



PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road
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Clifford Lindgren

Karen Potteiger

Forrest Woodward

**Minutes of 11/18/25
Budget & Personnel Manual**

The Penn Township Board of Supervisors (PTS) met on Monday, November 18, 2025 at 5:30p.m. in the Municipal Building for a budget meeting, and 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), Ann Delancey (hereinafter referred to as Treasurer), and Justin Hayman (Operations Coordinator). A list of visitors attending is on file in the Township Office. Chairman Lindgren convened the meeting with the Pledge of Allegiance 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.

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

Park & Rec Budget: Reviewed.

Fire Tax Budget: Reviewed.

General Fund Revenue: Reviewed. Local Services Tax will increase to 65k.

General Fund Expense: Reviewed. Legal services general will be adjusted from \$3,500 to 35k. Medical/Dental/Vision/HRA will be decreased to 130k. Road paving will be decreased to 20k.

Liquid Fuels: Reviewed.

Capital Reserve: Reviewed. \$348,215 will be transferred to the General Fund to make up for the deficit.

Old Business: None.

New Business: Corey Stone stated that we should have more in the budget for emergency management, because the municipality will likely have to put money up front in the case of an emergency. Vice-Chairman Potteiger stated that we have emergency funds in the capital reserve, and that hopefully that money would be reimbursed eventually.



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Corey Stone would like to have a laptop to access our Emergency Operations Manual out of the office. The secretary will look for options. He would also like to get quotes for radio communication.

Penn Township Supervisors recessed at 6:25pm.

The Workshop began at 7:00pm. Chairman Clifford Lindgren, 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.

The draft Personnel Manual was reviewed.

Areas needing clarification: Vision coverage, disciplinary actions and serious infractions, harassment reporting, inclement weather policy, FMLA leave, social media use, diversity and inclusion initiatives, workplace violence, whistleblower protections, remote work, outside employment policy, workplace bullying, data privacy, employee wellness, mental health resources, processes for promotions, employee recognition program, emergency preparedness, employee feedback mechanisms, anti-retaliation policies, training resources.

The solicitor will have the next draft ready December 15, 2025, and the next workshop will be December 22, 2025.

Upon a Woodward/Potteiger motion, the PTS voted unanimously to adjourn the meeting at 8:00pm.

Respectfully Submitted,
Jennifer Blouch
Secretary