

PENN TOWNSHIP BOARD OF SUPERVISORS



100 Municipal Building Road
Duncannon, PA 17020
Office (717) 834-5281
Email office@penntwp.us

Forrest Woodward

Karen Potteiger

John J. Keller

Minutes of March 31, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, March 31, 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 3/6/26 for personnel reasons.

Visitors:

Teena Currow from SEK presented the audited financial statements from 2022 and 2023. She explained that weak areas for the township are journal entry review and time sheet review.

Lucinda Novinger of State Road stated that she has been working on and off as an Elected Auditor since the 1970s. She recently received 2 letters from the township solicitor explaining that the township was in violation of the 2nd class township code by having her as both an auditor and a member of the PTMA. She feels this was a waste of taxpayer money. She asked if the solicitor received her reply letter. The solicitor answered yes. She feels that the timing was suspicious and wants to know why only now the township is taking action. She stated that the county said most municipalities waive the requirement because it's hard to find auditors in small municipalities. She stated that she knew the 2nd class township code. She also stated that she hasn't received an ethics form from the township yet.

Henry Holman III of Cove Road stated that the township already has a pressure washer, and encouraged the township to be careful when shopping for a tamper. He stated he's confused about the need for guide rails when he feels that delineators would suffice.

PENN TOWNSHIP BOARD OF SUPERVISORS



100 Municipal Building Road
Duncannon, PA 17020
Office (717) 834-5281
Email office@penntwp.us

Forrest Woodward

Karen Potteiger

John J. Keller

Minutes of March 31, 2026

John Rhoads of Frisch Drive asked what constitutes putting guide rails up. Chairman Potteiger stated that he will be given the chance to talk about that when we get to it on the agenda.

Solicitor's Report: Report submitted. Solicitor stated that the PTS will sign the Perdix Settlement agreement tonight.

Public Works Department:

Report: Submitted.

Tools from Messicks: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase the tools from Messicks for \$1,190.25.

Pressure Washer and Tamper: The pressure washer is broken. We will look into either fixing or replacing. The tamper needs to be replaced. We will get quotes.

Dempsey Uniforms: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to purchase uniforms for the 3 road workers at \$60.30 per week. The treasurer asked if it would be a year long contract. The secretary answered yes. The treasurer stated that the PTS had raised the allowance for the Public Works Department to \$250 per year, and that it could be adjusted back with the new uniforms. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to adjust the reimbursement amount for the public works department to \$150 for boots.

Guiderrails - Vice-Chairman Woodward stated that guiderails are needed on Linton Hill, Creek Road, and Sawmill Road for unsafe conditions. John Rhoads stated that guide rails are not going on his property. Vice-Chairman Woodward stated that we have a right-of-way and that the guide rails are needed for safety reasons related to site distance. John Rhoads asked about the distance of the right-of-way. The secretary stated that it's either 16.5ft, or 25ft from the center of the road. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to accept the quotes of \$5,181.50 for Linton Hill, \$7,631.35 for Creek Road, and \$5,545.70 for Sawmill Road.

Consent Agenda: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of 2/24/26), the treasurer's report, and the invoices and expenditures), subject to audit.

Room Rental Fees: Tabled until next meeting.

PENN TOWNSHIP BOARD OF SUPERVISORS



100 Municipal Building Road
Duncannon, PA 17020
Office (717) 834-5281
Email office@penntwp.us

Forrest Woodward

Karen Potteiger

John J. Keller

Minutes of March 31, 2026

Operations Coordinator: Report was submitted.

Perdix Property Leases and Plans: The Operations Coordinator stated that he would like to know how we should proceed with the property in Perdix. The solicitor asked if the structures on the property are permanent fixtures. The Operations Coordinator answered yes. The solicitor stated that if they are permanent, the buildings would transfer with the real estate. He stated that the township will have to decide how they want to proceed with the buildings and the people that have an interest in them. Ed Tietje stated that he would like to sell the building and see something productive go into the building. The solicitor urged Ed Tietje and Lee Wright to send a letter to the Supervisors proposing what they would like to happen with the buildings.

Fire Committee: Vice-Chairman reported the Publics Work Department leveled out the area by the bridge with 4bs and took out a hump. They will be looking at the dry hydrant by the bridge. He talked to the game lands about putting in another dry hydrant.

Fire Study: The solicitor stated that William Leonard will be at the next meeting to present his findings on the 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.

Park & Recreation: Report submitted. The treasurer reported a profit of over \$1,800 for the day of the BBQ, including the craft fair and donations.

Appointment: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to appoint Doris Brinton to the Park and Recreation Board.

Planning Commission: Art Dalla Piazza stated that the Planning Commission would like to have extra workshops to work on the zoning amendments. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise for extra workshops.

Municipal Authority: John Keller reported that Stonemill had a problem with air in the lines, and that it was resolved. He introduced their new Executive Secretary, Kimberly Bankert. He relayed information from Corey Stone that our area is in a draught.

PENN TOWNSHIP BOARD OF SUPERVISORS



100 Municipal Building Road
Duncannon, PA 17020
Office (717) 834-5281
Email office@penntwp.us

Forrest Woodward

Karen Potteiger

John J. Keller

Minutes of March 31, 2026

Zoning Report: Report submitted. The secretary informed the board of the upcoming hearing on April 9th for 2031 State Road.

Permit Report: Report submitted.

Secretary's Report:

Resolution 2026-06 Tourism Agency - Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept Resolution 2026-06 relating to Perry County's Tourism Agency.

Elected Auditor Resignation: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to accept Lucinda Novinger's resignation as Elected Auditor.

Elected Auditor Position: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise for the Elected Auditor position. Letters of interest will be accepted until April 23rd.

Kitchen Rental: Secretary stated that someone is interested in renting the kitchen on a regular basis to make fudge for her business. There was discussion about whether it was suitable for commercial use. Kraig Nace stated that EMS has an inspected kitchen and that the renter could contact them if they would like.

Daycare Contract: The secretary will send last year's contract to the solicitor for review.

Correspondence:

Cemetery 1515 State Road Marysville Historical Society - Secretary presented correspondence from the Marysville Historical Society and stated they would like to restore a centuries old cemetery. There will be no new structures. They would only be rehabilitating old tombstones. Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to allow the historical society to do this work.

Adjournment: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:43pm.

Respectfully Submitted,
Jennifer Blouch
Secretary