



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 MAY 31 2023

The Penn Township Board of Supervisors (PTS) met on Wednesday, May 31 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 by phone were 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 May 31, 2023 for information.

VISITORS

Henry Holman, Jr. – Mr. Holman offered that in 2003 zoning was adopted and people did not know it was coming and did not understand what the impact on their property was going to be. When the Windsor Group arrived and wanted to develop the Perdix Area with a Planned Residential Development, (PRD) the Supervisors at the time put a moratorium on all permits for 1 month until a zoning amendment removing the PRD was passed. Mrs. Potteiger stated that the land owner is protected if the PTS provides consistency.

Gary Forsyth, 96 Fritz Drive – Robert Shaffer of Act One Consultants offered that the Sewage Enforcement Officer stated the septic system is in good condition and a new system is not needed at this time. The Board has concerns that the septic system is functional, and a second septic site should be located. There are concerns regarding leakage into the river



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with the MS4 program. Mrs. Potteiger wanted to know if the PEMA flood zone map revisions played into the matter. Mr. Shaffer stated that he proceeded with the updated maps as a guide. Mr. Holman offered that he did not have any problem with building any homes in the floodplain as long as all parameters were met.

Cory Stone – Mr. Stone asked what the spelling of the name of the road in front of the EMS building is. He was told it was Shermanata Drive. Mr. Holman offered that the Secretary is to research the names of the Liquid Fuels and the Post Office.

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 explained the PPL bills that we have received bills that were doubled after not receiving any bills due to the mishap at PPL.

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

.MINUTES – Upon a Lindgren/Holman motion, the PTS voted to accept the April 26, 2023 minutes.

HIGHWAY DEPARTMENT – The Highway Report was accepted upon on Lindgren/Potteiger motion. Mr. Holman offered that mowing was completed and that the culvert on Creek Road was repaired.

Part-Time Highway Hire – Mr. Holman asked if there were any statements regarding the part-time highway laborer. Upon a Potteiger/Holman motion, the PTS would like to offer James Crawn the position at \$15.00 per hour



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with a 30-day and 90-day evaluation. The maximum hours per week would be 30 hours per week.

FIRE COMMITTEE

Mr. Lindgren offered the Committee met on May 30th. Mr. Lindgren asked whether the equipment is being shown on the report as being used in Duncannon Area or Newport Area. Mr. Stone offered that the report shows that our equipment went to Newport for assistance. Mr. Lindgren offered that the financial report presented will be different from the last report. Mrs. Potteiger asked if the report will be similar to what was presented at the last meeting. Mr. Lindgren offered that he believes it will be different. Mr. Stone offered that what comes from Oand to the accountant will be given to the Township.

Mr. Lindgren offered that the fire company would like the money delivered as follows \$45,000 in April, \$45,000 in November and any remaining monies from previous year in February of the next year.

The next meeting is June 26 at 7:00 p.m. in the Duncannon Fire Company.

EMS – Mr. Nace asked if the Supervisors would like QuickBooks Financials to be presented. Mrs. Potteiger replied positively.

Secretary offered that the EMS has permits for a shed. They are asking for a waiver of the fees for the Zoning and Building Permit. Mr. Holman offered that the Township fees would be \$80.00 for the Zoning Permit and \$29.50 for the Building Permit for a total of \$109.50. The fees for BIU would come to \$1008.00. Upon a Holman/Lindgren motion, the PTS voted unanimously to waive the \$109.50 for the Township Fees. The fees for BIU would be the responsibility of the EMS.



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EMERGENCY MANAGEMENT

Mass Communications- Mr. Holman explained that the information Mr. Stone presented has been reviewed and other options have been researched. Due to the limited uses the Township has, it was decided to partner with the Municipal Authority and use the Rave System. Secretary asked if the Supervisors had an idea of a split of cost share for the program. After discussion, it was suggested a letter be sent to the Municipal Authority to combine with them and a 25%/75% split of the annual billing with the Township having the 25% reimbursement to the Authority.

Mr. Stone offered that he would like the Fire Committee to have an agenda and bylaws for the meetings. Mr. Stone would also like to see the meeting encompass other municipalities. Mr. Holman stated that a meeting once or twice a year would be valuable. Mr. Stone stated that he is sending a letter to municipalities to have a collective meeting so that everyone is on the same page.

PENN TOWNSHIP PARK AND RECREATION BOARD – Mrs. Potteiger reported that the Senior Lunch had 45 people, next month will be loaded baked potatoes. The Park and Recreation will be looking to purchase 2 more swings.

Mr. Holman stated that the trash cans have dome lids on them and that is keeping trash from blowing around.

Secretary informed the board that there is a set of bleachers that is roped off right now as the seating needs to be replaced.

PLANNING COMMISSION – Secretary submitted an overview report of the Planning Commission. Mr. Byers came in with a sketch plan and is putting a new home on the property and will be demolishing the existing



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house. There will be a new septic system and the old one will be decommissioned. The old well will be kept for the use of the barn for the present time.

Mr. Raub did not make it into the meeting.

Frisch Property - Mr. Dalla Piazza has found out the plans of Mr. Frisch on Barnett Drive would have to be redone. The 1980/90's plans are not valid after 5 years.

ENGINEER REPORT – No Report.

SOLICITOR REPORT - Solicitor offered that he has been busy with a permit issue, and we have not been able to contact the person for the preschool. Mr. Holman stated that he could contact her as she is his neighbor if need be.

ZONING REPORT – The report was presented.

SEWAGE ENFORCEMENT REPORT – The report was presented.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – Mr. Holman offered a water leak was fixed and the water usage has been lowered.

Stonemill Estates – The second and third phase of the project is set to begin with the infrastructure being put in. Mr. Stone asked if the median at the intersection of Stonemill Road and Newport Road went through the Planning Commission. He was told yes. Mr. Stone is asking for the support of the Township concerning the school bus stop by Stonemill Road on Newport Road. Mr. Stone stated that there will be an accident with the people waiting behind the school bus as there is a blind turn in that area.



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Mr. Holman said that PennDOT Is putting signs up for the high traffic areas of Perdix, maybe they could do that on SR 849.

CODES_– The report was submitted.

SECRETARY'S REPORT

Highway Cell Phone – The phone system is changed over, and we can cancel Verizon. The only phone still on Verizon would be the Highway cell phone. I have only received spam calls on it in the last 3 months. I do not need a cell phone in the office. The Supervisors concurred that the cell phone can be cancelled.

Ariel Buckwalter rented the large room on May 13. There was also a DAGSA Tournament that weekend. Ms. Buckwalter stated that there was no parking and she had to ferry her quests from the American Legion. Ms. Buckwalter did use the large conference room, which is \$80.00. Ms. Buckwalter wants a refund because of the parking situation. She claims she was not told that DAGSA would be here. Her brother who picked up the key was told DAGSA would be here. Upon a Holman/Potteiger motion, the PTS voted to refund \$40.00.

Mr. Holman suggested that a statement be drafted stating the use of the facilities and no guarantee of parking. Mr. Lindgren offered, adding a statement that states no refund.

Phone System – The phone system is running. Secretary asked the Board to consider putting a phone by the accounting computer and in the small conference room. The park and Rec has also asked if a phone could be in their office. Mrs. Potteiger offered that a phone at the accounting computer is needed. Upon the consensus of the Supervisors is to get a phone for the accounting computer and wait for a couple of months for the phones.

Permit Report – The report was submitted.

OLD BUSINESS



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22/233 Transportation Meeting – This meeting was postponed and PennDOT will meet with Watts Township and after that the public meeting will be set.

Mr. Holman offered that PennDOT has directed the 22/322 traffic to 11/15 due to the construction. The traffic has been heavier, and he has contacted PennDOT and PSP regarding the issue.

NEW BUSINESS

Fall Newsletter – Secretary offered that articles need to be in the office by August 4.

County Convention – Secretary asked who wanted to go to the Convention. Mr. Holman stated that he could not attend. The opportunity is to be given to the Planning Commission, Elected Auditors, Municipal Authority, and the Tax Collector

ADDITIONS TO THE AGENDA – There were no additions to the agenda.

ADJOURNMENT – Upon a Lindgren/Potteiger, the PTS voted unanimously to adjourn at 8:53 p.m.

Respectfully Submitted,

Helen Klinepeter
Secretary