



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road
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Clifford Lindgren

Karen Potteiger

Forrest Woodward

**Minutes of 9/23/25 Workshop
Personnel Manual**

The Penn Township Board of Supervisors (PTS) met on Tuesday, September 23, 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), Bruce Crelin (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: No one wished to speak at the time.

Personnel Manual

Mrs. Potteiger reviewed the personnel manual.

Key Topics needing clarification:

- Lunch breaks and whether or not they are required, whether or not they should be scheduled.
- Pay increases and policy for requesting an increase.
- Overtime and whether it is given after an 8 hour work day or a 40 hour work week.
- Comp time vs. overtime. Road Crew may prefer comp time for snow plowing.
- The amount of hours worked in a certain period in order to maintain paid benefits. What happens if you don't meet requirements?
- Overtime at the rate of 1.5 times hourly rate or 2 times hourly rate? Different for holidays? Weekends?
- Taking away Good Friday off and replacing it with Black Friday?
- Timecards need to be addressed for the road crew. Should a timeclock be implemented?
- More clarification on leave time and what can be carried over. What gets paid out if an employee leaves or is terminated?
- Points system. Can time be made up to avoid points?
- When do benefits start for full time employees?
- Vision coverage.
- Taking time from a different leave category if you don't have enough of the



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- proper leave.
- How often should employee evaluations be done? For new employees?
 - Standard process of disciplinary action. Verbal warnings from Supervisors? Written warning from the secretary?
 - Boots reimbursements. All employees? Just full time? Just road crew? Amount?
 - Amount of road crew shirts given to employees, per period.
 - Stipend for ruined clothes, or uniform cleaners.
 - Free or discounted rentals to employees.
 - Random drug and alcohol testing monthly? Quarterly? Who takes the employee to be tested?
 - Calling off/tardiness should be reported 30 minutes prior. If not, point?
 - Smoking in vehicles? Offices? Chewing?
 - Spending on a company credit card.
 - Asking for reimbursement should be approved in advance.
 - Weapons allowed on township property?

Adjournment: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 9:04pm.

Respectfully Submitted,
Jennifer Blouch
Secretary