



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 DECEMBER 27, 2023

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The Penn Township Board of Supervisors (PTS) met on Wednesday, December 27, 2023 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry Holman III, Vice Chairman Clifford Lindgren, and Karen Potteiger. 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 December 27, 2023, for information.

### VISITORS

**Robin Vorous, WJ Moore Insurance** - Ms. Vorous has presented and explained the insurance packages. Ms. Vorous stated that MRM Trust is the lowest with a 4% increase. Mr. Holman asked what the criteria of the dividends is. Ms. Vorous stated that claims drive the dividends. Mr. Holman wanted to review the equipment list. Secretary asked if the crime included non-bonded personnel. Ms. Vorous stated yes. Mrs. Potteiger asked for the payment amounts for the next three higher coverage amounts.

**Erica Marsteller** – Mr. Holman offered that this is in regards to the zoning permit for the addition. The Zoning Officer offered that land development is needed. Mr. Holman stated that the Planning Commission has a concession to grant a waiver of the requirement for a land development plan as the building already has a waiver and this is an addition to that building and Marsteller has a NPDES permit for stormwater. Upon a



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Potteiger/Lindgren motion, the PTS voted unanimously to waive the requirement of Land Development. Plan

**Mike Gensemer** – Mr. Gensemer reintroduced himself and stated that the work situation is working.

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

**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 September, 27, October 17, October 25, November 13, November 29, December 1 – Budget and December Conditional Use were presented for approval. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to approve the September, 27, October 17 and December Conditional Use minutes. Upon a Potteiger/Lindgren motion the minutes October 25, November 13, November 29, December 1 – Budget were tabled.

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

**Minueo Hidden Driveway Sign** – Mr. Holman would be willing to place a sign. Secretary offered that the Township would have to send a letter to PennDOT who would do a traffic study. Upon a Holman/Lindgren motion, the PTS voted unanimously to send a letter to PennDOT.

**FIRE COMMITTEE** – The next meeting is scheduled for January 30, 2024 at the Penn Township Building. Secretary presented the 3<sup>rd</sup> Quarter tax



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collector fees for \$75.05. Upon a Lindgren/Potteiger motion, the PTS voted to reimburse the General Fund from the Fire Tax Fund.

**EMS –No. Report**

**EMERGENCY MANAGEMENT - No Report**

**PENN TOWNSHIP PARK AND RECREATION BOARD – No Report.**

**PLANNING COMMISSION**

**Nature Conservation** – Joe Burget asked that the Plan be tabled until January 31, 2024 meeting. Upon a Potteiger/Lindgren motion to table the plan until the January 31, 2024 meeting. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to accept a time extension until March 27, 2024.

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

**SOLICITOR REPORT** - Solicitor offered that he is working on the decision from the Conditional Use Hearing, items with the Codes Enforcement and Conditional Use – Finalizing decision, and the Park Concession and Fields Agreement.

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

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

**PENN TOWNSHIP MUNICIPAL AUTHORITY** – Secretary presented the re-appointment request for Henry A. Holman, III for 5 more years. Upon on a Potteiger/Lindgren motion, the PTS voted to reappoint Henry A. Holman III to the Municipal Authority for a term until December 31, 2028.



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**Sewer Line** – Mr. Holman offered that the MA has been borrowing cones from the Twp and asked that the Twp. purchase cones, and the MA will reimburse the Twp.

**Vacancy** – Looking for people to be on the Municipal Authority board. There are only three members at this time.

**CODES**– No Report.

### SECRETARY REPORT

**Resignation** - Secretary presented the resignation of Brianna Barrick. Upon on Potteiger/Lindgren motion to accept the resignation.

**Refunds** – Secretary presented the refunds to the following people.

1. Deb Baker - \$25.00 from 2019 until 2023. She is retired.
2. Ann Carpenter \$25.00 from 2019 until 2023. She is retired.
3. Barry Hockenberry - \$5.00 for 2023. He is retired.
4. Brady Brightbill - \$5.00 for 2023. He is retired.
5. Edward Hoak - \$5.00 for 2023. He is retired.
6. William Mutzabaugh - \$5.00 for 2023. He is retired.
7. Karen Gerner - \$5.00 for 2023. She is retired.

Upon on Holman/ Potteiger motion, the PTS approved the refunds for the above-mentioned people.

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

### CORRESPONDENCE

**HATS** - There is a regional transportation plan for our area. Secretary requests to know if anyone would like to attend. Mrs. Potteiger offered that we need to talk to someone regarding the trains blocking the access to



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Railroad Street. Mr. Holman stated he would like to attend.

**Michael Baker International:** Mr. Holman offered they are notifying the Township that they are replacing stream crossing. They are going to bore under the railroad tracks.

## OLD BUSINESS

### **Request for Proposals**

1. **Traffic Signal** – Secretary presented the quote. Mr. Holman offered that he would like to table this until the Re-Organizational Meeting. Secretary was asked to call Signal Services for a quote on an as needed basis.
2. **IT Maintenance** – Secretary presented the quotes. Mr. Holman offered that this should be tabled until the Re-Organizational Meeting. Mrs. Potteiger offered her opinion on the quotes.

**Budget** – Secretary presented the 2024 budget for approval. Mr. Holman offered that he would like to add \$5,000.00 for the future purchase of a truck. This money would be earmarked for a future purchase. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to approve the 2024 budget with the addition of \$5,000.00.

**Cameras** – Mr. Holman asked that the Board look at the quote and take action on this matter at the Re-Organizational Meeting.

## NEW BUSINESS

**EMS REPORT** – Kraig Nace updated the Board on the money for the year. Mr. Nace stated that the plan is to refurbish an ambulance. Mrs. Holman



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asked is the Community Aid money helps the EMS.

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

**ADJOURNMENT** – Upon a Holman/Lindgren motion, the PTS voted unanimously to adjourn at 8:45 p.m.

Respectfully Submitted,

*Helen Klinepeter*  
Helen Klinepeter

Secretary