

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 August 18, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, August 18, 2026, at 6:00p.m. in the Municipal Building for a special 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.

Visitors:

Henry Holman III, commented that he doesn't want the property to be a burden to the taxpayer if it's not used for municipal purposes.

1600 State Road:

The supervisors reviewed quotes for cleaning, maintenance, landscaping maintenance, landscaping materials, signage, and a shed. The Chairman commented that to do all of this work would be upwards of 20k.

Shed Purchase: Solicitor reported that he sent an offer to Perdix Fire Company's attorney. He will contact them again,

Proposals for Use of Property: Multiple proposals were received for 1600 State Road.

Nicole Ditty: Miss Ditty proposal to lease the entire property for \$1,500 per month (negotiable) to operate a farmer's market style business. The solicitor asked her if she would be willing to provide a tenant guarantee. She answered yes. The solicitor asked her if she would be willing to indemnify the township and provide liability insurance naming the township as an additional insured. She answered yes. The solicitor asked her if she would be willing to pay a small percentage of sales to the township. She answered yes. There was a discussion about triple net leases where the township would own the property but would not maintain it or be responsible for the taxes.

The supervisors recessed from 6:28pm to 6:37pm.

The solicitor will communicate with Miss Ditty, and draft a lease document. Forrest Woodward and the secretary will show the property to her at 3pm on August 19th.

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Adjournment: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 6:56pm.

Respectfully Submitted,
Jennifer Blouch
Secretary