

Penn Township Newsletter Fall 2025



100 Municipal Building Road

Duncannon, PA 17020

Monday – Friday

8am – 4:30pm

(717)834-5281

Office@penntwp.us

Supervisors

Chairman Clifford Lindgren

Vice Chairman Karen Potteiger

Forrest Woodward

ATTENTION: The Board of Supervisors have moved their monthly meetings to the last Tuesday of the month.



penntownship.net

has been redesigned for
your convenience!

Check it out!



Workshops

The Penn Township Board of Supervisors have started scheduling workshops, to discuss important issues affecting the Township, and in hopes to have more resident participation.

At recent Workshops, we discussed Fire Tax, Fire Protection, Roads, and our Township Personnel Manual.

These workshops are for discussion only, and no motions will be made. An agenda will be posted 24 hours in advance on Facebook and the Township website. We hope to see you there!



**Follow Penn Township
on Facebook!**



Welcome our new Tax Collector,

Karole Bretz!

Karole will be collecting all
taxes, including school taxes.



Email: klhbretz@outlook.com

Phone: 717-991-3670

Mailing Address: 33 Allander Dr.
Duncannon, PA 17020

Perry County Recreation Association



PCRA is one of the outdoor recreational facilities in Penn Township. You will enjoy camping, fishing, picnicking, and swimming. You can even become a member and benefit from access to our archery range, Shermans Creek and to our grounds for walking and hiking. You can also take advantage of discounted pavilion rentals and camping. The rates are very reasonable, so take advantage of it soon!

2025 FALL CLEAN-UP



OCTOBER 9TH 7:00AM – 6:00PM

OCTOBER 10TH 7:00AM – 6:00PM

OCTOBER 11TH 7:00AM – 2:00PM

- ❖ NO TIRES BEYOND 4 PER HOUSEHOLD
- ❖ NO TIRES MOUNTED ON WHEELS
- ❖ NO GARBAGE (TYPICAL HOUSEHOLD WASTE MATERIAL)
- ❖ NO PROPANE TANKS
- ❖ NO YARD WASTE
- ❖ NO CONSTRUCTION DEBRIS
- ❖ NO WOOD GREATER THAN 4 FEET LONG (MUST BE TIED AND BUNDLED 50LB MAX WEIGHT)
- ❖ NO LOOSE PILES OF ANY MATERIAL
- ❖ NO LOOSE INSULATION (MUST BE TIED AND BUNDLED)
- ❖ NO HEAVY CAR/TRUCK PARTS (ENGINES, TRANSMISSIONS, AXLES, ETC.)
- ❖ NO COMMERCIAL/INDUSTRIAL WASTE
- ❖ NO MONITORS, COMPUTERS, OR TVS

EMERGENCY ALERTS

If you do not receive
emergency alerts from
Penn Township,
please call
717-834-5281 to be
added to our RAVE
alert system.



**JORY M.
GLASER**

Branch Manager

glaserj
@members1st.org

(717) 834-4002, ext. 74501



MEMBERS 1st
FEDERAL CREDIT UNION

Highway Department

TOWNSHIP RIGHT OF WAY

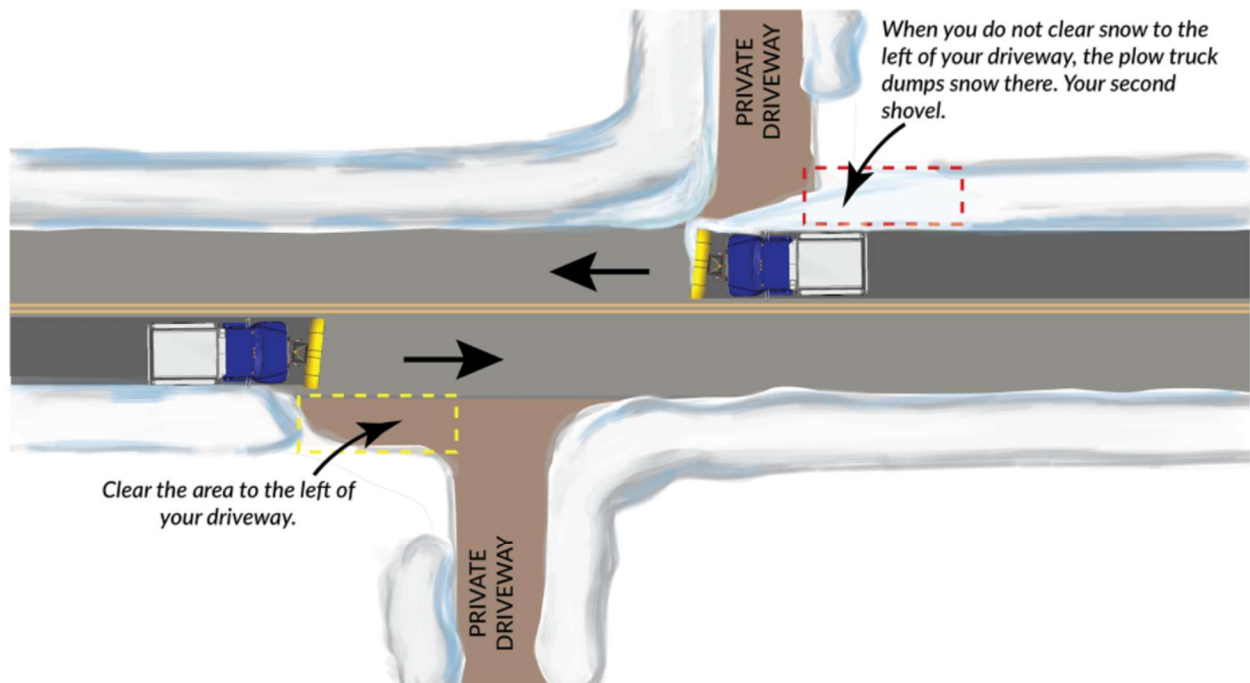
Property owners are responsible for keeping the township right-of-way free and clear of obstacles. No structures can be built in the right-of-way, and if you plant trees or bushes in the right-of-way, there is a possibility they could be destroyed if the Township must do work there.

DROPPING OFF LIMBS

If you would like to drop off tree limbs, please call the township office (717-834-5281) ahead to arrange drop off. We only accept tree limbs 2 inches or more in diameter. No vines, leaves, brush, bamboo, or other yard waste.

Free woodchips can be picked up by the township garage. Please call the office to let us know when you would like to pick up and if you will need help loading.

How to Prevent the "Second Shovel"!



Penn Township Park & Rec

Upcoming

Events

Autumn Bouquet Watercolor Workshop

Penn Township Parks & Rec.
100 Municipal Building Rd.
Duncannon, PA

October 8th
6:00 - 8:00

Fundraiser for playground & pavillion!

\$40

Tickets



- 50% of ticket sales donated
- Beginner Friendly
- All Supplies Included
- Positive & Encouraging
- Open to all ages



owlfeatherswatercolor.com/newportworkshops

Children's Holiday Party

December 13, 2025

1:00pm - 3:00pm

100 Municipal Building Road

Duncannon, PA 17020

Games

Crafts

Prizes



Take your
own photo
with Santa!

Hosted by Penn Township Park & Recreation



Penn Township
Park and Recreation

WINTER CRAFT FAIR

November 8th, 2025

9:00am - 2:00pm

100 Municipal Building Road

Duncannon, PA 17020



Vendors Wanted!

\$20 Per Table

Set-up 7:30am

(Bring Your Own Table)

Please Call 717-834-5281 to Sign Up



Residential Projects

ACCESSORY STRUCTURES: Garages, sheds, chicken coops, etc.

If you are building an accessory structure, you need a zoning permit. If the structure is over 1,000 square feet, you need a building permit as well.

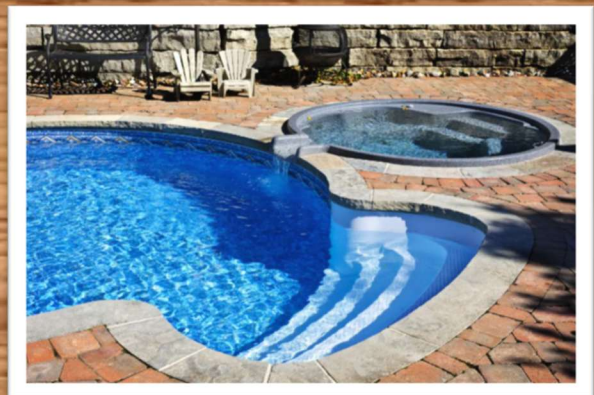
If the structure is under 1,000 square feet, but will be attached to your home, you need a zoning permit and a building permit.



FENCES: If you would like to install a fence, you need a zoning permit. If the fence will be over 6 feet in height, you also need a building permit.

HOT TUBS: Hot tubs require a zoning permit and a building permit.

POOLS: Pools require a zoning permit. A pool that is 24 inches deep or more, requires a building permit.



Ordinance Highlight

ORDINANCE NO. 117, Section 4, A.

No driveway, drainage facility, or Structure within an existing or dedicated highway right-of-way of Penn Township shall be constructed or altered and no drainage facility of the Township shall be altered or connected onto without first obtaining a permit from the Township. A permit may not be required for general maintenance of an existing improvement.



Do I Need a Permit?

A **Zoning Permit** is required when any new structure is put on a property, or the use of the property is changing. The Zoning Permit Application shows the **location** of the structure you want to build or place on your property. The reason for this is to make sure you're not placing it too close to the property line, township right of way, or other important features.

A **Building Permit** is required for the construction of new buildings, additions, and some repairs/alterations within the home. Some examples you may not know about are hot tubs, installing a swimming pool, or changing the size of your windows.

A **Driveway Permit** is required when you wish to place a new driveway on your property.

A **Paving Permit** is required when you go from a dirt or gravel driveway to a paved driveway, or if you are repaving your existing driveway. This is to ensure that the driveway ties into the road properly and the swale is maintained for stormwater functions. An inspection is needed before any construction starts.

A **Sign Permit** is required for all new signs, when one business leaves and another comes in, and when a business changes its name.

If you're unsure if you need a permit, call the office 717-834-5281.

Applications are available in the office or at penntownship.net



Would you like to serve your community by volunteering? The following boards have vacancies that need filled.

Municipal Authority: The Municipal Authority makes important decisions about water and sewer services in the Township. Meetings are the first Wednesday of the month at 7pm.

Park and Recreation: The Park and Rec Board hosts events such as the Chicken BBQ, craft fairs, give-away days, senior lunches, and events for children. They maintain the park and the community garden. Meetings are the second Tuesday of the month at 7pm.

Municipal Authority

**102 Municipal Building Road
Duncannon, PA 17020
717-834-6926**

Water has increased by \$2 per quarter and Sewer has increased by \$2 per month. Please write your checks accordingly.

If your sewer or water is malfunctioning, you must notify the PTMA immediately.

We offer E-one Grinders to residents of Penn Township at a reduced rate.

Please keep meters free from obstacles, including brush, limbs, and fences.

If you are dropping a payment into the drop box, please put your payment in an envelope with its accompanying bill, so that we can assure your payment goes to the correct account.

VOLUNTEERS NEEDED

The Municipal Authority is looking to fill multiple openings on their Board. If you have experience in the field, please contact the Municipal Authority, or come to a meeting on the first Wednesday of the month at 7:00pm.

Sunshine Hills Water Line Replacement

The Sunshine Hills Water Replacement Project is a 4-phase project. Phase 1 has been completed. Phase 2 is close to being completed. Phases 3 and 4 are awaiting the awarding of grants. After grants are awarded, bidding will begin. Thank you all for your patience and cooperation as this much needed project is being completed.

Remembering Susan Long

Hey Susan...



This was the start of my text messages to Susan Long, followed by “something is wrong with the process, need your advice.”

Susan Long retired from Susquenita School District and went on to work for the Municipal Authority (sewer and water) and the Township Office for over 20 years. Susan followed the application manuals for the computer process for the sewer and water billing. Her attention to detail was exceptional and locating incorrect calculations was an enjoyable challenge to her.

I had retired and took a part time job with the Municipal Authority in October 2022. I knew nothing about sewer systems, zero. Susan was asked to teach me the billing system, payroll, and paying vendors. I had so many challenges. Susan and I would talk several times a week. Susan would come to the office to discuss more details of the job. Many times, I would text her late into the evening as I sat at the office desk. “Hey Susan.” I would describe the latest debacle, and she would stop by the office the next day with a “fix-it-plan.”

In one of her last text messages from December 2024, Susan gave me instructions on tax spreadsheets and end of year reports. We were going to find time to meet. This was the last time we talked. Susan passed away this January.

Susan was a natural teacher, and a great listener. Susan was the straight man of the sewer comedy team. Hard on advice, if you asked, she would deliver exactly what her stance was on the subject. She talked about her women’s groups, her church, and the enjoyment of providing music for the church services. Many of us felt Susan’s support on our own journeys. Our entire community was better because of Susan Long.

Penn Township certainly needs more Susans. Her void everyday says it all, I know.

Deb Upperman

Treasurer

Penn Township Municipal Authority

Elected Auditors

The Elected Auditors are responsible for auditing the Tax Collector annually. Part of this process is sending out audit letters to randomly selected residents asking for confirmation of payment or non-payment of your tax bill. If you've received one of these letters, please send it back in the pre-stamped envelope, as soon as possible, so that the Elected Auditors can complete their 2024 Audit. PLEASE DO NOT SEND CHECKS. THESE LETTERS ARE NOT TAX BILLS. THEY ARE ONLY MEANT FOR VERIFICATION OF INFORMATION.

THANK YOU

Penn Township Park and Recreation wishes to thank Ken Martz and Tim Boyer for tilling the Duncannon Area Community Garden over the last few years. Your hard work and kindness is appreciated.



Are You Digging?

Know what's below.
Call 8-1-1 before you dig.®



Pennsylvania811

www.paonecall.org

RECYCLING

Sylvester's Recycling Bags:

You can now purchase Sylvester's Recycling Bags at the Penn Township office building for \$4.00/EACH. When you fill a bag, bring it back to the Penn Township building and place it in the dumpster out front. A portion of the profit will benefit Penn Township Park & Recreation.

Recycling Center:

Located near the entrance to Hawk Rock Trail.
Second Saturday of each month.

8:00am – 10:00am.

You will be asked for identification as proof of residency when dropping off.

The following items can be placed together in a bag or box:

- Steel cans
- Aluminum (cat food, foil)
- Plastics (identified with #)
- Paper (junk mail, ads, etc.)

The following items must be separated:

- Aluminum beverage cans
- Newspapers - tied or in paper bags.
- Cardboard

All recyclables should be clean, and all containers should be crushed.

The following items will NOT be accepted:
Glass, Books, Electronics, Batteries, Light Bulbs, Styrofoam, Other metal, Dirty items, Non-Recyclable Items.



Planning Commission News

The Penn Township Planning Commission is proposing revisions to the Township Subdivision and Land Development Ordinance. The revisions will address changes to General Provisions, Definitions, General Procedures and Plan Requirements, Design Standards, Improvement and Construction Requirements and Recreational Areas. The proposed revisions will be recommended to the township supervisors after reviewed by the Perry County Planning Commission and a public meeting to receive public comments. Prior to adoption, the supervisors will hold a hearing on the ordinance amendment.

The Planning Commission will be reviewing updates to the Township Zoning Map. While the Planning Commission is considering changes, a letter sent to residents opened the opportunity to submit their own request for changes. Any proposed changes will go through the required amendment procedures as mentioned above for ordinances.

The Township Nuisance Ordinances are also being reviewed for update. The nuisance ordinances address abandoned or junk vehicles, dangerous structures, dumping, and public nuisance for disturbance of peace or safety.

The Planning Commission Meetings are held in the Township Office on the third Monday of each month with a Workshop at 6:00 PM and the regular meeting at 7:00 PM. Come on in! They are open to the public.

We have rooms and pavilions to rent for your next party!



Large Room Fee - \$80

Small Room Fee - \$40

Call the office

to rent a room

717-834-5281



Large Pavilion - \$80

Small Pavilion - \$55

Call Karen Tilkins

to rent a pavilion

717-579-8090



DUNCANNON EMERGENCY MEDICAL SERVICES

16 Shermanta Drive - Duncannon, PA 17020 - www.dems29.com
(717) 834-5904 - Fax (717) 834-9346

2025 Sunday Dinner Schedule

SUNDAY AUGUST 17, 2025

Ham, Lima Beans, Sweet Potatoes, Mashed Potatoes

SUNDAY SEPTEMBER 21, 2025

Meatloaf, Candied Carrots, Mashed Potatoes

SUNDAY OCTOBER 12, 2025

BBQ Chicken, Corn, Mashed Potatoes

-NO DINNERS IN NOVEMBER & DECEMBER-

Dinners Include Rolls, Punch, Water, Coffee, & Delicious Desserts!

Menu subject to change, based on availability of ingredients

11:00AM - 1:30PM

(Or Until Sold Out)

Adults (13 & Older): \$15.00

Children 5-12 Years Old: \$10.00

Children 4 & Under: Free

Duncannon Emergency Medical Services - Perry County Recreation Association

MONDAY NIGHT



Every Monday Evening, Year-Round

(except the last two Mondays of the year)

Kitchen and Rip Ticket Sales Begin at 5:30 PM

BINGO Games Begin at 6:30 PM

A fun variety of BINGO games for CASH prizes,
including a players' pool, progressive jackpots up to \$1,199,
50/50 games, speedball, and more!

Duncannon Emergency Medical Services
16 Shermanta Drive
Duncannon, PA 17020
(717) 834-5904
pecoems.com

THANK YOU

For your support!

2025-2026 CALENDAR

September

Sep 1 – Labor Day CLOSED
Sep 3 – PTMA 7pm
Sep 9 – Fire Comm. 5:30pm, Park & Rec 7pm
Sep 11 – Zoning Hearing Sheetz
Sep 15 – PTPC 7pm
Sep 16 – Budget Meeting 6:30pm
Sep 23 – Workshop 7pm
Sep 30 – PTS 7pm



October

Oct 1 – PTMA 7pm
Oct 8 – P&R Fundraiser Watercolor Class
Oct 9 – Zoning Hearing Peifer
Oct 14 – Fire Comm. 5:30pm, Park & Rec 7pm
Oct 20 – PTPC 7pm
Oct 28 – PTS 7pm
Oct 31 – Trick-or-Treat



November

Nov 4 – Election Day
Nov 5 – PTMA 7pm
Nov 8 – Craft Fair 9am-2pm
Nov 11 – Veteran's Day CLOSED
Nov 12 – Fire Comm. 5:30pm, Park & Rec 7pm
Nov 17 – PTPC 7pm
Nov 25 – PTS 7pm
Nov 27 – Thanksgiving CLOSED



December

Dec 3 – PTMA 7pm
Dec 9 – Fire Comm. 5:30pm, Park & Rec 7pm
Dec 13 – Kid's Holiday Party 1pm
Dec 15 – PTPC 7pm
Dec 24 – Office closed at noon
Dec 25 – Christmas day CLOSED
Dec 30 – PTS 7pm
Dec 31 – Office closed at noon



January

Jan 5 – PTS Reorganizational Meeting 7pm
Jan 6 – Elected Auditors 6pm
Jan 7 – UCC 7pm
Jan 7 – PTMA 7pm
Jan 8 – ZHB 7pm
Jan 19 – PTPC 7pm
Jan 27 – PTS 7pm



February

Feb 4 – PTMA 7pm
Feb 10 – Fire Comm. 5:30pm, Park & Rec 7pm
Feb 16 – PTPC 7pm
Feb 24 – PTS 7pm



March

Mar 4 – PTMA 7pm
Mar 10 – Fire Comm. 5:30pm, Park & Rec 7pm
Mar 16 – PTPC 7pm
Mar 31 – PTS 7pm



Abbreviations

PTMA – Penn Township Municipal Authority
PTPC – Penn Township Planning Commission
PTS – Penn Township Supervisors
ZHB – Zoning Hearing Board
UCC – Uniform Construction Code

*There are some events that we do not have scheduled this far in advance. Calendar is subject to change. Please see penntownship.net each month for an updated calendar.

5TH ANNUAL PCRA FALL FESTIVAL AND CAR SHOW

SATURDAY SEPTEMBER 20, 2025
RAIN OR SHINE
51 YMCA DRIVE, DUNCANNON, PA
17020

FESTIVAL STARTS AT 9AM, OPEN UNTIL 2PM

CAR REGISTRATION FROM 9AM TO 11AM

REGISTRATION IS \$10.00 DAY OF SHOW

CAR SHOW AWARDS TO BE PRESENTED AT 1PM:

BEST IN SHOW MOST
UNIQUE OLDEST CAR
PRESIDENT'S PICK
V PRESIDENT'S PICK
KID'S CHOICE



DJ MUSIC
CRAFT VENDORS
RIP TICKETS
DOOR PRIZES
50/50 RAFFLE
Chinese Auction

Food By Little Pigs Barnyard BBQ And
Flipping Freds Grill

Thank You to all our Sponsors

3B Ice-cream
Red Rabbit Drive In
Mid Penn Bank
Phil's Service Center
Subway
Mifflintown Hardware
Register Chevrolet
Maaco
Janet Rasmussen

Sheetz
Weis Markets
Mifflintown Mart
Heller's Hardware
Mastracio's East
Sharar's Grocery
Maguires Ford
Dunham Sports
Miller 3D Labs

Need Not be
Present for Chinese
Auction Drawing

Duncannon Supply
Ranch House Restaurant
Auto Zone
Taco Bell
Pizza Hut
Starbucks
KFC
Advanced Auto
Texas Roadhouse
Route 333 Supplies
Dominos Pizza
Fisher Auto Parts
Dauphin Pizza
Zeiderell's
Ridge View Auto
Beward Pharmacy

BENEFITS PCRA CAMPGROUND AND PUBLIC POOL

COME OUT AND ENJOY OUR BEAUTIFUL CAMPGROUND

Interested in being a vendor, reach out to camp.pcra@gmail.com

Or Call: Cindy: 717-512-5477, Sherry: 717-320-6283 or Michelle: 717-805-0503

HOLIDAY SEASON BINGO

THE HOLIDAYS ARE ALMOST HERE!!

Back By Popular Demand - BINGO with all meat prizes, raffles, and rip tickets, just in time for family holiday meals.

Tickets:

\$30 in advance/\$35 at the door for 6 BINGO cards & 20 games
Call DeKa at (717) 275-2457 for tickets and more info.

THANK YOU for your support!

Sunday November 16, 2025



Doors Open at 11:30

Games Start at 1:00



Duncannon EMS Station

16 Shermanta Drive



www.pecoems.com

BREAKFAST With Santa

Bring your little ones for a delightful morning filled with joy and wonder. Join us for an all-you-can-eat breakfast buffet and stay for a visit from Santa Claus, where children can share their holiday wishes, receive a special gift, and revel in the magic of the season!

DELICIOUS FOOD | PHOTOS | MUSIC | LIGHTS | PRESENTS

SATURDAY DECEMBER 13, 2025

8:30AM - 10:30AM

16 Shermanta Drive - 2 Miles West of Duncannon



Ages 4 & Under:
Free
Ages 5-11: \$9.00
Ages 12 & Over:
\$12.00

pecoems.com

WANT A JOB THAT'S COOL? DRIVE KIDS TO SCHOOL!

WE'RE HIRING

Part-time School Bus and Van Drivers for the
Susquenita School District!



\$1500 Hiring Incentive
for School Bus Drivers



We provide all your
training and licensing



Have summers, holidays,
and weekends off



Bring your kids to work;
No daycare costs



Great opportunity for retirees and stay-at-home parents
to stay active in the Susquenita Community

Apply online at: rohrerbus.com/drive
or give us a call at: (717) 957-3811

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WWW.FARMER BOY FURNITURE.COM

AMISH MADE FURNITURE

& UNIQUE GIFTWARE RIGHT IN YOUR BACK YARD!



SCAN ME



OPEN Thursday thru Sunday 10am-5pm, Call ahead Mon, Tues, Wed.



717-834-3568 OR 717-648-7797



quality@farmerboyfurniture.com

LOCATED AT: 2103 State Rd. Duncannon



CONCRETE LAWN ORNAMENTS & CAST ALUMINUM STREET LIGHTS!

**Penn Township, Perry County
100 Municipal Building Road
Duncannon, PA 17020**

**Presort Std
ECRWSS
US POSTAGE
PAID
EDDM RETAIL**

*******ECRWSS******

**Local
Postal Customer**

Train Crossing

If you see a train blocking a road crossing, please call Perry County Emergency Center (717-582-4311) and report it.

Back Door Dropoff

If you are dropping off a payment in the drop box, please put your payment in an envelope with its accompanying bill, so that we can assure your payment goes to the correct account.

Attention Landlords

Each time you rent a property, you need to fill out a form and hand it in to the township. You can pick up the form in the office or print it from the website.

