



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road  
Duncannon, PA 17020-1100  
Office 717-834-5281  
Fax 717-834-6854  
Email Office@penntwp.us

Clifford Lindgren

Karen Potteiger

Forrest Woodward

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**Minutes of 7/29/25**

The Penn Township Board of Supervisors (PTS) met on Tuesday, July 29, 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 July 22, 2025 for personnel matters, and July 29, 2025, for legal matters and personnel.

**Recognition of Visitors:**

**Members 1st:** Rafia Syed and Ken Adams presented what Members 1st could offer the township in terms of Cash Management, Positive Pay, and Risk Mitigation. Positive pay would cost approximately \$85 per month.

**Molly Heckard:** Mrs. Heckard wants to have a Wellness Coach business at her property on 19 Morgan Street. She would like to know what she needs to do in order to make this happen. The secretary advised her that staying in the R-2 Zone and having a Conditional Use Hearing would be easier and less expensive than switching her zone to Commercial, because if she rezoned to commercial, she would still have to have a conditional use for a residential to business conversion, a zoning change hearing, and a land development plan.

**Karns:** Secretary commented that Karns has submitted new plans and is asking for a waiver of Section 306 - Preliminary Plat Procedure of the SALDO. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve waiver of Section 306 - Preliminary Plat Procedure of the SALDO in reference to the letter dated July 25, 2025 from the PTPC. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to conditionally approve the Land Development Plan subject to the conditions



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listed in reference to the letter dated July 25, 2025 from the PTPC, and all fees paid.

**301 Schoolhouse/Paul Schweiger Subdivision/Land Development:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to have Cliff or Jen sign the Non-Building Waiver for the subdivision.

**Planning Commission:** The Planning Commission invited Karen Potteiger to their next meeting to discuss her comments on the proposed Nuisance ordinance.

**Solicitor:** Report was submitted.

**Consent Agenda:** The treasurer asked if the PTS is paying the Glenn O Hawbaker invoice, because there is a penalty if not paid on time. The solicitor commented that we will address it, but that we are not paying it at this time. The treasurer reported that we have been getting bills from T-Mobile for a business in Newville. They were using our EIN number, and so we have a ticket in for fraud with T-Mobile. The solicitor said that there is no risk in staying with T-Mobile, as long as they recognize the fraud and we are not liable for the bill. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept Invoices and Expenditures and the Treasurer's Report subject to audit, and Minutes from June 24, 2025.

**Highway:**

**Tree Trimming:** The solicitor commented that we received quotes for trimming of trees on Sawmill Road for project #1, Sawmill Road for project #2, and Schoolhouse Road for project #3. The lowest bidder for all was Boyer's Tree Service. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept Boyer's tree service as the lowest responsible bidder.

**Sawmill Road project #1:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the solicitor send a letter to the property owner. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have Boyer's Tree service do the work immediately, and to bill the property owner.

**Sawmill Road project #2:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the solicitor send a letter to the



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property owner and to have Boyer's Tree Service start that work immediately, and to bill the property owner.

**Schoolhouse Road project #3:** Solicitor commented that Brightspeed is responsible to take care of these trees as they are in their easement. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the solicitor send a letter to Brightspeed letting them know that these trees need to be removed at their expense, and if not completed by the end of 60 days, the township will take action to have Boyer's remove them.

**Highway Training:** Karen Potteiger had training with the Road Crew. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to send the Road Crew to Flagger Training on August 29th and for the Supervisors and John Keller to take the course online at the cost of between \$75 and \$250 for an online course. Byron Warner recommended that Traffic Incident Management is a good option through the state.

**Gabion Baskets:** Mrs. Potteiger commented that the foreman would like to put up Gabion Basket material near the intersection of Creek Road and Gamber's Corner. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to purchase the basket material for Creek Road. The secretary will talk with the Foreman to find quotes.

**Fire Committee:**

Mr. Woodward commented that we have to figure out how to move forward. Byron Warner commented that many of the alternatives mentioned in the last workshop are not viable options, because of cost and how much work the Fire Company has put into the new firehouse plan already. Mr. Warner commented that they requested this feedback years ago, and if it would have been moved on sooner, they would have known and been able to discuss alternatives.

**Fire Study:** The solicitor commented that it might be in the best interest of the township to have an updated fire study done, because of how long it has been. Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to have the solicitor get quotes for a Fire Study, and to reach out to the other municipalities to see if there is interest in proceeding with the fire study. The solicitor commented that he will have quotes for the next meeting. The secretary asked if any of the other municipalities had made a decision on raising fire taxes. Mr. Warner answered that Wheatfield will not tax as they eliminated their property taxes last year. The fire company requested feedback



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from them for their July meeting, and they didn't reply other than to discuss how they handled an increase in 2018. The fire company is going to have a meeting with Duncannon Borough. The secretary asked if it would be a public meeting. Mr. Warner answered that he is unsure.

The treasurer commented that there was an article in the Duncannon Record about the Electrical Grid in Duncannon Borough wouldn't be able to handle the proposed Fire Station. Mr. Warner commented that the grid will be updated and that the Borough asked the Fire Company to pay for a portion.

John Keller asked if Corey Stone is still trying to arrange a meeting between the municipalities, and that it should be expedited. Mr. Woodward commented that only 1 Supervisor could attend.

**2nd Quarter Payment Fire Comm. Invoice:** The treasurer commented that it is for the transfer of funds to reimburse the Township for the payment of the Tax Collector. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to reimburse the Township \$346.28 for the Tax Collector pay from Fire Tax.

**DFC Worker's Comp:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to move \$8,883.63 to reimburse Duncannon Borough for Duncannon Fire Company Workmen's Compensation out of the Fire Tax.

Mr. Warner commented that they would be having an upcoming Gun Raffle.

**EMS:**

**Commissioner's Meeting:** Mrs. Potteiger and the secretary will attend a meeting on August 4th with the County Commissioners to discuss the issues with emergency radio communications.

**Emergency Management:**

**Emergency Operations Manual:** The secretary will coordinate with Corey Stone to update the manual.

**NIMS Training:** The secretary commented that the supervisors need to become NIMS certified so that in the case of a disaster, we can get as much relief funding as possible.

**Park and Recreation:** Secretary reported that the Park and Rec Board discussed expenditures and proper spending procedures. The board received a donation of 2 swings. They will have a booth at the National Night Out in Noye



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Park, a fundraising watercolor class on October 8th, a Craft Fair November 8th, and a Children's Holiday Party December 13th.

**Engineer:** Report was submitted.

**Stormwater Basin Inspections:** The assistant secretary commented that we need our Engineer to go out and inspect the Karns and Dollar General Stormwater basins, as they may be in violation. The secretary asked if we can ask them to clean up their basins before we have the Engineer do inspections. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the solicitor write letters to the property owners asking them to remedy their stormwater basins.

**Water Runoff Complaint:** The township received a complaint about stormwater runoff on SR 849. Mr. Woodward that the state has been out to the location working on the issue.

John Keller

**Penn Township Municipal Authority:** John Keller reported that the PTMA hired an excavator to find the 2nd well in Stonemill Estates. They are hoping to be able to use it soon. Phase 2 of Sunshine Hill Water Line Replacement is ahead of schedule. There are 4 phases total.

**Zoning:** Report was submitted.

**Permit Report:** Report was submitted.

**Sewage Enforcement:** The secretary submitted a packet from the June Meeting of the Juniata Sewage Committee.

**Code Enforcement:** The solicitor reported that Tony Klase submitted information saying that he is no longer available during business hours. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to ratify their decision to terminate Tony Klase based on his availability.

**Operations Coordinator Position:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to advertise a job opening for a full time Operations Coordinator with an hourly rate of \$18/hour.

**Secretary's Report:**



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**Elected Auditor Meeting:** The PTS will meet with them during the August 19th Workshop.

**Budget Meeting:** Next Budget Meeting will be August 25, 2025 at 6:30pm. The solicitor will not attend.

**HRA:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow the treasurer to correct the mathematical errors in the HRA policy.

**Safe Purchase:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to ratify their consensus to purchase a safe for the office for up to \$250.

**Dehumidifiers:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the secretary look for quotes.

**Office Spending:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow the office to spend up to \$500 per purchase on the credit card for general office supplies, to be reviewed at the PTS monthly meeting. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow the highway crew to spend up to \$500 per purchase on the credit card for necessary and ordinary supplies, to be reviewed at the PTS monthly meeting.

**Appointments:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to appoint Jennifer Blouch as the Pension Administrator, Tax Appeal Officer, Floodplain Administrator, Human Resource Officer, and Right to Know Officer.

**Correspondence:**

**Perry County Assessment:** List of properties who have appealed their Tax Assessments.

**1 Spur Lane:** Upon a Lindgren/Potteiger motion, the Penn Township Supervisors voted unanimously to ratify their consensus to allow the Assistant Secretary to send a letter stating the property cannot get a certificate of Occupancy because there is no sewer.

**Perry County Conservation:** Letter regarding approval of a notice of intent. For Karns Solar.

**Old Business:**

**Barnett Drive:** Mr. Woodward commented that the property owners on Barnett Drive have mentioned that they have been getting a lot of water on their driveways. Next time there is a storm, Mr. Woodward will evaluate. The solicitor



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commented that if you do something that causes runoff to another property, you need to fix it. It's only a township issue if it flows over township property. Otherwise it's a private action.

**Cove Road:** Mrs. Potteiger that the township did a leveling course on Cove Road in 3 different places, and that the road crew has been monitoring the water flow. The road crew will be working on the road to eliminate runoff.

**New Business:**

**Debit Account:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow the Midpenn debit account to be eliminated and for the money in the account to be moved to the General Fund.

**ACH Payments & Positive Pay:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to allow the treasurer to make ACH payments when appropriate and to use positive pay for all checks.

**Addition to Agenda:** None.

**Adjournment:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:58pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary