

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 April 28, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, April 28, 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.

Visitors:

William Leonard presented the limited fire study, reporting that the long term benefits, reduced risk, escalating maintenance costs, investment in membership, and alignment with the 2003 fire study make proceeding with immediate, new construction within the Borough on North High Street the recommended option. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to pay Mr. Leonard \$1,500 from the Fire Tax Fund for the fire study.

George Peslis, 371 Watts Drive recently bought 371 Watts Drive where a tenant has been living for over 5 years in a camper, and he would like to know what the options are. The solicitor recommended that he make a request to the board. Upon a Potteiger/Keller motion, the board voted unanimously to allow George Peslis to make a request in writing to the board.

Tom Valintakonis, 383 Linton Hill Road stated that the township's per capita tax exemption form is confusing, criteria should be on the form, the year is wrong, and that the social security number should be removed.

Henry Holman III, 220 Cove Road stated that Public Works shouldn't be using #4 stone. He asked if the township is tracking manpower. Forrest Woodward answered yes.

Garam Farhat, 151 Cove Road reported that someone trespassed on his property. The solicitor stated that Mr. Farhat would have to handle the matter privately.

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 April 28, 2026

Solicitor's Report: Report submitted.

Public Works Department: Report submitted. There was discussion on the guardrail at Woodland Drive. Chairman Potteiger stated that the road crew has been consolidating work and tackling an area at a time. Forrest Woodward stated that they are going to get quotes on doors for the highway shed.

Consent Agenda: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of 3/19/26 Workshop, 3/31/26 Hearing, 3/31/26), the treasurer's report, and the invoices and expenditures), subject to audit.

Room Rental Fees: The treasurer reported that our electric rate has increased and that our utility bills are more than what we're making in rent. Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to raise the rental fees to \$350 for Faith in Christ Church, \$325 for the PTMA, \$110 for the large room, and \$50 for the small room. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to raise the rent for Precious Little Angels to \$1,000.

Zoning Hearing Board Fees: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to increase the Zoning Hearing Board Fees to \$1,200.

Operations Coordinator: Report was submitted.

Perdix Property Leases and Plans: The Operations Coordinator stated that the locks have been changed at the property, and that mulch should be going down soon. The secretary will reach out to Ed Tietje and Lee Wright to let them know to submit proposals for the property by the May meeting. Operations Coordinator reported that in the old ice cream shop, everything was stripped out. The solicitor recommended making a report to the police. The secretary asked about the lease and rent for Oishi Hibachi. Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to charge \$400/month for rent on a month to month basis. The secretary will ask Oishi for a lease and send it to the solicitor for revisions.

Shed Purchase: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to entertain purchasing the shed from the Perdix Fire Company for up to \$1,500.

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 April 28, 2026

Building Inspection: Secretary reported that she passed the project to the operations coordinator. Operations Coordinator reported that he is looking for another quote.

Fire Committee: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the 1st quarter invoice to pay the tax collector \$4,966.24 from the Fire Tax Fund.

Emergency Management: Corey Stone (EMC) reported that the Perry County Emergency Services Commission sent out bids requests for solicitors, they set a timeline with benchmarks for the next 18 months, and are hoping to have an executive officer by January 1, 2027.

Corey Stone would like the board to take action to create the joint task force for the well issues in the area.

John Keller thanked Kraig Nace for helping him purchase an AED for his home.

Park & Recreation: Report submitted. At their April meeting, they voted to send a donation to the fire company for \$150 for helping with the BBQ. They are looking into a bundt cake fundraiser, and a calendar. Chairman Potteiger suggested a contest for residents to submit photos.

Planning Commission: Secretary asked the solicitor if the Planning Commission needs to file statements of financial interest forms. The solicitor stated that they do not. Art Dalla Piazza stated that the Planning Commission will be having a workshop on April 30th to work on a data center ordinance.

Municipal Authority: John Keller reported that at their April meeting the PTMA had a large crowd of people in fear of Veolia forcing them to go onto public water. The air in the lines at Stonemill was resolved. They've had significant progress repairing water meters. They finished Muhlenberger with the money leftover from phase 1. There was a water line break on Butchershop that has been repaired. An issue on Railroad street was repaired.

Sewage: Secretary will check in with the JSC about 1003 State Road.

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 April 28, 2026

Zoning Report: Report submitted. The secretary informed the board that the variance for 2031 State Road was granted.

Permit Report: Report submitted.

Secretary's Report:

Ordinances - Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to adopt Ordinances 2026-01, 2026-02, and 2026-03.

Elected Auditor Resignation: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to accept Margaret Raub's resignation as Elected Auditor. Upon a Woodward/Potteiger 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 May 22nd.

Elected Auditor Position: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to appoint Thomas Horn to the Elected Auditor Position.

Spending Procedure: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to increase the spending limit for operating expenses from \$500 to \$2,000.

Computer Purchase: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to set a budget of \$1,875 for the purchase of a new office computer. Chairman Potteiger directed the secretary to add tech support to the May agenda.

Correspondence:

Picture Perry - Secretary presented correspondence from Picture Perry.

Adjournment: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 9:17pm.

Respectfully Submitted,
Jennifer Blouch
Secretary