCC Board of Appeals will meet on the first Thursday as needed.

Treasurer Report – Treasurer submitted the year-end Treasurer Report. Upon a Potteiger/Holman motion, the PTS voted unanimously to accept the Treasurer Report subject to audit.

Recognition of Visitors

Ted Carr – Mr. Carr received a letter from the codes official that he could not park on the curb. Mr. Holman would like to talk with Mr. Carr and check the situation.

OLD BUSINESS

PSATS Invoice - Upon Lindgren/Holman motion, the PTS voted unanimously to pay the invoice in the amount of \$1,384.00 for the dues and services.

PSATS Convention – Secretary asked who was attending the State Convention. Helen Klinepeter, Henry Holman, Ann Delancey will attend



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the Convention with Helen Klinepeter to be the voting delegate.

Point of Contact for Emergency Center – Secretary asked who the Contact would be. The PTS stated that Henry Holman would be the contact.

Humane Society - Upon a Holman/Potteiger motion, the PTS voted unanimously to appoint continue with the Humane Society Contract. Secretary is to check other places for feral cats.

MyGovText - Secretary was directed to get more information.

NEW BUSINESS

Donation of Vacation – An employee went over his vacation for the year 2022, Mrs. Klinepeter will be losing vacation hours and is requesting to donate hours to cover the discrepancies. Upon a Lindgren/Holman motion, the PTS voted unanimously allow the donation of hours.

Office Closed - Secretary offered that she and Mrs. Delancey have doctor appointments on January 19, 2023. Mrs. Klinepeter asking to open the office two hours later in the morning. The PTS allowed the late opening with the building being posted.

Combined Insurance – Secretary stated that a representative of Combined Insurance asked if she could talk to the employees. The PTS will allow the representative to talk to the employees.

ADDITION TO AGENDA - Upon a Holman/Lindgren motion, the PTS voted unanimously to amend the agenda to add the Personnel items and Combined Insurance.



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ADJOURNMENT – Upon a Potteiger/Lindgren motion. The PTS voted unanimously to adjourn at 8:09 p.m.

Respectfully Submitted,

Secretary