



PENN TOWNSHIP BOARD OF SUPERVISORS

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Minutes of 8/19/25 Workshop Elected Auditors & Personnel Manual

The Penn Township Board of Supervisors (PTS) met on Tuesday, August 19, 2025 at 7:00 p.m. in the Municipal Building for a Workshop. Chairman Clifford Lindgren, Vice-Chairman Karen Potteiger, and Supervisor Forrest Woodward attended. Other personnel present were Secretary Jennifer Blouch (hereinafter referred to as Secretary), Darrell Dethlefs (hereinafter referred to as Solicitor), and Ann Delancey (hereinafter referred to as Treasurer). 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.

Recognition of Visitors: Henry Holman III presented the supervisors with a handout.

Elected Auditors & Tax Collector

Secretary Jennifer Blouch gave a summary of the procedure for recording tax reports from the tax collector, and the role of the Elected Auditors.

Mrs. Potteiger commented that she thought it was part of the treasurer's job description to record the taxes in the tax books from the county. She has concerns with the elected Auditors recording them into the tax books, because it would be them auditing themselves instead of auditing the township.

Lucinda Novinger (Elected Auditor) commented that they did not request to record the taxes into the tax books. They were only doing as was told. Mrs. Novinger's concerns are with the delinquent taxes and how those are recorded. When they send out random audit letters to audit the tax collector, they need to know if the bill was paid in delinquency so that they don't confuse residents. They received a call from a resident who received a letter asking confirmation that they didn't pay their tax bill. The resident had paid it after the year's end. That error was made because the delinquent taxes weren't recorded promptly.

Margaret Raub (Elected Auditor) preferred to have the spreadsheet Peter Thompson presented, because it showed date paid, check number, and amount. They needed this so that they could verify the tax collector's information, because, in the past, the previous secretary had edited the tax collector's reports. Karole Bretz (Tax Collector) commented that she doesn't use the same program



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as the previous Tax Collector. The secretary commented that we have our own spreadsheet in the office where we delete lines as they're paid so that we match up with the tax collector at the end of the year.

Mrs. Potteiger commented that the Elected Auditors are still to send out the random audit letters, review the tax report, the amounts recorded into the books, and the deposits made by the township. The only thing that will be done differently is the treasurer recording the amounts paid into the tax books.

Mrs. Novinger asked if the delinquent amounts paid can be recorded into the books, so that their audit letters are accurate. The treasurer stated that she can record the delinquent taxes into the books. She will put the JP Harris and Peco Tax Claim reports in the current year's books, and record the delinquent taxes into the appropriate year.

Henry Holman Jr. (Elected Auditor) stated that they need to get back to the office to record responses from the first round of audit letters.

Personnel Manual

Mrs. Potteiger stated that our manual needs to be reviewed, and that we need to add a compensatory time policy and job descriptions. The solicitor commented that he will make proposed changes, and that we should have employees request changes. Then the board would vote on it.

Henry Holman III recommended that we spell check the manual.

The solicitor recommends we have it done to be effective on January 1st, 2026.

Amendment to Agenda: None

Adjournment: Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:06pm.

Respectfully Submitted,
Jennifer Blouch
Secretary