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 21, 2026

The Penn Township Board of Supervisors (PTS) met on Monday, September 21, 2026, at 11:00a.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 Gib Patton(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:
Lucinda Novinger presented a property purchase proposal for 1600 State Road. She stated she did not expect action today, but requested a decision at the next stated meeting.
Henry Holman III requested clarification on ownership and structure type for 49 Business Campus. He stated the air conditioning system may have a lifespan of ~20 years. He raised a question about the radon system in the current township building. He raised concerns about lack of maintenance on property where the new building is located, and limited parking and poor turnaround space. He raised concerns about the property having been intended to generate community revenue for the taxbase. He asked why the meeting time was 11am when residents can't attend.

Rental of Mobile Office - The Board discussed the rental of a mobile office unit. The original one came without a bathroom, so the amount needs to be adjusted to include a bathroom and ADA accessible ramp. Upon a Keller/Potteiger motion, the board voted unanimously to rent a mobile office unit from Willscot for three months for $18,666.04.

Discussion and Action of Purchasing Property
Chairman Potteiger commented that asbestos is very hazardous, and that prior to her being elected, the mold and smell were brought up. We've taken steps to manage the mold over the last few years. We've gotten rid of things, and taken mitigation steps. The building cannot be used as it is now because of years and years of neglect. She expressed that she is grateful that the board we have now is listening and willing to take action to create a safe environment for the workers and residents visiting the township building.

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Vice Chairman Woodward commented that the new building would have 2 accesses that we can pull equipment into, and a 5,000 sq. ft. warehouse. The entrance to Municipal Building Road is hazardous. Because of the red light at the business campus, there is less chance of someone getting hit while entering or leaving. The cement floors are a lot more even than the current garage.

Upon a Woodward/Keller motion, the board voted unanimously to have the solicitor make a proposal to the owner of the property 49 Business Campus, for a possible purchase of the property.

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 contact 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.

Jeff Forrer asked if the township pays Susquenita School District for the property. Chairman Potteiger replied no.

Deb Upperman asked if the employees could stay in the building for 2 hours instead of only 1 because they are struggling to get work done.

Robin Bahrenburg asked if the whole property is the school's.

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The Solicitor commented that as long as the property is being used for municipal purposes, it can stay with the township.

The Operations Coordinator commented that the current building is 10k units short on ventilation, and that the electrical is a mess, with knob and tube wiring.

The solicitor stated that any action that happens today is only authorization for us to reach out with an offer. There would be a due diligence period.
The solicitor stated that the meeting was scheduled for 11am due to scheduling conflicts and needing to move forward as soon as possible. The 2nd class township code allows exceptions for emergency situations, such as the rental of equipment.

Adjournment: Upon a Keller/Woodward motion, the Penn Township Supervisors voted unanimously to adjourn the meeting at 11:45am.

Respectfully Submitted,
Jennifer Blouch
Secretary

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