



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road
Duncannon, PA 17020-1100
Office 717-834-5281
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Email Office@penntwp.us

Clifford Lindgren

Karen Potteiger

Forrest Woodward

Minutes of 6/24/25

The Penn Township Board of Supervisors (PTS) met on Tuesday, June 24, 2025 at 7:00 p.m. in the Municipal Building for their monthly meeting. Chairman Clifford Lindgren, Vice-Chairman Karen Potteiger, and Supervisor Forrest Woodward attended. Other personnel present were Secretary Jennifer Blouch (hereinafter referred to as Secretary), Darrel Dethlefs (hereinafter referred to as Solicitor), Ann Delancey (hereinafter referred to as Treasurer), and Helen Klinepeter (hereinafter referred to as Assistant Secretary). A list of visitors attending is on file in the Township Office. Chairman Lindgren 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. The recording will be destroyed once the minutes are approved.

Executive Session Announcement: Mr. Lindgren announced that there was an Executive session on June 17, 2025 for personnel and interviews, and June 24, 2025 for legal matters and personnel.

Recognition of Visitors:

Zeke Clouser: Mr. Clouser owns 218 Railroad Street. He wants to place a camper on the property for the previous owner to live in until the end of his life. The solicitor offered that we do not allow people to stay in campers for more than 14 days. Mr. Clouser wants to keep the camper on the original footprint of the house that was destroyed by a fire. Mrs. Potteiger offered that we cannot allow a resident to live in a camper when we have not allowed others to do so. Mr. Clouser asked if he could build a tiny home. The secretary informed Mr. Clouser that it would need to be UCC compliant and recommended he reach out to BIU for more information.

John Sproch: Mr. Sproch is Park and Recreation's Community Garden Coordinator. He is requesting that the Township Road Crew cut down brush on Karn's property where the Community Garden is located. Mrs. Potteiger informed Mr. Sproch that we can't use the Township Employees to do work on private property that is not in the Township's right-of-way. She suggested that he look for volunteers to help. Mr. Lindgren asked if he had asked Karns to do the work, because it's their property. Mr. Sproch said he has not. The solicitor commented



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that we should not set a precedent of using Township employees to work on private property. If someone were to get hurt, it would be a liability.

Solicitor: Report was submitted. Solicitor commented that there was an email circulated from Corey Stone inviting all of the Supervisors to a meeting with the Fire Committee. The committee is not Township sanctioned. Meeting without the proper steps would violate the Sunshine Law.

Retirement Party: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to hold a retirement party for Helen Klinepeter, open to the public, at the Duncannon EMS building, paid for by the Township. Mrs. Potteiger commented that Helen's longtime service deserves a proper sendoff. The treasurer asked how she would code that type of expense. The Solicitor will look into it. Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to send an invitation for the retirement party in conjunction with an invitation for our next workshop.

Consent Agenda: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to accept Invoices and Expenditures and the Treasurer's Report subject to audit, and Minutes from May 27, 2025 and June 17, 2025.

Highway:

George Mckelvey (Highway Foreman) reported that the road crew has been prepping for the Tar and Chip projects, patching potholes, and cutting down trees. The brush has grown very high because our mower isn't made for that purpose. It's for hay only. They've had to use the trimmer. Alpha Space control gave us a last minute notice that they would be painting lines on Schoolhouse Road a week early, so the road crew had to rush to clean the road in preparation. They will be using the melting pot to seal cracks on various roads. New signs have been ordered for low overhead wires, and fresh tar and chip.

Mrs. Potteiger commented that there are many old trees on Township property and private property. The solicitor added that landowners have a responsibility to maintain their trees, and not let them become a nuisance. Landowners are responsible for damage that their trees cause.

Byron Warner asked if anything can be done to have Brightspeed take care of their poles on Creek Road. The wires are supposed to be 14 feet high, and trucks 13 feet high are hitting the lines. The fire police sat out there for 2 hours



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directing traffic. The solicitor said that Brightspeed has a duty to maintain their easement. Mr. Warner commented that the county put the incident in as priority. Private entities that cause traffic disruption have an hour to get traffic control into place, and Brightspeed did not show up.

Mr. Nace recommended the Township send a letter to Commissioner Brenda Watson. The solicitor said that we should put Brightspeed on notice.

Tree Trimming: Secretary commented that we are seeking quotes for tree trimming.

Mower: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to purchase a mower from Messick's for \$5,300 with a trade-in of \$4,800.

Line Painting: Secretary commented that intentional damage was done to the line painting on Schoolhouse Road. Alpha Space Control quoted \$1,500 for the repair. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the quote and to charge the party responsible for the damage.

School Bus Stop Ahead Sign: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to request from PennDot that the Township be allowed to install and maintain 2 signs on SR 849, and to purchase the signs.

PennDot Meeting: The Township office had a meeting with PennDot about the 11/15 bridge rehab project. PennDot will be adding bike lanes and the project will not start until 2032. The Clark's Ferry Bridge will be closed to left turning traffic from 322. Byron Warner expressed concern over emergency vehicles having access. Kraig Nace commented that the dividers are bendable. The secretary will reach out to PennDot.

Fire Committee:

June 17, 2025 Workshop: Mr. Woodward commented that the workshop went very well. Mrs. Potteiger commented that Mr. Warner did a great job with his presentation. There is another Workshop July 22, 2025 at 7pm, continuing with the same topic. We will also start talking about roads at that workshop. We will have workshops on August 19, 2025 and September 23, 2025, both at 7:00pm. Mr. Warner suggested that residents come to the Cumberland Street Station and see the issues.



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Mr. Warner asked for an update about the leftover Fire Tax money from 2017 to 2020 under the forensic audit. The treasurer commented that because we transferred from Quickbooks to Harris, she has to wait until she can get to 2023. Mrs. Potteiger commented that if you have a meeting of all municipalities, you can only have 1 supervisor in attendance to be in compliance with the Sunshine Law.

EMS: Kraig Nace reported that they are working on the county wide EMS strategic plan. Their next advisory meeting is in July. They are trying to coordinate 30 municipalities, and it's been challenging.

Mr. Nace reported ongoing radio outages in Duncannon. The portable radios sold to the county in 2016 were supposed to have 90% coverage 90% of the time.

The secretary commented that we sent a letter to the Perry County Commissioners a few months ago. Mrs. Potteiger offered that we could send a follow-up letter since we didn't receive a response.

Mr. Nace provided updated call numbers, updated Financial statements, and event flyers.

Emergency Management: No Report.

Park and Recreation: Secretary reported that the Park and Rec Board put out a survey for community feedback and that the majority of residents want an updated large pavilion with a stage, and updated playground equipment. John Sproch is working on the electric fence. They will have a booth at the National Night Out in Noye Park. and a fundraising watercolor class on October 8th.

Planning Commission:

301 Schoolhouse Rd./ Paul Schweiger: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve waivers of Section 302b & 307a(n) in reference to the letter dated June 18, 2025 from the PTPC for the Paul Schweiger Subdivision/Land Development Plan.

Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to conditionally approve the Paul Schweiger Subdivision/Land Development Plan based on the recommendation of the PTPC dated June 18, 2025, contingent on items 1,2,3,4 & 5, and all fees paid. Adam Moyer (engineer) accepts.

Zoning Map: The PTPC is requesting permission to have the engineer redo the zoning map. Upon a Potteiger/Woodward motion, the Penn Township



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Supervisors voted unanimously to have Keller Engineer update our zoning map for no more than \$1,500 to the Township.

Display Fireworks: Assistant Secretary provided a draft Display Fireworks Ordinance for review.

Nuisance Ordinance: The PTPC has requested that PTS review and give their feedback on the proposed Nuisance Ordinance.

Longeneckers Letter of Credit: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to release Longenecker's letter of credit for Phase 1.

Engineer: Report was submitted.

Penn Township Municipal Authority: John Keller reported that the PTMA had to replace a gate on the Lower Duncannon Pump Station because it was too small to get a skid loader through it. They found the 2nd wellhead in Stonemill Estates. They had to hire a company to do some excavation for it. Currently, a geologist is researching the well to make sure it's safe. Many of the residents in Stonemill are using an excessive amount of water to water their lawns. The PTMS is having difficulty reaching water meters to read. If they cannot access the meter, they will be charging a flat rate of 10,000 gallons. Phase 1 of Sunshine Hills water project is complete, and they are currently applying for grants for phase 2.

Zoning: Report was submitted.

Permit Report: Report was submitted.

Sewage Enforcement: The secretary informed the board that a septic application was submitted for the property off Barnett Drive previously owned by Furnley Frisch and that Herb Stoner had been out doing the perc. Mr. Woodward asked if there were any updates regarding the injunction on the property. The solicitor sent a letter to the new property owners stating that we expect them to abide by the injunction. Mr. Woodward suggested that if there is an issue with stormwater runoff then we should charge the landowner, because there has been minimal runoff in the last few years.

Code Enforcement: Report was submitted.



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Secretary's Report:

Fall Cleanup: Upon a Pottегier/Woodward motion, the Penn Township Supervisors voted unanimously to advertise and send out bids for Fall Cleanup with dates of October 9, 10, and 11, 2025.

Perry County Association of Township Official: Cliff and the Secretary will attend, The secretary will see who else would like to attend.

Budget Workshop: The first Budget Workshop will be July 15, 2025 at 6:30pm.

CPR Class: Scheduled for August 22, 2025 in the morning.

CM High: Estimate presented for a new battery for the traffic light. Upon a Pottегier/Woodward motion, the Penn Township Supervisors voted unanimously to accept the estimate from CM High for \$1,231.20.

Nano Cleaning Solutions: Estimate presented for mold remediation. Upon a Pottегier/Woodward motion, the Penn Township Supervisors voted unanimously to accept the estimate from Nano Cleaning Services for \$2,120.00.

Floodplain Audit: FEMA will be doing floodplain audits soon. Currently Helen Klinepeter is the Floodplain Administrator, and Jennifer Blouch will take over. We will have to start inspecting the floodplain areas to prepare for the audit and look for violations.

Part Time Administrative Assistant: Upon a Pottегier/Woodward motion, the Penn Township Supervisors voted unanimously to hire Priscilla Winters at \$16.50 per hour for 10-28 hours per week.

Correspondence:

Col. John Buffington: Sent a letter regarding tax assessments.

Jason Finnerty: Sent a reminder about the Act 537 plan. It was forwarded to the PTMA.

Perry County Conservation: Letters regarding Norfolk Southern and Karns.

Old Business: None.

New Business: None.

Addition to Agenda: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to add the Retirement Party to the agenda.

Adjournment: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:31pm.



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Respectfully Submitted,
Jennifer Blouch
Secretary