



A Guide to Penn Township

Information for new residents

WELCOME!



A Warm Welcome

Welcome to Penn Township, Chester County!
We're so happy you're here. This guide will assist residents who are new to the area. It's packed full important information related to the township and the surrounding community.



Mission Statement

To facilitate the health, safety and well-being of the Penn Township community by providing residents, visitors and the business community with the highest quality of municipal leadership, municipal service and strategic, sustainable, effective and visionary planning in order to enhance the quality of life for all.



Vision Statement

"To provide a healthy, vibrant, affordable, economically successful, progressive community where citizens feel safe, enjoy their neighborhoods and access to their local government and have a great place to live, work and raise their families or retire."

Board of Supervisors

The Penn Township Board of Supervisors meetings will be held on the first Tuesday of each month at 6:00 p.m. except for January.

The Board of Supervisor work session meetings will be held on the third Tuesday of January, February, March, September, and October at 6:00 p.m.

All public meetings are held in the Finnen Community Room attached to the Penn Township building, unless otherwise stated.

The public is welcome and encouraged to attend Board of Supervisors meetings and work sessions. Public comment is welcome at the beginning and end of each meeting; however, each comment will be limited to 5 minutes.

Anyone wishing to be added to the Board's meeting agenda should contact the Director of Operations by the Wednesday before the meeting. Inquiries made after the deadline will be held off until the next meeting.

Board Members

Victor Mantegna - Chairman (2026)

W. 'Radar' O'Connell - (2027)

Jay Ennis - Supervisor (2027)

Laura Sperratore - (2026)

Carlton Snow - (2029)



Additional Boards & Committees

Agricultural Advisory Committee
Board of Appeals
Board of Auditors
Historical Commission
Parks & Recreation Committee
Planning Commission
Vacancy Board
Zoning Hearing Board

If you are ever interested in joining one of these Boards or Committees, call the office to inquire about any vacancies.



Emergency Services

For emergencies always call 911 directly

Pennsylvania State Police - Avondale Barricks
Non-Emergency Line - 610-268-2022

West Grove Fire Company & Ambulance Division
Non-Emergency Line - 610-869-9326

Medic 94 - Southern Chester County EMS
Non-Emergency Line - 610-910-3180

Penn Township Emergency Management Coordinator
Chuck Freese - emcwg05@verizon.net

Avon Grove Regional Emergency Management (AGREM)
Community & Emergency information
Tune into 1670 AM on your radio

Office Information

Penn Township Building
260 Lewis Road
West Grove, PA 19390
(P) 610-869-9620
(F) 610-869-9194
(E) office@penntownship.us
www.penntownship.us

Office Hours
Monday-Thursday -- 8 AM - 4 PM
CLOSED Fridays & major holidays

Township Office Staff

Karen Versuk - Director of Operations
Lisa Myers - Treasurer
Amber McEwing - Building Permit Coordinator
Caitlin Ianni - Secretary & Events Coordinator
Mariana Aguilera - Administrative Assistant
Danny Peters - Parks & Facilities Technician
Justin Miller - Road Master



Township Providers

Water & Sewer Service

Penn Township does not service water or sewer. You must contact the two providers below for all questions, comments, or concerns.

Water Provider - Chester Water Authority
610-876-8181 · 800-793-2323
www.chesterwater.com

Sewer Provider - AQUA America
877-987-2782



All questions regarding wells or septic systems should be directed to the Chester County Health Department.
601 Westtown Road, Suite 290
West Chester, PA 19380-0990
610-344-6225

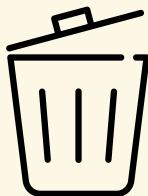
Trash & Recycling Services

Penn Township does not have a dedicated trash collector. The resident may choose a trash company at their discretion, although they must be sure to check with their HOA to see if their guidelines require a certain company.

Penn Township has a **24/7 single stream recycling center** located by the Dansko building on **Federal Way**. There are All-In-One recycling bins there that you can place your recycling in.

Some of the accepted items include: aluminum cans, paper, newspaper, magazines, glass bottles, flattened cardboard, and metal cans

If you are unsure of what to do with your large or unusual items, such as, televisions, large furniture, appliances, yard waste, etc. you may contact the **SECCRA Community Landfill** to inquire about their services.



SECCRA Community Landfill
219 Street Road
West Grove, PA 19390
610-869-2452
www.seccra.org

Taxes & Voting Information

Taxes

Earned Income Tax (EIT) is assessed at a rate of .5 percent. Any wage earner who lives in or works in Penn Township owes this tax. Usually, employers withhold this tax from a wage earner's paycheck. Whether it is withheld or not, the tax is owed and a local tax form must be filed.

Local Services Tax (LST) is \$52.00 per year and is usually withheld by the employer. This tax supports municipal and emergency services. There is a low income exemption for people earning less than \$12,000. This exemption requires the submission of a form.

Avon Grove School District taxes are sent on July 1 of each year.

EIT, LST, & Avon Grove School District taxes are all collected by Keystone Collections.

Keystone Collections Group
546 Wendel Road
Irwin, PA 15642
724-978-0300
Taxpayer Helpline 1-866-539-1100
www.keystonecollects.com

Chester County Real Estate taxes are sent on January 15 of each year.
Penn Township Real Estate taxes are assessed at a rate of .53 mills.
The tax bills are sent in early February.

Chester County Real Estate and Penn Township Real Estate taxes are collected by the Chester County Office.



Chester County Treasurer
313 W. Market Street
West Chester, PA 19380
(610) 344-6370
www.chesco.org

Voting Information

All Penn Township residents will vote at the Penn Township Building in the Community Room. The polls are open 7 AM to 8 PM.

All questions relating to the election, voting, important deadlines, concerns, comments, etc. should be directed to **Chester County Voter Services**.

601 Westtown Rd, Suite 150
West Chester, PA 19380-0990
610-344-6410 · www.chesco.org



Roads, Snow Removal, Complaints & Concerns

Road Concerns & General Complaints

For township road concerns, complaints, and inquires contact the office directly.

After-hours concerns can be reported to:

Karen Versuk - 302-690-6245

Justin Miller - 717-672-1959

For state road concerns, complaints, and inquires contact PennDOT.

1-800-FIX-ROAD



All other **complaints** can also be reported to the office directly. You will be asked to come in to fill out a official complaint form.

Snow Removal

Penn Township has its own snow removal team. The crew is called in on an as needed basis when bad weather hits. The crew operates from the township's salt shed, located on 796 near the Estates of London Brook development.

Here are a couple things to note about snow removal, especially if you live in a development.

- ON STREET PARKING is NOT PERMITTED in Penn Township. On street parking is NOT permitted on any township owned road, including the roads and cul-de-sacs in our developments. Streets must be kept clear; this includes large temporary dumpsters. Unclear roadways can cause issues for first responders and our snow removal and road crews. Anyone (residents or visitors) parking on the street may be ticketed by the Pennsylvania State Police.
- Baltimore Pike, Corby Road, Hilton Road, Routes 896 (Newark Road) and 796 (Jennersville Road) and Route 1 are plowed by PennDOT not Penn Township.
- We do not plow private roads: Jenner's Pond's interior roads, Roseview, Penny Lane, Oxford Village, Big Elk, Sumner Lane, Canterbury Lane are a few we do not plow.
- The neighborhoods of Elk Creek (both sides), Penn Ridge and Ovations are plowed by a company contracted by the township.
- The parks will be closed during inclement weather and will not re-open until they are deemed safe (i.e. until snow or ice melts).
- DO NOT use snowmobiles on township property which includes the township building at 260 Lewis Road, the township park at Lewis Road, the Salt Shed, the Sports Park or the Red Rose Inn.
- Mailbox policy: Penn Township does not replace mailboxes that have been hit during snow emergencies. No exceptions.

Permit Information

Over a decade ago the State of Pennsylvania mandated all municipalities adopt a Building Code known as the Uniform Construction Code (UCC). The UCC provides specific requirements and exemptions for building projects.

Before any construction, repair, renovation, or addition is started, it's important to contact the office to determine if a permit must be obtained. Permits are put in place for the safety of the homeowner, and they ensure that proper codes are being followed and work is being done safely and in compliance with the UCC. If you are ever uncertain whether or not you need a permit, call the township.

Questions about permits or zoning can be directed to:

Scott Moran - Building & Zoning Inspector
610-637-1003 · scott.accuratebuilding@gmail.com

Amber McEwing - Building Permit Coordinator
610-869-9620 · amber.mcewing@penntownship.us

Permit applications can be found on our website www.penntownship.us

PROJECTS THAT ALWAYS REQUIRE A PERMIT: Any Change Effecting a Building's Structure



Boilers, Water Heaters, or Furnaces

Decks & Patios

Building Demolition

Drainage Systems

Driveway Extensions

Electrical Work

Fences of any type

Fire Alarms & Sprinklers

Home Occupations

HVAC

New Buildings, Renovations, or Additions

Pools (in excess of 24 inches deep)

Plumbing Work

Sheds & Accessory Structures

Signs

Stucco Remediation

PERMITS ARE NOT TYPICALLY NEEDED FOR:

Painting

Re-roofing

Siding Replacements

Window Replacement (When there is no major structural change)

Repaving/Sealing Driveways

Installation of Carpet or Tile

Cabinets



Always call if you're unsure whether you'll need a permit for your project or not

Parks & Recreation

Penn Township is home to two beautiful parks. The first is our original park, **Penn Township Park** located next to the township building on Lewis Road. This is a meticulously maintained 11-acre passive park, we do not allow dogs, bikes, scooters, or any wheeled devices. This park is comprised of a playground suitable for all ages, a sand volleyball court, horse shoe pits, an outdoor fitness center, a Book Nook, a butterfly garden, a picnic pavilion, four gazeboes, grills and a paved walking path.

Our second park, the **Penn Township Sports Park**, is located on N. Jennersville Road, just passed the route one on ramp. This park is still in the development stage, it will eventually house various sports fields, a state-of-the-art inclusive playground, pickle ball courts, and many more facilities. Currently the park houses a vast walking path that stretches through both open fields and woodsy terrain, our Kneale E. Dockstader Outdoor Classroom, and a Story Walk. This park does allow dogs, bikes, and scooters. This park will be under construction beginning in summer 2024. You can find a full set of park rules, for both parks, on our website.



Rent our Facilities!

Having a party, meeting, or event?
Need more space for your guests?
We've got you covered!

We rent our pavilion, gazeboes, and indoor community room to both residents and non-residents. Rental information, rental fees, and applications can be found on our website. Penn Township residents will receive a discounted rental rate.



Park Pavilion



Community Room

Township Events

Don't miss out on one of the many events that we host throughout the year. We plan family friendly events that are free for the community to attend. Events include: movies in the park, paper shredding and electronic recycling, concerts, vendor shows, our annual Fall Festival in October and many more!

Our event schedule is posted on our website and our social media.



★★★★★ *Free family fun for the community!*

★ Info to Know!

- Our website www.penntownship.us has been recently updated. It is packed full with information, forms, permits, news, and more!
- **Peddling and soliciting is not permitted** in Penn Township without a township issued permit. As of April of 2024, there have been no permits issued for soliciting in our township. Should residents encounter solicitors they are advised to not engage, report them to the office, provide us with any information you are able to obtain (company name, phone number, etc.), and call 911 if you feel unsafe.
- If you have questions or concerns regarding hunting, wildlife emergencies, violations, road-kill disposal, etc. you should contact the **Pennsylvania Game Commission - Southeast Region at 610-926-3136.**
- We send our residents a **newsletter** each fall and spring. The newsletter is always full of new information, updates, and reminders. Newsletters are sent via mail and we also post them on our website.
- You can sign up for e-subscribe alerts on our website. This is a great way to stay up to date on the latest township news.
- **We're on Facebook!** This is another resource we use to send updates to the community. We post everything from news to events, and alerts. Find us at **Penn Township, Chester County, PA**
- Penn Township owns the **Red Rose Inn** located at the intersection of 796 and W. Baltimore Pike. The township purchased and restored the old inn after it was left in disrepair. The Red Rose Inn is a beloved icon in this area and has a rich history surrounding it. The Penn Township Planning Commission has turn the Inn into a museum for local history. The Planning Commission opens the Inn to the public several times per year, you can find the schedule on our website.



Community Resources

Penn Township is very involved with the community and its organizations. Whether the organization is local to the township, county, or state, Penn Township strives to provide opportunities for these organizations to interact with the community.

Below you'll find just a sample of what southern Chester County has to offer.

- Avon Grove Library - (P) 610-869-2004 · (W) www.avongrovelibrary.org
- Avon Grove Lions Club - (P) 610-255-4455 · (W) www.e-clubhouse.org/sites/avong/index.php
- Avon Grove Regional Emergency Management (AGREM) - (W) www.my.agrem.org
- Avon Grove Charter School - (P) 484-667-5000 · (W) www.agcharter.org
- Avon Grove School District - (P) 610-869-2441 · (W) www.avongrove.org
- Brandywine Red Clay Alliance - (P) 610-793-1090 · (W) www.brandywineredclay.org
- Canine Partners for Life - (P) 610-869-4902 · (W) www.k94life.org
- ChescoBus - (P) 610-993-0911 · (W) www.tmac.org/chescobus/
- Chester County Intermediate Unit (CCIU) - (P) 484-237-5000 · (W) www.cciu.org
- ChristianaCare - Jennersville Primary Care - (P) 610-806-5611
- Delaware County Community College – Pennock's Bridge Campus - (P) 484-237-6400
- Family Promise of Southern Chester County - (P) 610-444-0400 · (W) www.familypromisesc.org
- KACS - Kennett Area Community Services - (P) 610-925-3556 · (W) www.kacsimpact.org
- LCH Health & Community Services - (P) 610-444-7550 · (W) www.lchcommunityhealth.org
- Peco Customer Service - (P) 1-800-494-4000
- Penn Medicine Southern Chester County - (P) 610-431-5000
- Project C.U.R.E. - www.projectcure.org
- Technical College High School – Pennock's Bridge - (P) 610-345-1800
- YMCA – Jennersville - (P) 610-869-9622

