

## 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 February 24, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, February 24, 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 2/11/26 for legal reasons.

#### Visitors:

**Perry County Commissioner Frank Campbell** explained that Perry County wants to decertify Visit Hershey And Harrisburg as its Tourism Promotion Agency so that they can certify the Perry County Economic Alliance. The VHH doesn't focus enough on Perry County and the Economic Alliance would focus solely on Perry County. There would be no impact on the taxpayers, unless the county passes a lodging tax, which would be placed on the visitor staying at an airbnb. The county needs 65% of their municipalities to support the decertification in order to proceed. Chairman Potteiger asked if there will be attention given to agrotourism. Commissioner Campbell stated that they could, but they would have to be careful of rules with farms. Vice-Chairman Woodward asked if there will be attention given to wineries and breweries. Commissioner Campbell replied yes. Chairman Potteiger asked if they would be looking for donations. Commissioner Campbell replied that they have been very successful in obtaining grant funds. The county held a hearing for public input, and only 2 people showed up, and there was no negative feedback. The Commissioner is requesting that the township pass a resolution in support of the decertification. The solicitor stated that we cannot take action, tonight, but that it will be on the agenda for next month's meeting. The supervisors thanked the Commissioner for his presentation.

**Jackson Buchenaur** from Dempsey Uniform gave a presentation on garments for the public works department. The company has served the area for 66 years. Their

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Uniforms come out of highspire, with an rfid chip that tracks them throughout the plant. All of their service managers have been with the company for 20+ years. They do offer costars pricing. They would provide garments for a weekly fee, that includes pickup/dropoff each week, and repair or replacement when damage occurs.

**Richard Wilson of 1 Schoolhouse Road** stated that his mailbox was knocked down a few days after the January blizzard, and he is disappointed that no one came to look at it. The storm was on a Sunday. His mail was delivered on Tuesday morning, and then Tuesday afternoon his mailbox was knocked down. The solicitor asked if he saw the plow truck hit his mailbox. Mr. Wilson answered no. The solicitor asked if he was assuming the plow truck hit his mailbox. Mr. Wilson answered yes. The solicitor asked if anyone saw what happened. Mr. Wilson answered that if they did, they didn't tell him. The solicitor stated that it is an assumption. Mr. Wilson replied that it is a likelihood because he saw a township truck that morning on his road. The solicitor will review the photos and respond to Mr. Wilson. Mr. Wilson recommended that the trucks be equipped with dashcams.

**Henry Holman III** referred to the old Joe Reedy property and the substantial improvements that have been done there. He stated the property's stormwater line was tied into the township's, and that rain could cause heavy flooding with the steep angles there. He would like his statement on the record so that anyone who is flooded as a result can use it to their benefit. Mr Holman asked how many employees were out during the past weekend's snow storm. Vice-Chairman Woodward answered 4. Mr. Holman asked how many township vehicles were on the road. Vice-Chairman Woodward answered 3. Mr. Holman asked if they were paid 30/hr for this past weekend's storm. Mr. Woodward answered no. Mr. Holman asked if the township taxpayers will bear the cost of the extra labor from the January blizzard. Chairman Potteiger answered that as far as she knows, no. Vice-Chairman Woodward stated that they will not know until they hear from the State.

**John Sproch** stated that he used to be the coordinator for the community garden that was discontinued in October 2025. He stated that on October 15, 2025, employees of the township removed items from the community garden that were his property. Chairman Potteiger stated that they received his letter and that the solicitor will respond.

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**Sean Beaver - 14 Frisch Drive** thanked the public works department for having the roads cleared by 4:30am Monday morning in time for him to go to work, and praised the township for being on top of the storm.

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

#### **Public Works Department:**

**Report:** Vice-Chairman Woodward stated that they fixed the sterling, had repairs done to the white 550, installed brighter lights in the garage, and are now working on a preliminary to-do list. They want to start tree-trimming in March. Talked to the Game Commission and they are fine with them cutting trees in the right of way as long as they leave them for nature.

**Road Study** will be April 25, 2026. Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise the road study meeting.

**Floors:** The hallway and stairs in the township building need to be sanded and refinished. The public works department will look into it.

**Backhoe Thumb** - Chairman Potteiger asked if the thumb will help the public works department with productivity. Vice-Chairman Woodward replied that it will help with picking up trees off the road, and with cleaning out culverts. Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to purchase the thumb from SEI for \$6,854.69.

**Guiderails** - The township will get quotes for guide rails on Cove Road and Sawmill Road.

**Consent Agenda:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of 1/27/26, 2/11/26, and 2/11/26 workshop), the treasurer's report, and the invoices and expenditures), subject to audit.

**Codes Enforcement:** Report was submitted.

#### **Fire Committee:**

**Fire Protection Agreement:** The solicitor reported that he has prepared a new contract. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to

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accept the contract, contingent on the fire company's approval.

**Fire Study:** The solicitor stated that he communicated with William Leonard, who has many years of experience as a Fire Chief, and as a Township Supervisor, about a limited fire study. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to hire William Leonard to perform a limited fire study.

Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to pay William Leonard \$1,500 from the Fire Tax for performing the limited fire study.

**EMS:** Kraig Nace presented a report including call volume and an updated financial statement. Mr. Nace stated that Perry County is still 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 is moving forward.

#### **Emergency Management:**

**Emergency Management Seminar:** Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow 3 employees to attend the seminar at \$135 per person.

**Wells:** Corey Stone reported that he has been in contact with the Susquehanna River Basin Commission. The secretary will send the affected property owners a letter with an update after approval from the solicitor.

**Emergency Operations Manual:** Chairman Potteiger asked the Emergency Operations Coordinator if he has any updates on the Emergency Operations Manual. Corey Stone reported that he's waiting on contact updates from various organizations.

**Park & Recreation:** Report submitted.

**250th Celebration:** Chairman Potteiger stated that a lot of municipalities are having celebrations and she would like to see Park and Recreation do something.

Helen Klinepeter stated that there has been some cross communication between the Park and Rec board and the township employees. They would like to be notified if Park and Rec's equipment is going to be serviced. Chairman Potteiger responded that the Operations Coordinator will communicate with them.

**Resignation:** Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to accept Jennifer Blouch's resignation from the Park and Recreation Board.

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**Planning Commission:** Art Dalla Piazza stated that the Planning Commission would like to know what direction the supervisors want to go with a possible Data Center Ordinance. The solicitor will talk to his office and to Art Dalla Piazza and get back to them.

**Municipal Authority:** John Keller reported Robert Harbold was reappointed as chairman of the PTMA. They ordered a new chemical for odor control.

**Zoning Report:** Report submitted.  
The secretary gave an update on the 33 Valley Hearing.

**Permit Report:** Report submitted.

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

**Cap Tax:** Secretary stated that we have an ordinance that allows the employers to keep 2% of their LST collected. Cap Tax reached out and would like us to consider changing the ordinance.

**Chairs:** The secretary would like to replace 6 of the meeting room chairs that are in bad shape. Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to allow the purchase of 6 chairs at \$165/each.  
John Keller stated that the audience chairs need to be cleaned.

**Correspondence:** Secretary presented correspondence from PennDOT, Perry County Conservation, and Perry County Assessment.

#### **Old Business:**

**Building Inspection:** The secretary has 1 quote and is waiting on a quote from Barry Isett.

**HR Training:** Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase Human Resource training from HRCI for \$1,067 each, and the Pennsylvania Municipal League for \$139 each, for the secretary and the treasurer.

**Adjournment:** Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:42pm.

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**Minutes of February 24, 2026**

Respectfully Submitted,  
Jennifer Blouch  
Secretary