

**PENN TOWNSHIP
PLANNING COMMISSION MINUTES**

DATE & TIME: March 02, 2026 7:00 PM

ATTENDANCE:

Members:	Fred Hammond Cullen Ketcham Skylar Gingrich Carrie Swarr	Staff:	Jennifer Tulonen, Penn Township Planner Casey Kerschner, Township Engineer
		Others:	

Call to Order

Hammond called the meeting to order at 7:00pm and lead the Pledge of Allegiance.

Public Comment/Guest Recognition – Chair Hammond led a moment of silence in remembrance for the passing of longtime Planning Commission member, Steve Engle. No other guests were present.

Approval of Minutes – The December 01, 2025 Planning Commission minutes were approved on a motion from Swarr and a second from Gingrich, the vote was unanimous. The January 06, 2026 Planning Commission minutes were approved on a motion from Ketcham and a second from Gingrich, the vote was unanimous.

BRIEFING ITEMS

2025 MPC Annual Report

On a motion from Ketcham and a second from Swarr, the 2025 MPC annual report was added to the agenda as a briefing item. The vote was unanimous.

Jennifer T. led the discussion related to the MPC annual report, providing the Planning Commission an overview of its full record of business for 2025, highlighting land development applications, comprehensive plan reviews, a zoning text amendment, as well as recommendations of approval for special studies including agricultural security area additions and sewage planning modules. The Planning Commission thanked Jennifer T. for the provided report and the report will be subsequently shared with the Penn Township Board of Supervisors.

DECISION ITEMS

Act 537 Sewage Facilities Plan Special Study

Casey K. with HRG presented the Act 537 Sewage Facilities Plan Penn Township Special Study to the Planning Commission. In 2004 areas of the Township were identified as need areas, specifically village of Penryn and Hi-View, however, implementing the infrastructure identified in 2004 did not occur. In 2024, a sketch plan was submitted which relied on public sewage capacity, causing the Township to review its current records and submit to DEP the Special Study as presented.

- The special study looked at sampling of wells in 2004, the 2024 study does not take into account wells or testing of existing water systems.
- The 2024 special study looks primarily at three areas of Penn Township: Pleasant View, Hi-View, and Penryn.
- As part of the study, alternatives were evaluated including different scenarios of location and size of piping as well as different scenarios with various layouts for force main, gravity sewer, pump stations, and grinder pumps. The village of Penryn was identified as particularly difficult to plan for due to topography.
- The proposed special study is proposed to be phased and implemented by Penn Township and the NWLCA over approximately 20 years with expansions of existing WWTF (waste water treatment facility) included in the study proposal.

- Planning Commission members inquired on costs for homeowners; specifically for lower income households/economic challenges. Staff responded that grants and different options may be available, but those details have not been determined to what may be available to community members.
- Planning Commission members raised concerns about lack of public knowledge citing that though no public comments were received and meetings have been properly advertised in accordance with the advertisement requirements; the efforts of this special study will impact significant amounts of the general public. Staff responded that proposed public meetings will be held with staff in the community in an effort to raise awareness about the study.
- Planning Commission member, Cullen K. abstained from the vote highlighting their role with the NWLCA.

On a vote from Gingrich and a second from Swarr, the Penn Township Planning Commission made a recommendation to the Penn Township Board of Supervisors that they approve the Act 537 Sewage Facilities Plan Penn Township Special Study. The vote was 3-0, Ketcham abstained.

OLD BUSINESS

Casey K. provided an update on ongoing plans including digitizing the existing Penn Township trail network. Casey K. noted that Penn Township has done a good job in advocating for pedestrian facilities in conjunction with proposed developments. This is an ongoing digitizing project and will be available to the public at a later date and online.

ADJOURNMENT

On a motion from Ketcham and a second from Gingrich, the Planning Commission adjourned at 8:07 PM.

Respectfully submitted, Jennifer Tulonen