



## 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 NOVEMBER 29, 2023

\*\*\*\*\*

The Penn Township Board of Supervisors (PTS) met on Wednesday, November 29, 2023 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry Holman III, and Vice Chairman, Clifford Lindgren, Other personnel present were Helen Klinepeter (hereinafter referred to as Secretary), Ann Delancey (hereinafter referred to as Treasurer) and Michael O'Conner (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 November 29, 2023, for information.

### VISITORS

**Tiffany Keck** – Mr. Holman offered that this in regard to the Frisch Land Development Plan. Mr. Holman offered that the concern is about having site distance for the driveway. The game commission representative offered that they could remove trees to have the site distance. Mr. Holman offered that the Township would like the plan to have a note that the homeowner is responsible for keeping the site distance clear.

**Mid-Penn Bank** – Mid-Penn Bank did a presentation on the products and services and submitted a quote.

**INVOICES AND EXPENDITURES** – Treasurer presented the Invoice and Expenditure Reports, upon a Lindgren/Holman motion, the PTS voted unanimously to conditionally accept the Invoice and expenditures.



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 NOVEMBER 29, 2023**

\*\*\*\*\*

**TREASURER-** Treasurer presented the Treasurer Reports, upon a Lindgren/Holman motion, the PTS voted unanimously to conditionally accept the Treasurer Report/Invoice and expenditures subject to audit.

**MINUTES –** The minutes for June 26 and July 27 were presented for approval. Upon a Holman/Lindgren motion, the PTS voted unanimously to approve the June 26, 2023 and July 27, 2023 minutes.

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

**FIRE COMMITTEE –** The report was presented. Secretary offered that there is no meeting in December, the next meeting is scheduled for January 30, 2024 at the Penn Township Building.

**EMS –**Kraig Nace reported on the call volume and the financials.

**EMERGENCY MANAGEMENT -** No Report

**PENN TOWNSHIP PARK AND RECREATION BOARD –** The Report was submitted.

### **PLANNING COMMISSION**

**Michael & Deborah Frisch Subdivision Land Development Plan -** After discussion and upon a Holman/Lindgren motion, the PTS voted unanimously to recommend approval of the Michael S. and Deborah S. Frisch Final Subdivision/Land Development Plan contingent upon following items being completed.

1. The Surveyors seal and signature must be provided, and the surveyor's certification signed.
2. The Engineers seal and signature must be provided, and the engineer's certification signed.



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 NOVEMBER 29, 2023

\*\*\*\*\*

3. The Landowner's certification of ownership statements must be signed prior to plan approval.
4. A letter from the Municipal Authority to be received concerning capacity,
5. Sewage Facilities Planning approval must be obtained from PA DEP prior to Plan approval.
6. Move the discharge pipe on the plan to conform throughout the plan.
7. Put a hidden driveway sign for safety if needed.
8. Note placed on the plan regarding the maintenance of the site distance
9. All fees paid.

#### **Michael Worthy, Thomas May, and Betty Kleinfelter Final Subdivision Plan -**

After discussion and upon a Holman/Lindgren motion, the PTS voted unanimously to recommend approval of the Michael Worthy, Thomas May, and Betty Kleinfelter Final Subdivision Plan, contingent upon following items being completed.

1. The Surveyor's seal and signature must be provided, and the surveyor's certification signed.
2. The Engineer's seal and signature must be provided, and the engineer's certification signed.
3. The Landowner's certification of ownership statements must be signed prior to plan approval.
4. A Sewage Facilities Planning non-building Declarations be approved.
5. Monuments are required to be set before plan approval.
6. Draft copies of new deeds for the May property and the consolidation of Lot 3, Lot3A and Lot 4 shall be provided prior to final plan approval.
7. Note placed on the plan stating access will be from Pee Wee Lane.
8. All fees paid.



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 NOVEMBER 29, 2023

\*\*\*\*\*

**Reappointment** -Secretary presented the recommendation to reappoint Forrest Woodward. Upon a Lindgren/Holman motion, the PTS recommended reappointing Forest Woodward to the Planning Commission for a term of 5 years.

**ENGINEER REPORT** – No Report.

**SOLICITOR REPORT** - Solicitor is researching starting a Police Force and codes issues.

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

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

**PENN TOWNSHIP MUNICIPAL AUTHORITY** – Mr. Holman offered that there was a sewer leak on Schoolhouse Road that is being fixed as we speak.

**CODES**– The report was reviewed.

**SECRETARY REPORT** – No Report.

**PERMIT REPORT** – The report was submitted.

### CORRESPONDENCE

**Youth Awards Contest** – Secretary presented the Youth Awards Contest and asked if there were any organizations to send the information to.

### NEW BUSINESS

**Holiday Dinner** – Mr. Holman offered that a moment of silence for our departed members of the board be heard.



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 NOVEMBER 29, 2023**

\*\*\*\*\*


**Request for Proposals (RFPs)** – Secretary requested to know what RFPs to send out The PTS directed that RFPs to be sent for HVAC, Traffic and CPA.

**Budget Date** -The PTS agreed to meet on December 1, 2023.at 7:00 p.m.

**ADDITIONS TO THE AGENDA** – The agenda was not amended.

**ADJOURNMENT** – Upon a Holman/Lindgren motion, the PTS voted unanimously to adjourn at 8:20 p.m.

Respectfully Submitted

  
Helen Klinepeter  
Secretary