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 September 8, 2026

The Penn Township Board of Supervisors (PTS) met on Tuesday, September 8, 2026, at 6:00p.m. in the EMS building at 16 Shermanta Drive, Duncannon, PA 17020 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), 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 and a moment of silence.

Public Comment: Henry Holman III commented that the board should consider the roof when considering a new AC unit. He commented that instead of a mobile office, the board should consider using 1600 State Road.
Dave Klinepeter asked if there were any decisions on 1600 State Road. Chairman Potteiger responded that we have many proposals, but no decisions yet.

Township Building 100 Municipal Building Road - Chairman Potteiger reported that an engineer and an expert inspected the building. The expert determined the building is not safe due to high mold levels and humidity levels. Following the recent rainstorm, the entire basement flooded. An executive session was held regarding employee safety. Based on humidity levels, conditions, and professional recommendations, it was in the best interest of the Township to evacuate immediately. Bids are being collected for necessary work.

The solicitor stated that renting a mobile office is an emergency measure to get staff out of the building. Other issues at the property do not rise to emergency level.

Chairman Potteiger reported that the mobile office unit will arrive Thursday.

Safety protocols were established for entering the Township Building at 100 Municipal Building Road.

- Staff must wear masks inside the building.
- Time inside the building should be limited to one hour.
- Signs will be posted at each door.
- A timestamped Facebook post will be made for public notice.

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Rental of Mobile Office - The Board discussed the rental of a mobile office unit Upon a Potteiger/Woodward motion, the board voted unanimously to rent a mobile office unit for three months for $10,222.72.

Proposal to Purchase Property - Chairman Potteiger reported that there is a building possibly available for purchase that has a large garage, a meeting room, and several offices. The solicitor stated that if the Board wishes to negotiate seriously, negotiations may occur in executive session, with any final approval occurring in a public meeting.

Kim Bankert asked whether the building would have space for the Authority. Forrest Woodward responded yes.

Corey Stone encouraged the Board to move forward with purchasing the proposed property, stating that 100 Municipal Building Road is a money pit and the building is past its prime.

Henry Holman III recommended that the board contacts the election board about the closure, and to watch out for abandonment issues of the township building.

Lucinda Novinger reported that there is demolition activity occurring at 15 Schoolhouse Road, involving burning tires, shingles, and petroleum-based items, producing black smoke. The Operations Coordinator reported that DEP was contacted, along with the fire company. The solicitor stated the activity appears to be a violation and directed that the responsible party be cited.

Jennifer Blouch thanked the board for taking action on these serious health threats at the township building.

Adjournment: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 6:42pm.

Respectfully Submitted,
Jennifer Blouch
Secretary

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