



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 10/28/25

The Penn Township Board of Supervisors (PTS) met on Tuesday, October 28, 2025 at 7:00p.m. in the Municipal Building for their regularly scheduled meeting. Vice-Chairman Karen Potteiger, and Supervisor Forrest Woodward attended. Other personnel present were Darrell Dethlefs (hereinafter referred to as Solicitor), Secretary Jennifer Blouch (hereinafter referred to as Secretary), Ann Delancey (hereinafter referred to as Treasurer), and Justin Hayman (Operations Coordinator). A list of visitors attending is on file in the Township Office. Vice-Chairman Karen Potteiger 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.

Executive Session Announcement: Mrs. Potteiger announced that there was an executive session on October 28, 2025 for legal purposes and personnel.

Visitors

Garam Farhat asked what he needs to do in order to have his plan recorded and to start construction at 1451 State Road. The solicitor informed him that he needs to receive his highway occupancy permit from PennDOT. The secretary informed Mr. Farhat that our engineer needs to inspect the work that has been completed in order to give the township his opinion of cost for the financial security. Mr. Farhat asked why he couldn't use the Schoolhouse Road driveway. The secretary informed Mr. Farhat that the PennDOT HOP is a condition of his land development approval, and of his conditional use.

Ben Smith would like the township to take over a portion of Barnett Drive. The solicitor informed Mr. Smith that the landowner would need to make a formal written request, state that they intend to bring the road up to township standards, and post an 18 month maintenance bond. Then it would be reviewed by the solicitor and the engineer.

Solicitor's Report: Report submitted.

Consent Agenda: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the minutes of September 30, 2025, October 21, 2025 (workshop), and October 21, 2025 (budget), the treasurer's report, and the invoices and expenditures, subject to audit.



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Highway

The Operations Coordinator gave a review of what the roadcrew has been working on and will continue to work on in November.

A list of items needed was presented to bring the equipment up to standard. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted

unanimously to purchase the miscellaneous highway items from Amazon for \$2,331.42.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase 2 new fuel tanks for \$15,584 from Blain Supply in order to bring the fuel tanks into compliance.

The quote from SEI for the backhoe maintenance and thumb needs clarification.

Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to purchase backhoe tires for \$3,949 from Lapps.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept the quote from Marysville motors for F550 maintenance for \$2,475.35.

Mr. Woodward made a motion to purchase a new AED for the highway shed for \$1,529. Mrs. Potteiger seconded the motion. None were in favor. The motion did not pass.

Kraig Nace recommended that we purchase the same AED as in the office, for training purposes. AED was tabled to get more quotes.

YMCA Speeding: A resident reported a lot of speeding cars on YMCA. The solicitor recommended that we pass the complaint along to the state police.

Ruth Russel asked why the township needs a thumb for the backhoe. She accused the township of not picking up a tree at 291 Sawmill Road. Mr. Woodward informed her that we cannot touch a tree that has fallen on a wire, and that we placed road closed signs on the road. Mr. Woodward commented that we did remove what we were able to. Duncannon Fire Chief Byron Warner agreed that we cannot remove trees that are on wires.

Ms. Russel asked about what is going on with her house at 291 Sawmill Road. The secretary informed Ms. Russel that if we have reports of an unsafe structure we are obligated to investigate it. Ms. Russel commented that she hasn't received any report on the investigation. The secretary assured Ms. Russel that she will be sending out an update. Mrs. Potteiger asked her if there's anything else that she wanted to talk about. Ms. Russel replied that she's so mad she could choke her.



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Fire Committee:

Fire Study: The solicitor stated that he will get more specific information to get an exact quote for the fire study.

Fire Committee Invoice: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to move \$50.89 from the Fire Tax to

the general fund to pay the tax collector.

EMS:

Radio Coverage: Kraig Nace reported that they continue to have issues with radio coverage, and the commissioners are investigating sites for towers. Mr. Nace reported that they are having a fundraiser

Emergency Management: Corey Stone (Emergency Management Coordinator) asked the supervisors to encourage other municipalities to join the cooperative organization. Centre Township and Bloomfield Borough have decided to leave the cooperative organization. Mrs. Potteiger asked if the ambulance would still have to answer calls in those municipalities. Mr. Stone answered yes. The commission will be called the Perry County Emergency Services Commission. Fire Chief Warner commented that the mentality of which municipality is paying for what needs to stop, and that the supervisors need to impress upon their constituents the need for preparing for a future that is coming fast.

Park & Rec: Report submitted. The watercolor class raised \$360. There is a Keystone Candle Fundraiser ending October 31st. There will be an election day fundraiser November 4th, a Craft Fair November 8th, and a Kid's Holiday Party December 13th.

Planning Commission:

The secretary reported that the planning commission is currently working on ordinances.

Engineer: Report Submitted.

Municipal Authority: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Julie Mackey and Deb Upperman to the vacant positions on the Municipal Authority. Deb Upperman commented that they would like to have more residents on the board who receive sewer and



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water from the township. Molly Heckard asked how to get on the board. The secretary answered that you would put in a request to the PTMA at their monthly meeting.

The secretary presented a document from Pennoni informing the board that Duncannon Borough is submitting a permit to DEP to create an emergency interconnection between their water system and the Sunshine Hills water system.

Permit Report: Submitted.

Sewage Enforcement: Report Submitted Submitted.

Codes Enforcement: Report Submitted.

Secretary's Report:

Treasurer's Wage: Tabled.

Elected Auditor Compensation: The solicitor reported that the board had given the elected auditors a raise in 2024 that was improper. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to reverse the action and put the elected auditor wage back to \$10/hr until they've been re-elected.

New Computer: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to purchase a new computer for the office for up to \$600.

Phone System: Secretary presented a quote and explained that switching to VOIP phones will save us over half of our bill each month. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept the quote from R.E. Shumaker LLC.

First Aid Kits: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to buy 12 first aid kits for up to \$150/each

Correspondence:

The secretary presented correspondence from Senator Greg Rothman, DEP, and PECO Tax Claim.

Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to pay Perry County Tax Claim \$408.71 for an unpaid tax bill to make up for the money in Peter Thompson's account that we have not been able to access.



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Old Business:

Stormwater Basins: The solicitor will be sending out letters to Karns, Dollar General, and Stonemill Estates about maintaining their stormwater basins.

New Business:

Secretary's Wage: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to raise the secretary's annual salary to \$58,656 in order to meet the requirement for an exempt employee, retroactive to July 1, 2025.

Additions to the Agenda: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to amend the agenda to include The secretary's wage.

Wells: The treasurer reported that wells in the area of Penn Manor have been going dry and a number of residents have had to drill new wells.

Adjournment: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:40pm.

Respectfully Submitted,
Jennifer Blouch
Secretary