

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 July 28, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, July 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 Gib Patton (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.

Visitors:

Henry Holman III, noted that school will be starting soon and requested that all street signs be checked for visibility and maintenance. Several signs were reported as blocked by vegetation, including: Schoolhouse Road sign blocked, Hill Road / Gamblers Corner, stop sign visibility issues. Mr. Holman asked when questions raised during public comment are addressed. The Solicitor reported receiving a letter regarding a right-of-way matter on Cove Road and will respond.

Donald Bucher, reported concerns about work occurring on the property next to his.

Garam Farhat, asked what Mr. Bucher was complaining about. The solicitor stated it is not a Township issue. Mr. Farhat stated he added fill and stone to the back lot and no one stopped him, so he assumed it was permitted. He asked whether permits are required. Chairman Potteiger directed him to call the office the following day.

Solicitor's Report: Report submitted.

Public Works Report: Roadmaster Forrest Woodward reported that they've been dealing with numerous trees down; approximately 30 calls received. Mowing has been extremely difficult due to rain. And they have several tasks that must be completed before fall.

SEI Estimate for Backhoe Repair: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to approve the quote of \$12,085.55 from SEI for final repair of the JCB Backhoe.

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Consent Agenda: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of 6/15/26, 6/30/26, and 7/10/26, the treasurer's report, and the invoices and expenditures), subject to audit.

Treasurer:

PLGIT CD: The treasurer proposed investing up to \$500,000 for up to one year, earning approximately \$22,000. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase a CD for up to 500k from PLGIT. Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to allow appropriate signatories to sign the required paperwork.

July 17th Pay: The Township office was closed on July 17th to honor the memory of Karen Tilkens. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to pay the employees as a holiday.

Transfer of Funds: Discussion held regarding day-to-day movement of funds. Solicitor advised transfers are permissible as long as they appear on the financial report and are not substantial, such as a half-million-dollar transfer.

Fire Committee Invoice: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to pay the Fire Commission invoice from the Fire Tax Fund to Penn Township to pay the tax collector.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to pay \$10,385.55 to Duncannon Borough for Workers' Comp from the Fire Tax Fund.

School Tax: A tax bill was received for 1600 State Road. The solicitor will determine whether the Township must file an appeal.

Operations Coordinator:

Perdix Property: Solicitor advised having prospective lessees make the first offer and propose numbers and terms for the next meeting, with enough time to review.

Gutters: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to accept the quote for gutter installation from J&D Gutters at 1600 State Road for \$1,975.25.

Workshop: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise a workshop for August 6, 2026 at 7pm.

Building Inspection/HVAC System: The Operations Coordinator reported that current air and ventilation levels are inadequate; the building has approximately half of what is

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Needed. There will be quotes for crawlspace encapsulation and a dehumidifier. Forrest Woodward commented that he was present when they tested the humidity and there was more humidity inside than outside. Chairman Potteiger commented that the township has taken action in the past to clean up mold, but that it is recurring. Chairman Potteiger requested that the Operations Coordinator give a presentation at the next month's meeting about this matter. KP requested a small presentation at next month's meeting.

Vehicle: There was discussion on purchasing a township vehicle for Codes Enforcement, and travel to training. Chairman Potteiger commented she would be concerned about who drives the vehicle, and about insurance.

Fire Committee:

Letter of Intent: Byron Warner reported that architectural work and building plans are ongoing but currently stalled due to Borough zoning. Numbers are expected this fall. In order to acquire funding, a letter of intent is needed for anticipated yearly contributions beginning in 2027. The solicitor will send it. Architectural work and building plans are ongoing but currently stalled due to Borough zoning. Numbers are expected this fall.

EMS: Kraig Nace thanked Helen Klinepeter for preparing materials in memory of **Karen**. Updated call numbers were presented. The Commission is close to securing a solicitor. Funding discussions are ongoing; the Commission is at a crossroads regarding County contribution. EMS picked up 15 residences in Reed Township to Mountain Road.

Emergency Management:

Newport Road Addresses: Newport Road addresses on Stonemill were discussed.

Emergency Commission: Corey Stone asked that residents please urge the county commissioners to fund the solicitor for the commission.

Park & Recreation: Report submitted. There will be a yard/craft sale on August 15th. They are looking into a metal pavilion to replace the large pavilion. Helen Klinepeter asked who would be responsible to pay for the Karen Tilken's Memorial bench. It was

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discussed that the park and rec board is taking the contributions and would pay for the bench.

Planning Commission: Secretary reported that the Planning Commission recommended a moratorium for the Zoning Ordinance pertaining to Data Centers.

Engineer Report: Report Submitted.

Municipal Authority: John Keller reported that the price of grinder pumps has increased by \$200. The PTMA paid off a loan through Duncannon Borough for \$17,416.

Zoning Report: Report submitted.

Building Code Official: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to appoint Building Inspections Underwriters as the BCO for the township.

Permit Report: Report submitted.

Secretary's Report:

Physician's Panel: Secretary reported that our MRM loss control report recommended that we have a physician's panel for worker's comp injuries. The Secretary had MRM create a panel that will need posting.

Josh Dauberman 111 Easton Request: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to waive the fees associated with the deck permits for 111 Easton Drive.

Resolution 2026-11 Pension CAO: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-11 pertaining to appointing the treasurer as CAO of the pension plan.

PPL Streetlight Conversion & Resolution 2026-10: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-10, allowing PPL to convert streetlights to LED.

Hours of Operation: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to extend office hours on the last Tuesday of each month to 6 PM. The secretary requested that the office close early the Friday of the same week. Chairman Potteiger declined the request without discussion.

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Amendment to the Agenda: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to amend the agenda to include Susan Maguire's request.

Susan Maguire Request: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to deny Susan Maguire's request for an extension to live in a recreational vehicle.

Adjournment: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:31pm.

Respectfully Submitted,
Jennifer Blouch
Secretary