



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

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**Minutes of 12/30/25**

The Penn Township Board of Supervisors (PTS) met on Tuesday, December 30, 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), 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 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.

Chairman Lindgren announced executive sessions on November 25, 2025 and December 30, 2025 for legal and personnel reasons.

Chairman Lindgren announced that this would be his last supervisors meeting. He thanked the other supervisors, as well as Henry Holman III, the office staff, and the road crew for their help and hard work.

**Visitors:**

**Jason Finnerty** discussed Picture Perry's comprehensive plan. Twenty-two out of thirty of the municipalities in the county are members. They create goals and objectives for infrastructure in the counties, and areas to preserve and protect. They are ultimately trying to establish projects supported by the plan. Encapsulating any type of initiative wanting accomplished in the county. He stated that it is a fluid plan with an amendment process. Anyone from the public can make an online submission. They've had good success and are hoping Penn Township will join. Mr. Finnerty is willing to sit down with the board to talk at length and answer any questions.

**Robin Vorous** with W.J. Moore insurance presented a package insurance policy for property and equipment. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to stay with MRM Trust for \$18,850.

**Penn Manor Residents:** Dave Dudley stated that Penn Manor is having significant water problems with their private wells. They've had little to no water pressure. The problem has become worse in the past year, but has been going on for about 2 years. 4 households have had to drill new wells. There is a 98 year old resident with no water, whose children have had to bring in bottled water for everything. Another resident had



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to pay to have 6k gallons dumped into their well. Some residents along SR 274 are having problems as well. Mr. Dudley stated that the problem correlates with development in the business campus, such as Longenecker's Hatchery and PA Options for Wellness. Tiffany Keck stated the residents want to make sure standards are being met with DEP permits. Karen Potteiger stated that this issue has been brought up with our Emergency Management Coordinator, who has been reaching out to dep. There are other areas in the county having the same issues. There is a data center proposed in Watts township which will cause more issues. Karen Potteiger urged everyone to attend a meeting about the data center, and stated the PTS are actively trying to get something in motion and are aware of serious problems. Cliff Lindgren asked how deep is your well? Resident: They had to go down 400 ft to get 6.5 gallons a minute. They heard Longenecker went down 700 ft. Forrest Woodward stated that a hydrostudy was done that said the development wouldn't hurt the aqua-filter. Tiffany Keck said she's fine drilling a well but what will happen long term. Is the township planning to build infrastructure to support Penn Manor for a long term solution? Residents asked who approves land development for this development. The secretary stated that the board of supervisors approve land development. Forrest Woodward urged residents to complain to DEP because the township can't regulate private wells. Residents asked if we know how much water they pump from their wells in the business campus. The secretary responded no. Solicitor Bruce Crelin told residents to submit something to the supervisors in writing. Karen Potteiger stated that she appreciates the residents coming in and sharing their issues. Jason Finnerty recommended Penn Township consider adopting an ordinance for data centers.

**Garam Farhat** stated that the township engineer billed him for 4 hours of being on site for an inspection when he was not there that long, and also charged 2 hours travel. The solicitor said he can put in a dispute with the township. Mr. Farhat stated that grass and seeding should be taken off the opinion of cost for his land development. Mr. Farhat stated that the operations coordinator showed up to his property a few months ago and took pictures, but wouldn't provide his name. Mr. Farhat called in, and the secretary said she would look into it. He stated that last week the operations coordinator was taking pictures and videos. He asked why can't he pull in and do his job more professionally. He stated that the secretary told him he was taking pictures because of the stormwater pond blowing out. He went to Marstellar, and the operations coordinator apologized, tried to shake his hand, and gave him his business card. Mr. Farhat stated that the township's trailer was overweight when the operations coordinator left Marstellar. Karen Potteiger asked that if the operations coordinator comes to his property, will he let him on property? Farhat answered yes, but that he doesn't want him to talk to him.



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Karen Potteiger stated that if the operations coordinator comes onto the property without permission, to let her know.

Mr. Farhat asked if permits were public. The secretary replied yes. Mr. Farhat asked if Backdraft Excavating has permits to change their sign. The secretary replied no. Mr. Farhat asked if he needed a permit to change his sign. The secretary replied yes, and that Backdraft does as well. Mr. Farhat asked why. The secretary stated to ensure they are following the ordinance, and that now that it has been reported, we will send a letter telling them they need to apply. Mr. Farhat stated that Backdraft is running business out of 1408 State Road, and asked if they will get a cease and desist. Are we allowing them to run a business out of their home? Karen Potteiger stated that we will investigate. Mr. Farhat stated he wants to make sure everyone is treated fairly. Bruce said if Backdraft is operating from 1408 State Road we would send a cease and desist.

**Solicitor's Report:** Report submitted.

**Consent Agenda:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of November 25, 2025, November 25, 2025 (Conditional Use), the treasurer's report, and the invoices and expenditures), subject to audit.

**2023 Audit:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the 2023 audit.

**2026 Budget:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the 2026 budget.

**Highway:** Report was submitted. Highway crew helped Watts Township when their trucks broke down and have been keeping our roads in great shape in the recent storms.

**Paving Project:** The operations coordinator reported that Butchershop and Gambers Corner are the roads with the most need. There are grants coming out for secondary roads that we should look into. The secretary asked if the board wishes to do a paving project in 2026. Karen Potteiger stated that we should focus on tarring and chipping and save our liquid fuels money for the future. Henry Holman III stated that in 2004 Gambers Corner was done, and Schoolhouse was tar and chipped 8 years ago. Mrs.



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Potteiger stated that we should have PennDOT come in to look at the roads.

**Snow Removal for PTMA:** The solicitor will be sending the PTMA a letter about an agreement for plowing and about the manholes that are damaging the plow trucks.

**Petersburg Commons Sign Damage:** The secretary reported that the Homeowner's Association from Petersburg reported that large trucks are turning around at their entrance and knocking down their signs. Byron Worner confirmed that they are always jackknifed there. Henry Holman III commented that the signs they put up at Burley Drive helped. The secretary will get quotes on signage.

**Codes Enforcement:** Report Submitted.

**Fire Committee:** Byron Worner stated that the Fire Company wants an update on their request for funding. They used the funding formula and plugged in new numbers for assessed value. The numbers are not concrete because census and EIT are not updated. They should have fire station concrete numbers by 2nd quarter of 2026. The 100 percent plan will be submitted to USDA and KPN. It will go out for bid. They want to update their contribution page with an increase to funding for capital improvements. They had requested Penn Township double the fire tax. Current millage is .54. With new assessed value it should translate to approximately .29. To give funding increase it should be .50. Wheatfield and Duncannon have agreed to meet them half way on funding. If we meet them halfway for 2026, they can get started on construction. Karen Potteiger stated we're working on a new contract with DFC through our solicitor and we are looking into a fire study in the future. Mr. Worner asked where they stand in 2026 with the funding. Karen Potteiger stated at this point in time she doesn't want to discuss it further. Byron Worner stated the DFC will be at a standstill without a funding increase. Karen Potteiger stated there will be money coming to DFC from the audits. She thinks it will meet what they're asking for in 2026.

**Emergency Management:** The secretary reminded the supervisors to complete NIMS training.

**Park & Recreation:** Report submitted.

**Petty Cash:** Karen Potteiger stated that Park and Rec should have access to \$50 petty cash without permission from the office, and that they should have to sign petty cash out. Karen Tilkens stated that has always been the procedure, but that they haven't



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been able to get petty cash out. Ann said that the cash box is locked in a cabinet. Secretary said that at the Park and Rec meeting in December Karen Tilkens stated that the cabinet was always left unlocked before and that they already have the slips to check money out. Karen Tilkens stated the problem isn't going in and getting the money. They go in, let them know what they need the money for, and then it just stopped, because Jen told them that they couldn't go over \$25 without board approval. Secretary said the township code states that you need approval for over \$25. Karen Tilkens stated it's not right to have to get board approval if they need money out for senior lunch. She doesn't feel they should be discriminated upon or looked down on. They work for the money, earn the money. Why can't we say to Jen, Ann, or Priscilla can you get our money box, and get the money out. Karen Tilkens wants them to permit \$50 instead of \$25 without being questioned. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to allow Park and Rec board members to take out up to \$50 petty cash, and for the treasurer to give a petty cash report at the end of each month. The secretary asked if all members could take out \$50. Karen Potteiger answered yes, all members.

**Daniel Stump** reported that in May a Park and Rec board member made a purchase for over \$400 more than what was approved, and used a township account for personal purchases. He stated that this is fraud and tax evasion. He urged the supervisors to vote not to reappoint John Sproch to the Park and Rec Board, and stated that John Sproch should be barred from joining any Penn Township board in the future.

**Municipal Authority:** John Keller reported that there is no alarm system on the heat tape. John Keller asked if Herb Stoner is paid by the township. The secretary stated that we pay an escrow each year, and they receive payment from residents directly. MR. Keller stated that the PTMA needs him to inspect 1003 State Road. The secretary will reach out to Herb Stoner. Mr. Keller reported that the leak in Stonemill Estates has been fixed. The secretary asked which fire hydrants are operating on sunshine hills. John Keller reported that the ones installed are all operational.

**Zoning Report:** Submitted.

**Permit Report:** Submitted.



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**Secretary's Report:**

**Homeschool Rental:** There is a private homeschool Co-op who is interested in renting our small room Monday through Friday during the school year. Karen Potteiger stated that we should have an inspection done to make sure that the building is up to standard. The secretary will get quotes.

**Locks:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to purchase the Schlage keypad lock for the office door for \$95..

**Tax Exemptions:** The secretary asked if the supervisors want the office or the tax collector to accept tax exemption applications, and how they want to verify income for exemptions. The secretary will get more information for the next meeting.

**Vision/Dental:** Upon a Potteiger/Lindgren motion, the Penn Township Supervisors voted unanimously to pay vision and dental coverage for full time employees, and for the employee to pay for their dependents.

**Employee Manual:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adopt the revised personnel manual, effective January 1, 2026.

**Adjournment:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:47pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary