

PENN TOWNSHIP BOARD OF SUPERVISORS



100 Municipal Building Road
Duncannon, PA 17020
Office (717) 834-5281
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Forrest Woodward

Karen Potteiger

John J. Keller

Minutes of February 11, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, February 11, 2026, at 6:00p.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.

Visitors:

Henry Holman III stated that there is a culvert in need of work on Schoolhouse Road at the old Reedy property, and that there is work going on in the township right-of-way that would affect flooding in the area.

2026 Budget: The Chairman noted the changes made to the budget. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to adopt the 2026 budget as advertised.

Public Works:

Time Sheets: The secretary explained that the public works timesheets are very confusing and that the office would like to eliminate the codes. Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to eliminate the codes on the public works timesheets. The secretary is going to research electronic options for the future.

Harbor Freight: Forrest Woodward stated that the public works department would like to have a Harbor Freight account opened. There was discussion on whether or not there were perks to having an account. The secretary will do more research on the topic.

Sterling: Forrest Woodward explained that the Sterling isn't user-friendly, and that the clutch needs replaced. We will have it appraised to see if it's worth fixing before selling.

Fire Committee:

Invoice: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to allow the treasurer to pay the tax collector the 4th quarter invoice in the amount of \$131.97.

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Fire Tax Funds: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to pay Duncannon Fire Company the remainder of the 2025 Fire Tax in the amount of \$10,932.14.

Fire Study Letter of Intent: Secretary informed the board that Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to send a letter of intent to have a fire study done to DCED, once the 2024 audit is completed.

Secretary's Report:

Perdix Settlement: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to sign the settlement allowing the Perdix Fire Company to remove their shed and release the Scalehouse Property back to the township.

Amazon Prime: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow the township to sign up for a yearly amazon prime subscription.

New Business:

Wells: Forrest Woodward stated that he talked to Longeneckers and that they assured him they are not using any more water than planned, and that they also had water issues. There was discussion on how much water PA Options for Wellness is using and whether or not a meter can be installed to measure their discharge. Henry Holman III recommended that the supervisors also look at the Cogen.

Public Service Hours: The Operations Coordinator stated that he knows of someone who needs to perform 30 public service hours. The secretary will check with the insurance company to make sure liability is covered.

Amendment: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to amend the agenda to change Perdix Scalehouse Property to Perdix Settlement.

Adjournment: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 6:47pm.

Respectfully Submitted,
Jennifer Blouch
Secretary