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 June 30, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, June 30, 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:
Josh Dauberman, 111 Easton stated that he paid a contractor $3300 to have them build a deck. The contractor scammed him, and is now in prison. Mr. Dauberman requested to have his permit fees waived by the township. The secretary informed the board that the township still had to pay the zoning review fee of $56 to the zoning officer. We also charge an administrative processing fee of $30. The solicitor stated that the supervisors can vote on it at the next meeting.

Henry Holman III, 220 Cove Road, presented a letter to the solicitor regarding a police report. The solicitor asked Mr. Holman if anyone from the township had directed him to do the work. Mr. Holman responded no. The solicitor directed Mr. Holman to reach out to Solicitor Dethlefs if he has any further questions. Mr. Holman also asked what happened to the JCB backhoe. He asked if 1600 State Road would be self-sufficient and a benefit to the community. He asked if the township would be ordering E3 oil, how many gallons, and at what cost per ton.

Solicitor's Report: Report submitted.

Public Works Department:
Chip Spreader: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to purchase the chip spreader from A&H under costars for $6,768.00.

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Stone Contracts: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to award the contract for 2A Modified Stone at $24.10/ton for 44 tons to Glenn O. Hawbaker.

Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to award the contract for AS-1 washed Aggregate Stone at $34.63/ton for 180 tons to Pennsy Supply.

Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to award the contract for 1B Stone at $30.31/ton for 100 tons to Glenn O. Hawbaker.

Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to award the contract for #4 Stone at $25.25/ton for 88 tons to Glenn O. Hawbaker.

Fall Cleanup: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to advertise and send out invitations to bid for 2026 Fall Cleanup, and to schedule it for October 8th, 9th, and 10th, of 2026.

Schoolhouse Road Storm Drainage Repair: Chairman Potteiger reported that under Schoolhouse Road, a storm pipe separated and caused stone and gravel to erode, creating a sinkhole. There is approximately 18-20 inches of erosion. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to advertise and send out invitations to bid for the project with an 80% performance bond required. Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to schedule a prebid meeting on August 3, 2026 at 9am.

Careless Driving: Operations Coordinator reported that recently when they closed a road, many vehicles were ignoring the road closed signs. It has been an issue in the past as well. The solicitor will look into possible solutions.

Consent Agenda: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to approve the consent agenda (the minutes of 5/26/26), the treasurer's report, and the invoices and expenditures), subject to audit.

Treasurer:

EMS Donation: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to have the treasurer send a donation of $35,000 to the Duncannon EMS in July.

Petty Cash: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to restrict petty cash to only be used for making change.

HRA: The treasurer stated that the HRA reimbursement requests have to be handed in

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with an explanation of benefits, and that the period for reimbursement runs in conjunction with the insurance season, not the fiscal year.

Resolution 2026-07 HRA: Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-07, appointing Ann Delancey as the HRA Administrator.

PLGIT CD: The treasurer stated that we can now get CDs through PLGIT with up to 4.27% interest. The matter was tabled for the solicitor to research regulations on CDs.

LB Water Fire Tax Funds: The treasurer reported that a dry hydrant was purchased, and asked if it could be paid for with Fire Tax Funds. The secretary stated that the agreement with the DFC should be checked.

Tax Collector Reports: The treasurer stated that the tax collector is 20 days late with the May report and payment. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to have the solicitor send Tax Collector Karole Bretz a letter concerning the tax reports not being submitted on time.

Budget Meetings: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to have the secretary advertise budget meetings at 6:00pm, preceding each regular meeting of the PTS, from July until November 2026.

Operations Coordinator:

Perdix Property: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to allow the secretary to advertise a workshop for July 21, 2026 at 6pm.

Building Inspection: Operations Coordinator reported that he has another quote for the Environmental portion of the building inspection.

EMS: Kraig Nace gave a report on call volumes, and cost analysis.

Emergency Management:

Newport Road Addresses: The Emergency Management Coordinator reported that emergency services are having trouble locating 3 properties on Stonemill Road that still have Newport Road addresses. The residents of Newport Road do not want their addresses changed. He suggested we consider signage to direct emergency services.

Emergency Commission: EMC reported that the committee is at a standstill and he needs the supervisors to press upon the county commissioners to tell them where the funding for the commission is going to come from.

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Park & Recreation: Report submitted.
July 8th Event: Helen Klinepeter stated that the Parks and Rec board will be selling coffee and donuts on July 8th at 1600 State Road. The secretary asked how that was decided, and noted that their May report stated they weren't having an event. Mrs. Klinepeter stated that it was a behind the scenes decision. The secretary asked the solicitor if the board could vote to allow them to have the event and set a budget at this meeting. Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to allow the Parks and Rec Board to host an event at 1600 State Road on July 8th at 6:00am. Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to set a $200 budget for the July 8th event. Upon a Keller/Potteiger motion, the Penn Township Supervisors voted unanimously to close the parking lot at 1600 State Road on July 7th at 7:00pm.
Pavilion Rental Fee: Parks and Rec Chairman Karen Tilkens would like to increase the rent for the pavilions by $10/each. The solicitor recommended the matter be tabled until next month so that the Park and Rec board can vote on a recommendation.

Planning Commission:
13 Twin Oaks Variance: Secretary informed the supervisors that the variance for 13 Twin Oaks Drive was denied.
Backdraft Land Development Extension: Upon a Woodward/Potteiger motion, the Penn Township Supervisors voted unanimously to extend the deadline for Backdraft Excavating's Land Development Plan until October 27, 2026.
Stone/Frisch's Subdivision Plan Extension: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to extend the deadline for Stone/Frisch's Subdivision Plan until October 27, 2026.
Data Center Violations: The secretary asked the solicitor if the Data Center Ordinance can have specific violations for that use. The secretary will send the solicitor the draft ordinance to be reviewed.

Municipal Authority: Report submitted. John Keller reported that all grease traps have been cleaned out, and that the Authority is purchasing a blower.

Sewage: Report submitted.

Zoning Report: Report submitted.

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Building Code Official: Secretary/Building Code Official asked that BIU be appointed as the BCO for the township. The matter will be tabled until the next meeting.

Permit Report: Report submitted.

Secretary's Report:
Elected Auditor Position: No letters of interest were received. The secretary will reach out to see the Auditor's availability for a meeting.
Letter to Lucinda Novinger: Upon a Potteiger/Keller motion, the Penn Township Supervisors voted unanimously to ratify and confirm the action of the township solicitor in issuing a letter to Lucinda Novinger authorized by the Board prior to its issuance.
HV Mechanical: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to approve the quote from HV Mechanical for $250.
MRM Loss Control Report: Submitted.
Resolution 2026-08 Pension CAO: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to adopt Resolution 2026-08 appointing Jennifer Blouch and Ann Delancey as Pension Administrators.
PPL Streetlight Conversion: The secretary presented documents to convert the street lights to LED. The matter was tabled for the secretary to prepare a resolution.
Regional Forum: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to send Forrest Woodward and John Keller to the PSATS Regional Forum for $135/each.
Hours of Operation: The secretary recommended that the office stay open late one night per week to allow residents that work daytime jobs the opportunity to come in, and close the office early on Fridays. The matter was tabled.

Amendment to the Agenda: Upon a Potteiger/Woodward motion, the Penn Township Supervisors voted unanimously to amend the agenda to include having the solicitor respond to a letter from Susan Maguire.

Adjournment: Upon a Woodward/Keller motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 8:55pm.

Respectfully Submitted,
Jennifer Blouch
Secretary