



## PENN TOWNSHIP BOARD OF SUPERVISORS

100 Municipal Building Road  
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Clifford Lindgren

Karen Potteiger

Forrest Woodward

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### **Minutes of 12/22/25 Workshop - Personnel Manual**

The Penn Township Board of Supervisors (PTS) met on Monday, December 22, 2025 at 6:00p.m. in the Municipal Building for a Workshop. Chairman Clifford Lindgren, Vice-Chairman Karen Potteiger, and Supervisor Forrest Woodward attended. Other personnel present were Solicitor (Darrell Dethlefs), Secretary Jennifer Blouch (hereinafter referred to as Secretary), Ann Delancey (hereinafter referred to as Treasurer), and Justin Hayman (Operations Coordinator). This is a workshop only, and no motions will be made. 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.

**Personnel Manual** was reviewed.

Areas needing clarification:

Veteran status hiring preferences.

Section 117 - promoted will be changed to elected.

Will add clarification on situations for fines occurred that are township violations.

Employees and personal charges,

Gift amount changed from \$50 to \$25.

Management and secretary will be changed to township.

Phishing typo under data security.

Repetitive line under alcohol policy will be updated.

Designated safety officer will be changed to township.

Personnel days will be changed to personal days.

Vision and dental will be updated to state the township pays for employees but not dependents and that employees can pay for their dependent's dental/vision if motion carries at the 12/30/26 meeting.

Sick leave will be updated to allow employees to accumulate 25 days sick leave.

Add that employees should get a doctor's note to use sick leave for doctor's appointments.

Add that bereavement is not a separate paid leave, but that employee can use own leave or unpaid time to take off and not be penalized.

Group weekly insurance will be changed to disability insurance.

Add confidentiality agreement.



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**Workshop - Personnel Manual**

Upon a Potteiger/Woodward motion, the PTS voted unanimously to adjourn the meeting at 7:25pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary