



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 31, 2024

The Penn Township Board of Supervisors (PTS) met on Wednesday January 31, 2024 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry A. Holman, III, Vice Chairman Karen Potteiger, and Supervisor Clifford Lindgren. attended. Other personnel present were Secretary Helen Klinepeter (hereinafter referred to as Secretary), Ann Delancey (hereinafter referred to as Treasurer), and Mike O'Connor (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 January 31, 2024 , for information.

VISITORS - All Visitors were acknowledged.

INVOICES AND EXPENDITURES – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to accept the Invoice and expenditures.

TREASURER

Treasurer submitted the end of year 2023 report with corrections and bills paid before the end of year. Treasurer presented the Treasurer Reports, upon a Potteiger/Lindgren motion, the PTS voted unanimously to accept the corrected Treasurer Report/Invoice and expenditures for December 2023 subject to audit.



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Treasurer submitted the Treasurer Report. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to accept the Treasurer Report/Invoice and expenditures subject to audit.

MINUTES – The minutes for October 25, November 29, December 1 – Budget and December Conditional Use, December 17, 2023 and January 2, 2024 were presented for approval. Upon a Potteiger/Lindgren motion, the PTS voted unanimously to approve October 25, November 29, December 1 – Budget and December Conditional Use, December 17, 2023. Upon a Potteiger/Lindgren motion the minutes January 2, 2024 were tabled.

HIGHWAY DEPARTMENT – The Highway Report was accepted. Mr. Holman offered that he is meeting with Pennsy Supply on the road project for Schoolhouse Road.

Contracts – Secretary asked which contracts are requested for next year. Secretary was to put a report together on the amount of tonnage. Upon a Holman/Potteiger motion, the PTS voted to develop the RFP, consensus of tonnage and sent them out.

Elected Auditors – Secretary reported that the Elected Auditors approved the working supervisor's pay for \$19.25 and the roadmaster pay at \$15.00.

FIRE COMMITTEE

Fire Tax Invoice - Secretary presented the 4th quarter tax collector for reimbursement of \$181.51. Upon Potteiger/Lingren motion, reimburse the general fund in the amount of \$181.51.



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Duncannon Fire Company Invitation – The PTS was invited to their yearly banquet on March 23, 2024. Secretary was asked to remind everyone of the invitation.

Contract – The Fire Company Protection Agreement was presented for signature. Upon a Lindgren/Potteiger motion, the PTS voted to accept the contract.

Mr. Holman offered the Fire Company to put an article in the Newsletter.

Mr. Worner asked the PTS to call Mr. Stambaugh's office to call and request that the subway pump be replaced.

The next meeting is scheduled for February 27, 2024 at the Penn Township Building.

EMS –Mr. Nace presented the 2023 and 2024 call statistics and the 4th quarter profit and loss. Mr. Nace offered that the EMS is looking for grants for a used ambulance.

EMERGENCY MANAGEMENT - No Report

PENN TOWNSHIP PARK AND RECREATION BOARD – Mrs. Tilkens offered the BBQ tickets are ready for sale. The Groundskeeper will be starting in March.

Mrs. Tilkens asked about the Contract for the Concession Stand and Fields. Mr. O'Conner offered that he is drafting the contract.

Mrs. Tilkens offered that there was vandalism in the park.



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PLANNING COMMISSION

Nature Conservation – Mr. Burget explained the project. After discussion and upon a Holman/Potteiger motion, the PTS voted unanimously to approve the Alteration of Requirements (AOR) for Section 306/307 *Preliminary Plan Procedure due to the fact that the plan is developing a single tract and creating a parking facility with no public improvements* of the Township Subdivision and Land Development Ordinance.

After discussion upon a Holman/Potteiger motion, the PTS voted unanimously to approve the AOR for Section 309 and 309A. *Plan Scale*, to create a *clear and legible plan* of the Subdivision and Land Development Ordinance for the purpose of creating a clear and legible plan for review.

After discussion and upon a Holman/Potteiger motion, the PTS voted unanimously to approve the AOR for Section 507.E.7, *Berm Width*, due to the fact that *the impoundment depths of the infiltrating basin are minimal* of the Subdivision and Land Development Ordinance.

After discussion and upon a Holman/Potteiger motion, the PTS voted unanimously to approve the AOR for Section 507.E.8, *Basin Floor* due to the fact that *the proposed basin will utilize infiltration as per current DEP requirements* of the Subdivision and Land Development Ordinance.

After discussion and upon a Holman/Lindgren motion, the PTS voted unanimously to approve The Nature Conservancy Final Subdivision/Land Development Plan contingent upon following items being completed.

1. A Financial Security for required improvements.
2. The Surveyor's seal and signature must be provided, and the surveyor's certification signed.
3. The Engineers seal and signature must be provided, and the engineer's certification signed.
4. The Landowner's certification of ownership statements must be signed prior to plan approval.
5. An NPDES Permit to be obtained
6. A driveway permit has to be issued.
7. The Zoning Docket Number be put on the plan.



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8. A note be placed on the plan that a Stormwater Agreement be placed on the plan

Watts Subdivision Plan – Secretary presented the DEP mailer for approval for signature.

Upon a Holman/Lindgren motion, the PTS voted unanimously to sign the DEP Mailer for the Watts Subdivision Plan.

ENGINEER REPORT – The report has been presented.

MS4 – Secretary presented the application for the MS4 waiver for signature. Upon a Holman/Potteiger motion, the PTS voted to sign the MS4 motion application.

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, the Park Concession and Fields Agreement and a police department.

ZONING REPORT – The zoning report was presented.

SEWAGE ENFORCEMENT REPORT – The report was presented.

PENN TOWNSHIP MUNICIPAL AUTHORITY – Secretary presented the Delinquent List.

Grant - Mr. Holman offered that the Municipal Authority has received a grant for the water line. Mr. Holman offered that he would like the Authority to patch the roads and the Township to pave the roads at a later date.



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CODES– No Report.

SECRETARY REPORT

Voters Registration Lease – Secretary presented the Lease for approval and signature. Upon on Potteiger/Lindgren motion, the PTS voted unanimously to approve the Voter Registration Lease for January 1, 2024 through December 31, 2027 for \$175.00 per year.

Insurance – Secretary presented the quotes for the crime package of the umbrella Insurance Policy. Upon a Lindgren/Potteiger motion, the PTS voted unanimously to increase the coverage to \$100,000.

2022 Tax Collector Audit – Secretary presented the 2022 Tax Collector Audit. The PTS accepted the Audit. Mrs. Potteiger offered that the Elected Auditors and the PTS should meet. Secretary was directed to coordinate a date.

BCO Training – Secretary presented the next Building Code Official Training. It was the census to look for the next course.

CPA RFP – Secretary presented the response for the CPA RFP. Secretary offered that the Municipal Authority has provided other CPAs to send RFPs. The PTS directed the Secretary to send the RFPs.

Floodplain Training – Secretary stated that there is a Floodplain Training in March. Secretary offered that Jen is willing to take this training.

Equipment Audit – Mr. Holman offered that he did the equipment audit and provided it to Secretary.



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PERMIT REPORT – The report was submitted.

Appointment for UCC Board of Appeals – Secretary presented the recommendation to appoint William Sheibley for another three-year term until 2026. Upon on Holman/Potteiger motion, the PTS voted unanimously to appoint William Sheibley.

CORRESPONDENCE

Southeast Perry Regional Planning – Secretary presented the request for a name for an individual to represent Perry County. The PTS would like to see if anyone in the Planning Commission would like to be nominated.

ADDITIONS TO THE AGENDA – The agenda was not amended.

ADJOURNMENT – Upon a Potteiger/Lindgren motion, the PTS voted unanimously to adjourn at 9:02 p.m.

Respectfully Submitted,

Helen Klinepeter
Secretary