



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

John J. Keller

Karen Potteiger

Forrest Woodward

Minutes of 1/5/26

The Penn Township Board of Supervisors (PTS) met on Monday, January 5, 2026 at 7:00 p.m. in the Municipal Building to conduct the annual organizational meeting. Chairman Karen Potteiger, Vice-Chairman Forrest Woodward, and Supervisor John Keller attended. Other personnel present were Secretary Jennifer Blouch (hereinafter referred to as Secretary), Bruce Crelin (hereinafter referred to as Solicitor), Ann Delancey (hereinafter referred to as Treasurer), and Justin Hayman (hereinafter referred to as Operations Coordinator). A list of visitors attending is on file in the Township Office. Chairman 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.

Appointments

Chairman: John Keller nominated Karen Potteiger. No one opposed.

Vice Chairman: John Keller nominated Forrest Woodward. Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Forrest Woodward.

Secretary: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Jennifer Blouch. The solicitor gave Jennifer Blouch the oath of office.

The secretary gave the oath of office to Karen Potteiger, Forrest Woodward, and John Keller.

Treasurer: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Ann Delancey. The secretary gave the oath of office to Ann Delancey.

Road Master: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to appoint Forrest Woodward, with Karen Potteiger and John Keller as alternates.



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Vacancy Board Chairman: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to appoint Edward Chism.

Solicitor: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Dethlefs, Pykosh & Murphy.

Engineer: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Keller Engineers.

CPA: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint SEK as CPA to perform the 2025 Township Audit.

Emergency Management Coordinator: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to appoint Corey Stone.

Emergency Services Commission: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to appoint Corey Stone as representative.

Zoning Officer: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Barry Isett & Associates.

Uniform Construction Code Inspection Agency: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to appoint Building Inspection Underwriters of PA.

Traffic Signal Maintenance: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to appoint C.M. High.

Technical Support: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to appoint LinnFlux.

Capital Tax Collection Bureau Representative: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter.



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Perry County Tax Collection Committee Representative: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Helen Klinepeter.

Planning Commission: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Robin Bahrenburg for a 4 year term. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Jessica Bryington for a 4 year term.

Park and Recreation: Chairman Potteiger asked John Sproch what his role would be on the board without the community garden. Mr. Sproch answered that he has played an active role in the Park and Rec board for 15 years on the BBQ and senior lunches. Chairman Potteiger asked testimony from the members of the Park and Rec board. Karen Tilkens stated that he has attended meetings and notified her if he couldn't attend. Helen Klinepeter stated that John Sproch has always worked on the BBQ and senior lunches. Raymond Klinepeter stated that John Sproch has been a great help on the board. Daniel Stump stated that while he believes John Sproch's heart is with helping the community, he doesn't believe he should be reappointed due to his questionable ethics. John Sproch responded that he is unsure what ethics Dan is referring to, and that he tries to have integrity in all things that he does. Jennifer Blouch stated that she doesn't believe he should be reappointed because in May 2025 he was approved to spend approximately \$100 at Trickleez, but spent over \$400 more than was approved, and because he used a township account for personal expenses and didn't pay taxes on that purchase. Mr. Sproch stated that he didn't use the township account for a personal purchase. Chairman Potteiger asked the treasurer for her view. The treasurer stated that Mr. Sproch did use the township account for personal use.

John Sproch stated that he did buy items at the same time when he went to pick up items for the township. Chairman Potteiger stated that she wanted to hear from everyone because of the split decision on the recommendation from the Park and Rec board. Mr. Woodward stated that he is voting no because John Sproch lied when he said he didn't use the township accounts, and he wouldn't be comfortable letting him purchase anything for the township.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted by majority not to reappoint John Sproch to the board. John Keller abstained due to not having all of the information to make an informed decision. Chairman Potteiger thanked John Sproch for his service on the board. John Sproch asked if



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he could meet with the supervisors in private. The solicitor stated that if the board feels it's a personnel matter, they can have an executive session with him, or he can talk during a public meeting.

Zoning Hearing Board: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted by majority to appoint Julie Mackey for a 3 year term. John Keller abstained for personal reasons.

Penn Township Municipal Authority: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Robert Harbold to a 5 year term.

Uniform Construction Code Board of Appeals: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Edward Chism for a 3 year term.

Treasurer's Bond: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to set the treasurer's bond at 2.5 million. The treasurer stated that we probably can't get the bond for that much until our audits are complete.

Depositories: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to continue with PLGIT, Mid Penn, and Members 1st Credit Union.

Signatories: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Karen Potteiger, Forrest Woodward, John Keller, Ann Delancey, and Jennifer Blouch, and that we take Clifford Lindgren off.



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Meeting Schedules:

PTS 7pm:

**Penn Township Supervisor Monthly
Meeting Schedule - all Meetings at
7pm**

1/27/2026
2/24/2026
3/31/2026
4/28/2026
5/26/2026
6/30/2026
7/28/2026
8/25/2026
9/29/2026
10/27/2026
11/24/2026
12/22/2026

PTPC 7pm:

**Penn Township Planning
Commission Monthly Meeting
Schedule**

1/19/2026
2/16/2026
3/16/2026
4/20/2026
5/18/2026
6/15/2026
7/20/2026
8/17/2026
9/21/2026
10/19/2026
11/16/2026
12/21/2026



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Park and Rec 7pm:

Park and Recreation Monthly Meeting Schedule	
	1/13/2026
	2/10/2026
	3/10/2026
	4/14/2026
	5/12/2026
	6/9/2026
	7/14/2026
	8/11/2026
	9/8/2026
	10/13/2026
	11/10/2026
	12/8/2026

Fire Committee 5:30pm:

Fire Committee Monthly Meeting Schedule	
	3/10/2026
	6/9/2026
	9/8/2026
	12/8/2026

Wages:

Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to increase the wage of the Priscilla Winters by 3 percent, from \$16.50 to \$17.00 per hour.

Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to increase the wage of Charles Tilkens by 3 percent. From \$16.31 to \$16.80 per hour.



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Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to increase the wage of Linda Riggins by 4 percent, from \$14.96 to \$15.56 per hour.

Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to increase the wage of George Mckelvey by 3 percent, from \$21.32 to \$21.96 per hour.

Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to increase the wage of Richard Knuth from \$16.38 to \$18.00 per hour.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to increase the wage of Justin Hayman by 2 percent, from \$18.00 to \$18.36 per hour.

Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to increase the wage of Ann Delancey by 4 percent, from \$22.49 to \$23.39 per hour.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to increase the wage of Jennifer Blouch by 1 percent, from \$1,128 weekly to \$1,139.28.

Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to increase the wage of Corey Stone from \$16.20 to \$17.00 per hour.

PSATS Convention: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to have Forrest Woodward, John Keller, Corey Stone, Jennifer Blouch, Priscilla Winters, Justin Hayman, George Mckelvey, and Richard Knuth attend the 2026 PSATS convention, with Jennifer Blouch as the voting delegate.

Resolution 2026-01 Fee Schedule: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-01.



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Resolution 2026-02 Tax Levy: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-02 as the Tax Levy.

Resolution 2026-03: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-03, to pay the Tax Collector 5% of taxes actually received, whether such taxes are paid during the discount, flat rate, or penalty period.

Resolution 2026-04: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-04, allowing Elected Auditors access to the CPA during the 2025 financial audit.

Resolution 2026-05: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-05, to allow SEK to perform the 2025 financial audit.

Tax Collector Audit: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint the Township's Elected Auditors to perform the 2025 Tax Collector Audit.

Mileage Rate: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint the IRS Federal Mileage Rate for the Township Mileage Rate.

Points of Contact:

Office: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to appoint Karen Potteiger.

Emergencies: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Forrest Woodward.

Highway: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to appoint Forrest Woodward.

Park and Recreation: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint John Keller.

Municipal Authority: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint John Keller.



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Recognition of Visitors:

Duncannon Fire Company: Byron Worner stated that they've been having Fire Committee Meetings for years and he thought they were making progress toward meeting goals. Mr. Worner stated that he doesn't know why we would want another fire study when they didn't follow the first fire study by helping to fund a new firehouse. Without a funding increase, there is no project. Duncannon and Wheatfield have met them halfway with funding, and he believes Penn Township should meet them halfway, so that they can start construction. Chairman Potteiger stated that Mr. Worner was supposed to get her clarification on the assets from the 990 form. Mr. Worner stated that he had previously referred her to their accountant to get the information. Chairman Potteiger asked if the township pays worker's compensation for the whole roster that the DFC provided. Mr. Worner answered yes.

Mrs. Potteiger stated that the township provided the DFC a letter in 2025 to help them get funding. Mr. Worner stated that when they give USDA the letter they will expect it to be backed up. Mrs. Potteiger asked if the DFC has a number that needs to be met. Mr. Worner stated that they don't have an exact number but that a good faith increase in funding is what they need. Mrs. Potteiger asked for a budget that shows what they're willing to give up and what is needed. Mr. Worner stated that DFC provided an amortization schedule. Mrs. Potteiger wants to know how much money they need per head in the township. She needs to listen to the people and answer their questions about the location of the fire house. Mr. Worner stated that the fire study answers their questions.

Mr. Woodward stated that when the audits are complete, the DFC will be getting a substantial amount of money owed to them, and that it should be enough to get them through 2026. Mr. Worner asked if the money will be released as soon as the audit is done, or if it will be held until the scheduled payment from the contract is made. Mrs. Potteiger stated that the township will have the solicitor prepare a document stating that the money will be released as soon as it is available from the audit. Corey Stone asked if it was possible to start a new formal board for Penn Township Emergency Services. The solicitor will look into the matter.

Old Business: None

New Business:

Talley Petroleum Invoice: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to pay the \$649.44 Talley Petroleum invoice.



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PSATS Invoice: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to pay the \$1,341 PSATS Invoice.

Addition to Agenda:

Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to add Perry County Tax Collection Committee and Emergency Services Commission Representative to the agenda .

Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 9:00pm.

Respectfully Submitted,
Jennifer Blouch
Secretary