



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022

717.367.8917 • 717.367.9208 fax

[www.mtjoytwp.org](http://www.mtjoytwp.org)

## Community Development Director/Zoning Officer Monthly Report October 2023/November 2023

### Planning Commission

- Reviewed the Preliminary/Final Land Development Plan for Leon Rutt (300 Jonyln Dr.) at the 10/23 meeting
- Next meeting: 12/4

### Zoning Hearing Board

- Cases heard at the 11/1 ZHB meeting:
  - #230015 Elizabethtown Mt Joy LLC – APPROVED special exception for miniwarehouses at 2269 S Market Street (zoned C-2)
  - #230016 Marc J. Hershey/Pleasant Acres Real Estate LP – APPROVED special exception for farm-related business (conversion of barn for indoor storage) at 338 Sunnyburn Road (zoned A)
- New applications to be heard at the 12/6 ZHB meeting:
  - #230017 Trent & Allison DeArment – Variance request to exceed the maximum lot coverage for covered patio at 1410 Hickory Run Drive
  - #230018 Mark Kleinfelter & Marian Fetter / Frank & Honorata Libertore – Variance to subdivide two parcels and add them to two residential lots at 955, 1002, & 1015 Trail road North (zoned A)

### Misc

- Compiled amendments to the following chapters of the Township Code of Ordinance:
  - Chapter 88 Nuisances
  - Chapter 96 Property Maintenance
  - Chapter 98 Rental Property
  - Chapter 119 Subdivision and Land Development
  - Chapter 135 Zoning
- Updated the Township Official Map – Sheet 3 Recreational Facilities to help implement the updated Park, Recreation, and Open Space Plan
- Attended the 2023 Annual Conference of the PA Chapter of the American Planning Association in Scranton; completed the required continuing education credits for the 2022-2023 reporting period as a result



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## Township Manager Monthly Report October/November 2023

### Financial Management & Budgeting

- Collaborated with Treasurer and CDD on funds and spending analysis for budget improvement.
- Involved in 2024 MJT Budget preparation.

### IT & Vendor Management

- Initiated vendor change for managed IT services focusing on quality and cost-efficiency.
- Facilitating transition to online IRS portals for 1099 Ks electronic filing.

### Economic Development & Community Engagement

- Attended South Central Pennsylvania CEDS Summit for regional economic integration.
- Participated in Emergency Response Management meeting at Elizabethtown College.

### Operational Enhancements

- Contributed to discussions on land use with LCPC, focusing on urban growth area.
- Advanced implementation of AI software solutions for staff efficiency.

### HR & Recruitment

- Managed the online recruitment process for new public works crew member.

### Administration & Compliance

- Preparing for upcoming PSATS Boot Camp for Township Officials.
- Attended new billing service proposal in MESA meeting.
- Developed FTE estimate methodology for commercial parcels regarding MESA billing.
- Reviewed ordinances and official map amendments with Compliance Officer and CDD.
- Discussed ERS Drive public dedication with Township Roadmaster and CDD.
- Worked with T&R Coordinator on operations optimization and issues with Penn Waste.
- Discussed and drafted snow plowing contract with Landscape Impressions, LLC.

### Miscellaneous

- No resident objections received for MESA.
- Ongoing work on Township Newsletter improvements with Trash & Recycling Coordinator.



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November 1, 2023

To: Mt. Joy Township Board of Supervisors  
From: Daniel Ford- Code Compliance Official / Assistant Zoning Officer  
Re: Monthly Report for October 2023

Dear Board Members:

13 rental properties were inspected in October.

161 rental license applications received and processed for 2024.

Complaints and concerns:

- Letter to the new owner of 66 Ironstone Dr & 396 Trail Rd about the need to obtain a rental license if they are renting the property.
- Letter to the new owner of the apartments at 2192 Cloverleaf Rd about the need to obtain a rental license.
- Letter to owner of 2664 Homestead about a police disturbance.
- Several complaints about people living in an RV along Hershey Rd near 283. Worked with Justin and the police department to have them removed.
- Letter to owner of 194 Old Hershey Rd about failure to make required property corrections and reinspections.
- Letter to the owner of 1536 Cloverleaf about the condition of the property. Spoke to the owner via phone. The property is now vacant.
- Two complaints about propane cannons at Kreider egg farm. Advised
- Two complaints about feral cat colonies. Advised.

Completed final zoning inspections for building permits.



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## PUBLIC WORKS DEPARTMENT NOVEMBER 2023

### COMPLETED:

- Snow fence
- Helped Etown Borough with a base repair
- Researched the ERSA Dr plans and had meetings on site with Supervisors
- Demoed mini excavators and got prices for budget
- PA1 calls
- Trash in Parks
- Met with Landscape Impressions about contracted snow removal
- Started interviews for PW positions
- Shoulder restoration

### FUTURE:

- Base repairs (weather and temps permitting)
- Trail Rd widening
- Snow fence at Ridge and Ridgeview (can't do till December)
- finish interviews



# MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 10/1/2023 - 10/31/2023

## Zoning Officers Report

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>StormWater</b>						
<b>Exemption</b>						
<b>Active</b>						
230059	10/6/2023	LUTZ DAVID I & LAUREN A Addition	113 MEADOWBROOK LN	4602668900000	\$0.00	\$50.00
230064	10/11/2023	MC FARLAND ROBERT S & MARGARET L Driveway Expansion	1006 E COLLEGE AVE	4602433100000	\$0.00	\$50.00
230065	10/11/2023	JOHNS JOHN K & DONNA K Shed	2106 RIDGE RD	4607596800000	\$0.00	\$50.00
230066	10/13/2023	BROOKS KAREN M Shed	245 FARMLAND DR	4608909300000	\$0.00	\$50.00
230061	10/18/2023	TAYLOR TIMOTHY B Commercial Building	1458 CLOVERLEAF RD	4610554300000	\$0.00	\$50.00
230068	10/19/2023	MOUNTZ MICHAEL E & RHODA F Demolition	148 FOREST LN	4606080200000	\$0.00	\$50.00
230069	10/27/2023	TURZI JONINA E & SALLUZZO, SARAH L Shed	1871 MILTON GROVE RD	4612924700000	\$0.00	\$50.00
230070	10/27/2023	LEHMAN DUMP TRUCK SERVICES LLC Shed	2537 MOUNT GRETN RD	4607839200000	\$0.00	\$50.00
<b>Total Exemption 8</b>					<b>\$0.00</b>	<b>\$400.00</b>
<b>Small Project</b>						
<b>Active</b>						
230062	10/9/2023	KIEFER WILLIAM H IV Garage	8848 ELIZABETH TOWN RD	4606572300000	\$0.00	\$175.00
230067	10/18/2023	BEILER DANIEL S Horse Barn	2091 MILTON GROVE RD	4613626100000	\$0.00	\$175.00
<b>Total Small Project 2</b>					<b>\$0.00</b>	<b>\$350.00</b>
<b>Total StormWater 10</b>					<b>\$0.00</b>	<b>\$750.00</b>
<b>Use</b>						
<b>Temporary</b>						
<b>Active</b>						
230018	10/9/2023	KNOUSE KENNETH E & DOROTHY R POD	2147 SHERI LN	4613518700000	\$0.00	\$10.00
<b>Total Temporary 1</b>					<b>\$0.00</b>	<b>\$10.00</b>
<b>Total Use 1</b>					<b>\$0.00</b>	<b>\$10.00</b>
<b>Zoning</b>						
<b>Addition</b>						
<b>Active</b>						
230155	10/6/2023	LUTZ DAVID I & LAUREN A Addition	113 MEADOWBROOK LN	4602668900000	\$120,000.00	\$829.00
<b>Total Addition 1</b>					<b>\$120,000.00</b>	<b>\$829.00</b>
<b>Ag Barn</b>						
<b>Active</b>						
230171	10/18/2023	BEILER DANIEL S Horse Barn	2091 MILTON GROVE RD	4613626100000	\$200,000.00	\$1,259.00
<b>Total Ag Barn 1</b>					<b>\$200,000.00</b>	<b>\$1,259.00</b>
<b>Com-Alterations</b>						
<b>Active</b>						

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>Zoning</b>						
<b>Com-Alterations</b>						
<b>Active</b>						
230160	10/12/2023	KAYLOR KENNETH L & ELSIE L Carports	315 HERSHEY RD	4606381400000	\$9,000.00	\$142.00
<b>Total Com-Alterations 1</b>					<b>\$9,000.00</b>	<b>\$142.00</b>
<b>Com-Building</b>						
<b>Active</b>						
230157	10/5/2023	KEENER RONALD S & FERN L Commercial Building	1304 CLOVERLEAF RD	4614992700000	\$400,000.00	\$2,509.00
230162	10/18/2023	TAYLOR TIMOTHY B Com-Buildings	1458 CLOVERLEAF RD	4610554300000	\$128,600.00	\$883.00
<b>Total Com-Building 2</b>					<b>\$528,600.00</b>	<b>\$3,392.00</b>
<b>Deck</b>						
<b>Active</b>						
230170	10/25/2023	ACHENBACH ALEX D & JOANN M deck	813 WESTBROOKE DR	4600270100000	\$4,500.00	\$114.00
230176	10/25/2023	FOREMAN BARRY E & GLORIA J deck	438 HILL ST	4619966300000	\$2,200.00	\$50.00
<b>Total Deck 2</b>					<b>\$6,700.00</b>	<b>\$164.00</b>
<b>Demolition</b>						
<b>Active</b>						
230175	10/19/2023	MOUNTZ MICHAEL E & RHODA F Demolition	148 FOREST LN	4606080200000	\$0.00	\$50.00
<b>Total Demolition 1</b>					<b>\$0.00</b>	<b>\$50.00</b>
<b>Driveway</b>						
<b>Active</b>						
230166	10/11/2023	MCFARLAND ROBERT S & MARGARET L Driveway Expansion	1006 E COLLEGE AVE	4602433100000	\$2,000.00	\$50.00
<b>Total Driveway 1</b>					<b>\$2,000.00</b>	<b>\$50.00</b>
<b>Garage</b>						
<b>Active</b>						
230164	10/9/2023	KIEFER WILLIAM H IV Garage/Parking Area/Patio	8848 ELIZABETHTOWN RD	4606572300000	\$40,000.00	\$299.00
<b>Total Garage 1</b>					<b>\$40,000.00</b>	<b>\$299.00</b>
<b>Renewal</b>						
<b>Active</b>						
230163	10/3/2023	STAUFFER JOSHUA E Renewal	1441 CLOVERLEAF RD	4608103000000	\$8,000.00	\$50.00
<b>Total Renewal 1</b>					<b>\$8,000.00</b>	<b>\$50.00</b>
<b>Shed</b>						
<b>Active</b>						
230167	10/11/2023	JOHNS JOHN K & DONNA K Shed	2106 RIDGE RD	4607596800000	\$6,196.00	\$50.00
230168	10/13/2023	BROOKS KAREN M Shed	245 FARMLAND DR	4608909300000	\$5,586.00	\$71.00
230178	10/27/2023	LEHMAN DUMP TRUCK SERVICES LLC Shed	2537 MOUNT GRETN RD	4607839200000	\$5,700.00	\$71.00
230177	10/27/2023	TURZI JONINA E & SALLUZZO, SARAH L Shed	1871 MILTON GROVE RD	4612924700000	\$15,000.00	\$134.00
<b>Total Shed 4</b>					<b>\$32,482.00</b>	<b>\$326.00</b>
<b>Solar</b>						
<b>Active</b>						
230161	10/12/2023	BENNETT DEVON J & MARISSA E Solar roof mounted	2152 SHERI LN	4612577400000	\$45,669.00	\$385.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>Zoning</b>						
<b>Solar</b>						
<b>Active</b>						
230169	10/25/2023	THILO PETER S & MARGARET L Solar	784 MILTON GROVE RD N.	4604296600000	\$19,240.00	\$219.00
<b>Total Solar 2</b>					<b>\$64,909.00</b>	<b>\$604.00</b>
<b>Total Zoning 17</b>					<b>\$1,011,691.00</b>	<b>\$7,165.00</b>
<b>Total Permits: 28</b>					<b>\$1,011,691.00</b>	<b>\$7,925.00</b>



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## **Minutes of the Regular Meeting of the Mount Joy Township Planning Commission Held on September 25, 2023**

1. Chairman Rodney Boll called the meeting to order at 7:00 p.m. in the Mount Joy Township Municipal Building located at 8853 Elizabethtown Road, Elizabethtown, PA 17022.
2. Pledge of Allegiance
3. Roll call of the Planning Commission Members:

Kevin Baker — Present

Rodney Boll — Present

Gerald Cole — Absent

Michael McKinne — Present

Arlen Mummau — Absent

Delmar Oberholtzer — Present

Bill Weik, Jr. — Present

Other Township Representatives Present: Justin S. Evans, Township Manager/Zoning Officer; Ben Craddock, Lancaster Civil Engineering (Township Engineer)

4. Public Comment:

Ben Dunlap spoke on behalf of the Meadowbrook Lane community group, thanking the Planning Commission for consideration of their concerns with the Bear Creek Estates project design.

5. Consent Calendar:

- a. Approve and ratify the minutes of the August 28, 2023 meeting
- b. Accept additional time in which to take action on the Preliminary Land Development, Subdivision, and Lot Add-On Plan for Raffensperger (#21-06-PSDP); new deadline is December 26, 2023

A motion was made by Michael McKinne and seconded by Delmar Oberholtzer to approve the consent calendar. All members present voted in favor of the motion.

6. Old Business:

- a. Comments/Questions from Henry & Catherine Werner re: Westmount Land Development Plan

Henry Werner presented concerns with the Westmount land development adjacent to his property situated along the site's western boundary. General issues with design and too many housing units for the site were the basis for the neighbors' complaints. Additionally, the project's proximity to the railroad will result in livability issues for those residents while lighting could impact the existing residents. Mr. Werner noted there is an alley behind several lots fronting on Harrisburg Avenue that appears to be impacted by the proposed design. This alley contains PPL lines as does an old public road right-of-way parallel to the western site boundary. He requested that the Planning Commission deny the requested waivers since they accommodate a more crowded design.

- b. Store-It Preliminary/Final Land Development Plan (#21-16-FLDP) – Proposal to redevelop a 2.19-acre commercial site with a miniwarehouse/self-storage facility containing four buildings. No water or wastewater utilities are required by the use and are not provided. The site is located within the C-2, General Commercial District. (Plan conditionally approved at the April 24, 2023 meeting.)

Mr. Evans presented three waiver requests on behalf of the applicant. The plan was already conditionally approved with the site's access point aligned with the proposed signalized Norlanco Drive intersection at Route 230. However, this created a substandard separation distance from the commercial driveway to the east. A discussion took place regarding easements on the recorded land development plan versus in a new deed which would otherwise not be needed.

A motion was made by Bill Weik, Jr. and seconded by Kevin Baker to approve the requested waivers of Sections 119-52.S(3)(d), 119-52.L, and 119-56.B. All members present voted in favor of the motion.

- c. Preliminary Land Development, Subdivision and Lot Add-On Plan for Raffensperger (#21-06-PSDP) – Proposal to develop a 63.05-acre tract located on Sheaffer Road for 86 single-family residences on 88 lots. The property is located within the R-2, Medium Density Residential District and will be served by public water and sewer facilities.

Kim Fasnacht of Rettew Associates presented the project with developer Gerry Horst. The preliminary plan proposes two phases of development with phase 1 being the eastern portion of the site connecting to the Westbrooke IV development. Each lot will have two parking spaces in the driveway and two-car garages. Parking will be provided on one side of the new streets.

She updated the Commission on changes made since their last presentation. Due to NPDES permitting complications, the project will have its own stormwater facilities instead of sharing with the adjacent commercial Rutt property. There will still need to be an easement on the Rutt property for a basin discharge. Buffers from water resources, proper disclosures and obligations in the HOA documents, legal comments, and further coordination with Rutt were key topics.

Comments #10 and #15 in the Township Engineer's review letter were addressed. A waiver of the depth to limiting zone for stormwater facilities will be offset by the addition of amended soils to make up for any bedrock encountered during excavation. Ms. Fasnacht asked to replace their waiver request of Section 113-32.E(2) regarding dewatering time with a waiver of Section 113-32.L for the modification of certain infiltration testing requirements related to the above presence of bedrock.

A motion was made by Michael McKinne and seconded by Delmar Oberholtzer to grant the following waivers:

- a) §119-52.J – Road frontage improvements (deferral)
- b) §113-31.L(1) – Limiting zone depth
- c) §113-31.L – Infiltration testing

And having granted such waivers, grant approval of the Preliminary Land Development, Subdivision and Lot Add-On Plan For Raffensperger (the "Plan") prepared by Rettew Associates, Inc., Drawing No. 019792000, dated May 19, 2021, subject to the following conditions:

1. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Engineer's review letter dated September 21, 2023.
2. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Solicitor's review letter dated September 1, 2023.
3. Applicant shall submit a fully executed Storm Water Management Agreement and Declaration of Easement, which shall be acceptable to the Township Solicitor and in recordable form. The

Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.

4. Applicant shall submit a fully executed Deferred Road Improvement Agreement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement shall include, but not necessarily limited to, provisions for pavement widening, curb, sidewalk, and pedestrian/bicycle pathway, as applicable, along South Market Street, Sheaffer Road, and Jonlyn Drive. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
5. Applicant shall pay Mount Joy Township traffic impact fees, as required by Chapter 125 of the Code of Ordinances of the Township of Mount Joy, in the total dollar amount of \$162,472.00 (92 P.M. peak hour trips @ \$1,766/trip). Payment of the traffic impact fees shall be made at the time an application is made for the required building permit. Applicant shall not at any time in the future seek return of such impact fees, or any earned accrued interest thereon, or authorize any successor to make such claim, whether or not the Township expends the traffic impact fees within the time limitations set forth in Act 209 of 1990, as amended, 53 P.S. §10501-A, et seq., expends the traffic impact fees for improvements set forth in the Transportation Capital Improvements Plan or for other road improvements not addressed in the Transportation Capital Improvements Plan or for road improvements to address existing deficiencies or for improvements (regardless of the percentage of the cost of improvements or the amount of the improvements paid for with traffic impact fees) to state highways. Applicant shall place a note on the final plan referencing this condition.
6. Applicant shall pay a fee-in-lieu of dedication of recreation land in accordance with §119-61 prior to the release of the final plan for recording, unless otherwise modified by the Mount Joy Township Board of Supervisors. Applicant shall waive any right to request any refund of such fee is not expended within any required time period.
7. Applicant shall submit the homeowners' association documentation for review by the Township Solicitor and approved prior to any final plan being released for recordation.
8. No parking signs shall be installed prior to the issuance of the first certificate of occupancy for a dwelling accessed by a street on the eventual final plan.
9. Applicant shall provide both the Township and each lot purchaser with a plan of the individual lot showing all easements, the building area, and grading.
10. Applicant shall submit a fully executed Land Development Agreement, which shall be acceptable to the Township Solicitor. Said Agreement shall be submitted and approved prior to the release of the final plan for recording.
11. Applicant shall submit financial security to guarantee the proper installation of all improvements associated with this land development project prior to the release of the final plan for recording and shall be in a form acceptable to the Township Solicitor. The amount of said financial security shall be in the amount consistent with the construction cost opinion approved by the Township Engineer.
12. Applicant shall apply for and obtain all necessary permits prior to commencing any construction activities.
13. Applicant shall reimburse the Township for all reasonable engineering and legal fees incurred in the review of plans under the Subdivision and Land Development Ordinance, Storm Water Management Ordinance, and other governing ordinances; review or preparation of documentation required in connection with the development; review and approval of financial security and other documentation; inspection of improvements; and for other costs as set forth in these Conditions within 30 days after receipt of an invoice for such fees. If Applicant fails to pay such costs within 30 days after the date of a written invoice for such costs, Applicant shall be in violation of this Condition.

All members present voted in favor of the motion.

7. New Business:

- a. Land Development Plan Waiver Request for Tim Taylor/1458 Cloverleaf Road (#23-09-WAIV) – Proposal to replace an existing 30'x 30' nonresidential building with a 52' x 52' building for a tree service business located at 1458 Cloverleaf Road. The 0.48-acre property is located within the LI – Light Industrial District and utilizes on-lot water and sewer. (A variance from the 80' side and rear setbacks adjoining residentially-used properties was granted by the Zoning Hearing Board at their September 13, 2023 meeting.)

Landowner Tim Taylor was accompanied by land use consultant Charles Hurst. Mr. Hurst started by addressing the Township Engineer's question about the limits of earth disturbance to determine the applicability of the Stormwater Management Ordinance. There will be 26 excavations of existing impervious area at 3.14 sf. each. This falls below the earth disturbance threshold for a stormwater management plan.

Mr. Taylor stated that the building is needed to store more equipment indoors and there will not be an office inside. He currently does office work at home. Limited repairs to the tree service trucks is performed there but most work is taken to an off-site mechanic. The existing on-lot well and septic system will continue to be used.

The larger building will have 14' high doors for the larger equipment to fit into as compared to the current 7' high doors. 360-degree access around the building will be maintained under the proposed site layout, helping them not to back out onto Cloverleaf Road. The Commission identified an inconsistency in Mr. Taylor's statement that the driveway area will not be expanded and a plan sheet that shows a minor expansion. He confirmed that the stone driveway will not be enlarged.

A motion was made by Delmar Oberholtzer and seconded by Kevin Baker to grant a waiver of Chapter 119, Article III of the Code of Ordinances of the Township of Mount Joy, i.e. the Mount Joy Township Subdivision and Land Development Ordinance, i.e. plan processing procedure, relating to the requirement to prepare, submit, gain approval of and record a land development plan, subject to the following conditions:

1. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Engineer's review letter dated September 20, 2023.
2. Applicant shall apply for and obtain all necessary permits prior to commencing any construction activities.
3. Applicant shall reimburse the Township for all reasonable engineering and legal fees incurred in the review of plans under the Subdivision and Land Development Ordinance, Storm Water Management Ordinance, and other governing ordinances; review or preparation of documentation required in connection with the development; review and approval of financial security and other documentation; inspection of improvements; and for other costs as set forth in these Conditions within 30 days after receipt of an invoice for such fees. If Applicant fails to pay such costs within 30 days after the date of a written invoice for such costs, Applicant shall be in violation of this Condition.

All members present voted in favor of the motion.

- b. Final Subdivision and Land Development Plan For Bear Creek Estates (#23-10-FLDP) – Proposal to subdivide a 26.826-acre tract into 39 single-family residential lots and several open space parcels. The site is located at 1319 Bear Creek Road and is within the R-1, Low-Density Residential District. The building lots will be served by public water and public sewer.



Brian Focht of C2C Design Group presented the plan to the Commission, noting its history before them and revisions to accommodate the Meadowbrook Lane neighborhood. They discussed the timing provision comments in the Township Engineer's review regarding Sections 119-23.B and 119-26.A. These comments result from the preliminary and final plans having been filed concurrently.

The neighborhood will be controlled by an HOA for maintenance of stormwater facilities and the walking path/emergency vehicle connection between the two cul-de-sacs. Mr. Boll expressed concern with the emergency access maintenance and wanted to ensure there would be annual inspections to confirm clearance by larger vehicles. The Commission looked at the sidewalks proposed along the Bear Creek Road frontage and discussed the Township closing the gap to the east where Bear Creek School is located.

A motion was made by Delmar Oberholtzer and seconded by Michael McKinne to grant waivers of Chapter 119 of the Code of Ordinances of the Township of Mount Joy, i.e. the Mount Joy Township Subdivision and Land Development Ordinance as follows:

- a) §119-23.B – Multiple applications
- b) §119-26.A – Satisfaction of preliminary plan conditions

And having granted such waivers, grant approval of the Preliminary Subdivision and Land Development Plan for Bear Creek Estates (the "Plan") prepared by C2C Design Group, Drawing No. FOR-MJT-01, dated August 1, 2022, subject to the following conditions:

1. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Engineer's review letter dated September 20, 2023.
2. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Solicitor's review letter dated September 8, 2023.
3. Applicant shall satisfy all conditions of approval for the Preliminary Plan prior to the release of the final plan for recording.
4. Applicant shall submit a fully executed Storm Water Management Agreement and Declaration of Easement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
5. Applicant shall construct and have inspected by the Township Engineer the emergency access drive prior to issuance of a use and occupancy permit for the 10th dwelling unit associated with the development.
6. Applicant shall submit a fully executed shared access agreement for the emergency access drive and pedestrian path, which shall be acceptable to the Township Solicitor and in recordable form. The agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording. Additionally, the homeowners' association documents containing provisions for the maintenance of the emergency access drive and pedestrian path shall be reviewed and approved by the Township Solicitor prior to the release of the final plan for recording.
7. Applicant shall provide homeowners' association documents to the Township Solicitor for review and approval prior to the release of the final plan for recording.
8. Applicant shall submit a fully executed Agreement Providing for Grant of Road Maintenance Easement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.

9. No parking signs shall be installed prior to the issuance of the first certificate of occupancy for a dwelling accessed by a street on the eventual final plan.
10. Applicant shall pay a fee-in-lieu of dedication of recreation land in accordance with §119-61, unless otherwise modified by the Mount Joy Township Board of Supervisors. This fee shall be \$125,424 (\$3,216.00 x 39 units) and is due prior to release of the final plan for recording. Applicant shall waive any right to request any refund of such fee is not expended within any required time period.
11. Applicant shall pay Mount Joy Township traffic impact fees, as required by Chapter 125 of the Code of Ordinances of the Township of Mount Joy, in the total dollar amount of \$72,406.00 (41 P.M. peak hour trips @ \$1,766/trip). Payment of the traffic impact fees shall be made at the time an application is made for the required building permit. Applicant shall not at any time in the future seek return of such impact fees, or any earned accrued interest thereon, or authorize any successor to make such claim, whether or not the Township expends the traffic impact fees within the time limitations set forth in Act 209 of 1990, as amended, 53 P.S. §10501-A, et seq., expends the traffic impact fees for improvements set forth in the Transportation Capital Improvements Plan or for other road improvements not addressed in the Transportation Capital Improvements Plan or for road improvements to address existing deficiencies or for improvements (regardless of the percentage of the cost of improvements or the amount of the improvements paid for with traffic impact fees) to state highways. Applicant shall place a note on the final plan referencing this condition.
12. Applicant shall submit a fully executed Land Development Agreement, which shall be acceptable to the Township Solicitor. Said Agreement shall be submitted and approved prior to the release of the final plan for recording.
13. Applicant shall submit financial security to guarantee the proper installation of all improvements associated with this land development project prior to the release of the final plan for recording and shall be in a form acceptable to the Township Solicitor. The amount of said financial security shall be in the amount consistent with the construction cost opinion approved by the Township Engineer.
14. Applicant shall apply for and obtain all necessary permits prior to commencing any construction activities.
15. Applicant shall reimburse the Township for all reasonable engineering and legal fees incurred in the review of plans under the Subdivision and Land Development Ordinance, Storm Water Management Ordinance, and other governing ordinances; review or preparation of documentation required in connection with the development; review and approval of financial security and other documentation; inspection of improvements; and for other costs as set forth in these Conditions within 30 days after receipt of an invoice for such fees. If Applicant fails to pay such costs within 30 days after the date of a written invoice for such costs, Applicant shall be in violation of this Condition.

All members present voted in favor of the motion.

8. Initial View: NONE

9. Correspondence: NONE

10. Other Business:

Due to an anticipated lack of quorum for the November 27, 2023 meeting, the Planning Commission discussed cancelling that meeting with an alternate date of December 4, 2023 in case of time-sensitive business.

11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Monday, October 23, 2023** beginning at 7:00 P.M.
12. The meeting was adjourned at 9:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Justin S. Evans". The signature is written in a cursive, flowing style.

Justin S. Evans  
Township Manager/Zoning Officer



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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## Minutes of the Regular Meeting of the Mount Joy Township Park & Recreation Board Held on October 10, 2023

1. Karen L. Boyer, Chairperson, called the meeting to order at 7:00 P.M. in the Mount Joy Township Fairview Municipal Building at 8853 Elizabethtown Road, Elizabethtown, PA 17022.
2. Roll call: Present – Karen L. Boyer, Donald Bush, William Duncan, John L. Felix, Jr. and Adam Reed.

Others in attendance – Justin S. Evans, Township Manager.

3. Public Comment:

Robert Miller, 2625 Stauffer Road, Mount Joy, PA 17552, was in attendance to discuss vandalism, graffiti, and leaky roofs at Pavilions 3 and 4 at Cove Outlook Park. He also observed something that looked like Nazi symbology. He reported he has visited Little Chiques Park that had 9 pavilions and only found 1 with visible graffiti. It appears to Mr. Miller that the maintenance personnel cover up graffiti with paint. He has also gone to Rapho Park which has 5 structures and is equipped with dusk to dawn lights. He did not observe any graffiti at this park.

4. Approval and ratification of the minutes of the September 12, 2023 meeting:
5. A motion was made by John L. Felix, Jr. and seconded by Donald Bush to approve the meeting minutes for September 12, 2023 as written. All members present voted in favor of the motion.
6. Old Business:

- a. Tree Projects:

Locations of trees will be determined prior to them being planted. The trees for both Wolgemuth Park and Old Trolley Line Park have been ordered from Rutt's Nurseries and will be planted in November, but a date has not been set. A quote has been received for \$1,200.00 for the removal, chipping and cleanup of the trees, which will be done by Rutt's Nursery as well. There still needs to be work on getting someone to do the stump removal. The plantings can be done without the stumps being removed right away. The tree that is in the middle of the parking lot at Wolgemuth Park will be watched for now. Mr. Evans stated that staff will work on getting some quotes for the stump removal. The project is still under budget.

- b. Cove Outlook Park – Pavilion #4:

Ms. Boyer summarized the memo that was received from the Roadmaster concerning the condition of pavilion #4. He outlined his concerns: wasps, leaking of roof due to its location, graffiti, etc. His recommendation is to remove the pavilion. Mr. Evans stated it is located in a nice location. Vandalism seemed to increase in 2020. Rules signs needed to be replaced due to vandalism and symbolic signs seemed to appear. If another pavilion is to be installed, there is no room in the area of pavilion 2 & 3 where the water and electricity are. There is room in the area of Pavilion 1, but there is no water & electricity. Mr. Felix stated he thinks that many times

pavilions 2 & 3 are rented by the same people for when a larger group gets together. Mr. Felix asked if a pavilion could be added down in the area of the volleyball court. Mr. Bush stated he thought no structures were allowed in the floodplain. Ms. Boyer asked if water and electricity could be added in the area of pavilion #1. There was a discussion as to where the water and electric lines are. Mr. Evans stated a study would need to be done to see if it would be feasible. Mr. Felix thinks 5 pavilions would be used if available. Mr. Felix feels that any new pavilions installed should be of the same material as the new pavilion at Wolgemuth Park as that one is maintenance free. Mr. Bush stated he would not want to spend any money on a new roof, staining, etc. on pavilion #4 if it were removed soon. Mr. Reed feels a pavilion should be placed near #1 with added amenities. Mr. Duncan asked if a grant was to be done, should the water and electricity be included? Mr. Evans stated it could be. There was a discussion on what is needed and wanted at the park. Whatever is done at Cove Outlook Park would require a feasibility study and a consultant to lay everything out. Ms. Boyer asked if we want to keep pavilion #4 as is and see how it goes? Also, how far do you want to go with Cove Outlook Park knowing that we also have Old Trolley Line Park that we want to expand. Mr. Felix asked if it needs to be a grant? Mr. Evans stated it could be just a budget item. Mr. Bush feels that pavilion #4, as it stands, is a liability issue.

A motion was made by John L. Felix, Jr., and seconded by William Duncan to put one table in pavilion #4 for the time being and re-evaluate the issues in the spring. All members present voted in favor of the motion.

Mr. Reed feels the expansion of Old Trolley Line Park should be the next project to spend money on. Mr. Bush stated with inflation in costs a discussion really needs to be had. Mr. Duncan asked what it takes to have feasibility completed and gather costs. Mr. Evans stated the cost of the pavilion would be easy since the one at Wolgemuth Park was completed this year. There may also be costs for grading and locating the utilities. Mr. Duncan asked who would be able to get the costs for extending water and electric lines to the area of pavilion #1? Mr. Evans feels the Township Engineer may be able to get some costs together.

Mr. Felix suggested using a combination lock on the water, and the combination be given to the renter of the pavilions. The Public Works Department could lock it when the trash is done on Monday. The lock combination could be changed every so often.

## 7. Updates on Park Projects:

### a. Wolgemuth Park –

- [a] Removal of poles at the baseball field along Elizabethtown Road – Mr. Evans said the Board should make sure the poles and nets will not be needed in the future. They were installed 10 or more years ago when the field was used by adult leagues. It is no longer used by organized teams and is used in a more casual way. There is no harm in leaving them in place although they should be painted. Ms. Boyer would like to see them removed and the outfield fence raised in height.

No motion was made on the possible removal of the poles.

- [b] Walkway from Municipal building to Wolgemuth parking lot – There has been talk in recent months about the possibility of adding a walkway from the municipal building to the lower parking lot. The Township Engineer made a schematic plan of an asphalt walkway that would meet the required 5% grade for accessibility. To go from parking lot to parking lot would not meet the accessibility requirements. Ms. Boyer asked where the money would come from the General Fund or Park & Recreation Fund? Mr. Evans stated

the Board of Supervisors would make that decision. The earthwork is what drives up the cost.

A motion was made by John L. Felix, Jr. and seconded by Karen Boyer to recommend to the Board of Supervisors that a walkway be constructed that would connect the municipal building parking lot to the lower area of Wolgemuth Park. Ms. Boyer, Mr. Duncan, Mr. Felix and Mr. Reed voted in favor of the motion. Mr. Bush abstained from voting due to lack of background information. Motion passed.

b. Old Trolley Line Park –

- [a] New foundations for benches placed for an Eagle Scout project – The benches that were installed via an Eagle Scout project need new foundations as the stones are caving in. We are looking for the Public Work Department to install concrete pads under the benches. Mr. Bush asked what the timeline was for getting this project completed. Mr. Evans said the PWD would be able to start this project once asphalt is not available for road projects.

8. Conewago Trail Crossing @ SR743:

Mr. Evans stated the agreements have been signed. The Township has not received a finalized plan. We understand PennDOT's engineer is still working on the final plans. The Township will pass any updates on the project to the Park & Recreation Board and the Board of Supervisors.

9. Raffensperger Tract:

Mr. Evans stated talks have been off and on with the Raffenspergers. Apparently, their goal now is to put the property up for sale. The land is currently zoned Rural so unless they were developed with 1-acre tracks, the property would need to be rezoned. Gerald G. Cole, Supervisor, along with the Park & Recreation Board have recommended that the approximately 9 ½ acres on the far northeastern end of the property be put on the Township's Official Map as a future park. Mr. Evans provided the Board, along with those in attendance, the history of the property and what goes into obtaining land and developing parks.

A motion was made by Adam Reed and seconded by John L. Felix, Jr. to make a recommendation to the Board of Supervisors that a portion of the Raffensperger track along Sheaffer Road be added to the Township's Official Map as a potential future park. All members present voted in favor of the motion.

10. Correspondence:

a. 2024 Meeting Schedule.

11. The next meeting of the Park and Recreation Board is scheduled to be held on **November 14, 2023** at **7:00 P.M.**

12. A motion was made by John L. Felix, Jr. and seconded by William Duncan to adjourn the meeting at 8:42 P.M. All members present voted in favor of the motion.

Respectfully Submitted,



Patricia J. Bailey, Secretary



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## Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, October 4, 2023

1. Chairman Gregory R. Hitz, Sr. called the meeting to order at 6:40 P.M. in the Mount Joy Township Municipal Building located at 8853 Elizabethtown Road, Elizabethtown, PA 17022.

2. Meeting Attendance:

- Members Present: Gregory R. Hitz, Sr., James E. Hershey, and Robert F. Newton, Jr.
- Members Absent: None
- Alternate Member Present: None
- Township Representatives: Justin S. Evans, Township Manager/Zoning Officer
- Lancaster County Court Reporter: Angela Kilby
- Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas

3. A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to approve and ratify the minutes of the July 26, 2023 meeting. All members voted in favor of the motion.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to approve and ratify the minutes of the September 6, 2023 meeting. All members voted in favor of the motion.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to approve and ratify the minutes of the September 13, 2023 meeting. All members voted in favor of the motion.

4. Mr. Evans, Township Zoning Officer, stated that a Public Notice was published in the September 15, 2023 and September 22, 2023 editions of the LNP. The subject properties were posted on September 25, 2023.
5. Procedural briefing by the Zoning Hearing Board Solicitor
6. Render a decision on the following case:

Zoning Case #230003 [Hearings held June 7, 2023 and July 26, 2023]

- a. Applicant/Landowner: Elizabethtown Mount Joy Associates, L.P. (a.k.a. Elizabethtown Associates, Inc. and Elizabethtown Associates)
- b. Property Location: Generally located at the northeast corner of the intersection of Cloverleaf Road and West Main Street, consisting of the following two tax parcels:
  - 1) A parcel fronting upon Cloverleaf Road, Mount Joy, PA 17552; Tax Parcel ID #461-00486-0-0000
  - 2) A parcel fronting upon W. Main Street and Cloverleaf Road, Mount Joy, PA 17552; Tax Parcel ID #461-82176-0-0000
- c. Zoning District: C-1 – Limited Commercial District
- d. Variance Requests:
  - 1) Chapter 135, Article XIII, §135-122: shopping center in the C-1 District
  - 2) Chapter 135, Article XIII, §135-122: vehicular fuel pumps in the C-1 District
  - 3) Chapter 135, Article XXII, §135-256.A(1): shopping center in excess of 50,000 sf. in the C-1 District



4) Chapter 135, Article XXII, §135-256.A(3): vehicular fuel pumps in the C-1 District

Solicitor Henry stated that the testimony was closed and public comment heard at the July 26, 2023 meeting. The applicant submitted their Findings of Fact and Conclusions of Law on September 6, 2023. He polled each member separately to draft a written decision containing 32 Findings of Fact and 36 Conclusions of Law with discussion and a decision for the Board to review. As drafted, the decision denies the application.

Mr. Newton noted that the applicant did not present credible evidence to show they are entitled to a use variance. The applicant failed to meet its burden of the variance criteria with substantive evidence.

A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to deny the requested variances and accept the written decision. All members present voted in favor of the motion.

7. Zoning Case #230012

a. Applicant/Landowner: Vistablock Westmount, LLC

b. Property Location:

1) 1607 Harrisburg Avenue, Mount Joy, PA 17552; Tax Parcel ID #461-15182-0-0000

2) Harrisburg Avenue, Mount Joy, PA 17552; Tax Parcel ID #461-95688-0-0000

c. Zoning District: R-2 – Medium Density Residential District

d. Appeal of Zoning Ordinance Determination / Variance Requests:

1) Chapter 135, Article XXII, §135-262.D: townhouses prohibited on cul-de-sac or dead-end streets

2) Chapter 135, Article XXII, §135-262.L: minimum lot width

e. Variance Request:

3) Chapter 135, Article XXII, §135-383.C(3): expiration of approvals

Attorney Reilly Noetzel of Barley Snyder, Brandon Conrad of Vistablock Westmount LLC, and Brent Good of ELA Group presented the case.

The following individuals requested party status as nearby property owners:

- Henry & Kristina Werner, 1759 Harrisburg Avenue, adjoining the property – no objection from the applicant
- Andrea Denlinger, 1715 Harrisburg Avenue, adjoining the property – no objection from the applicant
- Leon & Anna Gehman, 1727 Harrisburg Avenue, adjoining the property – no objection from the applicant
- Joel & Sherry Garber, 1631 Harrisburg Avenue, adjoining the property – no objection from the applicant

A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to accept the party status of the aforementioned individuals. All members present voted in favor of the motion.

Attorney Noetzel explained that the applicant's approach is to appeal the Zoning Officer's determination of the two identified sections of the Zoning Ordinance. If the determination is upheld, the applicant is seeking relief through variance requests of those sections. The proposed residential development is going through the land development process and has addressed various matters with staff and the Planning Commission.

Section 135-262.D prohibits townhouses on dead-end streets. The western segment of Street A terminates in a cul-de-sac at the property boundary. The applicant's position is the townhomes can be accessed with full circulation in common parking areas instead of solely relying on the cul-de-sac to turn around. Mr. Good commented that the Planning Commission encouraged an alternative design for parking after the original plan had driveways with direct access to the roads. Attorney Noetzel believed the intent of the ordinance has been met by the current layout.

Mr. Good commented that the Subdivision and Land Development Ordinance encourages roadway connections to adjoining lands that may be developed in the future. Full loop travel through parking lots south of Street A as well as turnaround areas at the ends of dead-end parking lots allow vehicles to not have to back out onto roads. The townhomes are not directly accessing dead-end streets.

Mr. Newton expressed concern with so many dwelling units on a dead-end street. Mr. Good responded with a proposed emergency access between the parking lots south of Street A and Street B. Mr. Hitz questioned whether the dead-end restriction applies to the townhouse building on Street C. No, because it will be reconfigured as an access drive.

On-street parking will be provided at various points on Street A and Street B. The street cross-section includes two, 10' travel lanes and 8' wide parking spaces where provided.

Section 135-262.L requires a minimum lot width of 20' for townhouses. This has been applied to the site as requiring 20' of width multiplied by the number of townhouse dwellings on a given lot. Attorney Noetzel stated their position that the proposed development creates a different circumstance compared to the typical townhouse layout where individual units are on their own lots. This uses several larger condominium lots with multiple townhouses on each. He believes that the Township's interpretation of this section is actually a density limit versus a lot width issue.

Mr. Good confirmed that all other applicable bulk and area standards are being met. He stated that Lot 4 would need 1,660' of lot frontage per the Township's position. Lot 4 will contain 83 townhouses and Lot 5 will have 48. Each building will have a maximum of six units. All lots other than Lot 4 meet the frontage requirement.

Mr. Hitz asked about the condominium structure for the development. The dwelling types are townhouses on several condominium lots, which is the form of ownership. Common ground will be owned through a condominium or homeowners' association that has not yet been set up. The streets are to be dedicated to the Township but the parking lot access drives will remain private. All but one townhouse building will contain six dwellings; the other will contain five. The existing pole building on the property will be converted into an amenity such as an indoor play area and clubhouse.

The applicant moved to their variance requests as alternatives to the interpretation appeal. Mr. Good provided an overview of the project layout:

- The site is relatively narrow in depth due to the Amtrak line to the north and Harrisburg Avenue to the south.
- Karst geology underlays the property so subsurface testing is needed.
- Nearby sewer pump stations are generally undersized so a new line will be constructed under the Amtrak line, westward along Route 230, and north on Ridge Run Road to the Schwanger Road pump station.
- A large 100' wide PPL right-of-way with 50' setbacks on each side cross through the site.
- Limited frontage on Harrisburg Avenue constrains the development layout, as does a public water well, multiple residential lots on Harrisburg Avenue, and a steep bank along one section of the frontage.
- The proposed Street A is designed to eventually connect through the property to the west into Bradfield Drive.

Mr. Conrad addressed the financial hardship resulting from the strict interpretation of the two Zoning Ordinance sections. His company has owned the eastern portion of the site for several years now. The western portion was recently acquired. 220-230 dwelling units are needed to break even on the construction costs, especially with the \$3.2 million expense of extending public sewer. \$12 million is needed to build out the site. 230 dwelling units will not carry these costs. He has approached several homeowners on Harrisburg Avenue to purchase land and provide an additional access point, but has been unsuccessful so far.

Township Supervisor David Sweigart spoke about the public sewer situation as a representative on the sewer authority board. He also attested to the availability of sewage treatment capacity for the project.

The applicant acknowledged receipt of the Zoning Officer's September 13, 2023 letter and generally agreed with the content. Parties began their questioning of the applicant.

Henry Werner asked what would happen if a traffic accident blocked the intersection of Street A & Street B. Mr. Conrad plans to provide an emergency-only access from Street B near the pole building to the southern parking lots. It will look like a walking path but built with the capability to handle emergency vehicles.

Sherry Garber asked where the runoff from the western portion of the site will go. Mr. Good stated it flows to the rear although most of the property flows towards Harrisburg Avenue. She also questioned the need for the time extension request with concern for disruptive construction activity persisting for multiple years.

Joel Garber asked how much traffic will be generated and whether the four-way intersection in Rheems and the tunnel under the rail line can handle it. Mr. Conrad stated that a traffic study has been submitted to address this concern.

Andrea Denlinger asked about logistics of multiple large emergency vehicles responding to an incident and needing to turn around. Mr. Conrad discussed the routing through the site and confirmed that the 80' diameter cul-de-sac is sufficient and meets the Township's road requirements.

Anna Gehman noted there is an alley behind their homes along the property's southwestern boundary. How will that area be treated? Mr. Good stated that a landscaped buffer will be provided along their rear yards. Leon Gehman asked if that alley will be improved. That needs to be researched further. What will be done to the railroad underpass east of the site? It is being considered in the traffic study along with four other intersections. PennDOT's requirements will become part of the land development. Mr. Gehman expressed concerns that they were not notified as adjoining to the application.

Mr. Newton was concerned with the parking lots on Lot 2 and 3, specifically whether emergency vehicles could turn around in them. Mr. Good stated they could. Part of the design issue is PPL's restriction on grading within their right-of-way.

Parties were allowed to provide their testimony after the questioning of the applicant was finished. Andrea Denlinger stated that the alleyway behind her home is used by PPL to access the utility lines for those existing houses. Proposed landscaping and other features should be adjusted accordingly.

Sherri Garber expressed concern with the requested time extension and living next to a construction site for multiple years. She felt this was a financial issue and not a hardship. Mr. Conrad understood those concerns and prefers to finish the project sooner than later but cannot promise a timeline.

Public comment was opened. Dan Tracy noted his emergency planning experience, commenting that fire truck maneuverability in a townhouse community can be a challenge during a large emergency.

The Board entered into Executive Session at 8:12 p.m. and returned at 8:35 p.m.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to deny the applicant's appeal of the Township's zoning determinations of Sections 135-262.D and 135-262.L. All members present voted in favor of the motion.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to deny the requested variances from Sections 135-262.D and 135-262.L due to the lack of hardship demonstrated. All members present voted in favor of the motion.

Mr. Hitz stated that the variance request from Section 135-383.C(3) was denied as moot.

8. Zoning Case #230013

- a. Applicant/Landowner: Rheems Retail Center, LLC
- b. Property Location: 2040 West Main Street, Mount Joy, PA 17552; Tax Parcel ID #461-02867-0-0000
- c. Zoning District: C-2 – General Commercial District
- d. Special Exception Requests:
  - 1) Chapter 135, Article XXIV, §135-333.C(9): dynamic display sign
  - 2) Chapter 135, Article XXIV, §135-334.E: sign within the street right-of-way
- e. Variance Requests:
  - 3) Chapter 135, Article XXIV, §135-333.C(9)(b): dynamic display sign within the front setback
  - 4) Chapter 135, Article XXIV, §135-333.C(9)(c): second dynamic display sign on the same property
  - 5) Chapter 135, Article XXIV, §135-334.H: freestanding sign above the maximum height

Attorney Sheila O'Rourke of Gibbel Kraybill & Hess presented the case with property manager Anil Jivani, Tim Arntz of Light-Heigel Associates, and Nathan Martin of Horst Signs. Attorney O'Rourke submitted a packet of exhibits labelled as A-1 through A-8.

Mr. Jivani began his testimony and referred to the following exhibits:

- A-1: aerial image
- A-2: five photos of businesses and signs located on the site
- A-3: permit issued for the billboard and two freestanding pylon signs
- A-4: proposed and existing sign illustrations

Mr. Jivani identified the existing businesses in the retail center and the convenience store. This property has been the subject of ZHB approvals for a drive-thru around the convenience store and a parking reduction. An existing electronic message center is used to display gas prices. The proposed sign will replace this in the same location. Another existing freestanding sign along Route 230 advertises businesses within the retail center. A billboard along Colebrook Road was approved by the ZHB in 2018.

The permit in Exhibit A-3 approved the erection of two freestanding signs and one billboard. However, only the billboard and one pylon sign was actually constructed. The applicant's proposal is to replace the convenience store sign with a

dynamic display sign that periodically changes messages. Mr. Jivani noted that he wishes to replace the sign for a more effective way to display gas prices and change the message area for the convenience store.

Referencing Exhibit A-4, Mr. Jivani attested that the new sign will have the same height as the existing sign. The existing sign face is 9' x 14.3' compared to the proposed sign face dimensions of 9' x 14.1'.

Mr. Arntz provided testimony as a designer of the Rheems Retail Center project and referred to the following exhibits:

- A-5: boundary and existing conditions plan
- A-6: zoning map excerpt
- A-7: image containing a measurement between existing and proposed dynamic display signs on site

He confirmed that the property contains 1.79 acres and is zoned C-2 – General Commercial. It has frontage on West Main Street (SR 230) and Colebrook Road (SR 4025) with three separate driveways: a right-turn in from Colebrook Road, a right-turn in from West Main Street, and a full access further to the east on West Main Street. The current billboard is located along Colebrook Road and the Rheems Retail Center pylon sign is along West Main Street.

When constructed, the pylon sign was located outside of the right-of-way but additional right-of-way has since been granted so it is now located within the right-of-way. The Sunoco sign to be replaced is also now within the recently dedicated right-of-way. Mr. Arntz provided background on the right-of-way dedication that has occurred in recent years and noted that the signs may continue to be located within the right-of-way as part of the most recent land development plan approvals.

Mr. Arntz addressed several criteria for the proposed dynamic display sign:

- It will be located approximately 331' from the nearest residential zoning district and is separated by an Amtrak right-of-way.
- The existing sign is located within the right-of-way and does not meet the 30' setback. Conformity with this setback will create traffic conflicts on the site and issues with the underground fuel tanks. Replacing the sign in the same location represents the least amount of relief necessary.
- The proposed sign represents the second dynamic display sign on the property, exceeding the maximum requirement of one. However, the Zoning Ordinance permits multiple principal uses on a property and this property has been approved for two uses. The convenience store and retail center meet the applicable requirements for multiple uses on individual lots. The existing dynamic display sign can be associated with the retail center while the proposed sign can be associated with the convenience store.
- Approximately 228' is the separation distance between dynamic display signs.

The surrounding areas are commercial in nature. The proposed sign will not negatively impact those uses.

Mr. Martin assisted Rheems Retail Center with its current signage. He prepared Exhibit A-4 and agreed with Mr. Jivani's testimony that the proposed sign is of similar size to the existing sign. They will repurpose the existing footer and poles, but decorative pole covers will be used. Exhibit A-8 details the features of the proposed sign. It can be programmed to meet the interval requirements of the ordinance. Additionally, it is designed to meet municipal regulations such as hold time and brightness. It will not create objectionable glare and can be turned off in case of malfunction.

The applicant acknowledged receipt of the Zoning Officer's September 14, 2023 letter and concurred with its contents.

A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to grant approval of the following requests:

- (i) A Special Exception pursuant to Section 135-333.C(9) of the Ordinance to permit a dynamic display sign;
- (ii) A Special Exception pursuant to Section 135-334.E of the Ordinance to permit a sign within the street right-of-way;
- (iii) A Variance from Section 135-333.C(9)(b) of the Ordinance regarding the front setback for dynamic display signs;
- (iv) A Variance from Section 135-333.C(9)(c) of the Ordinance to permit a second dynamic display sign on the Property; and
- (v) A Variance from Section 135-334.H of the Ordinance to exceed the maximum height for signs.

Such relief is subject to the following conditions and safeguards which the Board deems reasonable and necessary to implement the purpose of the Ordinance and the Pennsylvania Municipalities Planning Code:

1. The Applicant and/or the owner(s) of the Property shall comply with all other provisions contained in the Ordinance for which relief has not been requested or granted.
2. The Applicant shall obtain all applicable permits for the construction of the proposed sign, including a Pennsylvania Uniform Construction Code permit.
3. The Applicant and any representative of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Board at the hearing held on October 4, 2023 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

9. Zoning Case #230014

- a. Applicant: 1376 Campus Road Associates, LLC
- b. Landowner: The Raymond H. Myer Testamentary Unified Credit Trust & The Estate of Elizabeth Myer
- c. Property Location: 1376 Campus Road, Elizabethtown, PA 17022; Tax Parcel ID #460-72608-0-0000
- d. Zoning District: R-2 – Medium Density Residential District
- e. Variance Requests:
  - 1) Chapter 135, Article XI, §135-105.B: minimum lot size
  - 2) Chapter 135, Article XI, §135-105.C: minimum lot width

Attorney Claudia Shank of McNees Wallace and Nurick represented the applicant along with Chris Venarchick of RGS Associates. Exhibit A-1 is an aerial photo of the property, which contains 128 acres located at 1376 Campus Road. The applicant is developing the property with a mix of residential dwelling types.

Ryan Davidson of 101 Woodland Avenue adjacent to the site requested party status. The applicant did not object. A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to grant Mr. Davidson party status. All members present voted in favor of the motion.

Attorney Shank identified the subject of the hearing, which is the subdivision of a small piece of the development tract as depicted in Exhibit A-2. The small area between Mr. Davidson's lot and another adjoiner to the north is the subject of litigation initiated in 2021. Mr. Davidson is contesting ownership of the area and the applicant wishes to divide it from the development tract while the dispute is being settled.

The proposed lot does not meet the ordinance's minimum lot width and lot size. However, they are open to a restriction on the property that no principal structure would be constructed upon it. There is interest in selling the property to Mr. Davidson, which would be facilitated by this subdivision.

Mr. Venarchick provided an overview of the site and oriented the subject area as being located at the western edge along Woodland Avenue. A line was struck across the rear of the residential parcels along Woodland Avenue to create the proposed lot. He stated that subdividing this land will not create an adverse impact on the surrounding neighborhood.

The applicant acknowledged receipt of the Zoning Officer's September 14, 2023 letter and agrees with the proposed conditions. That includes a prohibition on the construction of a principal structure. Mr. Davidson spoke to his desire to purchase the proposed lot and potentially consolidate it into his residential lot. He is not opposing the application.

During a public comment period, David Sweigart spoke to his history with the entire property. His family has farmed the land for a long time. Mr. Sweigart asked about the development's access to Woodland Avenue. Attorney Shank stated that a road was proposed there in one of the original versions of the development plan but has since been removed. Mr. Venarchick confirmed that the proposed residential development will not access Woodland Avenue and will access Groff Avenue and Campus Road instead.

A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to grant the following requests:

- (i) A Variance from Section 135-105.B regarding minimum lot size; and
- (ii) A Variance from Section 135-105.C regarding minimum lot width.

Such relief is subject to the following conditions and safeguards which the Board deems reasonable and necessary to implement the purpose of the Ordinance and the Pennsylvania Municipalities Planning Code:

1. The Applicant and/or the owner(s) of the Property shall comply with all other provisions contained in the Ordinance for which relief has not been requested or granted.
2. The Applicant shall file and gain approval of a subdivision plan through the Mount Joy Township Planning Commission.
3. Following subdivision approval, the Applicant shall record a deed restriction against the Proposed Lot prohibiting any future construction of a principal structure or use upon the Proposed Lot.
4. The Applicant and any representative of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Board at the hearing held on October 4, 2023 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

10. Zoning Case #230015

- a. Applicant/Landowner: Elizabethtown Mt Joy LLC
- b. Property Location: 2269 South Market Street, Elizabethtown, PA 17022; Tax Parcel ID #460-32729-0-0000 & #460-04088-0-0000
- c. Zoning District: C-2 – General Commercial District
- d. Special Exception Request:
  - 1) Chapter 135, Article XIV, §135-133.N: miniwarehouses

Prior to the meeting, the applicant submitted a request to continue the hearing via an email dated October 4, 2023. A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to approve the applicant's request to continue the hearing to the November 1, 2023 meeting date. All members present voted in favor of the motion.

11. Next regularly scheduled hearing will be held Wednesday, November 1, 2023, beginning at 6:00 P.M.
12. A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to adjourn the meeting at 9:31 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Justin S. Evans, AICP  
Township Manager/Zoning Officer

For: Robert F. Newton, Jr., Secretary  
Mount Joy Township Zoning Hearing Board

**Northwest Regional Lancaster County Police Commission**  
**8855 Elizabethtown Road**  
**Elizabethtown, PA 17022**

**Minutes of the Regular Meeting of the**  
**Northwest Regional Lancaster County Police Commission**  
**Held on September 26, 2023**

1. Doug Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Doug Hottenstein led the pledge of allegiance.
2. Roll Call: Present – Douglas A. Hottenstein, Ralph Horne, Debra Dupler, David W. Sweigart II and Eric Kreider were in attendance.
3. Public Comment: Aaron McCoy, President of the NRLCPD Association commented in regard to recent meetings to discuss regionalization with Elizabethtown Borough PD. He stated that if regionalization is going to be seriously studied, the Association desires to be involved in the process. Aaron said there was not intent to stop the process of a study, the Association would like to be involved from the beginning.
4. Consent Calendar:
  - a. Approval and ratification of the minutes of the August 22, 2023 meeting.
  - b. Accept and ratify the Treasurer's Report for the period of January 1 to August 31, 2023, subject to audit.
  - c. Approve payment of all bills via Bill Lists #16, 17, 18, 19, and #20 in the amount of \$150,707.81. Ratify payment of all payrolls for the period of 8/10/23 and 8/24/23, inclusive, in the amount of \$185,980.57, which represents two (2) pay periods.
  - d. Raymond James Pension Account summary from August 1 through August 31, 2023.

A motion was made by Debra Dupler, seconded by Ralph Horne to approve items a. through d. of the Consent Calendar as presented. All members present voted in favor of the motion.

5. Old Business:

Chief Mayberry gave an update on the 20<sup>th</sup> Anniversary Celebration of NRLCPC that will be held on Sunday, October 15, 2023 at 1 p.m. The event is being catered by Harvey's BBQ and will be held at the Wolgemuth Park Pavilion (in case of rain in the Mount Joy Township meeting room). At this point, approximately 60 people have responded that they will be attending.

2024 Ford vehicle order update. Information from New Holland Ford provided that any Fords ordered this year will be filled in 2024. Anything ordered in October or November will be ok for 2024. Anything ordered past that point will be 2025 and will not arrive until later in the year 2024. A verbal commitment must be made with New Holland in order to receive a vehicle. The commission agreed that since there are two vehicles in the 2024 budget that it would be ok to place an order for a new vehicle.

6. New Business:

Marc Hershey presented and outlined the 2024 Budget for the Commission. The municipal share did change slightly, decreasing West Donegal's portion. Mount Joy Township will have an increase of 5.1% and West Donegal Township will have a 3.7% increase. There is a 3.7% increase in the total budget amount from 2023. A large percentage of the increase is driven by the contractual agreement with the wages. The rent increase from Mount Joy Township is \$15,864. IT networking/computer processing expenses have increased \$7500. Doug Hottenstein questioned the IT budget line of \$62,500 and asked that it be broken down and itemized for a closer look.

Chief Mayberry asked the Commission to consider the purchase of 17 new Glock G45 MOS (optic ready) pistols. The projected delivery is 120 days. The pistols are \$429 per gun. The Department is converting duty weapons to include pistols with optics. Chief Mayberry just received a price from Justin Gorman at Kinsey's today with a price of \$110 per holster. Donations have been received towards this project and most Officers are purchasing their old duty weapons for \$350 each. \$7000 has been budgeted for this project. The optics are Holosun 509T Optics at \$314 per optic. Total price for optics, holsters, mounting plates, suppressor height sights is approximately \$10,000. Donations have been received totaling \$3000. Deb Dupler made a motion, seconded by David W. Sweigart III to purchase the pistols, optics and holsters. All those present voted in favor of the motion.



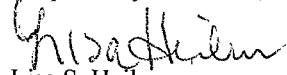
7. Advisements:

- a. Drug Take Back Event is scheduled for October 28, 10 a.m. to 2 p.m., at the Giant Food Store.
- b. Saint Peters Church donated \$280 towards National Night Out.
- c. Officer Aaron McCoy successfully completed his DRONE pilot certification.
- d. NWRPD participated with Second Chance PA/Blue Prints with a ride-along program on September 8. A certified mental health responder rode with Officer Danny Gordon.
- e. NWRPD will be participating in the Pink Patch Program. Officers will be wearing a Department Pink Patch. You can also order Pink Patch apparel. Information is on the Department Facebook Page.
- f. Officer Brad Redinger, Officer Seth Arnold, Officer Chris Good and Officer Aaron McCoy attended a two-day Search and Seizure Training.
- g. NWRPD will be participating in a Faith & Blue Event which will be held on Saturday, October 7 from 11 a.m. to 1 p.m. The event will be held at the Elizabethtown Grace Church. SRPD, EPD, MJBPD, NW EMS, and the Rheems Fire Department will also be participating.

8. Correspondence:

- a. Calls for Service –August 2023
  - b. Police Activity Report –August 2023
  - c. Overtime Report – August 2023
  - d. Police Cruiser Mileage Chart – August 2023
9. The next scheduled meeting of the Northwest Regional Lancaster County Police Commission is to be held on Tuesday, October 24, 2023 beginning at 7:00 P.M., at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.
10. A motion was made David W. Sweigart, III, seconded by Ralph Horne to adjourn the meeting at 7:40 P.M.

Respectfully submitted,



Lisa S. Heilner  
Assistant Secretary/Treasurer  
Northwest Regional Lancaster  
County Police Commission

**EAWA WORK SESSION MEETING MINUTES  
SEPTEMBER 23, 2023 - 8:00 AM**

**1. CALL TO ORDER:**

**2. PUBLIC COMMENT:**

**3. REPORTS:**

**a. Manager's Report**

**i. Meetings and Dates**

- a. Current meeting schedule is Work Session on 1<sup>st</sup> Wednesday and Regular Meeting on 2<sup>nd</sup> Monday. The consensus of the Board was to retain the meeting schedule for 2024.

**ii. Act 205 Pension**

- a. Current status of the account and balance as of 8/30/2023 was reviewed with the Board: \$470,325.81
- b. YTD Return: 5.84%
- c. Current investment objective: Income, with medium risk tolerance and a 5 to 10 year timeline, contribution level at 6.5% of employee income
- d. Anticipated contribution for 2024: \$48,555. Becker indicated this item includes assumptions that are yet to be approved in the 2024 Operations Budget.

**iii. Personnel and Administration**

- a. Personnel: Treese indicated the subcommittee looked at several items affecting personnel policy and staffing, focusing on items to improve operations and employee retention. He indicated that several of the items looked at impacted both the subcommittees. Items recommended for adoption:
  - Skills Transfer: set priority to have full time staff absorb tasks and skills currently completed by part time staff.
  - Outsourcing of mowing: each of the member municipalities outsource their grass mowing. Difficulty in obtaining summer help and outsourcing of the mowing would allow staff to focus on the core skills of water treatment and distribution. The consensus of the Board was to seek bids for mowing in 2024. Becker indicated a bid would be advertised later this year. Murphy inquired about plowing. Becker indicated he was less likely to recommend bids for plowing due to the difficulty the Borough has had getting bids and the fact that you must pay the plower whether they plow or not.
  - Juneteenth Holiday Observance: most recently adopted Federal, State and Banking holiday. After a brief discussion, the consensus of the Board was to include the holiday in those observed by the Authority.

- Long Term Disability Insurance for Employees: Becker indicated that the subcommittee had looked at additional ways to incentivize employment. Authority currently provides short term disability insurance for employees (60% pay for 13 weeks). Long Term disability (up to 5 years, 60% pay) relatively low-cost employee benefit. Combined short term and long-term premium is approximately \$7,700. After a brief discussion, the consensus of the Board is to offer additional insurance in 2024 to employees as part of the benefits package.
- Staffing of the Admin office was discussed. The subcommittee had identified an Assistant Business Manager/Billing Coordinator for potential hire in 2024. Becker indicated that a prolonged absence of any employee makes it difficult to maintain all the office processes effectively. Additionally, added staff should help with continuity of operation as employees leave Authority service.
- EAWA Administrative staff to revise and develop position descriptions for 2024.
- Becker indicated that a revised Personnel Policy Manual to be presented to the Board for approval in January 2024.

**iv. Operations Budget and Cash Flow – Refer to:**

- a. Monthly Cash Flow Summary and 2024 Draft Operations Budget with updated Revenue and Expenditures through August 31, 2023, were reviewed by Becker with the Board;
  - Inflationary Pressure – Becker anticipates that inflationary pressures and supply chain disruption will continue. Most recent Bureau of Labor Statistics for the Mid-Atlantic year to year, 2.8%”
  - Insurance: EHD indicates market pressure is upward on all insurance. Estimates 8 to 10% increase from Travelers, the current insurance provider. Becker indicated that EHD intends to shop the coverage in the coming year to contain the increase.
- b. Unanticipated 2023 Expenses
  - Chemical Costs: Becker indicated that the cost of sodium hypochlorite more than doubled in 2023 from previous years.
  - Tree maintenance: large trees (ash especially, were a safety issue). Becker stated that it might be a good idea to include tree removal and maintenance in the Capital Budget each year.
  - Vehicle maintenance: several costly repairs but should extend vehicle life of the vehicles.
- c. Healthcare
  - In some good news, Becker stated that Benecon had indicated a slight increase for EAWA premiums of approximately 2.0%. Final rates obtained in early October.

**v. Capital Reserve Account Update**

- a. Becker discussed the current balance of Capital funds with reminder that a Minimum balance implemented by Board in 2021. As in the past, a sweep of all funds more

than the Operational Reserve of \$500,000 from Operating Fund to Capital Reserve at year's end.

**vi. Capital Budget and Facilities Priorities**

a. Facilities Subcommittee discussed and developed several priorities:

- **Cast Iron Pipe Replacement:** The Subcommittee recommends that the Board consider more aggressive replacement of smaller Cast Iron pipe (4-inch and 6-inch), approximately 80,000 feet over a 3-year period, for both reliability and water quality reasons and that the Authority consider alternative funding resources such as PENNVEST. After discussion, it was decided that an additional Engineer be selected to assist through a Request for Proposal allowing GHD to focus on other Authority projects.
- **Funding of other capital needs through the existing Capital Reserve Balance** was discussed. Becker stated that it was important to keep the two funding sources separated if a PENNVEST funding is granted.
- **Meter Update and AMI Implementation:** Becker provided an update to the Board regarding third party assistance in upgrading of installed meters. Approximately 3,000 meters in need of replacement. The approximate installed cost of each meter is \$500 (\$200 for meter, \$200 for MXU, \$100 for installation).

b. Treatment Facilities:

- **Rheems WTP:** The draft GHD study was discussed. The study recommends several improvements, including replacement of the nitrate system due to age (30 years) and VFDs for pump operation. The Board decided to proceed with engineering and permitting for the upgrade.
- **WTP Plant Improvements project:** additional intake pipe, potential clearwell modifications, other plant improvements such as relocation of the membrane cleaning skid to the Chemical Storage Room.
- **Storage Tanks:**
  - established cycle for cleaning, interior coating and painting. In order of priority: Buckingham/Radio Road; Groff; Rockwood; and West Ridge Road. Buckingham Tank on hold waiting for potential grant funding from the Commonwealth.
  - Becker asked that the Board consider a study by GHD to look at adequacy of current storage and plan for future storage needs given projected future growth and service area impacts. It was noted by O'Connell that GHD will need to update the distribution system model as water mains are replaced.
- **Tree Removal:** as briefed by Becker, recommend funding from Capital fund for facilities.
- **Trailer mounted generator:** Applied for County ARPA grant funding. Waiting on a County decision.

c. Vehicles and Equipment:

- No replacements or additions anticipated until 2028. Delivery of new truck anticipated November 2023 (unless impacted by UAW strike)

d. Land Development Pending: an update with current available information was provided by Becker.

<u>Development</u>	<u>Anticipated Year Unit Construction Begins</u>	<u>EDUs Added</u>
StoneyBrook Phase 2B	2024	54
StoneyBrook Phase 3B & 4	2025+	114
Bear Creek Estates	2024	39
Westbrooke IV	2030+	168
Campus Road	2024+	482
Sheaffer Road	2024+	377
Raffensperger	2025+	86
Westmount	2025	289
Cloverleaf & Market	2024+	50
MJT Warehouses	2024?	87
<b>Total</b>		<b>1,746</b>
<b>Current Tapping Fee</b>		<b>\$3,300.00</b>
<b>Potential receipts</b>		<b>\$5,761,800.00</b>

#### vii. Billing / Rates

- a. 2024 Rate Adjustment: the Manager indicated that the preliminary budget points to an increase in revenue of approximately 3 to 4% is necessary to maintain same relative funding as maintained in previous years. An updated budget will be provided to the Board in October with a preliminary rate adjustment recommendation by Becker. Treese asked that in 1Q2024 the Board look out over the next 5 years.

#### viii. Other Priorities

- The Manager indicated there will be a comprehensive update to standard practices and all manuals, including Design Standards.
- Succession Planning: training for junior staff has resumed. Identify additional fresher training for senior staff.

**4. UNFINISHED BUSINESS:** None

**5. NEW BUSINESS:** None

#### **6. BOARD MEMBER'S REMARKS:**

- O'Connell stated that given the size of the water main replacement project, it was very likely that it needs to be completed in multiple phases.
- Treese asked that next year's meeting to be scheduled for September 21, 2024.
- Treese asked that Board Officer compensation was discussed. He indicated that it had not been adjusted since 2018. It was noted that the Board Officers perform many duties outside of meetings, such as subcommittee participation, that are not subject to

compensation. Following discussion, the consensus of the Board was to consider an adjustment of \$25/per meeting in the coming year.

**7. EXECUTIVE SESSION:**

**8. ADJOURN: 11:11 AM**

**Action:** "That the Board adjourns the work session meeting."

**Motion:** K Murphy **Second:** J McCloud **Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

***Approved at the 10/09/2023 Meeting***

**EAWA WORK SESSION MEETING MINUTES  
OCTOBER 4, 2023 - 6:30 PM**

**1. CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 PM by Dale Treese, Charman. Members present: Keith Murphy, Jeff McCloud, Rich Sheidy, Chuck Brewer, Rick Erb, and John O'Connell. Also present were: Del Becker, Authority Manager; Jason Bock, Operations Manager; Cindy Zawrotuk, Engineer; George Alspach, Solicitor and Jill Gebhart, Admin Assistant. Members of the Public: None

**2. PUBLIC COMMENT:** None

**3. REPORTS:**

**a. Manager's Report:**

- i. **Revised Operations Permit:** requirement to abandon & close Well No. 2 in accordance with State requirements. Well had low capacity, was last used in 2012. EAWA has no allocation for use with SRBC or DEP.

As a part of establishing the emergency connection with Masonic Village, the public water supply operations permit came back noting the review found that Well No. 2 was not formally abandoned. Becker is in the process of getting a quote from a professional geologist to abandon the well.

- ii. **DEP Notice of Violation:** manganese concentrations in Wells 3 & 5

Concentrations have varied little for the past 20 years. Previous DEP Operations Permit had provisions for corrosion control. Corrosion control differs from sequestering the manganese in the water. In adding sequestering to the Permit, a significant violation was administratively triggered because manganese is a secondary contaminant level of 0.05 mg per liter (mg/l). Test results have been at 0.1 mg/l which is between the max secondary concentration and the Action level at 0.3 mg/l. The manganese is dissolved in the water. When oxidized it precipitates out, it is commonly released as black flecks in the water. Adding chlorine to the water it oxidizes the manganese. Responding to the notice, we will be in compliance by monitoring the orthophosphate added to water for sequestering and control corrosion.

- iii. **Request for Qualifications:** request sent to 4 firms, due October 16. Engineering firm qualifications will be evaluated for contracts for water line replacements.

**b. Operations Manager's Report:** Jason Bock reviewed his monthly report with the Board. Bock noted slight gain in water levels with recent rain but well and creek levels are still low.

**c. Engineer's Report:** Cindy Zawrotak updated on projects. For the Chlorination System Improvement Project: GHD received applications for payment #1 for materials stored on hand. Documentation is needed from PSI of materials received, before payment goes out. The Water Main Replacement Project: working through final design and



permitting. Waiting on outcome at next CFA meeting for awards on grant funding Nov 21<sup>st</sup>. Wells 6 & 7 Study: draft report on electrical components was submitted, and with Del's comments GHD is finalizing that report.

**4. UNFINISHED BUSINESS:** None

**5. NEW BUSINESS:** None

**6. BOARD MEMBER'S REMARKS:**

McCloud apprised Board that the Elizabethtown Borough Manager submitted her resignation, and the Borough plans for a seamless transition to fill the position.

Murphy asked for an update on the Bowl Mor apartments. Becker sent a letter to the landlord for the building asking names and addresses of tenants, and was directed to talk to the property owner. Numerous calls and certified letters to locate property owner to have a dialog, has yielded no response. Property owner owes tapping fees and penalties. Becker and Solicitor Alspach working on next steps. Recommendation was to update the lien amount for the current tapping fees.

**Action:** Update lien on the Bowl Mor property to the current tapping fees.

**Motion:** K Murphy

**Second:** C Brewer

**Approved**

O'Connell noted Mount Joy Township also has changes with the Township Manager taking another role at the Township.

Sheidy asked about the holes in the field by Norlanco. Becker responded it is possibly for soil sampling reports for underground storage for storm water.

**7. EXECUTIVE SESSION:**

**8. ADJOURN: 7:23 PM**

**Action:** "That the Board adjourns the work session meeting."

**Motion:** K Murphy

**Second:** C Brewer

**Approved**

Respectfully submitted,

D, Becker, PE, Authority Manager

***APPROVED at the 11/13/2023 Meeting***

**EAWA BOARD MEETING MINUTES  
OCTOBER 9, 2023 - 6:30 PM**

**1. CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 P.M. by Dale Treese, Chairman. Members present: Keith Murphy, Rich Sheidy, Jeff McCloud, John O'Connell, Rick Erb and Chuck Brewer. Also, present were: Del Becker, Authority Manager; George Alspach, Solicitor; and Donna Bissinger, Admin Assistant. Not present: Jason Bock, Operations Manager; Cindy Zawrotuk, Engineer, Michele Powl, Business Manager and Jill Gebhart Admin Assistant. Members of the Public: None

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

**3. PUBLIC COMMENT:** None

**4. APPROVAL OF PREVIOUS MINUTES:**

**Action:** "That the Board approves the WS Meeting Minutes of 09/06/2023, Board Meeting Minutes of 09/11/2023, Board Budget Meeting of 09/23/2023, as presented."

**Motion:** K Murphy      **Second:** J McCloud      **Approved**

**5. REPORTS:**

**a. Manager's Report:**

**i. Resolution 2023-10 - Agreement for Meter Reading Services:** Resolution and Agreement was drafted and reviewed by Alspach. Agreement was forwarded to ERSA and approved by the ERSA Board.

**Action:** "That the Board approves Resolution 2023-10, specifically that the (Vice) Chairman of said Authority be authorized and directed to sign an Agreement on its behalf and that the (Assistant) Secretary be authorized and directed to attest the (Vice) Chairman's signature on the meter reading agreement."

**Motion:** K Murphy      **Second:** C Brewer      **Approved**

J O'Connell and R Erb abstained, since they also reside on the ERSA Board.

**ii.**

**Action:** "That the Board approves the proposal for abandonment of Well #2. Cost totaling \$6,765.00 to file paperwork with DEP, geologist services by GeoServices, Ltd. to abandon the well."

**Motion:** K Murphy      **Second:** J McCloud      **Approved**

**b. Operations Manager's Report:** Was presented at the work session meeting.

c. **Engineer's Report:** Was presented at the work session meeting.

d. **Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (09/22/23) distributed with package (\$51,104.54 for balance);
- ii. Statement of *Operating* Revenues & Expenditures for period of SEPTEMBER YTD, distributed with package. Balance: \$ 1,968,873.96, Expenditures: \$176,154.50 & Income: \$75,427.27;
- iii. Statement of *Capital* Revenues & Expenditures for period of SEPTEMBER YTD, distributed with package. Balance: \$8,858,285.73, Expenditures: \$66,291.03 & Income: \$46,792.32.

**Action:** "That the Board accepts the SEPTEMBER Statement of Revenues & Expenditures (Actual vs. Budget)."

**Motion:** K Murphy **Second:** J O'Connell **Approved**

6. **UNFINISHED BUSINESS:** None

7. **NEW BUSINESS:** None

8. **BILLS PAYABLE:** Refer to Unpaid Report;

**Action:** "That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$70,430.13 (10/09/23) and Unpaid *Capital* Fund Bills Detail totaling \$11,098.72 (10/09/23)."

**Motion:** C Brewer **Second:** R Sheidy **Approved**

9. **BOARD MEMBER'S REMARKS:** J McCloud inquired as to how the School District's new turf field and field house project will impact EAWA. Becker replied there will be less revenue when field watering stops. C Brewer asked if a date has been set for the Thank You Luncheon for the entities that helped with the large water main break on Market Street. As of this date EAWA has been unable to coordinate with their schedules. He also asked about the status of board member's terms. K Murphy and C Brewer's terms are up for reappointment. Becker apprised the Board that an updated draft of the budget will be available for review November 1st. Voting to adopt the budget will be held at the December 6<sup>th</sup> meeting.

10. **EXECUTIVE SESSION:** None

**11.ADJOURN: 6:51 PM**

**Action:** “That the Board adjourns the regular meeting.”

**Motion:** K Murphy

**Second:** J McCloud

**Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

**Approved at 11/13/2023 Meeting**



## Elizabethtown Regional Sewer Authority Minutes

**September 12, 2023**

The Elizabethtown Regional Sewer Authority (ERSA) met at 6:30 PM at the public meeting room located at 235 Ersa Drive, Elizabethtown, PA with the following members in attendance: John O'Connell, Dave Sweigart, Al Sollenberger, Roger Snyder and Rick Erb. Ken Shaffer was absent. Also present were ERSA Manager, Nick Viscome; Engineer, Adam Minichelli; and Solicitor, George Alspach.

**It was motioned by Snyder and seconded by Sollenberger to approve the minutes of the July 11, 2023 and August 8, 2023 meeting. Motion carried.**

### General Business:

1. Viscome presented an engineering report for Campus Road that suggests that there may be up to four locations where the sewer lines/water mains cross. The report depicts test holes to determine if these lines cross. Each test hole will cost between \$2,500-\$3,500.  
**It was motioned by Sweigart and seconded by Snyder to authorize our engineer to move forward with the test holes. Motion carried.**
2. Viscome discussed the progress on collecting overdue escrow payments from various developers. To date, \$35,231 of the \$66,453 has been reimbursed to ERSA. Viscome is confident that he will receive the remainder of the money from developments that are still active. With regard to delinquent accounts (customers who owe over \$600) Michele Range has collected \$51,434.62 from her latest efforts to collect these overdue funds. The Board was pleased with the results.
3. **It was motioned by Snyder seconded by O' Connell to approve a pay application for Blooming Glen Contractors in the amount of \$71,353.30 for work/materials. Motion carried.**
4. **It was motioned by Snyder and seconded by Sollenberger to approve a memo which calculates the Minimum Municipal Obligation (MMO) for the pension of former employees. Since ERSA's plan is overfunded, the MMO is \$0. Motion carried.**
5. Viscome explained the proposed agreement between EAWA and ERSA for meter reading services.  
**It was motioned by Sweigart and seconded by Snyder to approve the agreement with minor changes. Motion carried.**
6. Viscome told the Board that Mount Joy Township covered the expenses of Campus Road restoration amounting to \$7,270 and sent ERSA a check for \$12,730 to assist with the cost of the water/sewer line replacement. Elizabethtown Area Water Authority (EAWA) has agreed to pay half of the remaining amount. EAWA will pay \$37,487.
7. Viscome presented the 12 lots which make up the Garner subdivision plan. Each lot of the plan has a sewer easement and the original intention of the owner was to dedicate these easements to ERSA. Viscome asked the Board what their feelings were with regard to accepting the sewer lines within the subdivision. The Board questioned why the easements weren't placed within the street right of ways

instead of being placed on private lands. After discussing this issue, the Board asked Minichelli to get their questions answered so they can review this plan again at the next meeting.

## Engineer Report

Minichelli discussed the following:

1. Westmount – CDM Smith performed a preliminary review of Westmount development plans submitted by ELA Group, Inc. and returned comments on 8/22/23. A resubmittal is required prior to approval.
2. Bishop Woods – Keystone Custom Homes copied ERSA and CDM Smith representatives on an 8/23/23 email regarding the ongoing grinder pump issues. In the email, Keystone Custom Homes states they have not received an explanation of why certain types and quantities of pumps were used in the development. ERSA has provided multiple explanation and will not comment further.
3. Westbrook IV Phase – CDM Smith reviewed the preliminary development plans for Westbrook IV – Phase 1 and returned the review with comments.
4. Miller Road Expansion– Anrich has received notice that the precast discharge structure is complete and anticipates delivery to the site in the coming weeks. Installation of the concrete channels and interior coating will take about 6 weeks at which point the structure can be installed and testing conducted. CDM Smith and ERSA staff met with Elizabethtown Borough representatives on 8/29/23 to discuss completing the reinstallation of the perimeter fence and gate that was temporarily demolished during construction. CDM Smith continues to review contractor submittals, including requests for information. CDM Smith held a pre-construction meeting on 7/6/23 with the three primes (general, electrical and HVAC). Mobilization of the general contractor occurred on 9/5/23 and an existing conditions survey and installation of a temporary construction fences and site access was created during the same week. A contract extension is currently being developed which will account for the new substantial completion in late January and project completion in April of 2024.
5. Minichelli told the Board that he is putting together a proposal to locate I/I in various sections of the ERSA system. He will review his proposal with Steve Rettew and develop costs for following through on his proposal. The Board will discuss this matter at the October meeting.

## Treasurer Report

Viscome discussed the treasurer's summary report of the revenues and expenditures budget performance. With regard to net ordinary income, ERSA is .6% over budget but the year to date is at 7% over projected revenues. Tapping fees were up this month due to the payment of the 156 Harrisburg Ave warehouse. The budgeted amount was \$14,167 and we collected \$73,567. The total cash and investments stand at \$10,007,477 which is 22% higher than projected.

**It was motioned by Sweigart and seconded by Sollenberger to approve the Treasurer's report. Motion carried.**

## Bills payable

**It was motioned by Sweigart and seconded by Sollenberger to pay the monthly bills of August in the amount of \$108,284. Motion caried.**

**It was motioned by Snyder and seconded by Sollenberger to pay the monthly bills of September in the amount of \$408,245.60. Motion carried.**

The meeting adjourned at 8:00 PM.



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES  
BOARD MEETING MINUTES  
ELIZABETHTOWN BOROUGH OFFICES  
SEPTEMBER 19, 2023 AT 7:00 PM**

**BOARD MEMBERS**

**IN ATTENDANCE:**

Gerald Cole, Chairman, Mount Joy Township  
Howard Kroesen, Vice Chair, Elizabethtown Borough  
Barry Garman, Treasurer, West Donegal Township  
Logan Hoover, West Donegal Township  
Jay Hynicker, Elizabethtown Borough  
Scott Kingsboro, East Donegal Township  
Rick Gibble, West Donegal Township  
Alan Kaylor, East Donegal Township  
Alexander Shubert, Mount Joy Township  
David Grey, Elizabethtown Borough  
Linda Good, East Donegal Township

**BOARD MEMBERS ABSENT:** Jayne Duncan, Mount Joy Township

**VISITORS IN ATTENDANCE:** None

**STAFF IN ATTENDANCE:** David Wendel, Executive Director  
Joyce Hardman, Recorder of Minutes

**1. CALL TO ORDER**

Chairman Cole called the meeting to order at 7:00 pm.

**2. PUBLIC COMMENT**

No public comment

**3. Board Minutes**

**Mr. Garman moved to approve the September 19, 2023 Board Minutes. Mr. Hynicker was second. Motion unanimously carried. The September 19, 2023 Board Minutes approved as submitted.**





#### **4. FINANCIAL REPORT**

Mr. Wendel noted on the balance sheet that our interest rate for our two CD's has changed from .10% to 4.75%. This was done to increase our interest earned for these accounts. Our money market fund with ENB is still at 4% and earned about \$2,400 in interest in August. As of 9/14/2023, GEARS has a balance of \$1,153,901 in our ENB and Truist bank accounts.

**Mr. Hoover moved to approve the August 2023 Financial Report. Mr. Kingsboro was second. Motion unanimously carried. The August 2023 Financial Report approved as submitted.**

Mr. Wendel reported that our contractor provided an updated quote for adding full padding along the stage in the gymnasium. The original quote was for \$3,511.80 but only included the edge of the stage and slightly below. The additional padding will cost \$8,300. This will provide complete padded coverage of the upper and lower sections of the stage while providing greater protection and safety.

**Mr. Garman moved to authorize using the GEARS Reinvestment Fund for padding the stage in the gymnasium at a cost not to exceed \$8,300. My Hynicker was second. Motion Unanimously Carried.**

Mr. Wendel requested that the board consider moving funds from Truist Bank to M&T Bank. The account we have with Truist is primarily used for our five credit card accounts and as a drop off for cash from a variety of department programs and activities. The move will enable GEARS to generate higher earned interest on our accounts. In order to start this process, M&T Bank requires that the GEARS Board to approve the application for our credit card accounts.

**Mr. Gobble moved to authorize the application to open a credit card account at M&T Bank. Mr. Kingsboro was second. Motion Unanimously Carried.**

Mr. Wendel provided an introduction to the 2024 GEARS Operating Budget that included the following report on current funds and account balances:

**Current Funds/Accounts: \$1,357,434**

\*BBT & ENB Accounts: \$444,600 (Working Capital)

\*Money Market Fund: \$709,031

\*Penn Medicine LGH: \$23,556

\*Senior Center: \$6,378

\*Capital Reserve Fund: \$24,000

\*CD Bequest: \$22,800

\*CD Legal: \$14,125

\*GEARS Reinvestment Fund: \$48,965



Mr. Wendel presented the proposed 2024 GEARS Operating Budget:

**2023 Approved Operating Budget: \$1,761,546**

\*Municipal Contribution: \$331,866 (18.84%)

*\$1,838,971 Including Maintenance Fund (\$77,425)*

**2024 Proposed Operating Budget: \$1,968,880**

\*Municipal Contribution: \$345,070 (17.53%)

*\$2,039,080 Including Maintenance Fund (\$70,200)*

10.8% Overall Budget Increase

4% Increase in Municipal Contribution

**Budget Impacts**

\*Medical Insurance Rate Increase: 15%+

\*Commercial Insurance Rate Increase: 10%+

\*Salary/Wages: Paying Living Wages

\*Rental Fee Increases: Expanding Programs

\*New Position: Senior Center Outreach

Mr. Wendel emphasized that insurance, (medical and property), along with personnel continues to be our greatest expenses. In order to maintain our competitiveness, we must continue to raise wages specifically for our seasonal and childcare staff. With childcare, our wages need to be more in line with the regional average of about \$14.70. Ideally, we want to pay living wages which in Pennsylvania is currently \$16.41 for a single adult. In order to continue our efforts to be more competitive in a tight labor market we must increase wages which this budget reflects at 5%. This will get us closer to the average wage of a childcare worker in Pennsylvania. We feel confident that our revenues will cover these additional expenses and not require a tuition increase across the board which is what we have done over the past three years. Furthermore, we would like to restore the fulltime senior center assistant position. This position was not filled when our former senior center assistant took over as the senior center director in 2022. The need for this position is significant as the amount of documentation required by the Office of the Aging has increased as well as the outreach work we are conducting in our community. Additionally, we are serving more seniors and will continue to attract more through our outreach work. Since we have received a significant increase in funding from the Office of the Aging, from \$26,700 to \$96,910 annually, we can cover this expense and still save about \$21,000 annually.

**Mr. Kingsboro moved to approve the GEARS 2024 Operating Budget as presented. Mr. Gible was second. Motion unanimously carried.**



## 5. COMMITTEE REPORTS

- **Executive Committee:** No report
- **Finance Committee: September 14, 2023 Meeting**

**Mr. Kingsboro moved to approve the September 14, 2023 Finance Committee Meeting Minutes. Mr. Gible was second. Motion unanimously carried.**

- **Personnel Committee:** No Report
- **Program Committee:** No Report
- **Facilities Committee:** No Report
- **Sponsorship Committee:** No report

## 6. EXECUTIVE DIRECTOR REPORT

- **Second Floor Renovations:** Mr. Wendel reported that he met with our municipal partners to discuss how we should approach our funding request for the second floor renovations. It was determined that the best approach would be for Mr. Wendel to present at their board meetings. Mr. Wendel plans to attend the following meetings:

**\*Conoy Township: October 12 at 6 pm**

**\*East Donegal Township: October 17 at 8:30 am**

**\*West Donegal Township: October 23 at 7 pm**

**\*Elizabethtown Borough: October 26 at 6 pm**

**\*Mt. Joy Township: November 6 at 8 am**

GEARS is requesting \$75,000 from each of our municipal partners pledged over three years meaning \$25,000 in 2024, 2025 and 2026. Our goal is \$375,000 from our municipal partners. We also need to adjust the terms of the GEARS Lease Agreement with the EACSA. In order to be eligible to apply for DCNR and RACP funds, GEARS needs to demonstrate control of the property and that can only be done with a lease of at least 25 years. Our current lease is five years. The only other option is for one of the EACSA members to act as a pass through for GEARS and manage/disburse and audit the funds for the project. This would be a significant undertaking. Based on my conversations with DCNR, the cleanest and easiest process would be to change the terms of the lease agreement. This would make GEARS responsible for the overall management of the grant.



- **Recreation:** Mr. Wendel provided an update on a variety of recreation activities including the following programs and attendance figures: Mother/Daughter Paint Night (50), Basketball Clinics (50), Aquatics Classes (82), Bus Trips (60), Iddy Biddy Soccer (30) and Beginning Tennis (10). Upcoming events include our Golf Tournament on October 6, Fall Festival on October 21 and Holiday Parade on December 9. Mr. Wendel encouraged the board members to volunteer for the golf tournament and fall festival.
- **Kids Center:** Mr. Wendel reported that our summer camp at East High served 122 children. Current enrollment figures include the following: Before and after-school (114), preschool (17) and kindergarten (24). Our Back to School Night attracted 82 participants. We are still in need of part-time staff to help fill a few voids throughout the week.
- **Senior Center:** Mr. Wendel reported that there were 23 service days in August with 144 different seniors served including 8 new seniors. The average daily attendance was 57 and the average lunch attendance was 23. The September meal and activities schedules were shared with the board along with several positive comments from our senior center participants.

## 7. BOARD COMMENTS

## 8. EXECUTIVE SESSION

None scheduled

## 9. NEXT MEETING:

The GEARS Board will meet on Tuesday, October 17 at 7 pm at the East Donegal Township Offices.

## 10. ADJOURNMENT

Chairman Cole adjourned the meeting at 7:51 pm.

Respectfully submitted,

*David A. Wendel*

Executive Director

**Greater Elizabethtown Area Recreation & Community Services**  
**Balance Sheet**  
**September 30, 2023**

ASSETS		
<b>Current Assets</b>		
Ckg - Truist 1390001223077	\$	140,133.59
Money Market - ENB ...5216		711,362.36
Ckg - ENB #1397986		366,574.02
Clearing - ACH & Credit Cards		17,044.75
MMB - ENB #1397995		30,134.91
Petty Cash		400.00
CRC - ENB #1398007		24,168.39
Grant - ENB #5098077		22,486.36
HRA - ENB #1398016		4,300.42
CARES Grant - ENB ...5460		2,505.00
Bequest - ENB #806751		22,807.47
Legal- ENB #806707		14,126.92
ENB-Maintenance Fund #1282		12,443.94
GEARS Reinvestment-ENB#7170		46,865.84
Clearing		9,360.00
Prepaid Expenses		0.00
Accounts Receivable		(190.43)
<b>Total Current Assets</b>		<b>1,424,523.54</b>
<b>Property and Equipment</b>		
Leasehold Improvements/Center		522,870.41
A/D - Lshld Imprv - Center		(400,564.63)
Leasehold Improvements/Rec		98,263.90
A/D - Lshld Improv - Rec		(60,787.19)
Equipment		64,330.74
A/D - Equipment		(64,330.74)
Furniture/Fixtures		53,961.35
A/D - Furniture/Fixtures		(53,246.08)
Leasehold Improve-Poplar		110,642.34
A/D-Leashold Improve Poplar		(30,550.02)
<b>Total Property and Equipment</b>		<b>240,590.08</b>
<b>Total Assets</b>		<b>\$ 1,665,113.62</b>

**Greater Elizabethtown Area Recreation & Community Services**  
***Balance Sheet***  
**September 30, 2023**

**LIABILITIES AND CAPITAL**

**Liabilities**

Deferred Revenue	\$ 15,696.99
Accounts Payable	(6,993.40)
Civic Plus - Gift Cards	0.00
Civic Plus - Refunds	0.00
Civic Plus - User Credit	0.00
	<hr/>

<b>Total Liabilities</b>	<b>8,703.59</b>
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**Capital**

Capital Reserve	21,871.66
Grant - STARS	254.98
DCNR Grant	0.00
United Way Scholarships	0.00
GEARS Reinvestment Fund-Disb	(15,929.74)
Nutrition Grant	0.00
PA OCD-Workforce Grant	11,928.59
Workforce 2.0 Grant	34,142.00
General Fund	1,350,980.00
Net Income	253,162.54
	<hr/>

<b>Total Capital</b>	<b>1,656,410.03</b>
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<b>Total Liabilities &amp; Capital</b>	<b>\$ 1,665,113.62</b>
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**Greater Elizabethtown Area Recreation & Community Services**  
***Income Statement - Summary***  
**For the Nine Months Ending September 30, 2023**

	<b>Budget</b>	<b>Month</b>	<b>Year to Date</b>	<b>Variance</b>
<b>Revenues</b>				
Administration	352,966.00	67,255.97	361,117.13	8,151.13
Recreation	366,000.00	27,982.78	369,491.35	3,491.35
Child Care	976,000.00	87,975.16	763,823.15	(212,176.85)
Senior Center	50,580.00	8,961.34	62,376.18	11,796.18
Services	0.00	0.00	0.00	0.00
Poplar Street Park	61,650.00	0.00	52,400.27	(9,249.73)
Community Center	31,775.00	0.00	31,775.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>1,838,971.00</b>	<b>192,175.25</b>	<b>1,640,983.08</b>	<b>(197,987.92)</b>
<b>Expenses</b>				
Administration	377,620.00	28,738.10	271,613.68	106,006.32
Recreation	381,550.00	15,808.68	313,774.52	67,775.48
Child Care	841,100.00	51,470.98	632,925.81	208,174.19
Senior Center	108,276.00	8,014.69	79,891.33	28,384.67
Services	0.00	0.00	0.00	0.00
Poplar Street Park	57,650.00	493.60	40,256.34	17,393.66
Community Center	72,775.00	16,709.53	49,358.86	23,416.14
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>1,838,971.00</b>	<b>121,235.58</b>	<b>1,387,820.54</b>	<b>451,150.46</b>
<b>Net Income</b>	<b>0.00</b>	<b>70,939.67</b>	<b>253,162.54</b>	<b>(253,162.54)</b>

***Income Summary - By Department***

<b>Administration</b>	<b>(24,654.00)</b>	<b>38,517.87</b>	<b>89,503.45</b>	<b>(114,157.45)</b>
<b>Recreation</b>	<b>(15,550.00)</b>	<b>13,686.58</b>	<b>57,229.31</b>	<b>(72,779.31)</b>
<b>Child Care</b>	<b>134,900.00</b>	<b>36,504.18</b>	<b>130,897.34</b>	<b>4,002.66</b>
<b>Senior Center</b>	<b>(57,696.00)</b>	<b>946.65</b>	<b>(17,515.15)</b>	<b>(40,180.85)</b>
<b>Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Poplar Street Park</b>	<b>4,000.00</b>	<b>(493.60)</b>	<b>12,143.93</b>	<b>(8,143.93)</b>
<b>Community Center</b>	<b>(41,000.00)</b>	<b>(16,709.53)</b>	<b>(17,583.86)</b>	<b>(23,416.14)</b>
<b>Capital Improvement</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraisers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Net</b>	<b>0.00</b>	<b>72,452.15</b>	<b>254,675.02</b>	<b>(254,675.02)</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

**For the Nine Months Ending September 30, 2023**

		<b>Budget</b>	<b>Month</b>	<b>Year to Date</b>	<b>Variance</b>
<b>Revenues</b>					
<b>Administration</b>					
4000-00	Contribution/Municipi	331,866.00	64,066.00	312,964.00	(18,902.00)
4003-00	Donations	12,000.00	(272.50)	19,428.65	7,428.65
4005-00	Brochure Advertisin	6,000.00	0.00	7,385.00	1,385.00
4006-00	Rentals	3,000.00	708.00	7,438.10	4,438.10
4008-00	Interest Income	100.00	2,579.47	13,726.38	13,626.38
4010-00	PPP funding	0.00	175.00	175.00	175.00
	<b>Total Administratio</b>	<b>352,966.00</b>	<b>67,255.97</b>	<b>361,117.13</b>	<b>8,151.13</b>
<b>Recreation</b>					
4010-01	Registration Fees/Stu	92,000.00	9,210.70	109,122.70	17,122.70
4011-01	Registration Fees/Ad	55,000.00	8,799.90	95,518.60	40,518.60
4012-01	Summer Playground/	75,000.00	0.00	52,929.85	(22,070.15)
4014-01	Special Events	26,000.00	4,085.00	19,788.50	(6,211.50)
4015-01	Donations/Grants	100,000.00	1,878.00	60,040.99	(39,959.01)
4016-01	Bus Trips/Adult	18,000.00	3,595.00	31,676.53	13,676.53
4018-01	Credit Card transacti	0.00	414.18	414.18	414.18
	<b>Total Recreation</b>	<b>366,000.00</b>	<b>27,982.78</b>	<b>369,491.35</b>	<b>3,491.35</b>
<b>Child Care</b>					
4030-02	Summer Fees	200,000.00	8,688.50	214,668.47	14,668.47
4031-02	Before/After School	400,000.00	48,511.64	296,697.07	(103,302.93)
4035-02	Preschool Fees	140,000.00	11,883.80	97,184.80	(42,815.20)
4036-02	Kindergarten Fees	200,000.00	17,441.00	122,801.32	(77,198.68)
4034-02	Fundraising	5,000.00	0.00	2,757.73	(2,242.27)
4037-02	School Surcharge	14,000.00	1,450.22	11,413.76	(2,586.24)
4039-02	Activity Fee	17,000.00	0.00	18,300.00	1,300.00
	<b>Total Child Care</b>	<b>976,000.00</b>	<b>87,975.16</b>	<b>763,823.15</b>	<b>(212,176.85)</b>
<b>Senior Center</b>					
4050-03	Daily Senior Donatio	12,000.00	581.00	7,872.65	(4,127.35)
4051-03	Office of Aging	26,700.00	8,150.34	41,611.09	14,911.09
4053-03	Donations/Fundraisi	11,880.00	230.00	12,892.44	1,012.44
	<b>Total Senior Center</b>	<b>50,580.00</b>	<b>8,961.34</b>	<b>62,376.18</b>	<b>11,796.18</b>
<b>Services</b>					
	<b>Total Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

For the Nine Months Ending September 30, 2023

		Budget	Month	Year to Date	Variance
<b>Poplar Street Park</b>					
4080-06	Poplar St Park Fees	6,000.00	0.00	2,700.00	(3,300.00)
4081-06	Utilities Costs Reim	10,000.00	0.00	4,050.27	(5,949.73)
4083-06	Municipal Contributi	45,650.00	0.00	45,650.00	0.00
	<b>Total Poplar Street</b>	<b>61,650.00</b>	<b>0.00</b>	<b>52,400.27</b>	<b>(9,249.73)</b>
<b>Community Center</b>					
4090-07	Municipal Contributi	31,775.00	0.00	31,775.00	0.00
	<b>Total Poplar Street</b>	<b>31,775.00</b>	<b>0.00</b>	<b>31,775.00</b>	<b>0.00</b>
<b>Fundraisers</b>					
	<b>Total Fundraisers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Revenues</b>	<b>1,838,971.00</b>	<b>192,175.25</b>	<b>1,640,983.08</b>	<b>(197,987.92)</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

**For the Nine Months Ending September 30, 2023**

		Budget	Month	Year to Date	Variance
<b>Expenses</b>					
<b>Administration</b>					
6000-00	Administration	158,080.00	12,323.46	118,322.86	39,757.14
6001-00	Fulltime Front Desk/	32,140.00	2,752.00	26,144.00	5,996.00
6002-00	Part-Time Facility St	18,550.00	1,321.34	15,213.33	3,336.67
6003-00	Accounting Compen	24,500.00	0.00	17,111.40	7,388.60
6005-00	Benefits	41,000.00	2,612.61	19,960.19	21,039.81
6006-00	Payroll Taxes/Admin	21,000.00	1,254.17	12,661.24	8,338.76
6007-00	Insurance	53,350.00	2,099.00	46,204.00	7,146.00
6008-00	Professional Services	8,500.00	525.00	2,575.00	5,925.00
6009-00	Staff Development	10,000.00	283.15	7,887.45	2,112.55
6011-00	Transportation	2,500.00	173.19	3,543.86	(1,043.86)
6012-00	Postage	8,000.00	404.10	9,309.50	(1,309.50)
6013-00	Printing	12,000.00	0.00	13,106.45	(1,106.45)
6015-00	Office Supplies	6,000.00	664.84	5,995.47	4.53
6016-00	Maintenance Service	8,000.00	664.52	6,580.17	1,419.83
6017-00	Computer Services/S	11,000.00	1,079.81	14,991.24	(3,991.24)
6018-00	Dues & Subscription	3,000.00	84.25	2,886.13	113.87
6019-00	Credit Card Transact	5,500.00	65.49	761.91	4,738.09
6021-00	Legal Fees	3,000.00	160.00	2,249.00	751.00
6022-00	Advertising/Marketi	3,500.00	191.26	3,817.68	(317.68)
6023-00	Telephone	10,000.00	776.91	6,799.95	3,200.05
6024-00	Office Equipment Le	8,500.00	1,224.00	7,502.11	997.89
6025-00	Office Equip Repairs	8,000.00	0.00	6,493.24	1,506.76
6026-00	Licenses & Fees	1,500.00	79.00	1,497.50	2.50
6090-00	Contribution from D	(80,000.00)	0.00	(80,000.00)	0.00
<b>Total Administratio</b>		<b>377,620.00</b>	<b>28,738.10</b>	<b>271,613.68</b>	<b>106,006.32</b>
<b>Recreation</b>					
6100-01	Program Coordinator	112,650.00	8,890.58	84,611.68	28,038.32
6101-01	Benefits	9,400.00	278.78	2,834.48	6,565.52
6102-01	Payroll Taxes/Recrea	17,000.00	801.97	14,658.24	2,341.76
6103-01	Playground/Camp Le	60,000.00	329.08	59,164.57	835.43
6104-01	Adult Programs	30,000.00	1,530.04	28,604.92	1,395.08
6105-01	Youth Programs	50,000.00	850.75	41,529.34	8,470.66
6112-01	Adult & Youth: Facil	20,000.00	930.00	13,660.00	6,340.00
6113-01	Bus Trips/Adult	15,500.00	0.00	14,682.60	817.40
6114-01	Special Events/Adult	29,000.00	685.00	15,171.18	13,828.82
6116-01	Contribution to Adm	30,000.00	0.00	30,000.00	0.00
6117-01	RecNet Transaction	8,000.00	0.00	7,345.03	654.97
6118-01	Credit Card Transact	0.00	1,512.48	1,512.48	(1,512.48)
<b>Total Recreation</b>		<b>381,550.00</b>	<b>15,808.68</b>	<b>313,774.52</b>	<b>67,775.48</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

**For the Nine Months Ending September 30, 2023**

		<b>Budget</b>	<b>Month</b>	<b>Year to Date</b>	<b>Variance</b>
<b>Child Care</b>					
6120-02	Kindergarten Person	61,000.00	5,047.67	43,360.40	17,639.60
6121-02	Kindergarten Supplie	4,000.00	379.71	2,801.50	1,198.50
6122-02	Kindergarten Food S	2,500.00	143.22	2,002.39	497.61
6124-02	Kindergarten Transp	30,000.00	0.00	16,462.04	13,537.96
6125-02	Online Pymt fees/Sof	4,000.00	0.00	0.00	4,000.00
6130-02	Director/Asst Direct	100,900.00	7,906.84	76,348.17	24,551.83
6132-02	Summer Personnel	116,500.00	7,396.82	134,349.25	(17,849.25)
6133-02	Before/After Personn	227,000.00	13,268.97	136,538.55	90,461.45
6134-02	Benefits	72,000.00	3,806.75	34,052.39	37,947.61
6135-02	Payroll Taxes/Child	55,000.00	2,941.47	36,284.39	18,715.61
6136-02	Summer Supplies	4,000.00	77.30	3,941.93	58.07
6137-02	Summer Food Suppl	4,000.00	530.44	6,056.50	(2,056.50)
6138-02	Before/After Supplie	4,000.00	341.27	3,816.91	183.09
6139-02	Before/After Food S	5,000.00	348.33	6,031.71	(1,031.71)
6140-02	Summer/BA Field Tr	8,000.00	4,592.85	23,172.24	(15,172.24)
6141-02	Education	2,000.00	0.00	543.47	1,456.53
6142-02	Fundraising	5,000.00	0.00	2,479.28	2,520.72
6145-02	School Surcharge	14,000.00	0.00	8,409.19	5,590.81
6146-02	Preschool Personnel	65,700.00	4,089.67	41,291.06	24,408.94
6147-02	Preschool Supplies	4,000.00	456.45	3,069.11	930.89
6148-02	Preschool Food Supp	2,500.00	143.22	1,915.33	584.67
6149-02	Contribution to Adm	50,000.00	0.00	50,000.00	0.00
<b>Total Child Care</b>		<b>841,100.00</b>	<b>51,470.98</b>	<b>632,925.81</b>	<b>208,174.19</b>
<b>Senior Center</b>					
6150-03	Director Compensat	40,000.00	3,076.92	29,889.65	10,110.35
6151-03	Part-Time Personnel	41,001.00	3,420.68	29,283.25	11,717.75
6152-03	Benefits	5,700.00	507.31	4,246.60	1,453.40
6153-03	Payroll Taxes/Senior	7,875.00	499.35	5,067.72	2,807.28
6154-03	Program Supplies	5,300.00	470.93	4,347.20	952.80
6155-03	Entertainment	3,700.00	0.00	1,875.00	1,825.00
6156-03	Fundraising Supplies	4,700.00	39.50	4,886.91	(186.91)
6157-03	Bus Trips	0.00	0.00	295.00	(295.00)
<b>Total Senior Center</b>		<b>108,276.00</b>	<b>8,014.69</b>	<b>79,891.33</b>	<b>28,384.67</b>
<b>Services</b>					
<b>Total Services</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

For the Nine Months Ending September 30, 2023

		Budget	Month	Year to Date	Variance
<b>Poplar Street Park</b>					
6180-06	Utilities	10,000.00	493.60	5,306.43	4,693.57
6181-06	Maintenance	45,650.00	0.00	34,949.91	10,700.09
6182-06	Improvements	2,000.00	0.00	0.00	2,000.00
	<b>Total Poplar Street</b>	<b>57,650.00</b>	<b>493.60</b>	<b>40,256.34</b>	<b>17,393.66</b>
<b>Community Center</b>					
6210-07	Comm Center - Utilit	39,000.00	2,439.91	26,412.96	12,587.04
6211-07	Comm Center - Main	31,775.00	14,269.62	22,786.99	8,988.01
6212-07	Comm Center - Impr	2,000.00	0.00	158.91	1,841.09
	<b>Total Community C</b>	<b>72,775.00</b>	<b>16,709.53</b>	<b>49,358.86</b>	<b>23,416.14</b>
<b>Fundraisers</b>					
	<b>Total Fundraisers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Improvements</b>					
	<b>Total Capital Impr</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Expenses</b>	<b>1,838,971.00</b>	<b>121,235.58</b>	<b>1,387,820.54</b>	<b>451,150.46</b>
	<b>Net Income</b>	<b>0.00</b>	<b>70,939.67</b>	<b>253,162.54</b>	<b>(253,162.54)</b>

**Northwest EMS Inc.**  
**Agency Incident Report**  
**Call Totals by Class**  
**October 2023**

<b>Municipality</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Other</b>	<b>Total</b>
Akron Borough	0	0	0	0	<b>0</b>
Berks County	0	0	0	0	<b>0</b>
Clay Township	15	3	2	0	<b>20</b>
Columbia Borough	18	0	0	0	<b>18</b>
Conoy Township	11	3	4	0	<b>18</b>
Dauphin County - Conewago Township	2	1	2	0	<b>5</b>
Dauphin County - Londonderry Township	1	0	1	0	<b>2</b>
Dauphin County - Other	0	0	0	0	<b>0</b>
Denver Borough	0	0	0	0	<b>0</b>
East Cocalico Township	0	0	0	0	<b>0</b>
East Donegal Township	30	13	17	5	<b>65</b>
East Hempfield Township	6	1	4	0	<b>11</b>
East Petersburg Borough	2	0	1	0	<b>3</b>
Elizabeth Township	6	1	5	5	<b>17</b>
Elizabethtown Borough	57	10	53	17	<b>137</b>
Ephrata Borough	0	0	0	0	<b>0</b>
Ephrata Township	0	0	0	0	<b>0</b>
Lancaster Township	1	0	0	0	<b>1</b>
Lancaster City	3	0	0	0	<b>3</b>
Lebanon County	8	2	2	0	<b>12</b>
Lititz Borough	8	0	2	0	<b>10</b>
Manheim Borough	21	7	7	8	<b>43</b>
Manheim Township	3	0	1	0	<b>4</b>
Manor Township	1	1	0	0	<b>2</b>
Marietta Borough	13	3	14	0	<b>30</b>
Millersville Borough	0	0	0	0	<b>0</b>
Mount Joy Borough	17	2	2	0	<b>21</b>
<b>Mount Joy Township</b>	<b>58</b>	<b>7</b>	<b>34</b>	<b>12</b>	<b>111</b>
Mountville Borough	0	0	0	0	<b>0</b>
Penn Township	32	10	17	0	<b>59</b>
Rapho Township	26	10	15	0	<b>51</b>
Warwick Township	3	0	2	0	<b>5</b>
West Cocalico Township	0	0	0	0	<b>0</b>
West Donegal Township	52	13	39	0	<b>104</b>
West Hempfield Township	1	1	1	0	<b>3</b>
West Lampeter Township	0	0	0	0	<b>0</b>
York County	6	1	0	0	<b>7</b>
<b>Total Dispatches</b>	<b>401</b>	<b>89</b>	<b>225</b>	<b>47</b>	<b>762</b>

**Other Dauphin Co:** Middletown Borough, Lower Swatara Township, South Londonderry Township

**Northwest EMS Agency Incident Breakout  
October 2023**

**Incident Type**

Medical	654
Public Service	18
Cardiac Arrest (class 1)	11
Vehicle Accident	35
Fire call	5
Gas leak	0
EMS activity	11
Routine Transport	28

<b><u>Mututal Aid</u></b>	<b><u>Covered</u></b>	<b><u>Assisted</u></b>	<b><u>Assisting Unit</u></b>
Dauphin Medic 4	0	0	0
Dauphin Medic 7-3 (SCEMS)	0	0	0
Ephrata (Amb 01)	0	0	0
Ephrata Medic 4	0	0	8
Lancaster EMS (06)	2	0	0
Lebanon County	2	1	1
Manheim Township (82)	2	0	0
Rothsville (24)	0	1	0
Penn State Life Lion EMS (formerly SVEMS) (77)	35	8	0
Warwick (85)	4	2	9

**Receiving Facility**

**Disposition**

Penn Medicine Lancaster General	238	Cancelled	53
Penn State - Hershey	120	DOA	10
Penn State - Lancaster	103	No patient found	23
Reading Hospital - Tower Health	0	Recalled	42
UPMC - Community Osteopathic	0	Refusal	53
UPMC - Osteo (Harrisburg)	0	Standby (fire, sports, etc.)	14
UPMC - Lititz	40	Transported	527
UPMC - Harrisburg	0	Treat/no transport	2
UPMC - York Memorial	0	Other	38
Wellspan Ephrata Community Hospital	17		
Wellspan Good Samaritan Hospital	5		
Wellspan York	0		
Other	4		

**Northwest EMS Inc.**  
**Agency Incident Report**  
**Call Totals by Class**  
**January 1 – October 31, 2023**

<b>Municipality</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Other</b>	<b>Total</b>
Akron Borough	1	0	0	0	1
Berks County	3	0	0	0	3
Clay Township	115	23	76	0	214
Columbia Borough	193	4	18	0	215
Conoy Township	92	21	61	1	175
Dauphin County - Conewago Township	27	8	9	0	44
Dauphin County - Londonderry Township	48	6	17	0	71
Dauphin County - Other	6	2	4	0	12
Denver Borough	5	0	0	0	5
East Cocalico Township	1	0	0	0	1
East Donegal Township	297	69	187	50	603
East Hempfield Township	59	4	13	0	76
East Petersburg Borough	15	0	8	0	23
Elizabeth Township	97	19	42	31	189
Elizabethtown Borough	645	127	495	210	1,477
Ephrata Borough	9	0	1	1	11
Ephrata Township	2	0	1	0	3
Lancaster City	7	1	1	0	9
Lancaster Township	2	0	0	0	2
Lebanon County	67	20	30	0	117
Lititz Borough	40	3	6	0	49
Manheim Borough	206	45	145	36	432
Manheim Township	16	3	5	0	24
Manor Township	13	1	6	0	20
Marietta Borough	94	20	93	0	207
Millersville Borough	0	0	1	0	1
Mount Joy Borough	164	13	48	0	225
<b>Mount Joy Township</b>	<b>425</b>	<b>71</b>	<b>202</b>	<b>32</b>	<b>730</b>
Mountville Borough	1	0	1	0	2
Penn Township	374	97	234	3	708
Rapho Township	261	53	156	3	473
Warwick Township	58	1	5	0	64
West Cocalico Township	4	0	1	0	5
West Donegal Township	555	130	390	4	1,079
West Hempfield Township	31	5	6	0	42
West Lampeter Township	1	0	0	0	1
York County	54	5	8	0	67
<b>Total Dispatches</b>	<b>3,988</b>	<b>751</b>	<b>2,270</b>	<b>371</b>	<b>7,380</b>

**Other Dauphin Co:** Middletown Borough, Lower Swatara Township, South Londonderry Township

**Northwest EMS Agency Incident Breakout**  
**January 1 – October 31, 2023**

**Incident Type**

Medical	6,292
Public Service	143
Cardiac Arrest (class 1)	132
Vehicle Accident	384
Fire call	88
Gas leak	0
EMS activity	88
Routine Transport	253

<b><u>Mututal Aid</u></b>	<b><u>Covered</u></b>	<b><u>Assisted</u></b>	<b><u>Assisting Unit</u></b>
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Dauphin Medic 4	0	0	0
Dauphin Medic 7-3 (SCEMS)	13	0	5
Ephrata (Amb 01)	0	2	0
Ephrata Medic 4	4	0	57
Lancaster EMS (06)	6	3	9
Lebanon County	31	5	5
Manheim Township (82)	12	2	7
Rothsville (24)	1	8	1
Penn State Life Lion EMS (formerly SVEMS) (77)	442	143	50
Warwick (85)	37	21	105

**Receiving Facility**

Penn Medicine Lancaster General	2,357
Penn State - Hershey	1,101
Penn State - Lancaster	833
Reading Hospital - Tower Health	1
UPMC - Osteo (Harrisburg)	17
UPMC - Lititz	450
UPMC - Harrisburg	18
UPMC - York Memorial	6
Wellspan Ephrata Community Hospital	168
Wellspan Good Samaritan Hospital	42
Wellspan York	13
Other	16

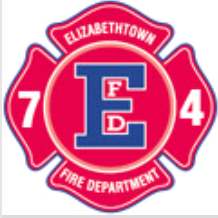
**Disposition**

Cancelled	474
DOA	80
No patient found	312
Recalled	404
Refusal	602
Standby (fire)	109
Transported	5,022
Treat/no transport	10
Other	367





District	2023-10-01	Total
Conewago Township	1	1
Conoy Township	3	3
Elizabethtown Borough	24	24
Londonderry Township	4	4
Middletown Borough	1	1
Mount Joy Borough	1	1
Mount Joy Township	15	15
West Donegal Township	12	12
Total	61	61



District	Alarm Date	Addresses Combined More	Incident Type
<b>Conewago Township</b>			
	10/9/2023 11:46:49 PM	92 OAK KNOLL CIR	Medical assist, assist EMS crew
<b>Conoy Township</b>			
	10/10/2023 4:59:28 AM	1897 RIVER RD	Dispatched & canceled en route
	10/24/2023 6:38:05 AM	2420 RIVER RD	Dispatched & canceled en route
	10/28/2023 4:10:41 PM	34 S 2ND ST	Fire Police
<b>Elizabethtown Borough</b>			
	10/2/2023 5:50:09 PM	113 SHERFIELD CT	Chiefs Investigation
	10/2/2023 7:51:41 PM	46 N MARKET ST	Motor vehicle accident with injuries
	10/4/2023 5:37:52 PM	230 N LOCUST ST	Passenger vehicle fire
	10/5/2023 5:36:23 PM	26 S SPRUCE ST	Motor vehicle/pedestrian accident (MV Ped)
	10/5/2023 8:09:30 PM	451 W HIGH ST	Carbon monoxide incident
	10/6/2023 9:16:23 AM	329 E PARK ST	Good intent call, other
	10/6/2023 8:23:28 PM	600 E HIGH ST	Fire Police
	10/13/2023 12:00:37 AM	40 W HIGH ST	CO detector activation due to malfunction
	10/13/2023 5:49:08 PM	S MOUNT JOY ST	Dispatched & canceled en route
	10/13/2023 8:56:46 PM	600 E HIGH ST	Fire Police
	10/17/2023 5:51:39 AM	595 E WILLOW ST	Extrication, rescue, other
	10/17/2023 10:55:48 AM	300 CONTINENTAL DR	Medical assist, assist EMS crew
	10/19/2023 2:17:44 PM	S MARKET ST	Oil or other combustible liquid spill
	10/19/2023 7:16:28 PM	525 N HANOVER ST	False alarm or false call, other
	10/20/2023 1:26:52 PM	112 E CEDAR ST	Medical assist, assist EMS crew
	10/20/2023 11:58:25 PM	1629 S MARKET ST	Arcing, shorted electrical equipment
	10/21/2023 9:29:15 AM	900 E HIGH ST	Fire Police
	10/21/2023 9:59:00 AM	53 E WASHINGTON ST	Alarm system sounded due to malfunction
	10/24/2023 8:04:05 AM	200 HESS AVE	Authorized controlled burning
	10/24/2023 3:54:33 PM	171 N MOUNT JOY ST	Chiefs Investigation
	10/26/2023 7:20:14 AM	1605 S MARKET ST	Carbon monoxide detector activation, no CO
	10/27/2023 12:22:40 AM	55 MAYTOWN AVE	Carbon monoxide detector activation, no CO
	10/27/2023 4:09:04 PM	2 S MARKET ST	Lock-in (if lock out , use 511 )
	10/29/2023 4:27:02 PM	1 KEN LN	Fire Police
<b>Londonderry Township</b>			
	10/8/2023 10:14:59 AM	ROUTE 283 W	Dispatched & canceled en route
	10/10/2023 6:41:00 AM	232 RIM RD	Gas leak (natural gas or LPG)
	10/13/2023 4:15:19 PM	2546 PENNSYLVANIA TPKE W	Motor vehicle accident with injuries

	10/20/2023 11:36:51 AM	2600 ROUND TOP RD	Brush or brush-and-grass mixture fire
<b>Middletown Borough</b>			
	10/9/2023 1:25:30 PM	448 GRANT ST	Dispatched & canceled en route
<b>Mount Joy Borough</b>			
	10/9/2023 3:34:27 AM	18 PINE ST	Building fire
<b>Mount Joy Township</b>			
	10/1/2023 9:07:45 PM	600 ROCKWOOD DR	Brush or brush-and-grass mixture fire
	10/1/2023 9:37:14 PM	150 ROUTE 283 E	Fire Police
	10/5/2023 10:05:32 AM	1563 MILL RD	Gas leak (natural gas or LPG)
	10/11/2023 1:08:37 PM	998 N HANOVER ST	Gas leak (natural gas or LPG)
	10/14/2023 12:01:37 PM	HERSHEY RD	Motor vehicle accident with injuries
	10/18/2023 11:09:58 PM	ROUTE 283 E	Dispatched & canceled en route
	10/21/2023 7:57:10 PM	24 CHRISTY CT	Gas leak (natural gas or LPG)
	10/21/2023 9:41:31 PM	474 ROCKWOOD DR	Building fire
	10/22/2023 12:59:41 PM	187 RIDGEVIEW RD S	Building fire
	10/22/2023 2:20:41 PM	ROUTE 283 W	Motor vehicle accident with injuries
	10/22/2023 5:33:46 PM	PROSPECT RD	Motor vehicle accident with injuries
	10/23/2023 6:47:43 AM	187 RIDGEVIEW RD S	Chiefs Investigation
	10/28/2023 9:36:11 AM	2489 MOUNT GRETN RD	Authorized controlled burning
	10/28/2023 6:06:38 PM	1575 S MARKET ST	Motor vehicle accident with injuries
	10/28/2023 11:51:18 PM	1958 MISTY DR	Fire Police
<b>West Donegal Township</b>			
	10/3/2023 6:00:25 PM	1343 TURNPIKE RD	Dispatched & canceled en route
	10/4/2023 2:44:55 PM	AMOSITE RD	Power line down
	10/8/2023 10:27:27 AM	1 HOLLINGER LN	System malfunction, other
	10/10/2023 4:34:31 PM	2308 N MARKET ST	Electrical wiring/equipment problem, other
	10/11/2023 2:16:08 PM	1900 N MARKET ST	Alarm system activation, no fire - unintentional
	10/11/2023 8:26:41 PM	116 ROOSEVELT DR	Dispatched & canceled en route
	10/15/2023 8:04:48 PM	159 PATTON DR	Dispatched & canceled en route
	10/17/2023 10:29:35 AM	99 INDUSTRIAL RD	Chiefs Investigation
	10/18/2023 2:56:50 PM	27 CONEWAGO RD	Alarm system sounded due to malfunction
	10/20/2023 5:20:24 PM	1000 N MARKET ST	Alarm system sounded due to malfunction
	10/27/2023 9:31:56 PM	152 SILVER DR	Medical assist, assist EMS crew
	10/30/2023 5:18:11 PM	1 SHRINE RD	Dispatched & canceled en route



Incident Type Details	2023-10-01	Total
111 - Building fire	3	3
131 - Passenger vehicle fire	1	1
142 - Brush or brush-and-grass mixture fire	2	2
311 - Medical assist, assist EMS crew	4	4
322 - Motor vehicle accident with injuries	6	6
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1
331 - Lock-in (if lock out , use 511 )	1	1
350 - Extrication, rescue, other	1	1
412 - Gas leak (natural gas or LPG)	4	4
413 - Oil or other combustible liquid spill	1	1
424 - Carbon monoxide incident	1	1
440 - Electrical wiring/equipment problem, other	1	1
444 - Power line down	1	1
445 - Arcing, shorted electrical equipment	1	1
5501 - Chiefs Investigation	4	4
5503 - Fire Police	7	7
600 - Good intent call, other	1	1
611 - Dispatched & canceled en route	10	10
631 - Authorized controlled burning	2	2
700 - False alarm or false call, other	1	1
730 - System malfunction, other	1	1
735 - Alarm system sounded due to malfunction	3	3
736 - CO detector activation due to malfunction	1	1
745 - Alarm system activation, no fire - unintentional	1	1
746 - Carbon monoxide detector activation, no CO	2	2
<b>Total</b>	<b>61</b>	<b>61</b>



# RHEEMS FIRE DEPARTMENT

## Monthly Report - October 2023

<u>Incident Type</u>	<u>Month</u>	<u>Year</u>	<u>Municipality</u>	<u>Month</u>	<u>Year</u>
Vehicle Accidents	11	59	Conewago Township		2
Vehicle Entrapments		11	Conoy Township		10
Vehicle Fire	2	7	East Donegal Township	1	13
Building Fire	4	62	Elizabethtown Borough		17
Chimney Fire		2	Londonderry Township		3
Brush/Trash Fire	2	32	Marietta Borough		7
Rescue - Other	1	7	Middletown Borough		
CO Incident	1	10	Mount Joy Borough	2	13
Gas Leak	3	12	Mount Joy Township	19	152
HAZMAT/Spill Control		2	Rapho Township	4	10
Investigations	5	23	West Donegal Township	5	70
Automatic Fire Alarm	1	23	West Hempfield Township	1	1
Assist EMS	2	17	Other		3
Assist PD					
Good Intent Call		12			
Public Service		8			
Other		6			
Transfers/Standbys		8			
<b>TOTAL</b>	<b>32</b>	<b>301</b>	<b>TOTAL</b>	<b>32</b>	<b>301</b>

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>YEAR</u>			
	Personnel	Hours	% Total Time	Personnel	Hours	% Total Time	
Response to Alarms	167	81.20	21.96%	1927	1148.26	27.04%	
Station Level Training	54	162.00	43.82%	440	1042.50	24.55%	
Certified Training			0.00%	125	804.00	18.94%	
Administration	13	24.70	6.68%	109	192.70	4.54%	
Fund Raising	2	0.80	0.22%	41	44.60	1.05%	
Fire Prevention	18	25.50	6.90%	27	50.50	1.19%	
Funeral Details			0.00%	36	161.00	3.79%	
Meetings	25	50.00	13.52%	145	234.10	5.51%	
Rig Checks	3	3.60	0.97%	81	100.70	2.37%	
Apparatus Maintenance			0.00%	28	59.30	1.40%	
Equipment Maintenance			0.00%	1	0.30	0.01%	
Facilities Maintenance			0.00%	2	1.30	0.03%	
Municipal Meetings	4	6.60	1.79%	16	19.30	0.45%	
Public Relations	5	15.00	4.06%	83	247.50	5.83%	
Work Detail	1	0.30	0.08%	35	140.00	3.30%	
<b>TOTAL</b>	<b>292</b>	<b>369.7</b>	<b>100.00%</b>	<b>TOTAL</b>	<b>3096</b>	<b>4246.06</b>	<b>100.00%</b>

INCIDENT #	DATE	ALARM TIME	DISPATCHED INCIDENT TYPE	ADDRESS	CROSS STREETS	CITY	ZIP CODE	STATE	MUNICIPALITY
2023-245	10/1/2023	9:07:45 PM	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	600 Rockwood Dr		Elizabethtown	17022	PA	Mount Joy Township
2023-246	10/1/2023	9:16:29 PM	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	154 ROUTE 283 E		Mount Joy	17552	PA	Mount Joy Township
2023-247	10/1/2023	9:37:14 PM	VEHICLE ACCIDENT-STANDBY; 463-Vehicle accident, general cleanup	150 ROUTE 283 E		Mount Joy	17552	PA	Mount Joy Township
2023-2471	10/2/2023	5:57:00 AM	INVESTIGATION - DUTY OFFICER	1520 Harrisburg Avenue		Mount Joy	17552	PA	West Donegal Township
2023-248	10/3/2023	1:59:46 PM	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	1658 Steel Way		Mount Joy	17552	PA	Mount Joy Township
2023-249	10/3/2023	2:34:00 PM	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	940 Maytown Rd		Elizabethtown	17022	PA	West Donegal Township
2023-250	10/3/2023	4:40:48 PM	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	Schwanger Road	Sheaffer Road	Elizabethtown	17022	PA	Mount Joy Township
2023-251	10/5/2023	10:05:32 AM	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	1563 Mill Rd		Elizabethtown	17022	PA	Mount Joy Township
2023-252	10/5/2023	5:07:00 PM	SPILL CONTROL; 422-Chemical spill or leak	1299 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2023-253	10/7/2023	10:08:00 AM	BUILDING-BARN-1A; 111-Building fire	1560 Silver Spring Rd		Mount Joy	17538	PA	West Hempfield Township
2023-254	10/9/2023	3:34:27 AM	BUILDING-DWELLING-1A; 111-Building fire	18 Pine St		Mount Joy	17552	PA	Mount Joy Borough
2023-255	10/10/2023	7:13:33 PM	VEHICLE FIRE; 131-Passenger vehicle fire	196 ROUTE 283 W		Mount Joy	17552	PA	Rapho Township
2023-256	10/11/2023	1:08:37 PM	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	998 N Hanover St		Elizabethtown	17022	PA	Mount Joy Township
2023-257	10/11/2023	8:26:41 PM	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	116 Roosevelt Dr		Elizabethtown	17022	PA	West Donegal Township
2023-258	10/12/2023	2:55:29 PM	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	2375 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2023-259	10/13/2023	12:15:21 PM	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	218 Beattys Tollgate Rd		Marietta	17547	PA	East Donegal Township
2023-260	10/15/2023	4:25:07 PM	VEHICLE FIRE; 131-Passenger vehicle fire	190 Route 283 W		Mount Joy (Township of)	17552	PA	Rapho Township
2023-261	10/15/2023	8:04:48 PM	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	159 Patton Drive		Elizabethtown	17022	PA	West Donegal Township
2023-262	10/18/2023	10:33:29 AM	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	186 ROUTE 283 W		Mount Joy	17552	PA	Rapho Township
2023-263	10/19/2023	10:42:17 AM	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	3141 Mount Joy Rd		Manheim	17545	PA	Rapho Township
2023-264	10/19/2023	4:48:10 PM	SPILL CONTROL; 422-Chemical spill or leak	Harrisburg Ave	Nolt Road	Mount Joy	17552	PA	West Donegal Township
2023-265	10/21/2023	7:57:10 PM	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	24 Christy Ct		Elizabethtown	17022	PA	Mount Joy Township
2023-266	10/21/2023	9:41:31 PM	BUILDING-HIGH OCCUPANCY 1A; 111-Building fire	474 Rockwood Dr		Elizabethtown	17022	PA	Mount Joy Township
2023-267	10/22/2023	12:59:41 PM	BUILDING-DWELLING-1A; 111-Building fire	187 Ridgeview Rd S		Elizabethtown	17022	PA	Mount Joy Township
2023-268	10/23/2023	4:08:49 PM	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	206 E Main St		Mount Joy	17552	PA	Mount Joy Borough
2023-269	10/23/2023	6:12:00 PM	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	177 Route 283 E		Mount Joy	17552	PA	Mount Joy Township
2023-270	10/24/2023	8:56:46 PM	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	247 Ersa Dr		Elizabethtown	17022	PA	Mount Joy Township
2023-271	10/26/2023	6:05:18 AM	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	2144 Sheri Ln		Mount Joy	17552	PA	Mount Joy Township
2023-272	10/26/2023	1:39:04 PM	INVESTIGATION-OUTSIDE; 651-Smoke scare, odor of smoke	2395 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2023-273	10/27/2023	2:43:52 PM	SEARCH DETAIL; 340-Search for lost person, other	848 Westbrooke Dr		Elizabethtown	17022	PA	Mount Joy Township
2023-274	10/28/2023	2:57:51 PM	CO ALARM; 424-Carbon monoxide incident	225 Pebble Dr		Elizabethtown	17022	PA	West Donegal Township
2023-275	10/28/2023	6:06:38 PM	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	1575 S Market St		Elizabethtown	17022	PA	Mount Joy Township

# Rheems Fire Department

## Budget vs. Actuals: Rheems Fire Department 2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Fundraising & Donations				
121 Annual Fund Drive	56,854.31	65,200.00	-8,345.69	87.20 %
123 Fire Division Services	1,750.00	1,000.00	750.00	175.00 %
124 Special Contributions	21,000.00	14,800.00	6,200.00	141.89 %
126 Miscellaneous Contributions	547.97	1,000.00	-452.03	54.80 %
127 Memorial Contributions	1,525.00	250.00	1,275.00	610.00 %
150 Fundraising Event Proceeds	2,256.61	1,750.00	506.61	128.95 %
<b>Total Fundraising &amp; Donations</b>	<b>83,933.89</b>	<b>84,000.00</b>	<b>-66.11</b>	<b>99.92 %</b>
Grants				
184 PEMA Grants	15,000.00	13,750.00	1,250.00	109.09 %
<b>Total Grants</b>	<b>15,000.00</b>	<b>13,750.00</b>	<b>1,250.00</b>	<b>109.09 %</b>
Municipal Income				
101 MJT Operations	155,170.00	155,170.00	0.00	100.00 %
104 WDT Operations	129,978.20	129,978.00	0.20	100.00 %
<b>Total Municipal Income</b>	<b>285,148.20</b>	<b>285,148.00</b>	<b>0.20</b>	<b>100.00 %</b>
Other Revenue				
132 Sale of Fire Department Merchandise	20.00	1,000.00	-980.00	2.00 %
140 Dues/Applications	60.00	250.00	-190.00	24.00 %
160 Interest Earned	4,971.10	750.00	4,221.10	662.81 %
<b>Total Other Revenue</b>	<b>5,051.10</b>	<b>2,000.00</b>	<b>3,051.10</b>	<b>252.56 %</b>
Reimbursements/Refunds/Claims				
172 Insurance Claims	6,075.00		6,075.00	
<b>Total Reimbursements/Refunds/Claims</b>	<b>6,075.00</b>		<b>6,075.00</b>	
<b>Total Income</b>	<b>\$395,208.19</b>	<b>\$384,898.00</b>	<b>\$10,310.19</b>	<b>102.68 %</b>
<b>GROSS PROFIT</b>	<b>\$395,208.19</b>	<b>\$384,898.00</b>	<b>\$10,310.19</b>	<b>102.68 %</b>
<b>Expenses</b>				
ADM - Administrative				
290 Dues & Subscriptions	529.00	500.00	29.00	105.80 %
297 Legal & Accounting	1,200.00	1,250.00	-50.00	96.00 %
298 Bank Fees	0.00		0.00	
299 Grant Preparation Expenses		2,500.00	-2,500.00	
332 Presidents Initiatives				
332CP Department Christmas Party		500.00	-500.00	
332DP Member Picnic		250.00	-250.00	
332EE Easter Egg Hunt	480.78	500.00	-19.22	96.16 %
332FF Fall Fest		500.00	-500.00	
332HF Holiday Family Fun Fest		500.00	-500.00	
332ME Memorial Expenses	250.00	1,000.00	-750.00	25.00 %
332PF Presidents Fund	78.42	1,500.00	-1,421.58	5.23 %
<b>Total 332 Presidents Initiatives</b>	<b>809.20</b>	<b>4,750.00</b>	<b>-3,940.80</b>	<b>17.04 %</b>
<b>Total ADM - Administrative</b>	<b>2,538.20</b>	<b>9,000.00</b>	<b>-6,461.80</b>	<b>28.20 %</b>

# Rheems Fire Department

## Budget vs. Actuals: Rheems Fire Department 2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
ADM - Fundraising				
260 Miscellaneous Fundraising Expenses		500.00	-500.00	
288 Annual Fund Drive	7,999.23	12,000.00	-4,000.77	66.66 %
<b>Total ADM - Fundraising</b>	<b>7,999.23</b>	<b>12,500.00</b>	<b>-4,500.77</b>	<b>63.99 %</b>
ADM - Recruitment & Retention				
213 Patches/Shirts/Hats/Jackets	1,000.00	2,000.00	-1,000.00	50.00 %
217 Fire Department Uniforms	343.01	4,000.00	-3,656.99	8.58 %
295 Fire Department Web Site	1,478.97	1,400.00	78.97	105.64 %
331 Fire Department Banquet	9,434.77	7,000.00	2,434.77	134.78 %
335 Recruitment & Retention Incentive	4,431.82	8,000.00	-3,568.18	55.40 %
<b>Total ADM - Recruitment &amp; Retention</b>	<b>16,688.57</b>	<b>22,400.00</b>	<b>-5,711.43</b>	<b>74.50 %</b>
ADM -Supplies & Equipment				
281 Paper/Copier/Office Supplies	179.18	1,275.00	-1,095.82	14.05 %
282 Office Equipment	514.35	500.00	14.35	102.87 %
283 Computer & Network Expenses	1,377.30	750.00	627.30	183.64 %
287 Postage & Shipping	126.00	150.00	-24.00	84.00 %
293 Software	11,884.39	12,000.00	-115.61	99.04 %
294 Copier Lease	1,369.94	1,500.00	-130.06	91.33 %
296 I-Pads	1,158.88	1,800.00	-641.12	64.38 %
<b>Total ADM -Supplies &amp; Equipment</b>	<b>16,610.04</b>	<b>17,975.00</b>	<b>-1,364.96</b>	<b>92.41 %</b>
CAP - Capital & Debt Service				
613 KS State Bank Principle	34,713.27	33,633.62	1,079.65	103.21 %
614 KS State Bank Interest	17,632.15	18,711.80	-1,079.65	94.23 %
<b>Total CAP - Capital &amp; Debt Service</b>	<b>52,345.42</b>	<b>52,345.42</b>	<b>0.00</b>	<b>100.00 %</b>
FAC - B&G -Janitorial				
307 Contract Cleaning		1,000.00	-1,000.00	
309 Supplies	267.21	750.00	-482.79	35.63 %
<b>Total FAC - B&amp;G -Janitorial</b>	<b>267.21</b>	<b>1,750.00</b>	<b>-1,482.79</b>	<b>15.27 %</b>
FAC - B&G - Improvements				
301 Facilities Improvements	11,575.80	10,000.00	1,575.80	115.76 %
305 Appliance Purchase		2,000.00	-2,000.00	
306 Furniture Purchase		1,000.00	-1,000.00	
311 Physical Fitness		2,000.00	-2,000.00	
<b>Total FAC - B&amp;G - Improvements</b>	<b>11,575.80</b>	<b>15,000.00</b>	<b>-3,424.20</b>	<b>77.17 %</b>
FAC - B&G - Landscaping				
303 Snow Removal	562.25	2,500.00	-1,937.75	22.49 %
304 Lawn Maintenance	4,972.50	5,000.00	-27.50	99.45 %
<b>Total FAC - B&amp;G - Landscaping</b>	<b>5,534.75</b>	<b>7,500.00</b>	<b>-1,965.25</b>	<b>73.80 %</b>
FAC - B&G - Maintenance				
292 Property & Liability Insurance	10,607.32	8,500.00	2,107.32	124.79 %
302 Facilities Maintenance	16,733.08	10,000.00	6,733.08	167.33 %
308 Security System Maintenance		750.00	-750.00	



# Rheems Fire Department

## Budget vs. Actuals: Rheems Fire Department 2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
310 HVAC Maintenance	2,895.75	2,000.00	895.75	144.79 %
312 Pest Control		500.00	-500.00	
313 Emergency Generator Maintenance	760.68	1,500.00	-739.32	50.71 %
314 Pond Maintenance	701.67	750.00	-48.33	93.56 %
315 Appliance Maintenance	1,499.36	750.00	749.36	199.91 %
316 Kitchen Supplies	83.54	500.00	-416.46	16.71 %
<b>Total FAC - B&amp;G - Maintenance</b>	<b>33,281.40</b>	<b>25,250.00</b>	<b>8,031.40</b>	<b>131.81 %</b>
FAC - B&G - Utilities				
321 Electric	11,024.72	15,000.00	-3,975.28	73.50 %
322 Water	308.58	500.00	-191.42	61.72 %
323 Sewer	260.00	1,250.00	-990.00	20.80 %
324 Telephones	1,281.55	1,500.00	-218.45	85.44 %
326 Natural Gas	4,128.10	6,000.00	-1,871.90	68.80 %
327 Alarm System Monitoring	577.92	1,000.00	-422.08	57.79 %
329 Cable/Internet	211.60	300.00	-88.40	70.53 %
<b>Total FAC - B&amp;G - Utilities</b>	<b>17,792.47</b>	<b>25,550.00</b>	<b>-7,757.53</b>	<b>69.64 %</b>
OPS - Apparatus				
241 Apparatus Purchase	73,490.00	75,000.00	-1,510.00	97.99 %
242 Engine 70 Maintenance	26,951.79	14,500.00	12,451.79	185.87 %
243 Rescue 70 Maintenance	6,346.18	11,500.00	-5,153.82	55.18 %
244 DC 70 Maintenance	562.00	250.00	312.00	224.80 %
245 Squad 70 Maintenance	1,208.04	1,000.00	208.04	120.80 %
246 Tanker 70 Maintenance	11,931.01	11,500.00	431.01	103.75 %
247 Fuel for Apparatus/Equipment	6,979.55	13,000.00	-6,020.45	53.69 %
249 Miscellaneous (Tools/Lubricants/Parts)	30.24	2,500.00	-2,469.76	1.21 %
250 C70 Maintenance	581.00	1,000.00	-419.00	58.10 %
<b>Total OPS - Apparatus</b>	<b>128,079.81</b>	<b>130,250.00</b>	<b>-2,170.19</b>	<b>98.33 %</b>
OPS - Captains Expenses				
215 Fire Equipment Purchases	12,744.54	24,000.00	-11,255.46	53.10 %
216 PPE	99,459.59	100,000.00	-540.41	99.46 %
226 Equipment Repairs	3,034.73	5,000.00	-1,965.27	60.69 %
236 Captains Miscellaneous	79.00	1,500.00	-1,421.00	5.27 %
<b>Total OPS - Captains Expenses</b>	<b>115,317.86</b>	<b>130,500.00</b>	<b>-15,182.14</b>	<b>88.37 %</b>
OPS - Fire Chief Expenses				
234 Chiefs Initiatives	823.85	1,500.00	-676.15	54.92 %
337 Water/Coffee Mess	963.30	1,500.00	-536.70	64.22 %
338 Food for Calls/Training	1,913.62	1,250.00	663.62	153.09 %
339 Miscellaneous	3,105.45	8,000.00	-4,894.55	38.82 %
<b>Total OPS - Fire Chief Expenses</b>	<b>6,806.22</b>	<b>12,250.00</b>	<b>-5,443.78</b>	<b>55.56 %</b>
<b>Total Expenses</b>	<b>\$414,836.98</b>	<b>\$462,270.42</b>	<b>\$ -47,433.44</b>	<b>89.74 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -19,628.79</b>	<b>\$ -77,372.42</b>	<b>\$57,743.63</b>	<b>25.37 %</b>
<b>NET INCOME</b>	<b>\$ -19,628.79</b>	<b>\$ -77,372.42</b>	<b>\$57,743.63</b>	<b>25.37 %</b>

# Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2023 - FY23 P&L

January - December 2023

# Rheems Fire Company Relief Association

## Budget vs. Actuals: Relief Association 2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 Commonwealth Allocations				
1001 MJT Relief	23,344.17	23,700.00	-355.83	98.50 %
1002 WDT Relief	28,027.22	26,800.00	1,227.22	104.58 %
1003 East Donegal Relief	3,103.30	2,300.00	803.30	134.93 %
<b>Total 100 Commonwealth Allocations</b>	<b>54,474.69</b>	<b>52,800.00</b>	<b>1,674.69</b>	<b>103.17 %</b>
170 Equipment Sold Proceeds				
1701 Relief Equipment Sold	4,000.00	3,000.00	1,000.00	133.33 %
1702 Relief Apparatus Sold	25,000.00	15,000.00	10,000.00	166.67 %
<b>Total 170 Equipment Sold Proceeds</b>	<b>29,000.00</b>	<b>18,000.00</b>	<b>11,000.00</b>	<b>161.11 %</b>
<b>Total Income</b>	<b>\$83,474.69</b>	<b>\$70,800.00</b>	<b>\$12,674.69</b>	<b>117.90 %</b>
<b>GROSS PROFIT</b>	<b>\$83,474.69</b>	<b>\$70,800.00</b>	<b>\$12,674.69</b>	<b>117.90 %</b>
Expenses				
510 - Insurance Premiums				
5101 Insurance Premiums	4,559.00	5,000.00	-441.00	91.18 %
<b>Total 510 - Insurance Premiums</b>	<b>4,559.00</b>	<b>5,000.00</b>	<b>-441.00</b>	<b>91.18 %</b>
520 - Equipment Purchased				
5212 Rescue Equipment Purchase	8,668.24	9,000.00	-331.76	96.31 %
5218 Pager Purchases		4,000.00	-4,000.00	
5238 Hose/Nozzles/Appliances	-11,551.00		-11,551.00	
<b>Total 520 - Equipment Purchased</b>	<b>-2,882.76</b>	<b>13,000.00</b>	<b>-15,882.76</b>	<b>-22.18 %</b>
530 - Equipment Maintenance				
5304 Cascade System Maintenance		1,500.00	-1,500.00	
5309 SCBA Service	2,571.45	4,000.00	-1,428.55	64.29 %
5310 SCBA Parts	314.34	1,250.00	-935.66	25.15 %
5319 Pager Maintenance		1,000.00	-1,000.00	
5323 Portable Radio Maintenance	1,100.00	1,000.00	100.00	110.00 %
5325 Mobile Radio Maintenance		1,000.00	-1,000.00	
5349 Miscellaneous (Tools/Lubricants/Parts)	56.59		56.59	
5360 Sprinkler System Maintenance		650.00	-650.00	
<b>Total 530 - Equipment Maintenance</b>	<b>4,042.38</b>	<b>10,400.00</b>	<b>-6,357.62</b>	<b>38.87 %</b>
560 - Training Expenses				
5601 Training Classes/Programs	22,338.84	20,000.00	2,338.84	111.69 %
5602 Training Equipment	910.03	3,000.00	-2,089.97	30.33 %
<b>Total 560 - Training Expenses</b>	<b>23,248.87</b>	<b>23,000.00</b>	<b>248.87</b>	<b>101.08 %</b>
580 - Fire Prevention				
5801 Fire Prevention	1,688.00	2,500.00	-812.00	67.52 %
<b>Total 580 - Fire Prevention</b>	<b>1,688.00</b>	<b>2,500.00</b>	<b>-812.00</b>	<b>67.52 %</b>
590 - Administrative Expenses				
5907 Legal & Accounting	1,519.90	1,200.00	319.90	126.66 %
<b>Total 590 - Administrative Expenses</b>	<b>1,519.90</b>	<b>1,200.00</b>	<b>319.90</b>	<b>126.66 %</b>

# Rheems Fire Company Relief Association

## Budget vs. Actuals: Relief Association 2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Expenses	\$32,175.39	\$55,100.00	\$ -22,924.61	58.39 %
NET OPERATING INCOME	\$51,299.30	\$15,700.00	\$35,599.30	326.75 %
NET INCOME	\$51,299.30	\$15,700.00	\$35,599.30	326.75 %

# **FDMJ Monthly Incident Report Summary**

**October 2023**

Responded to **47** alarms for the month of October 2023 – **487** total alarms for 2023

**Time in service for month:** **18** hours and **1** minute

**Average manpower per incident:** **8.5** members per call for month (**6a-4p 21 calls/3.6** members per call) – **Response time – 5 min & 13 sec.** **Arrival time - 9 min & 48 sec.** (w/FP calls)

**Total Man-hours:** **144** hours & **16** minutes

**Calls by Municipality First Due:** **35** first due alarms – **12** mutual aid alarms

- Mount Joy Borough - 17
- Rapho Township -16
- Mount Joy Township - 0
- East Donegal Township – 2

## **Apparatus Responses:**

- Engine 75-1 - 14
- Engine 75-2 - 15
- Truck 75 - 9
- Squad 75-1 - 6
- Traffic 75 – 10
- POV (Fire Police) - 15
- Duty Chief Vehicle - 16
- Duty Officer Vehicle – 21

**Property pre-incident value:** \$ 200,000.00

**Property Fire Loss:** \$15,000.00

**Property post incident saved:** \$185,000.00

**2022 FDMJ responded to a call on average every** - 14 hours & 58 minute

**Total Training hours of** 32 members trained for 378 hours 30 minutes

**Fire Prevention Details** – 3 Events – Donegal Primary School -700 students, Kraybill's Mennonite School, 200 students Clearview Mennonite, 200 students  
9 total members = 52.5 hours

**Community Service Details** – 5-Community Events, Manheim Borough Parade, LCBC Trunk-or-Treat, MJB Spooktacular, MJB Trick-or-Treat Night, Janus School 5K & Fall Fest  
127 total members = 108.5 hours

**Notable First Due Calls:** - 10/9 – Dwelling Fire – 18 Pine St. MJB

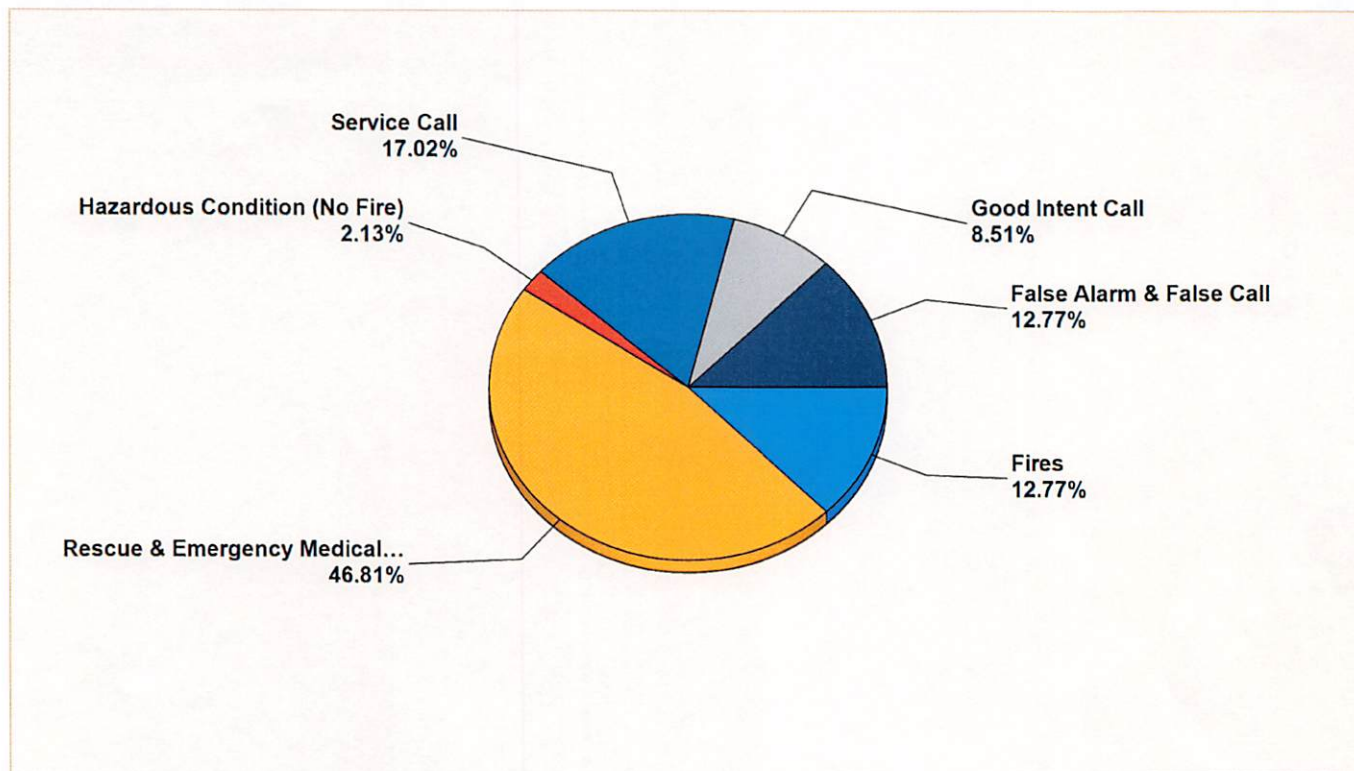
# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:12:16 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	12.77%
Rescue & Emergency Medical Service	22	46.81%
Hazardous Condition (No Fire)	1	2.13%
Service Call	8	17.02%
Good Intent Call	4	8.51%
False Alarm & False Call	6	12.77%
<b>TOTAL</b>	<b>47</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Doc Id: 553

Page # 1 of 2



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	8.51%
131 - Passenger vehicle fire	1	2.13%
151 - Outside rubbish, trash or waste fire	1	2.13%
311 - Medical assist, assist EMS crew	4	8.51%
321 - EMS call, excluding vehicle accident with injury	3	6.38%
322 - Motor vehicle accident with injuries	9	19.15%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	4.26%
324 - Motor vehicle accident with no injuries.	4	8.51%
440 - Electrical wiring/equipment problem, other	1	2.13%
500 - Service Call, other	1	2.13%
510 - Person in distress, other	1	2.13%
531 - Smoke or odor removal	2	4.26%
551 - Assist police or other governmental agency	2	4.26%
553 - Public service	1	2.13%
571 - Cover assignment, standby, moveup	1	2.13%
600 - Good intent call, other	3	6.38%
611 - Dispatched & cancelled en route	1	2.13%
735 - Alarm system sounded due to malfunction	1	2.13%
745 - Alarm system activation, no fire - unintentional	4	8.51%
746 - Carbon monoxide detector activation, no CO	1	2.13%
<b>TOTAL INCIDENTS:</b>	<b>47</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Fire Department Mount Joy



Mount Joy, PA

This report was generated on 11/5/2023 11:15:10 AM

## Incident Statistics

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		22	
FIRE		25	
TOTAL		47	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$250,000.00		\$15,000.00	
CO CHECKS			
746 - Carbon monoxide detector activation, no CO		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
Aid Given		13	
Aid Received		11	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
4		8.51	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 75	0:08:48	0:09:17	
AVERAGE FOR ALL CALLS		0:09:48	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 75	0:05:13	0:04:45	
AVERAGE FOR ALL CALLS		0:05:13	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Fire Department Mount Joy		23:00	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



emergencyreporting.com  
Doc Id: 1645  
Page # 1 of 1



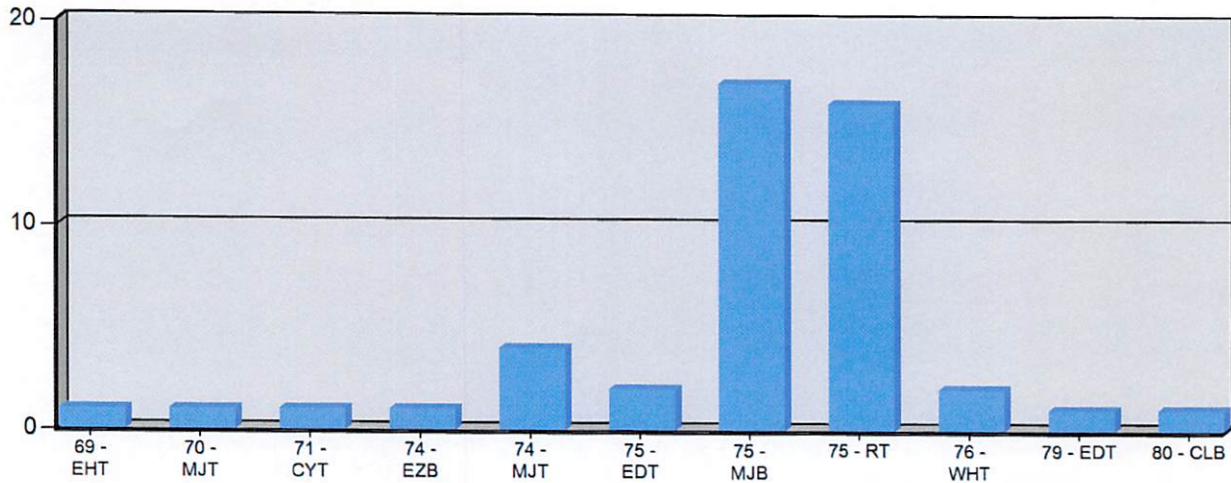
# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:16:20 AM

## Incident Count per Zone for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023



ZONE	# INCIDENTS
69 - EHT - 69 East Hempfield Township	1
70 - MJT - 70 Mount Joy Township	1
71 - CYT - 71 Conoy Township	1
74 - EZB - 74 Elizabethtown Borough	1
74 - MJT - 74 Mount Joy Township	4
75 - EDT - 75 East Donegal Township	2
75 - MJB - 75 Mount Joy Borough	17
75 - RT - 75 Rapho Township	16
76 - WHT - 76 West Hempfield Township	2
79 - EDT - 79 East Donegal Township	1
80 - CLB - 80 Columbia Borough	1

**TOTAL: 47**

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.  
Archived Zones cannot be unarchived.

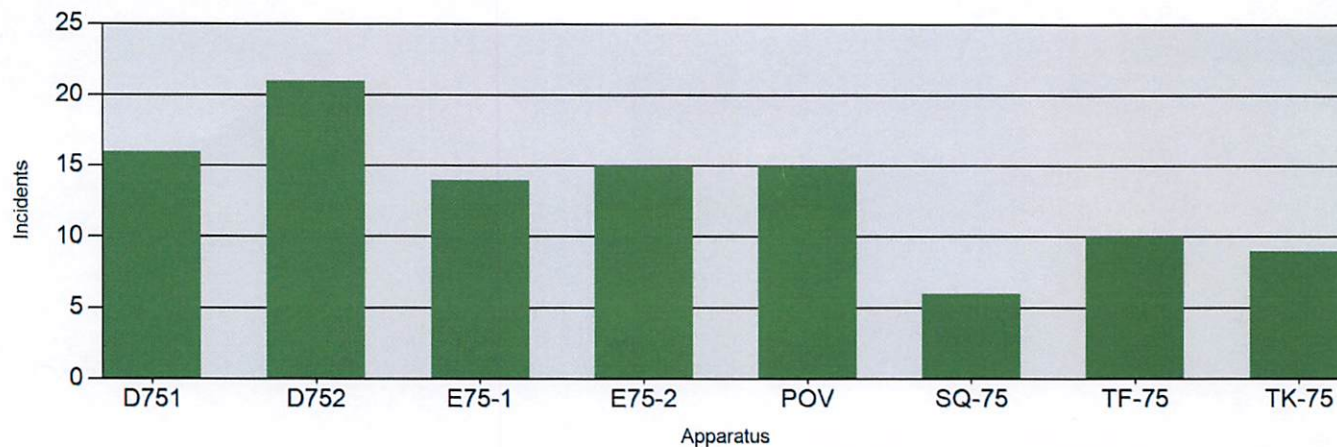
# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:17:19 AM

## Incident Count per Apparatus for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023



APPARATUS	# of INCIDENTS
D751	16
D752	21
E75-1	14
E75-2	15
POV	15
SQ-75	6
TF-75	10
TK-75	9

Cancelled apparatus (per the THIS APPARATUS WAS CANCELLED checkbox on Basic Info 4) not included.  
Only REVIEWED incidents included.



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Doc Id: 658  
Page # 1 of 1

# Fire Department Mount Joy



Mount Joy, PA

This report was generated on 11/5/2023 11:18:45 AM

## Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 10/01/2023 | End Date: 10/31/2023

ZONE	INCIDENT COUNT	MAN-HOURS
69 - EHT - 69 East Hempfield Township	1	0:00
70 - MJT - 70 Mount Joy Township	1	1:09
71 - CYT - 71 Conoy Township	1	1:26
74 - EZB - 74 Elizabethtown Borough	1	0:00
74 - MJT - 74 Mount Joy Township	4	5:13
75 - EDT - 75 East Donegal Township	2	4:15
75 - MJB - 75 Mount Joy Borough	17	54:43
75 - RT - 75 Rapho Township	16	43:28
76 - WHT - 76 West Hempfield Township	2	23:06
79 - EDT - 79 East Donegal Township	1	0:00
80 - CLB - 80 Columbia Borough	1	10:56
<b>TOTAL</b>	<b>47</b>	<b>144:16</b>

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



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Doc Id: 1306  
Page # 1 of 1



# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:19:38 AM

## Losses for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
1	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2023-456	10/09/2023	111 - Building fire	\$15,000.00	\$0.00	\$15,000.00	100.00%

Only REVIEWED incidents included



emergencyreporting.com  
Doc Id: 265  
Page # 1 of 1

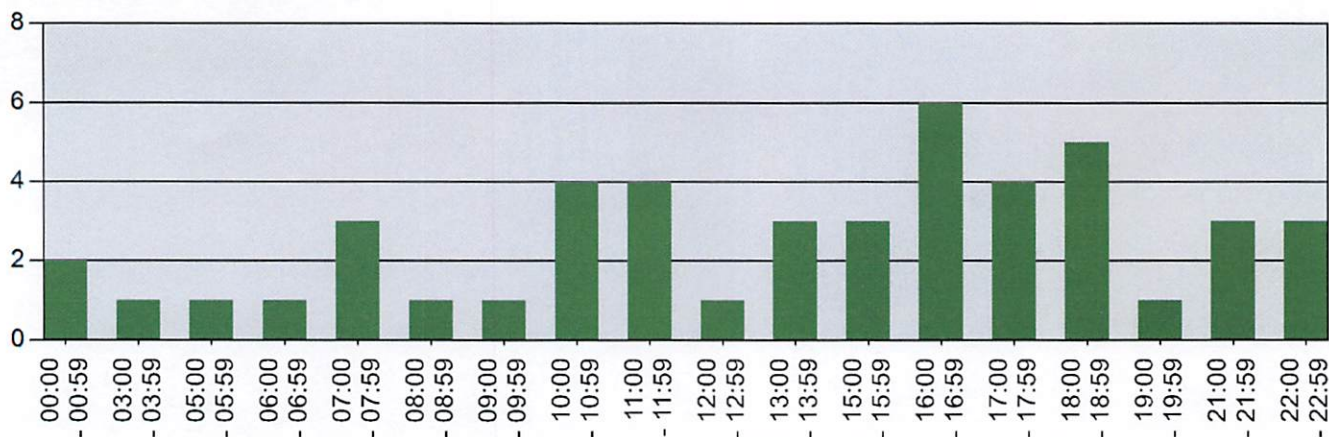
# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:20:36 AM

## Incidents by Hour for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023



Hour	# of CALLS
00:00 - 00:59	2
03:00 - 03:59	1
05:00 - 05:59	1
06:00 - 06:59	1
07:00 - 07:59	3
08:00 - 08:59	1
09:00 - 09:59	1
10:00 - 10:59	4
11:00 - 11:59	4
12:00 - 12:59	1
13:00 - 13:59	3
15:00 - 15:59	3
16:00 - 16:59	6
17:00 - 17:59	4
18:00 - 18:59	5
19:00 - 19:59	1
21:00 - 21:59	3
22:00 - 22:59	3

Only REVIEWED incidents included



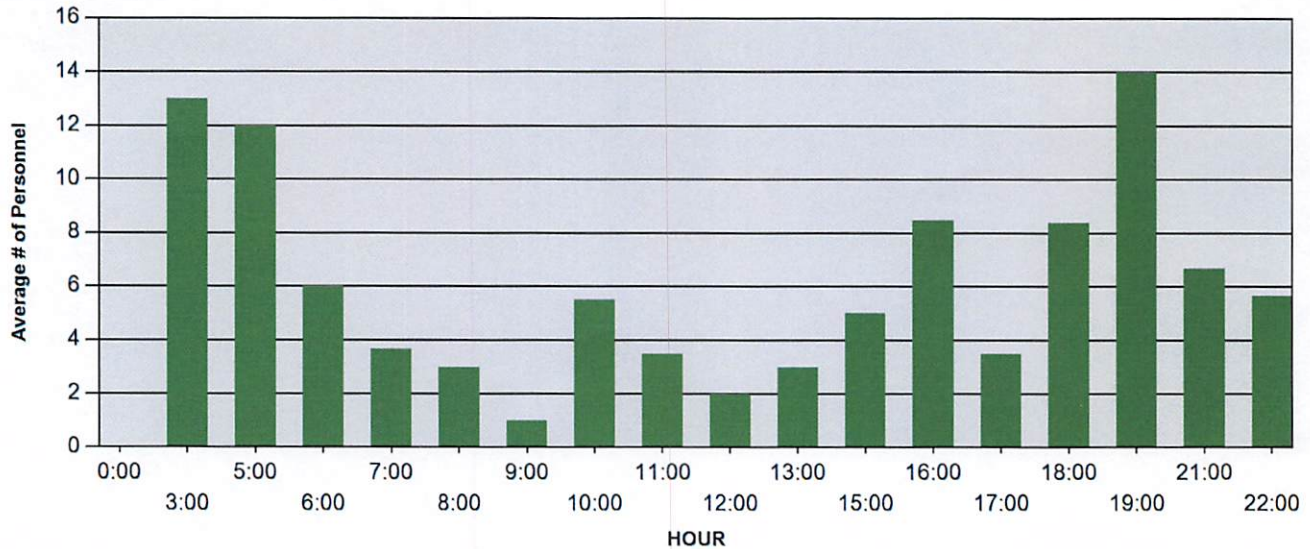
# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:21:50 AM

## Average Number of Responding Personnel per Hour for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023



Hour	Avg. # Personnel
00:00 - 00:59	0.00
03:00 - 03:59	13.00
05:00 - 05:59	12.00
06:00 - 06:59	6.00
07:00 - 07:59	3.67
08:00 - 08:59	3.00
09:00 - 09:59	1.00
10:00 - 10:59	5.50
11:00 - 11:59	3.50
12:00 - 12:59	2.00
13:00 - 13:59	3.00
15:00 - 15:59	5.00
16:00 - 16:59	8.50
17:00 - 17:59	3.50
18:00 - 18:59	8.40
19:00 - 19:59	14.00
21:00 - 21:59	6.67
22:00 - 22:59	5.67

AVE. # PERSONNEL calculated from total number of personnel responding to incidents begun at the HOUR divided by total number of REVIEWED incidents for that HOUR. Includes personnel that responded both on or off apparatus.





# Fire Department Mount Joy

Mount Joy, PA

This report was generated on 11/5/2023 11:22:51 AM



## Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/01/2023	2023-441	823 ANDERSON FERRY RD	311 - Medical assist, assist EMS crew	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	3	4
10/01/2023	2023-442	950 SQUARE ST	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	6
10/01/2023	2023-443	150 283 RT E	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	74 - MJT - 74 Mount Joy Township	1	2
10/03/2023	2023-444	1010 W MAIN ST	323 - Motor vehicle/pedestrian accident (MV Ped)	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	5
10/03/2023	2023-445	1658 STEEL WAY DR	611 - Dispatched & cancelled en route	Active Firefighters & Fire Police	70 - MJT - 70 Mount Joy Township	1	7
10/03/2023	2023-446	950 SQUARE ST	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	6
10/03/2023	2023-447	789 E MAIN ST	553 - Public service	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	5	9
10/03/2023	2023-448	951 WOOD ST	551 - Assist police or other governmental agency	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	7
10/03/2023	2023-449	218 ZIEGLER ST	151 - Outside rubbish, trash or waste fire	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	12
10/04/2023	2023-451	202 S MARKET ST	531 - Smoke or odor removal	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	10
10/06/2023	2023-452	E MAIN ST	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	8
10/06/2023	2023-453	607 BLOSSOM TRL	321 - EMS call, excluding vehicle accident with injury	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	6
10/07/2023	2023-454	1560 SILVER SPRING RD	111 - Building fire	Active Firefighters & Fire Police	76 - WHT - 76 West Hempfield Township	2	13
10/07/2023	2023-455	ROUTE 441	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	79 - EDT - 79 East Donegal Township	1	1
10/09/2023	2023-456	18 PINE ST	111 - Building fire	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	5	13
10/09/2023	2023-457	951 WOOD ST	311 - Medical assist, assist EMS crew	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	9

Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 948  
Page # 1 of 3



DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/10/2023	2023-458	2392 MOUNT JOY RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	5	19
10/10/2023	2023-459	196 283 RT W	500 - Service Call, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	4	20
10/11/2023	2023-460	1314 CARMANY RD	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	1	3
10/11/2023	2023-461	998 N HANOVER ST	571 - Cover assignment, standby, moveup	Active Firefighters & Fire Police	74 - MJT - 74 Mount Joy Township	1	4
10/12/2023	2023-462	2710 MOUNT JOY RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	4	7
10/13/2023	2023-463	ROUTE 772	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	2	2
10/13/2023	2023-464	1048 KAITLIN ALY	735 - Alarm system sounded due to malfunction	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	4	15
10/14/2023	2023-465	72 E MAIN ST	531 - Smoke or odor removal	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	4	12
10/15/2023	2023-466	190 283 RT W	600 - Good intent call, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	6	17
10/16/2023	2023-467	MOUNT JOY RD	600 - Good intent call, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	4	9
10/16/2023	2023-468	E MAIN ST	323 - Motor vehicle/pedestrian accident (MV Ped)	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	10
10/18/2023	2023-469	186 283 RT W	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	2	6
10/18/2023	2023-470	18 PENN COURT DR	321 - EMS call, excluding vehicle accident with injury	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	1	5
10/18/2023	2023-471	206 S BARBARA ST	311 - Medical assist, assist EMS crew	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	8
10/19/2023	2023-472	NEW HAVEN ST	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	6
10/19/2023	2023-473	1702 CRESTWYCK CIR	321 - EMS call, excluding vehicle accident with injury	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	1	2
10/19/2023	2023-474	3141 MOUNT JOY RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	4	6
10/21/2023	2023-475	1360 STRICKLER RD	440 - Electrical wiring/equipment problem, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	8
10/21/2023	2023-476	474 ROCKWOOD DR	111 - Building fire	Active Firefighters & Fire Police	74 - MJT - 74 Mount Joy Township	2	11
10/22/2023	2023-477	MCKINLEY DR	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	5	14

Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 948  
Page # 2 of 3



DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/23/2023	2023-478	206 E MAIN ST	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	4	11
10/24/2023	2023-479	2420 RIVER RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	71 - CYT - 71 Conoy Township	1	1
10/24/2023	2023-480	BROAD ST	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	76 - WHT - 76 West Hempfield Township	1	3
10/24/2023	2023-481	745 OLD CHIQUES HILL RD	111 - Building fire	Active Firefighters & Fire Police	80 - CLB - 80 Columbia Borough	3	10
10/24/2023	2023-482	24 CIRCLE DR	510 - Person in distress, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	4	11
10/24/2023	2023-483	41 BOXWOOD BLVD	311 - Medical assist, assist EMS crew	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	8
10/25/2023	2023-484	3456 GREEN LEAF DR	600 - Good intent call, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	1
10/27/2023	2023-485	55 MAYTOWN AVE	746 - Carbon monoxide detector activation, no CO	Active Firefighters & Fire Police	74 - EZB - 74 Elizabethtown Borough	1	2
10/30/2023	2023-487	1316 DRAGER RD	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	6

**TOTAL # INCIDENTS: 45**

Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 948  
Page # 3 of 3



## MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.653.4030

[www.mslibrary.org](http://www.mslibrary.org)

Milanof-Schock Library is a community resource that enriches lives through, education, information, exploration, and socialization.

Serving East Donegal Township, Marietta Boro, Mount Joy Boro, Mount Joy Township & Rapho Township

**October 2023** - Compiled by Joseph McIlhenney, Executive Director  
Contributors: Susan Craine, Jan Betty, Stephanie Funk & Kirstin Rhoads

September 1-30, 2023 Statistics	2023	2022	2021	2020	2019
TOTAL CIRCULATION	<b>13,570</b>	13,312	12,747	14,897	14,379
YTD CIRCULATION	<b>138,619</b>	138,127	135,611	88,462	147,000
OVERDRIVE & E-formats	1,369	1,425	1,398	1,436	1,051
NEW PATRONS	<b>67</b>	84	45	48	65
YTD NEW PATRONS	<b>821</b>	712	506	332	713
PATRON COUNT	<b>4,870</b>	4,817	3,789	3,603	5,660
YTD PATRON COUNT	<b>54,498</b>	48,146	37,840	27,986	59,556
PASSPORTS	<b>67</b>	66	42	44	55
YTD PASSPORTS	<b>1,264</b>	785	682	473	979
WIFI USERS	<b>536</b>	326	283	261	433
PC USERS	<b>319</b>	-	267	259	460

Hoopla!	Sep'23	Aug'23	Jul'23	Jun'23	May'23	Apr'23	Mar'23
Number of Hoopla items used	<b>357</b>	365	311	307	268	232	266

ITEMS SOLD IN LOBBY	<b>\$968.50</b>
YTD TOTAL \$	<b>9,059.72</b>
TOTAL \$ ADDED DONATIONS	<b>\$259.00</b>
TOTAL \$ DONATIONS as PRIZES	<b>\$180.00</b>
TOTAL	<b>\$1,407.50</b>

### Executive Summary

- MSL was closed Saturday, Sept 3 & Monday, Sept 4 for Labor Day, Fall Hours began Sept 8
- During early September "Love Your Library Benefit Bash" Raffle, Silent Auction and Lego Creation winners visit MSL to pick up winnings!
- MSL holds Blood Drive Sept 28
- Miss Jan represents MSL at the Pig Iron Fest in Marietta, Sept 30



## **PROGRAMMING / CLUBS / PROCTORS NUMBERS**

<b>ADULT Programs</b>	<b>Programs</b>	<b>Participants</b>	<b>Programs YTD</b>	<b>Participants YTD</b>
In-Library Programs	4	131	32	674
Club Meetings/Participants	8	79	47	459
<b>YOUTH Programs</b>	<b>Programs</b>	<b>Participants</b>	<b>Programs YTD</b>	<b>Participants YTD</b>
In-Library Programs	13	317	167	4410
Off-site Programs	4	309	60	4323
Virtual Programs	3	117	37	2454

<b>Volunteer</b>	<b>Month Total</b>	<b>2022 YTD Totals</b>		
Volunteer Hours	74.5	911.5		

### **Joseph**

- Stephanie's first official day as Operations Coordinator was Sept 5
- Achieved something I've wanted to do my entire career. I was in two places at once [actually, it just involved running]. Attended both the Friends Group and Mount Joy Borough Council, Sept 11
- Met with Greg Kiehl and Lark Eshleman regarding Policy Committee, Sept 12
- Attended Mount Joy Chamber, Sept 13
- Met with Kerri Milliken, LSLC trainer, for training and help with the migration and setup of SharePoint file storage, Sept 28

#### **Circulation % by Type**

Easy Reader	30.20%
Juv Fiction	17.60%
FICTION Adult	15.10%
DVDs	9.00%

### **Community/Service Point (Susan)**

- Worked with Joseph to figure out a way to re-work the Juvenile Non-Fiction using carts borrowed from Armstrong Relocation Co.
- Weeded every possible area in the library to create more shelving space.
- Worked with Megan, Rachel and Joseph to create a better Passport Picture area
- Processed many new items

### **Youth Services (Jan)**

- September was off with a bang. Storytimes and homeschool classes were in full swing. I was happy to have 89 different children attend storytimes with anywhere from 18 to 51 per session.
- It was a typical September with great attendance during the day, but not so many for evening activities, with sports and school getting underway.
- I also had an area at the Marietta Pig Iron Fest and car show.
- Spent some time in September working on visits with Donegal Kindergarten and Kraybill School. Hoping to get back in Donegal. They were unable to host me last year because changes in their curriculum left no time for visiting readers.
- Attended my first Donegal Key Club meeting for this school year. We are breaking in a new advisor who seems very enthusiastic. We use them for Winterfest and our Seuss event, among other things.
- We sent out 24 book bundles this month; it seems like folks are doing less book bundles and more in-person "shopping"!
- Attended yet another open house, this time at Donegal Junior High.
- Also attended the YES (Youth Educational Services) monthly meeting with the Summer Reading Program wrap-up.

### **Public Relations/Promotions (Kirstin)**

- **CONSTANT CONTACT:**
  - October 2023 Enews: sent to 3711 contacts (69 new); 1428 opens (42%), 27clicks (1%)

- Sept. Welcome Email: sent to 37 new patrons; 73% opened, 0 unsubscribe
- **SOCIAL MEDIA:**
  - Facebook – Total Page Followers 2,586 (4 new); 3,751 reached; Created 2 Events.
  - Instagram – 1,093 followers (19 new)
  - 3 Press Releases - Distributed via news media, municipalities, and Chamber of Commerce.
  - Sent Fall/Winter events and programs to MJ Borough and Township for their Newsletters
- **WEBSITE**
  - 1,689 users; 4,956 page views
  - Highest view counts: 148 views of Passports, 141 views Children & Family Programs
- **PANGO**
  - Pango is a book-selling app that allows us to sell our donated books.
  - -How do I decide what to sell on Pango? Most books I try in the Lobby first. If they don't sell and I think they might appeal to a wider audience AND there is not an abundance of the book being sold on Pango, I list it.
  - \$32 earned in September (first month) – 3 sales, 6 books
- **MISC**
  - Continued the emptying of the book donation shed 5 days a week and gathering books for sale in lobby, which made over \$966 in September.
  - Attended meeting to discuss migration of files to Sharepoint.

### Volunteers/Programming/Fundraising (Stephanie)

- **Annual Patron Appeal 2023**
  - As of September 30: \$31,716.70.
  - After a somewhat slower start, we are almost even with the 2022 September total of \$35,201.38.
- **Legacy Bricks**
  - Bricks ordered as of September 30: 136 of 392. We're at 35% sold.
  - Will take orders through October and have those installed before the weather gets too cold.
  - Orders from November and December will wait for installation until next Spring.
- **Patron Appreciation 2023**
  - Prepping for a two-week celebration of our patrons.
  - Steph found 2 local businesses willing to provide discounts when a patron shows his/her library card.
  - Hope to partner with other businesses throughout the year.
- **ExtraOrdinary Give 2023; November 17**
  - Began planning for this year's event.
  - "Hook" will be that we are raising funds to replace aging seating throughout the library.
  - Need everyone's help to get the word out to friends, relatives, customers, etc.!
- **SharePoint Project**
  - Met with Kerri Milliken, from LSLC to being the project of moving our huge amounts of data from a shared computer drive to a SharePoint cloud.
  - Kim assigned all shared drive data folders to their primary users for cleanout.
  - Kerri will return in October for a follow-up meeting.
- **Friends Recruitment Project**
  - Friends are planning a recruitment project during Friends of Libraries Week, Oct. 15-21.
  - They requested bookmarks, forms, and posters. Kim designed.

- **Miscellaneous Projects**

- Transition from Kim to Stephanie continuing to progress with Stephanie taking over most duties, allowing Kim time to tidy up and close out several projects.
- Central PA Blood Bank was here on September 28. 48 people came out to donate.
- Transitioning signups for Adult Programming to all online. Circ staff are now using the new online calendar to sign up people, rather than writing signups on paper. Really streamlines the process!