

## PENN TOWNSHIP BOARD OF SUPERVISORS



100 Municipal Building Road  
Duncannon, PA 17020  
Office (717) 834-5281  
Fax (717) 834-6854  
Email [office@penntwp.us](mailto:office@penntwp.us)

**Forrest Woodward**

**Karen Potteiger**

**John J. Keller**

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### Minutes of January 27, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, January 27, 2026, at 7:00p.m. in the Municipal Building for their regularly scheduled meeting. Chairman Karen Potteiger, Vice-Chairman Forrest Woodward, and Supervisor John Keller 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 Karen 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.

**Executive Session Announcement:** Chairman Potteiger announced executive sessions on 1/16/26 for personnel reasons, and on 1/23/26 for legal and personnel reasons.

**Visitors:**

Erin Heckard introduced herself and expressed her interest in joining the Park and Recreation Board.

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

**Highway:**

**Full Time Roadmaster:** Upon a Keller/Potteiger motion, the Penn Township Supervisors voted by majority to appoint Forrest Woodward as a full time Roadmaster. Forrest Woodward recused himself from voting.

**Roadmaster Pay:** Upon a Potteiger/Keller motion, the Penn Township Supervisors voted by majority to pay Forrest Woodward the rate of pay set by the Elected Auditors. Forrest Woodward recused himself from voting.

The treasurer asked if Forrest will receive full time benefits. Karen Potteiger answered yes. The secretary asked what his start date will be. Upon a Keller/Potteiger motion, the Penn Township Supervisors voted by majority to have his start date as February 1, 2026. Forrest Woodward recused himself from voting.

**Snow Removal for PTMA:** John Keller reported that the PTMA contracted with Backdraft Excavating for snow removal. Henry Holman III asked why the township

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would stop plowing for the PTMA when they are a board appointed by the PTS. The solicitor replied that he recommended a contract between the 2 entities stating who is responsible for what. Karen Potteiger that contract Backdraft is what the PTMA decided.

**Sunshine Hills Road Repair:** John Keller stated that 3 of the risers were fixed, and that the roads would be repaired in the Spring. He stated he was under the impression that the PTS would bear the cost. Karen Potteiger stated that the risers have caused damage to the hydraulic cylinders in the plows. Karen Potteiger asked if we should be sending correspondence to the PTMA about the cost to the township to plow those roads because of the unlevel surface. John Keller stated that they can contact the contractor. The Operations Coordinator will find out the total cost. The solicitor will send a letter to the PTMA.

**Petersburg Commons Sign Damage:** The Operations Coordinator reported that they installed a no tractor trailers sign.

**Chipping:** Secretary reported that despite signage, residents have still been dropping off brush and yard waste that cannot be chipped. Karen Potteiger proposed that once a month the public works department could pick up limbs from residents who call in, and chip on their property. The solicitor stated that the resident would need to sign a liability waiver to have the township chip on the resident's property. Kraig Nace suggested that we put the liability waiver on the website. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to have a limb pickup day on the last Monday of each month, weather depending, and have residents fill out a liability waiver.

**Salt Contract:** Discussion on how much salt we will need next year.

**Public Works:** The Operations Coordinator stated that calling the road crew the Public Works Department will better encompass what they do. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to rename the road crew the Public Works Department.

**Equipment Purchase:** The Operations Coordinator presented a quote for a Hilltip Icestriker 2000 that mixes brine and spreads salt. He projects it will save the township 60% of salt usage, and should pay for itself within a few years. We could possibly supply brine to other municipalities. Henry Holman III asked if we have enough water in the well to accommodate the needs of the machine. The Operations Coordinator stated that he is unsure. Corey Stone suggested that the other municipalities would possibly allow us to pull water. Forrest Woodward stated that brine will be better in the freezing temperatures. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase the machine from A&H equipment for \$27,589 through the costars program.

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**Grant Denial:** Secretary reported that we were denied the small water and sewer program grant, and asked how the supervisors would like to proceed. Karen Potteiger stated that she heard the grant will have more money available next year, and that we should look into other grants as well.

**Emergency Blizzard Consensus:** Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to hire Kyle Potteiger, Paul Soltis, Galen Wenrich, and Ethan Haines temporarily during the January storm, to waive the employment of relatives policy, and to pay all snow-plowers \$30/hr during the emergency. The secretary asked the solicitor what paperwork we should have them fill out. Solicitor answered a W4 and an I9.

**Mailboxes:** Secretary reported that we received approximately ten complaints about mailboxes being pushed over in the storm. Forrest Woodward stated that they looked at them all, and they weren't hit by the trucks, but pushed over from the weight of the snow from the plow. The secretary will call the residents and tell them that the township is not liable. Henry Holman III asked if the township employees were allowed to take equipment home. The Operations Coordinator stated that two employees were allowed to take trucks home the night before the storm. Karen Potteiger stated that we collaborated with other municipalities, EMS, and the Fire Company to come up with a plan.

**Consent Agenda:** Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of 12/22/25, 12/30/25, 1/5/26), the treasurer's report, and the invoices and expenditures), subject to audit.

**2026 Budget:** Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to reopen the 2026 budget. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise a meeting on 2/11/26.

Changes in the budget will be 40k added to Roadmaster Salary, 15k added to medical insurance, 25k added to equipment purchase, part-time office help changed to 0.

**Radios:** Corey Stone urged the supervisors to consider adding radios to the trucks.

**Codes Enforcement:** No report.

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**Fire Committee:** The solicitor reported that a meeting between Forrest, himself, and the fire company will be on February 17, 2026 at 6pm. He and the fire company are communicating about the contract.

**Fire Study:** Karen Potteiger offered her notes on the 2003 Fire Study, detailing risk assessment, response time, financial feasibility, growth projections, and what Penn township has done to meet the needs stated in the study. She stated that we need to consider transparency and accountability, budget planning, financial health, compliance, and risk. Forrest Woodward and John Keller agreed that with the amount of money the fire company wants us to contribute, that a fire study is warranted.

Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to move forward with the fire study.

Kraig Nace made a recommendation and will email it to the secretary. He also urged the board to see if DCED will do the study.

Corey Stone asked what knowledge they are hoping to gain. Karen Potteiger answered feasibility, budget, current structure and equipment adequacy, and the best location.

**EMS:** Kraig Nace presented a report including call volume and an updated financial statement. Mr. Nace stated that Perry County is investigating a possible location for a new tower in Reed Township. He stated that the Perry County Emergency Services Commission has completed the bylaws, and are now looking for a solicitor and a logo.

Kraig answered a question that the treasurer had asked in a previous meeting about why the county doesn't impose the tax for the commission. He answered that providing fire and EMS falls on the local municipality and the county doesn't have an obligation to do so.

### **Emergency Management:**

**Wells:** Corey Stone reported that he has been waiting on information about wells in the area. John Keller stated that the PTMA has been discussing it as well and looking into water usage.

**Emergency Operations Manual:** Karen Potteiger stated that the manual is very outdated and needs updating. She would like to have a workshop to start updating. Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to have a workshop on 2/11/26. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise the workshop.

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**Park & Recreation:** Report submitted.

**Chicken BBQ and Craft Fair:** March 28, 2026.

**Erin Heckard:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Erin Heckard to the Park and Recreation Board.

**Electronics Recycling:** The secretary stated that at the last Park and Rec meeting we discussed having Helen and Dave Klinepeter recycle Park and Rec's electronics, and tabled the topic. The secretary asked Helen Klinepeter if they already recycled them, and she responded yes. The solicitor stated that there are companies that will shred the hard drives.

#### **Planning Commission:**

**SALDO/Display Fireworks/Nuisance Ordinance:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to hold a hearing for public feedback on March 31, 2026, at 6:30pm.

**Municipal Authority:** John Keller reported that Steve Sauers hopes to repair manholes at Susquenita during the summer. There was discussion on easement agreements with the school. The solicitor will review the easements.

**Zoning Report:** Submitted.

**Permit Report:** Submitted.

#### **Secretary's Report:**

**Releasing Unpaid Taxes:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to release 2025 unpaid taxes to JP Harris and Perry County Tax Claim.

**Linnflux:** Secretary stated that if we pay ahead for the year, we can avoid raised rates. The secretary will find out how much per year would be saved.

**Part Time Administrative Assistant:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept Priscilla Winters' resignation.

**Room Rental Refund:** Renters will be required to give a 50% deposit that is nonrefundable unless given 5 business days notice of cancellation.

**Tax Collector Books:** Secretary stated that the Elected Auditors would like to take over recording into the tax books. Karen Potteiger stated that she feels the elected auditors are to check that Ann is recording it correctly.

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**Radel Invoice:** Secretary stated that the invoice is over a year overdue. The solicitor will handle it.

**ID Badges:** the secretary will look into getting ID badges.

**Refrigerator:** Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to purchase a new refrigerator with a budget of \$850.

**Correspondence:**

**Electronic Recycling:** Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to pledge \$250 to the electronic recycling day.

**Old Business:**

**Building Inspection:** The secretary is waiting on quotes.

**Tax Exemptions:** Secretary presented the county's application and stated that the county requires bank statements from the residents to prove income. The solicitor stated that we can have residents sign a sworn statement.

**Adjournment:** Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 9:33pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary