



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

**Minutes of 10/21/25
Budget**

The Penn Township Board of Supervisors (PTS) met on Monday, October 21, 2025 at 6:30p.m. in the Municipal Building for a budget 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), 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. The recording will be destroyed once the draft minutes are complete.

Minutes: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the minutes of September 16, 2025, and September 23, 2025.

Recognition of Visitors: No one wished to speak at the time.

Park & Rec Budget: The Park and Rec budget was reviewed. The Community Garden budget line will be decreased to 0\$. Henry Holman III asked that his donation of water totes and stand be returned to him because the garden is being dismantled. He commented that it was time to close the garden, because it was getting cluttered with junk.

Fire Tax Budget:

The Fire Tax budget was reviewed. No changes were discussed.

Highway Budget: The highway budget was reviewed. Mrs. Potteiger commented that we are currently creating policies to streamline the road crew's schedule and inventory tracking. The operations coordinator found that our backhoe that we thought needed to be replaced just needed service. Now that the hydraulic system has been taken care of, it runs properly. The operations coordinator commented that the road crew would like to start tarring and chipping some low volume smaller roads and would need to get a box and a roller. We can get fluids at a better price at Royal King. Plows and spinner pumps need to be maintained. Truck frames need to be coated. We need a new diesel tank, and we need to move it to be OSHA compliant. The gasoline tank needs to be replaced. Trucks need safety lights



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added. Mr. Woodward recommended getting rodent control for the garage this time of year.

The treasurer commented that there is a new code in the budget for non-compensatory uniform allowance.

We will still keep 48k in the budget for equipment as a precaution.

The part time budget line will be 15k.

Highway supplies 5k.

Small tools and supplies \$2500.

Safety Equipment \$2500.

Signs 5k.

Propane 1k.

Lubricants \$1800.

Guiderails 10k

Machinery Equipment repair and maintenance 13k.

Road surfacing - 30k. The Operations Coordinator asked if we can use some of this year's budget for stone to stock for the Spring. Mrs. Potteiger answered yes.

Line Painting - 30k. The secretary commented that we need Alpha Space Control to wait until the spring for Schoolhouse, Sawmill, Middle Linton, Butchershop, and Cove. because of the temperatures.

Road Paving 50k.

General Fund Expense:

Elected Auditor pay - Secretary informed supervisors that the elected auditors shouldn't have been given raises in 2024 because an elected official can not have a pay increase or decrease during their term. Their pay can only be raised after a new election. The secretary will ask the solicitor to advise.

Dues and subscriptions \$6500.

5k to be noted moved to the capital reserve for the roof.

Solid waste 30k.

Municipal Building repair and Maintenance 25k.

Highway Building 15k.

5k to be noted moved to the capital reserve for MS4.

Pension 1k.

Medical Insurance 140k.

The treasurer will look at Life insurance and disability insurance to see if they're billed together or separately.



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FICA 28k.

Prior year expense \$500.

General Fund Revenue:

Liquid Fuels: The liquid fuels budget was reviewed. Liquid fuels income decreased to 143k.

Capital Reserve: Transfers from the general fund will be shown as actuals for the previous year. The treasurer will note what will be moved if not used.

Old Business: None.

New Business: None.

Additions to the Agenda: None.

Henry Holman III commented that the proposed budget for wages and insurance have been substantially increased. He thinks that the community should have an explanation as to why, and that they should see an end result.

Mrs. Potteiger commented that we have eliminated some part time positions and have added a full time position. She commented that we can't ask people to be indentured servants while working for the township, and that they deserve livable wages. She doesn't want people to live in poverty because they work for the township. The employees work really hard, and it takes money to clean up things that were let go for years. The road crew is hardworking and very skilled, and we're able to avoid hiring some specialty contractors thanks to them.

John Keller commented that he and others already are seeing a big difference in the roads.

Adjournment: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the budget workshop at 8:38pm.

Respectfully Submitted,
Jennifer Blouch
Secretary