

## PENN TOWNSHIP BOARD OF SUPERVISORS



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**Forrest Woodward**

**Karen Potteiger**

**John J. Keller**

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### Minutes of February 11, 2026 Workshop

The Penn Township Board of Supervisors (PTS) met on Tuesday, February 11, 2026, at 7:00p.m. in the Municipal Building for a workshop. 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), Justin Hayman (Operations Coordinator), and Corey Stone (Emergency Management Coordinator). A list of visitors attending is on file in the Township Office. The meeting was recorded to aid in the preparation of the minutes. The recording will be destroyed once the draft minutes are complete.

**Workshop:** The Chairman explained that our Emergency Operations Manual needs to be updated and that she would like to see it set up similar to our new Personnel Manual so that it can be easily modified every 6 months.

Gib Patton (Solicitor) stated that our current EOP is well written and standard, and that we need to update contacts, and other variables that change regularly. We need to add a notification and resource manual.

The secretary will send Mr. Patton an updated Emergency Contact Sheet, and the Emergency Operations Coordinator will coordinate with the secretary. We will have another workshop to review the draft EOP on March 19, 2026 at 6pm.

Respectfully Submitted,  
Jennifer Blouch  
Secretary