



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 11/25/25

The Penn Township Board of Supervisors (PTS) met on Tuesday, November 25, 2025 at 7:00p.m. in the Municipal Building for their regularly scheduled meeting. 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), and Ann Delancey (hereinafter referred to as Treasurer). A list of visitors attending is on file in the Township Office. Chairman Clifford 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.

Visitors:

Lieutenant Peterson, Station Commander, gave a summary of police activity in the township for the current year to date. The State Police responded to 884 service calls in Penn Township. He provided a breakdown of 24 DUI arrests, 170 criminal offenses, 59 crashes, 224 traffic citations, 360 total warnings, 296 traffic stops, 20 drug related, 32 theft related, and 43 crimes against persons.

Supervisor Forrest Woodward told Lieutenant Preston that many residents have complained about multiple vehicles and trailers being parked in front of 1003 State Road on the shoulder. Lieutenant Preston stated that he would look into the matter.

Solicitor's Report: Report submitted. The solicitor stated that Ben Smith is not ready to make a formal request for a road takeover on Barnett Drive, and that we should have the engineer look at the road to see if its current state meets township standards. Mr. Woodward will visit the site with the engineer.

Consent Agenda: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the minutes of October 28, 2025, October 28, 2025 (Conditional Use), and November 18, 2025 (with corrected to add vision under items needing addressed), the treasurer's report, and the invoices and expenditures, subject to audit.

Highway

Report was submitted. Vice-Chairman Potteiger summarized the changes that



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the Roadcrew has been making, such as the new fuel tanks, filling stone and salt bins, and prepping equipment for winter. Supervisor Woodward donated IBC totes for them to store 6k gallons of free calcium brine treatment from PennDOT. The secretary asked if the supervisors would like to put the old fuel tanks up for sale on Municibid. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to list the old fuel tanks on Municibid with no reserve. The buyer will have to sign a release indemnifying the township of liability. The solicitor will prepare the release.

Codes Enforcement: Report Submitted. The secretary asked if the Operations Coordinator should wait to send out notices of violation until the new ordinance goes into effect. The solicitor stated that he should not wait.

Fire Committee:

Contract: The solicitor informed Fire Chief Byron Warner that he will have an updated contract for them soon.

Fire Study: Byron Warner stated that 80-90% of the recommendations suggested in the 2003 fire study were completed. The solicitor stated that the supervisors would like to do a fire study to justify the amount of money that is being asked.

Chief Warner stated that some equipment is damaged from a brush fire and is being repaired. Their new Chevy Tahoe should be ready around February next year. They will then sell their old one.

Chief Warner stated that the fire company joined the Keystone Purchasing Network.

Vice-Chairman Potteiger asked Chief Warner about an updated roster of volunteers. Chief Warner stated that he thinks she is referring to the roster the fire company has to send to the state for foreign fire insurance. The solicitor will look into it.

Art Dalla Piazza asked if the fire company had any suggestions for the SALDO amendments.

Emergency Management: Corey Stone (Emergency Management Coordinator) asked the supervisors to set an example to other municipalities in reference to joining the Perry County Emergency Services Commission. He is concerned that there isn't anything in the 2026 budget for EMS beyond 35k. The PCESC have finished their bylaws and are looking for a solicitor. They are working on a website. Corey Stone stated they are asking for approximately 356k for the first



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year, with subsequent years being unknown. The treasurer asked why the county doesn't collect the money if it's county wide. Vice-Chairman Potteiger stated that between Fire and EMS, Penn Township is being asked for approximately 609k for a year, which is around \$164-\$200/per head. Vice-Chairman Potteiger stated that the solicitor is looking into the matter.

Park & Recreation: Report submitted. There will be a children's holiday party on December 13, 2025. Park and Rec raised over \$500 on Election Day for the Food Drive. They are currently in the process of distributing boxes.

Vice-Chairman Potteiger asked why Park and Rec isn't delivering boxes as they did in previous years. The secretary answered that they can if someone requests delivery.

Electric Fence: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to list the electric fence on Municipibid with no reserve.

Planning Commission:

The secretary reported that the planning commission is finished with the SALDO, Nuisance, and Display Firework Ordinances. The supervisors and the solicitor will review.

Engineer: Report Submitted.

Municipal Authority: John Keller reported that Dennis Shatto is retiring this year and they will have a new solicitor, Murray Weed, from Johnson Duffie. They have completed the heat tape installation. Supervisor Woodward asked if there is a sensor for if the heat tape fails. Mr. Keller will check into it. The PTMA has received all the money from the grants for Sunshine Hills, and the contractors have been paid. They are waiting for phase 3 of the project to be considered by the state.

Zoning Report: Submitted.

Permit Report: Submitted.



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Secretary's Report:

Treasurer's Wage: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to give the treasurer a wage increase of \$3/hr, retroactive from July 1, 2025.

Fax: Secretary presented a quote from R.E. Shumaker to add a fax line. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously not to accept the quote.

AED: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase the ZOLL AED for \$1,595 from the quote provided from PennCare through Duncannon EMS.

Locksmith: The secretary stated that she is concerned about the amount of people who have keys to the building that we don't know about. She will look into keys that aren't able to be duplicated, and into a keypad lock or swipe cards for the office door.

Agricultural Security: The secretary and the solicitor will work on Ag Security requirements in the Spring of 2026.

Tax Collector Audit: Secretary presented a letter from the Elected Auditors stating that the responses received from the audit coincided with the tax collector's records.

RAVE: Corey Stone stated that the Rave alert system may have been hacked. The secretary will look into this.

Adjournment: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:11pm.

Respectfully Submitted,
Jennifer Blouch
Secretary