



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 March 29, 2023

The Penn Township Board of Supervisors (PTS) met on Wednesday, March 29, 2023 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry A. Holman, III, Vice Chairman Clifford Lindgren and Supervisor Karen Potteiger present. Other personnel present were Secretary 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 March 29, 2023.

VISITORS

John Kelish, 36 Jefferson- Mr. Kelisch stated that my property was torn up and wanted to know when it will be fixed. Mr. Holman offered that this matter is for the authority and that there are other properties that need to be fixed. The Authority is working on the matter and as soon as a person is picked all the residents affected will be notified.

Randy Moyer - Mr. Moyer stated that he wanted a driveway for his garage. Mr. Holman explained that Mr. Moyer wanted to put a second driveway in. The location is on a different tract of land and that the sight distance is available. Mr. Holman stated that he did not have a problem with permit being issued. The PTS did not have an issue.

TREASURER AND INVOICES AND EXPENDITURES – Treasurer presented the Treasurer Reports Upon a Holman/Potteiger motion, the PTS voted unanimously to conditionally accept the Treasurer Report/Invoice and expenditures subject to audit.



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 March 29, 2023

.MINUTES – Upon a Lindgren/Holman motion to accept the February 22, 2023 Traffic Study Hearing and February 22, 2023 minutes.

HIGHWAY DEPARTMENT – The Highway Report was accepted upon on Lindgren/Potteiger motion.

Contracts – Secretary presented the contracts for review and for authorization of advertising. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to advertise for Paving Creek Road and Linton Hill Road to Dave's World, Anti-Skid, 2B, 2A Stone, and E-3 oil for tar and Chip. The pre-bid meeting will be April 13, 2023 at 9:00 a.m.

Part-Time Highway Hire – Mr. Holman offered that he would like to advertise for a seasonal part-time laborer. Upon a Potteiger/Lindgren motion, to advertise for part-time hire.

Burley Road Signs – Secretary presented examples of signs that could be used to notify trucks not to use Burley Road. Mr. Holman offered that he liked the sign with a truck and local traffic only. Upon on Lindgren/Potteiger motion, the PTS voted to use the local traffic only sign.

FIRE COMMITTEE

The report was presented to the PTS.

The next Fire Committee meeting is April 4, 2023, 2023.

Mr. Worner suggested that the Fire Contract was discussed with verbiage on the agreement of the amount of compensation. Mr. Worner offered that discussion commenced on there would not be a number amount stated on the contract or put agreed to set of payments. Solicitor stated that he



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 March 29, 2023

could not recommend that vague verbiage. The contract should state an amount or a calculation of payment. Mr. Worner asked if the minimum amount or above was based on a calculation or the approved budget number.

Dry Hydrant – Mr. Holman offered that he still has to get a lid for the Linton Hill Bridge Dry Hydrant.

EMS – Mr. Nace asked the PTS to send the letter to insert UPMC medic 1. UPMC would be the second due for boxes 202 and 20. There is no cost to they taxpayers. Upon a Lindgren/Potteiger motion, the PTS voted to send the letter to Perry County Emergency Center.

PENN TOWNSHIP PARK AND RECREATION BOARD – No Report

PLANNING COMMISSION – No report.

ENGINEER REPORT – No Report.

SOLICITOR REPORT

Solicitor stated that he is still reviewing the fees for cell towers, wind and Solor Fees.

ZONING REPORT – The report was presented.

Appointment – Secretary submitted that the Zoning Hearing Board is recommending Larry Watts to be a member. Upon a Holman/Potteiger motion, to appoint Larry Watts to the Zoning Hearing Board.

SEWAGE ENFORCEMENT REPORT – The report was presented.



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 March 29, 2023

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA)

Mr. Holman offered that the PTMA is applying for a grant for the infrastructure for Sunshine Hills.

CODES – Secretary presented a proposal for poles and chains for no parking on Schoolhouse Road by the baseball field. Mr. Holman offered that he has a possible alternative. Mr. Holman will talk to the Codes Official regarding his thoughts. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to install a fence with a budget up to \$300.00.

SECRETARY'S REPORT

Newsletter – The newsletter was mailed to the residents.

Revise – Secretary presented the updates to the webpage. The updates update is an online Interactive Web Forms, E-Notify with email alerts, and Reservation System. After discussion, the PTS tabled this item for more consideration.

DAGSA Port-a-John – Secretary presented the Port-a-John Agreement. DAGSA is asking to have a port-a-john at the park during the ball season. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to approve the Port-a-John for DAGSA.

HRA – Secretary provided a request for refund out of the HRA in the amount of 2,424.57. Upon a Potteiger/Lindgren motion to pay the \$2,424.57 to Helen Klinepeter.

Refund – Secretary presented the request for refund of 2023 Occupation Tax for Donald and Dava Repa in the amount of \$9.80. Upon a



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 March 29, 2023

Potteiger/Lindgren motion, the PTS voted unanimously to refund \$9.80 to Donald and Dava Repa.

Permit Report – The report was submitted. Mr. Holman offered that he would like to see how the realty tax is broken down for the homes at Berks Home.

OLD BUSINESS

Pick-up Truck – Mr. Holman offered that he checked status of the Pick=up Truck and was informed that the pick-up truck is still on back order.

NEW BUSINESS

Personnel – Mr. Holman suggested that the wages for the personnel to be a 4% increase for the full-time employees and 0.75 cents per hour for part-time employees. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to increase the wages as full-time employees and 0.75 cents per hour for part-time employees back dated to January 1, 2023.

Mr. Holman asked for the Highway Department Job Descriptions.

Security Camera – Mr. Holman offered that he has obtained two quotes for cameras. The first quote is for the Township Building on the side along Municipal Building Road. The second quote is for two cameras for the garage. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to get the cameras for the Garage in the amount of \$3101.40.

3/27 Tri-County Meeting - Secretary explained that the meeting was to discuss the 22/322 Project. The meeting focused on the Watts Township roadway where the warehouse is being located and the intersection of ST 274 and Main Street in Duncannon. The Watts Township area was **Page 7 of 7**



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 March 29, 2023

discussed on how the access to 22/322 will be from an access road off Taylor Road to 22/322.

The Duncannon area had two goals. The short-term goal is for the traffic from SR274 and Duncannon Borough to become a non-stopping lane. The traffic coming from the off-ramps would have stop signs. The long-

goal will be to have a roundabout.

There was discussion on having a park and ride to replace the one being terminated off the Halifax exit of the Clarks Ferry Bridge.

There will be an outreach meeting for residents. There was discussion of sending a mass mailing to the residents informing them of the outreach meeting.

ADDITIONS TO THE AGENDA – Upon a Lindgren/Potteiger motion, the PTS voted unanimously to add the Contracts to the agenda.

ADJOURNMENT – Upon a Potteiger/Lindgren, the PTS voted unanimously to adjourn at 8:12 p.m.

Respectfully Submitted,
Helen Klinepeter
Secretary