



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022
717.367.8917 • 717.367.9208 fax
www.mtjoytp.org

Township Manager Monthly Report December 2023/January 2024

IT Management and Security

- Engaged with PointSolve, our new IT service provider, to resolve employee IT issues and enhance internal security.
- Addressed transition issues with 12:34 MicroTechnologies, Inc.
- Revised and updated Office license setup for employees.

Public Works Management

- Managed ongoing interviews and completed the hiring process for the remaining Public Works Crew Member position.
- Dealt with issues onboarding the new crew member and facilitated their integration into Office/Outlook online and mobile systems.

Municipal Services and Administration (MESA) Engagement

- Attended MESA meetings to update billing database process.
- Collaborated with CCO on learning about our rental program and Permit Manager software, and ultimately developing a template for other municipalities.
- Finalized FTE estimation methodology with Marc Hershey and John Yoder, III, approved by the MESA Board.

Professional Development and Training

- Enrolled in PSATS Training for Municipal Secretaries and Administrators scheduled for 2/13/24.
- Implemented new Conflict of Interest forms in BOS, PC, and ZHB meetings to comply with PA Ethics Act.

Operational Efficiency Improvements

- Exploring Remote Deposit Capture (RDC) to enhance payment processing efficiency.
- Discussed park and recreation improvements, addressing safety concerns with CDD, Township Roadmaster, and Secretary.

Infrastructure and Safety

- Completed inspection of HVAC system in Public Works Garage and a walkthrough of our HVAC setup with a representative from Leo Kob. We should look to address and budget next year for safety concerns about how our regulators/sensors are installed in our furnace control panels.
- Addressed safety and road closure concerns of Prospect Road Bridge through a meeting with CDD, Township Roadmaster, and neighboring townships.

Community Development and Recreation

- Investigating recreational improvements and regional scheduling with GEARS, EACSA, and neighboring municipalities, including discussing possible ordinance amendments and infrastructure improvements for parks and community events.

Regional Collaboration and Coordination

- Coordinating with Etown Borough, West Donegal Township, and school district to set up regular regional meetings.
- Addressing safety concerns with Penn Waste, Inc. regarding recycling truck incidents in Westbrooke development.

Technology Integration

- Coordinating with OpenAI for ChatGPT Teams trial and with PointSolve for Microsoft Teams setup.



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Community Development Director/Zoning Officer Monthly Report December 2023/January 2024

Planning Commission

- Last meeting: 12/20
 - **Recommended in favor** of the Pennmark rezoning by a 3-1-1 vote.
 - **Recommended in favor** of the amendments to the Official Map – Recreational Facilities and amendments to the Zoning Ordinance and SALDO
- Next meeting: 1/22
 - 1376 Campus Road Minor Subdivision Plan – subdivision of a non-building lot from the development tract along Woodland Avenue
 - Cloverleaf Road Self-Storage – initial view of the plan to develop the second phase of miniwarehouses at the 1444 Cloverleaf Road site

Zoning Hearing Board

- Cases heard at the 1/3 ZHB meeting:
 - **Approved** #240001 Lauren & Travis Elhajj – Variances to establish a rural heritage meeting center (event space) within a historic barn at 2308 Creek Road
- New application to be heard at the 2/7 ZHB meeting:
 - #240002 Kelly Barlow – Setback variance between a geothermal system and the on-lot well at 1121 Ridge Road

Misc

- Coordinating proposed revisions to the following chapters of the Mount Joy Township Code with the Codes Officer and Township Solicitor (updates in parenthesis):
 - Chapter 88 Nuisances – ordinance finalized
 - Chapter 96 Property Maintenance – draft ordinance submitted to Josele
 - Chapter 98 Rental Property – ordinance finalized
 - Chapter 119 Subdivision and Land Development – ordinance finalized
 - Chapter 135 Zoning – ordinance finalized
 - Official Map Recreational Facilities sheet – ordinance and map finalized

- Working with Ken and adjoining municipalities for an approved detour route to accommodate the Prospect Road bridge closure
- Continued work on SmartGov permit software setup
- Secured ArcGIS Pro licenses; integration and migration underway



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PUBLIC WORKS DEPARTMENT JANUARY 2024

COMPLETED:

- Clean inlets from multiple storms
- Fix signs
- Salt and plow run
- Fix plow and light issues
- Hired Two PW employees
- Storm clean up
- Emergency call in for down wires, Trees and flooding
- Received new mini
- Towed F550 to get transmission rebuilt (broke during storm)
- Met with Conewago and South Londonderry about Prospect Rd bridge
- Pa1 calls
- Trash in parks
- Met with Ben to go over 2024 contract projects
- Reorganized at old shop to get tractors in

FUTURE:

- Trail Rd widening
- Gutter work
- Remove pavilion 4 but reinstall picnic tables

MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 12/1/2023 - 12/31/2023**Zoning Officers Report**

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
RoadOcc						
Driveway						
Active						
230059	12/15/2023	GRH 1 LLC Driveway for new single family dwelling	218 RINGNECK CIR	4600000000000	\$0.00	\$50.00
Total Driveway 1					\$0.00	\$50.00
Total RoadOcc 1					\$0.00	\$50.00
StormWater						
Exemption						
Active						
230078	12/5/2023	JOHNS WILLIAM K & LUCILLE M Shed	1815 MILTON GROVE RD	4619085900000	\$0.00	\$50.00
230077	12/5/2023	WERNER BETTY J Addition	1864 SCHWANGER RD	4614803900000	\$0.00	\$50.00
230081	12/7/2023	MILLER L CLAIR & MIRIAM F Demolition	9192 ELIZABETHTOWN RD	4608761000000	\$0.00	\$50.00
230079	12/15/2023	GRH 1 LLC 2-story single family semi-detached dwelling	216 RINGNECK CIR	4600000000000	\$0.00	\$50.00
230080	12/15/2023	GRH 1 LLC 2-story single family semi-detached dwelling	218 RINGNECK CIR	4600000000000	\$0.00	\$50.00
Total Exemption 5					\$0.00	\$250.00
Small Project						
Pending						
230082	12/15/2023	BECKER DAVID S Ag Building	643 HEREFORD RD	4606959000000	\$0.00	\$175.00
Total Small Project 1					\$0.00	\$175.00
Total StormWater 6					\$0.00	\$425.00
Use						
Home Occupation						
Active						
230019	12/21/2023	ZELL KENNETH K No Impact Home Business	843 MOUNT GRETN RD	4603958000000	\$0.00	\$10.00
Total Home Occupation 1					\$0.00	\$10.00
Total Use 1					\$0.00	\$10.00
Zoning						
Addition						
Active						
230194	12/5/2023	WERNER BETTY J Addition	1864 SCHWANGER RD	4614803900000	\$53,000.00	\$427.00
Total Addition 1					\$53,000.00	\$427.00
Ag Building						
Active						
230203	12/15/2023	BECKER DAVID S Ag Building / Driveway Expansion	643 HEREFORD RD	4606959000000	\$85,000.00	\$569.00
Total Ag Building 1					\$85,000.00	\$569.00
Alterations						
Active						

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
Alterations						
Active						
230199	12/15/2023	NELSON DALE A & SHELBY J Alterations	1854 MILTON GROVE RD	4615300800000	\$111,310.00	\$50.00
Total Alterations 1					\$111,310.00	\$50.00
Deck						
Active						
230201	12/15/2023	HALL RICHARD L SR & deck	1080 SCHWANGER RD	4603618100000	\$7,500.00	\$135.00
Total Deck 1					\$7,500.00	\$135.00
Demolition						
Active						
230200	12/7/2023	MILLER L CLAIR & MIRIAM F Demolition	9192 ELIZABETH TOWN RD	4608761000000	\$0.00	\$100.00
Total Demolition 1					\$0.00	\$100.00
Duplex						
Active						
230197	12/15/2023	GRH 1 LLC 2-story single family semi-detached dwelling	216 RINGNECK CIR	4600000000000	\$225,000.00	\$1,459.00
230198	12/15/2023	GRH 1 LLC 2-story single family semi-detached dwelling	218 RINGNECK CIR	4600000000000	\$225,000.00	\$1,459.00
Total Duplex 2					\$450,000.00	\$2,918.00
Fence						
Active						
230202	12/15/2023	HECKER RICHARD P JR & LAURA E Fence	121 E HARRISBURG AVE	4609113700000	\$6,250.00	\$78.00
230204	12/15/2023	CONNER TROY J. Fence	980 SCHWANGER RD	4607398700000	\$10,500.00	\$106.00
230207	12/28/2023	SHEAFFER BRANDAN Fence	1374 RIDGE RD	4607056300000	\$8,600.00	\$92.00
Total Fence 3					\$25,350.00	\$276.00
Mobile home						
Active						
230192	12/5/2023	LAPP ELIZABETH GLICK & JACOB S Mobile Home	2302 VALLEYVIEW RD	4613148600000	\$10,000.00	\$149.00
Total Mobile home 1					\$10,000.00	\$149.00
Shed						
Active						
230196	12/5/2023	JOHNS WILLIAM K & LUCILLE M Shed	1815 MILTON GROVE RD	4619085900000	\$6,000.00	\$71.00
Total Shed 1					\$6,000.00	\$71.00
Total Zoning 12					\$748,160.00	\$4,695.00

Total Permits: 20	\$748,160.00	\$5,180.00
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Minutes of a Special Meeting of the Mount Joy Township Planning Commission Held on December 4, 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 — Present
Michael McKinne — Present

Arlen Mummau — Present
Delmar Oberholtzer — Present
Bill Weik, Jr. — Present

Other Township Representatives Present: Justin Evans, Zoning Officer; Ryan Minnich, Township Manager; and Ben Craddock, Lancaster Civil Engineering (Township Engineer)

4. Public Comment:

Carol Hess, 210 Ridge Run Road, spoke in favor of leaving the current zoning in place for the Pennmark property under consideration for rezoning.

5. Consent Calendar:

- a. Approve and ratify the minutes of the October 23, 2023 meeting

A motion was made by Kevin Baker and seconded by Gerald Cole to approve the consent calendar. All members present voted in favor of the motion.

6. Old Business:

- a. Preliminary/Final Land Development Plan for Leon Rutt (#23-08-FLDP) – Proposal to construct a 15,000-sf. storage building accessory to Rutt's Machine Shop occupying the 13.213-acre site located at 300 Jonlyn Drive. The site is served by public water and an existing on-lot sewer system.

Eric Brinser of Rettew Associates was joined by landowner Leon Rutt to present the land development plan. Since their last appearance before the Commission, an updated plan was submitted and a fresh technical review provided. Mr. Brinser presented an additional waiver pertaining to the limiting zone depth. The alternative to meeting the 24" minimum distance between the stormwater BMP bottom and the limiting zone is to over-excavate bedrock and add amended soils to create the required separation distance.

Mr. McKinne asked Mr. Craddock if the 21 stormwater management comments in the latest technical review could reasonably be satisfied. He believed so, though the applicant would need to return to the Planning Commission if not. The applicant's proposed stormwater management facility is a walled basin approximately 5' deep using 2' x 2' x 6' concrete blocks. This will avoid extensive grading around the basin

perimeter that would exceed one acre of disturbed area for NPDES purposes. The basin would be expanded for the next phase of the project to develop behind the machine shop building. In the interim, the basin area will be fenced for security purposes with access to maintain the vegetated bottom.

Mr. Oberholtzer asked about the stability of the walls. Any failure would be repaired like any other retaining wall. The design was stamped by an engineer and will need to pass a building code review. Mr. Mummau asked where the inlet filters noted on the plans will be used. They are needed in the existing inlets near the road since the existing stormwater basin was not designed to pretreat stormwater.

A motion was made by Gerald Cole and seconded by Michael McKinne to grant a waiver of §113-31.L(1) regarding the 24" minimum depth between the stormwater BMP bottom and limiting zone, and grant approval of the Preliminary/Final Land Development Plan for Leon Rutt (the "Plan") prepared by Rettew Associates, Inc., Drawing No. 119162000, dated June 2, 2023, 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 November 29, 2023.
2. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Solicitor's review letters dated June 17, 2023 and September 23, 2023.
3. Applicant shall address and comply with all conditions contained in the Mount Joy Township Zoning Hearing Board (MJTZHB) decision dated April 5, 2023.
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 submit a fully executed Deferred Improvements Agreement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement shall include, but not necessarily limited to, provisions for curb and sidewalk along Jonlyn Drive. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
6. Applicant shall submit a fully executed Agreement Providing for Grant of Road Maintenance Easement to establish a snow stockpile 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.
7. Applicant shall submit a fully executed Developer's Letter-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.
8. 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.
9. Applicant shall pay Mount Joy Township a fee-in-lieu of having to prepare and submit a traffic impact study in the total dollar amount of \$22,500 (15,000 sf. @ \$1.50/sf.). Said payment shall occur prior to the release of the final plan for recording.
10. Applicant shall gain PA Uniform Construction Code approval of the proposed retaining wall intended for the new stormwater basin.
11. Applicant shall apply for and obtain all necessary permits prior to commencing any construction activities.

12. 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. Proposed Amendment to the Zoning Ordinance by Elizabethtown Mount Joy Associates, L.P. / Pennmark Management Company – Proposal to rezone approximately 22 acres at the northeastern corner of Cloverleaf Road and West Main Street from C-1, Limited Commercial to C-2, General Commercial (Tax Account #461-00486-0-0000 & #461-82176-0-0000).

Attorney Dwight Yoder of Gibbel, Kraybill, and Hess was present with Brian Seidel of Seidel Planning & Design, Todd Smeigh of DC Gohn Associates, and Bob Sichelstiel and Justin Bartholomew of Pennmark Management Company. Attorney Yoder provided an overview of the proposal to rezone the parcel at the northeast corner of the Cloverleaf Road/Route 230 intersection from C-1 to C-2.

The parcel is located along a C-2 commercial corridor, lies within the Designated Growth Area, and can be served by public water and sewer with adequate road infrastructure to support development. Attorney Yoder referred to the intent statements of the C-1 & C-2 Districts, noting the inconsistency between the C-1 district and the context of this property. No agriculturally-zoned land is proposed to be rezoned, only the existing C-1 area.

If the rezoning is successful, the project will need to go through special exception approval with the Zoning Hearing Board. This is another step in the process to which reasonable conditions can be attached. It will then come back before the Planning Commission for land development approval.

Mr. McKinne asked whether traffic, noise, light, and air pollution impacts would increase under the C-2 zoning. The proposal will have to meet all Township standards for such. No greater impact from light. More traffic from increased intensity will be offset by more traffic impact fees to conduct improvements. Attorney Yoder also noted that there is no residential adjacent to the site. Mr. McKinne expressed concerns with the use of impact fees on state roads, funding from the state, and approvals for proposed improvements on state roads.

Mr. Boll asked how trips are calculated, to which Mr. Evans stated they are determined by using the ITE Trip Generation Manual for the proposed land uses. In this case, they are based on the square footage of buildings within the shopping center and the convenience store.

Mr. Mummau asked how the increased flexibility of the C-2 District will better the community. Attorney Yoder noted that the cohesive design and standards help attract different types of stores with various footprints and preconfigured designs. Fuel pumps are allowed for the Wawa store. Additionally, the roadway extension shown on the Official Map benefits the community by facilitating improved traffic flow.

Mr. Seidel provided a handout illustrating the subject property's context with local and county planning documents going back to the 2006 Lancaster County Comprehensive Plan. There was discussion about the Township's 2010 plan and subsequent rezonings to implement it. This property was not included in the rezonings. Mr. Cole provided some background on the site's downzoning in 2006 after the Wal-Mart proposal.

Mr. Seidel reiterated the property's location within the growth area served by public utilities and with access to appropriate roadway infrastructure. He spoke about the benefits of job creation, economic growth, and traffic impact fees in addition to the required PennDOT roadway improvements. Mr. Cole asked if PennDOT has weighed in on the proposed access points and the traffic study. Attorney Yoder noted it is important to know how much and what type of uses can be approved under C-2. However, the special exception process will flesh out the traffic details if rezoned. Strict compliance with the Township's ordinances is important in the design process since the granting of variances is doubtful.

Mr. McKinne asked Mr. Evans whether the comprehensive plan update will impact the property's zoning. Doubtful, since the regional plan identifies this corridor as commercial but does not differentiate between C-1 or C-2. A discussion took place about traffic, the use of impact fees, and the involvement of PennDOT in this process.

Thomas McKinne, 2366 Valley View Road, addressed the Commission as a member of the public. He stated that C-1 zoning would produce less activity at the intersection compared to C-2. Additionally, he warned the group about relying too much on PennDOT or other state agencies to deal with local infrastructure.

A motion was made by Gerald Cole and seconded by Arlen Mummau to table the issue until the December 20, 2023 meeting in order to receive the Lancaster County Planning Commission's comments. All members present voted in favor of the motion.

8. Initial View: NONE

9. Correspondence: NONE


10. Other Business:

- a. Nominations for the Lancaster County Planning Commission – A short discussion took place regarding the LCPC's call for nominations to find candidates to represent the northwest region. John Yoder from West Donegal Township is currently the regional representative. Mr. Minnich expressed interest in the nomination, which should come from the Board of Supervisors.

11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Wednesday, December 20, 2023** beginning at 7:00 P.M.

12. A motion was made by Gerald Cole and seconded by Bill Weik to adjourn the meeting at 9:25 p.m. All members present voted in favor of the motion.

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, AICP
Zoning Officer



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Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, December 6, 2023

1. Chairman Gregory R. Hitz, Sr. called the meeting to order at 6:00 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. and Robert F. Newton, Jr.
 - Members Absent: James E. Hershey
 - Alternate Member Present: Roni K. Clark
 - Township Representatives: Justin S. Evans, Township Manager/Zoning Officer
 - Lancaster County Court Reporter: Veronica Gouck
 - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
3. A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve and ratify the minutes of the November 1, 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 November 16, 2023 and November 23, 2023 editions of the LNP. The subject properties were posted on November 22, 2023.
5. Procedural briefing by the Zoning Hearing Board Solicitor
6. Zoning Case #230017
 - a. Applicant/Landowner: Trent & Allison DeArment
 - b. Property Location: 1410 Hickory Run Drive, Elizabethtown, PA 17022; Tax Parcel ID #460-62068-0-0000
 - c. Zoning District: R-2 – Medium Density Residential District
 - d. Variance Request:
 - 1) Chapter 135, Article XI, §135-105.H(2) to exceed the maximum impervious coverage on the property

Landowner Trent DeArment presented the case to the Board. His home was built in 1994 and since then the standards of impervious coverage have changed. The project includes installation of a permeable patio with a portion being under roof. Mr. DeArment owns Home Grown Outdoor Finishes, the company performing the work.

Runoff from the roof will be split into two areas. Part will flow into a water feature, the other part will connect to a downspout directed underground and out into a landscaped area. The roof covering the patio will increase the impervious coverage on the lot from the 30% maximum to 31.5%. Mr. DeArment's 0.35-acre corner lot has frontage on two slightly curved streets and rear lines not like a rectangular lot. The roofed area will provide some privacy for the patio since it is somewhat close to the neighboring home.

Mr. Newton asked Solicitor Henry if the proposed lot coverage exceeding the maximum by 1.5% constitutes a de minimus request. It does. Mr. DeArment confirmed receipt of the Zoning Officer's November 3, 2023 letter and agreed with the proposed conditions.

A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve a Variance from Section 135-105.H(2) to exceed the maximum impervious coverage on the Property, subject to the following conditions:

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 submit for and gain approval of all applicable permits to construct the proposed improvements; and
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 December 6, 2023 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

7. Zoning Case #230018

- a. Applicant/Landowner: Mark E. Kleinfelter & Marian L. Fetter; and Frank & Honorata Libertore
- b. Property Location:
 - 1) 1005 Trail Road North, Elizabethtown, PA 17022; Tax Parcel ID #460-57248-0-0000 (parent tract)
 - 2) 955 Trail Road North, Elizabethtown, PA 17022; Tax Parcel ID #460-31272-0-0000 (receiving lot)
 - 3) 1015 Trail Road North, Elizabethtown, PA 17022; Tax Parcel ID #460-09784-0-0000 (receiving lot)
- c. Zoning District: A – Agricultural District
- d. Variance Request:
 - 1) Chapter 135, Article IX, §135-85.B(1) to permit two additional nonagricultural subdivisions of land

Landowners Mark E. Kleinfelter, Marian L. Fetter, Frank Libertore, and Honorata Libertore were present. Mr. Kleinfelter and Mr. Libertore presented the case to the Board. Mr. Kleinfelter stated that the area in which the subject properties are located is completely wooded and generally flat. Farming is not feasible due to these conditions, as well as the presence of rock throughout.

Mr. Kleinfelter noted that the exact property lines may shift slightly after being surveyed but will generally be consistent with what is shown on the plan submitted with the application. He wants to keep at least 10 acres for Clean and Green purposes. Mr. Libertore confirmed the wooded condition of the area and noted that the rocky, clay soil does not support much growth. They confirmed receipt of the Zoning Officer's November 8, 2023 letter and were acceptant of the conditions.

A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve a Variance from Section 135-85.B(1) to permit two additional nonagricultural subdivisions of land, subject to the following conditions:

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 submit for and gain approval of all applicable permits to construct the proposed improvements; and
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 December 6, 2023 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

8. Next regularly scheduled hearing will be held Wednesday, January 3, 2024, beginning at 6:30 p.m. The Board confirmed a start time for all other regularly-scheduled 2024 meetings of 6:00 p.m.
9. A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to adjourn the meeting at 6:20 p.m. All members present voted in favor of the motion.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Justin S. Evans". The signature is fluid and cursive, with the first name "Justin" being more prominent.

Justin S. Evans, AICP
Zoning Officer

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



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Minutes of the Regular Meeting of the Mount Joy Township Park & Recreation Board Held on November 14, 2023

1. Karen L. Boyer, Chairperson, called the meeting to order at 7:05 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 Zoning Officer, Ryan D. Minnich, Township Manager, Patricia J. Bailey, Township Secretary and Gerald G. Cole, Township Supervisor.

3. Old Business

Follow up to the September 12, 2023 meeting:

There was a lengthy discussion on what the next project would be for the parks. Another pavilion at Cove Outlook Park would cost approximately \$100,000.00. Several Board members thought it would be wise to spend fee-in-lieu money on the expansion of Old Trolley Line Park.

A portion of the Raffensperger property on Sheaffer Road will be added to the official map in the next month or so. Mr. Evans has talked to several realtors about the property. The availability to rezone the property at this time is low. When the property is purchased, a portion of the property will be designated as a park. Ms. Bailey stated there is a possibility that an acquisition grant could be applied to help with the purchase of the land for use as a park. There currently is approximately \$210,000.00 in the Park and Recreation Fund that could be put towards the purchase of additional land for another park or for the expansion of Old Trolley Line Park. As additional fee-in-lieu money is received, that balance will increase.

The motion on the agenda concerning the possible extension of water and electricity at Cove Outlook Park was not made.

4. Approval and ratification of the minutes of the October 10, 2023 meeting:

Ms. Boyer pointed out that in 6a. of the minutes, “Roots Nurseries, LLC” was spelled incorrectly. Also, in 6b. Ms. Boyer was identified as “he” in one instance.

A motion was made by John L. Felix, Jr. and seconded by Adam Reed to approve the meeting minutes for October 10, 2023 with the aforementioned corrections. All members present voted in favor of the motion.

5. Updates:

- a. Trees in Parks – removal and planting of new trees by Root’s Nurseries. Mr. Bush stated the week of November 20th is when the trees should be planted. He has met with Kenneth L. Ebersole, Jr., Township Roadmaster, to review the plans for the tree planting. There are drainage issues, and drain tile is planted in the area where trees were to go. The trees will now be placed on the other side of the walkway in the area of the multipurpose field. The agreement with Waste Management will be before the Board of Supervisors on Monday, so the money will be coming.

Mr. Bush explained at Wolgemuth Park, the dedication will have one tree planted and, in the spring, it would be good to plant some flowers to make it look really nice. According to Mr. Bush, the smaller trees that have been planted tend to last longer.

- b. Proposed housing developments – any movement and/or projected dates of when they will begin construction. Mr. Evans reported on the following plans:
- 1925 Sheaffer Road – Phase 1 and 1376 Campus Road – Phase 1 plans should be recorded at the end of 2023 or early 2024. The combined fee-in-lieu money anticipated is \$875,000.00, which gets paid prior to the recording of the plan. The ground-breaking for the infrastructure could start next year.
 - Bear Creek Estates – The plan could be recorded in late 2024 and fee-in-lieu money is anticipated to be \$150,000.00.
 - Raffensperger Plan – This project is working through the preliminary plans and will be done in 2 phases. \$150,000.00 of fee-in-lieu money is anticipated for each phase in 2025.
 - Westmount – They applied for several variances which were needed, and they were denied. Mr. Evans is not sure where the plan will go from here.

6. **Other Happenings:**

- Mr. Cole thanked the Board members. He said this board is one of the best groups he has worked with.
- Mr. Minnich thought we could look into holding craft shows, community events, artisan shows and/or movie nights at the parks to get more of the community involved.
- Mr. Cole reported the 2nd floor renovations of the GEARS building look to be moving forward. They are looking for contributions from the municipalities. Mount Joy Township has approved their portion of the contributions which will be paid out of the remaining ARPA money.

7. **Rheems Athletic Association – Field Hockey Program:**

The Rheems Athletic Association, Field Hockey Program has proposed installation of a 10' x 20' storage shed to be installed on a stone base foundation to the rear of the police parking area at the Township Municipal Building. It will be used for equipment storage. The Police Department and Public Works Department will need to approve the actual location of the shed. The building will be maintained by Rheems AA. The consensus of the Board is to agree to the placement of the shed on Municipal property.

8. **Correspondence:**

9. The meeting of the Park and Recreation Board scheduled to be held on December 12, 2023 at 7:00 P.M. has been cancelled. The next meeting will be held on **Tuesday, January 9, 2024 at 7:00 P.M.**
10. A motion was made by William Duncan and seconded by John L. Felix, Jr. to adjourn the meeting at 8:42 P.M. All members present voted in favor of the motion.

Respectfully Submitted,



Patricia J. Bailey, Secretary

**EAWA WORK SESSION MEETING MINUTES
DECEMBER 6, 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: Jeff McCloud, Rich Sheidy, Chuck Brewer, Rick Erb and John O'Connell. Also present were: Del Becker, Authority Manager; George Alspach, Solicitor; and Donna Bissinger, Admin Assistant. Not present: Keith Murphy, Board Member; Jason Bock, Operations Manager; Michele Powl, Business Manager and Jill Gebhart, Admin Assistant. Members of the Public: None

2. PUBLIC COMMENT: None

3. REPORTS:

a. Manager's Report:

i. **StoneyBrook Phase 2B:** request by Developer for relief of Letter of Credit for Tank Fee for StoneyBrook Phase 2B. Phase 2B is 28 lots (total tank fee of \$79,520). The consensus of the board was to not grant the requested relief and to keep the current agreement with the developer.

ii. **Cornwall Quarry:** Request by PENNVEST for EAWA to participate in a working group with Cornwall Borough and the City of Lebanon Authority regarding water resources in southern Lebanon County on December 21. Representatives from the board including, Dr Treese, Becker, O'Connell and Brewer have agreed to attend the meeting.

iii. **2024 Operations Budget:** Operations Budget as presented. Provides for a 3.5% increase in revenue due to projected increased operational costs.

Action: "That the Board approves the 2024 Operating Budget, dated 12/6/2023, as presented."

Motion: C Brewer **Second:** J O'Connell **Approved**

iv. **2024 Capital Budget:** Capital Budget provided:

Action: "That the Board approves the 2024 Capital Budget, dated 12/6/2023, as presented."

Motion: J McCloud **Second:** J O'Connell **Approved**

v. **Holiday Luncheon:** December 13, 2023 at 11:30AM, T.J. Rockwell's.

b. Operations Manager's Report: Will be provided at the regular Board Meeting.

c. Engineer's Report: Zawrotuk will no longer be representing GHD. A new representative has yet to be determined.

4. UNFINISHED BUSINESS: None

5. NEW BUSINESS: None

6. BOARD MEMBER'S REMARKS: Sheidy raised concerns over the computer hacking of another water company. Becker responded he has contacted our IT Consultant to question the strength of our fire walls. IT informed him they are adding a new identity filter to our fire wall. O'Connell inquired if there has been any increase in security insurance due to hacking. Becker's response was that the market has stabilized.

7. EXECUTIVE SESSION: An executive session was held to discuss personnel matters. No action was taken.

8. ADJOURN: 7:39 PM

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

Motion: J McCloud **Second:** C Brewer **Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 1/8/2024 Meeting

**EAWA BOARD MEETING MINUTES
DECEMBER 11, 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: Jeff McCloud, Rich Sheidy, Rick Erb, Chuck Brewer and John O'Connell. Also present were: Del Becker, Authority Manager; George Alspach, Solicitor; Michele Powl. Business Manager; and Jill Gebhart, Admin Assistant. Not present: Keith Murphy, Board Member; Jason Bock, Operations Manager; Donna Bissinger, 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 11/1/2023 and Board Meeting Minutes of 11/13/2023, as presented."

Motion: J O'Connell **Second:** J McCloud **Approved**

5. **REPORTS:**

a. **Manager's Report:**

i. **2024 Board Meeting Dates & Holidays Observed**

Action: "That the Board approves the Public Notice containing the 2024 Board Meeting Dates and Holidays Observed."

Treese noted that 9/21/2024 is a prebudget meeting.

Motion: R Sheidy **Second:** J O'Connell **Approved**

ii. **Resolution 2023-11: Requesting Statewide Local Share Assessment Grant Monies for the design and construction of a 1-log bypass piping system;**

Action: "That the Board approves Resolution 2023-11 requesting Statewide Local Share Assessment Grant Monies for the design and construction of a 1-log bypass piping system."

Motion: J O'Connell **Second:** C Brewer **Approved**

iii. **Preliminary Water Rates 2024:** The recently approved budget includes a 3.5% increase in water revenue for 2024. Becker said approval will be on the agenda in January 2024. Average residential increase approximately \$6.00 per quarter. Brewer stated that if capital budget allocations for expenditures support need for

increases, we need to make sure projects are completed. Otherwise, questions may arise if increases are warranted. Becker replied that plans for spending this year are slowed by waiting on grant funding decisions for projects.

- b. **Operations Manager's Report:** Becker presented the Operations report for Jason Bock. Bock indicated in his report that the recent rains will help the well levels, as they are still low. Another challenge is the meter suppliers saying supply is better but still short for next year. This creates issues for installation for new customers and broken meter replacements. We currently have meters on hand but no the radio transmitters needed for them. This impedes the meter upgrade program. Supply chain issues with manufacturers still a problem. Brass fittings are also in short supply. O'Connell expressed about capital improvements that we can have the programs in place but without needed supplies we cannot fulfill intentions.
- c. **Engineer's Report:** No update from Engineering. Becker did have a kick off meeting conference call with HRG and Borough personnel last week., letting them know what the authority priorities are going forward for water main replacement. Effort will be made to phase our work in coordination with the Borough's projects
- d. **Financial Reports:**
 - i. Paid Bills Detail (*Operating Fund*) (11/21/23) distributed with package (\$798,651.07 for balance);
 - ii. Paid Bill Detail (*Capital Fund*) (11/21/23) distributed with package (\$36,182.17 for balance);
 - iii. Statement of *Operating* Revenues & Expenditures for period of NOVEMBER YTD, distributed with package. Balance: \$1,603,077.58, Expenditures: \$903,166.03 & Income: \$111,630.89;
 - iv. Statement of *Capital* Revenues & Expenditures for period of NOVEMBER YTD, distributed with package. Balance: \$8,972,654.78, Expenditures: \$81,771.21 & Income: \$156,677.38.

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

Motion: C Brewer **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 \$28,788.62 (12/11/23) and Unpaid *Capital* Fund Bills Detail totaling \$45,604.57 (12/11/23)."

Motion: J McCloud **Second:** R Sheidy **Approved**

9. BOARD MEMBER'S REMARKS:

O'Connell stated he will attend PENNVEST meeting on 12/21/23 with Brewer and Becker. Board members expressed a Merry Christmas and Happy Holidays to all.

10. EXECUTIVE SESSION: None

11. ADJOURN: 6:59 PM

Action: "That the Board adjourns the regular meeting."

Motion: J McCloud **Second:** R Sheidy **Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 1/8/2024 Meeting



Elizabethtown Regional Sewer Authority Minutes

November 14, 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 Ken Shaffer. Rick Erb was absent. Also present were ERSA Manager, Nick Viscome; Steve Rettew Operations Manager; Engineer, Adam Minichelli; and Solicitor, George Alspach.

It was motioned by Snyder and seconded by Sollenberger to approve the minutes of the October 10, 2023 meeting. Motion carried.

General Business:

1. Viscome presented the second version of the 2024 budget to the Board. He explained the various chapters in the official budget books. The final draft will be provided at the December meeting.
2. Viscome informed the Board that the total amount collected from the developers was \$83,032. He said that the Hoffer tract totaling \$18,312 remains unpaid as well as Ken Koser's total of \$7,301.
3. **It was motioned by Sweigart and seconded by Snyder to approve the pay application for Blooming Glen contractors in the amount of \$66,155.40. Motion carried.**
4. **It was motioned by Sweigart and seconded by Snyder to approve a right of way conveyance and agreement between Judith Hixon, Joi Garner and ERSA for sewer line connection for the Garner subdivision. Motion carried.**
5. **It was motioned by Sweigart and seconded by Sollenberger to approve a right of way conveyance agreement between Joi Garner and ERSA for sewer easements throughout the Garner subdivision. Motion carried.**

Engineer Report

Minichelli discussed the following:

1. Bear Creek Estates – CDM Smith reviewed revised sanitary sewer plans for a 40-lot subdivision at 1319 Bear Creek Road and issued an approval letter on 3/14/23. The Authority understands that there may be a need to further revise the proposed layout of the development, which could impact the sanitary sewer design. ERSA staff issued a capacity certification letter and coordinated the planning module mailer. In addition, the developer has formally modified their prior request for a capacity reservation agreement and has indicated their intent to purchase the EDUs out right. CDM Smith reviewed revised sanitary sewer plans for Bear Creek Estates and issued comments to the developer on 5/31/23. CDM Smith received submittals for standard and PVC lined manholes and sanitary pipe on 10/27/23. CDM Smith reviewed and returned comments on 11/10/23.

2. Garner Property – CDM Smith received an updated construction cost estimate from the developer's engineer on 10/31/23. The estimate is currently being reviewed for sewer construction cost.
3. Campus Road – Construction cost estimates for the Campus Road Development were submitted to ERSA and distributed for CDM Smith review on 10/3/23. Individual estimates for single family homes, apartments, and shared facilities were included in the submittal. CDM Smith has reviewed and responded with minor comments.
4. Tiny Estates- CDM Smith received updated plans from the developer's engineer on 10/6/23 that were submitted for review. These plans were submitted due to the developer needing to go through a Land Development review and the developer's engineer making changes to the site design and subsequent sewer service line design. CDM Smith has reviewed and responded with no comments on 11/13/23. CDM Smith received revised submittals for sanitary sewer piping and structures on 10/30/23 and are currently being reviewed.
5. Stoneybrook Phase 2B – CDM Smith received a construction cost estimate for the Stoneybrook Phase 2B development for review. CDM Smith reviewed the estimate and sent comments back to the developer's engineer.
6. Hennigan's – CDM Smith received a submittal for a grease separator at 1990 West Main Street on 9/19/23. The submittal was reviewed and comments sent back to the owner's contractor on 10/10/23 rejecting a single compartment design and requesting the calculations for the size of the grease separator. An update was received on 10/27/23 that agreed to a dual compartment design but did not include calculations for sizing the grease separator. CDM Smith is currently working with the contractor to identify a solution that will work for the owner and protect ERSA infrastructure.
7. Miller Road Station – The precast discharge structure has been delivered to the site and installed with concrete channels formed and interior coating applied. The Elizabethtown Borough WWTP noticed pieces of the interior coating in the plant and alerted the contractor. The contractor investigated and found the coating has not adhered to the bottom of the channels and will be cleaning and reapplying the coating in the next few weeks. CDM Smith refiled the work order with PPL and is currently on the list to receive an upgraded transformer. Changes to construction sequencing have been made to mitigate the impact of the delayed PPL service upgrade.
8. Schwanger Road and Andrew Avenue ARV Failure – ERSA operations staff received a call from Lancaster County that sewage was coming out of an air release valve vault lid at the corner of Schwanger Road and Andrew Avenue. Operations staff identified a failed ARV, temporarily capped at the ARV, and cleaned the spill. CDM Sith reported the spill to PADEP through the OnBase system and emergency call in service.

Treasurer Report

Shaffer reviewed his report. The net ordinary income amount has exceeded budget by \$41,225 or 7.6%. As of October, ERSA has \$10,597,517 in funds including \$8,325,233 in CD's and investments. Shaffer also reviewed a report showing where ERSA is this year after 10 months compared to our finances of last year at this time.

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

Bills payable

It was motioned by Sndyer and seconded by Sollenberger to approve the bills in the amount of \$121,794.21. Motion caried.

The meeting adjourned at 8:30 PM.

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY**

December 6, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, November 29, 2023, at 6:00 PM in the Elizabethtown Borough Council Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, 17022.

The meeting was called to order by Chairperson Debra Dupler.

Roll call: Debra Dupler, Justin Risser, J. Marc Hershey, Jeffrey Butler, and Roger Snyder were present. Jeffrey Hudson was absent.

Ms. Dupler opened the meeting for public comment. None were heard.

The Board unanimously approved the minutes for the November 29, 2023 meeting of the Board by a motion made by Mr. Hershey and seconded by Mr. Snyder.

Revenue fee model – Mr. Hershey provided an update regarding the mailing list to be provided to Diversified Technologies.

Northwest EMS Update and Implementation Manager Report – Mr. Scott Kingsboro, Executive Director of Northwest EMS provided the following information to the Board.

- Meet and greets held with NWEMS staff was well attended and informational.
- The MESA branded ambulance is ready for pickup.
- Two ambulances will be placed in the Elizabethtown Holiday Parade, including the MESA branded ambulance.

The Board discussed a request from Conewago Township for a proposal from MESA to provide EMS services to the Township. It was noted that only the area of the Township south of the Pennsylvania Turnpike would be considered. On a motion of Mr. Risser, seconded by Mr. Hershey, it was agreed to extend a proposal to Conewago Township for service of the area south of the Pennsylvania Turnpike for 2024 at a lump-sum payment of \$25,000.00.

The Board unanimously approved Resolution 2023-8 establishing the service fees and late fees for non-payment thereof, by a motion made by Mr. Hershey and seconded by Mr. Snyder.

There was general discussion regarding a proposal for Synerion workforce management software for scheduling and payroll interface. The Board unanimously approved execution of the proposal, subject to the ability to cancel at any time following a 90-day notice, by a motion made by Mr. Hershey and seconded by Mr. Risser.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the payment of seven bills totaling \$24,152.31, as presented on Bill List 2023-12.

The next regular meeting of the Board is scheduled to be held on Wednesday, December 13, 2023, beginning at 6:00 P.M.

A motion was made by Mr. Hershey and seconded by Mr. Snyder, to adjourn the meeting at 6:35 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING MINUTES
GEARS COMMUNITY CENTER
NOVEMBER 21, 2023 AT 7:00 PM**

**BOARD MEMBERS
IN ATTENDANCE:**

Gerald Cole, Chairman, Mount Joy Township
Barry Garman, Treasurer, West Donegal Township
Logan Hoover, West Donegal Township
Rick Gibble, West Donegal Township
Jay Hynicker, Elizabethtown Borough
Jayne Duncan, Mount Joy Township
Alexander Shubert, Mount Joy Township
David Grey, Elizabethtown Borough

BOARD MEMBERS ABSENT: Scott Kingsboro, East Donegal Township
Alan Kaylor, East Donegal Township
Linda Good, East Donegal Township
Howard Kroesen, Elizabethtown Borough

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 recorded.

3. Board Minutes

Mr. Gibble moved to approve the October 17, 2023 Board Minutes. Mr. Hoover was second. Motion unanimously carried. The October 17, 2023 Board Minutes approved as submitted.



4. FINANCIAL REPORT

October Financial Report: Mr. Wendel noted that recreation revenues increased by 25% compared to the same time last year indicating that participation in our recreation programs continues to increase. This was noted by our accountant during the presentation of our 2022 financial review and we continue to see increased growth in 2023. Additionally, our overall revenues are about 6% higher and we are on pace to exceed \$1.9 million in revenue for 2023. As of 11/16/2023, GEARS has a balance of \$1,177,779 in our ENB and Truist bank accounts.

Mr. Gible moved to approve the October 2023 Financial Report. Ms. Duncan was second. Motion unanimously carried. The October 2023 Financial Report approved as submitted.

GEARS Reinvestment Fund: Mr. Wendel sought a second quote for the gym floor replacement from ABACUS, a contractor based in Lancaster. After numerous attempts to seek a quote from them earlier in the year with no response, Mr. Wendel stopped in their office and spoke with one of the owners. They sent a representative to our site fairly quickly to assess the floor. This was followed by a quote in the amount of \$71,919. This is about \$6,000 less than our quote from Dynamic Sports Construction for the replacement of the gymnasium floor for \$77,886.00. The cost to replace does not include the installation of a moisture mitigation system or leveling of the receiving surface if needed. When these costs are added ABACUS is still about \$2,000 less than Dynamic. However, it is difficult to ascertain the condition of the foundation under the flooring which may require additional work. Unfortunately, we will not know the condition until it is removed which could increase the cost. Our preference would be to go with a local contractor but they feel the mercury test is inconclusive so they want to perform their own test. At this time, we are waiting for ABACUS to pull a sample of the flooring for testing.

Ms. Duncan asked if the floor replacement will interfere with our programs.

Mr. Wendel stated that regardless of when the work is done it will impact our programs but it appears the month of May would be the least impactful time. ABACUS said it would take about two weeks to complete the work. Dynamic indicated it could take up to a month to complete.

Mr. Cole asked if mitigation and leveling will include the whole gym or just sections.

Mr. Wendel indicated that it would be the entire gym.

Mr. Hoover asked if we need to change anything from our last meeting regarding the approval of funds for this project.

Mr. Wendel stated that we do not need to change anything at this point since we are still exploring other options and the cost has not changed except for the alternates.



Mr. Cole asked if a delay in scheduling will impact the cost.

Mr. Wendel stated that if we commit this year with a vendor which would require a deposit that it would likely lock in the price even if the project starts in 2024.

Mr. Grey asked if programming would be impacted if mercury is found in old flooring.

Mr. Wendel indicated that the gym would be sealed off with remediation of mercury to eliminate airborne exposure. The contractor will provide further guidance if the flooring is deemed hazardous material, however, current test shows mercury does not exceed the threshold.

Partnership Development: Mr. Wendel reported the we have raised over \$100,000 in donations/sponsors as of November 21. This is 91% higher than in 2019, prior to the pandemic. We have increased our partnership development efforts each year since 2020.

5. COMMITTEE REPORTS

- **Executive Committee:** No report.
- **Finance Committee:** No Report.
- **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 and John Yoder completed their presentations to our five municipal partners with the following responses regarding the funding of the project at \$75,000 each and changing the lease terms from five years to 25 years:
 1. East Donegal Township: No response on funding at this time.
 2. Elizabethtown Borough: No response on funding or the changing of the lease terms at this time.
 3. Mt. Joy Township: Approved committing \$75,000 toward the project and changing the lease terms.



4. West Donegal Township: Approved committing \$75,000 toward the project and changing the lease terms.
5. Conoy Township: Tentatively approved committing \$25,000 toward the project and changing the lease terms.

The revised agreement also includes changing snow/ice removal responsibilities from Elizabethtown Borough to GEARS and adding a termination of agreement clause.

Ms. Duncan asked if any of the grants we are applying for require a government body to act as a pass through.

Mr. Wendel reported that if the terms of the lease agreement are not changed to 25 years to show control of the property one of our municipal partners could act as a pass through to accept, manage and disburse the funds on our behalf. If we were to move in this direction, we would have to discuss with our municipal partners to determine who would have an interest and have the capacity to manage the grant.

- **ExtraGive:** Mr. Wendel reported that we raised over \$9,300 through the ExtraGive. The stretch pull will be announced in January which may help us reach our goal of \$10,000. Thanks to everyone who participated in this event.
- **Recreation:** Mr. Wendel reported that many of our fall programs are winding down as we prepare for the winter/spring sessions. The brochure was recently mailed and should have reached every household and business in our service area. Our fall festival attracted over 2,500 visitors to the fair grounds. Pictures were shared from our recent Father/Son Laser Dome event. Our youth basketball clinics have attracted over 260 participants. Our Holiday Parade is scheduled on Saturday, December 9 at 4 pm. We have over 50 elements scheduled to participate.
- **Kids Center:** Mr. Wendel reported that our current enrollment figures include the following: Before and after-school (114), preschool (20) and kindergarten (24). Our grandparent's luncheon attracted 90 participants. Upcoming events include our Thanksgiving Luncheon on 11/22 and a Santa and Spaghetti Dinner on 12/8. 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 20 service days in October with 210 different seniors served including 5 new seniors. The average daily attendance was 76 and the average lunch attendance was 26. The Centers without Walls initiative which includes programming at the Mt. Joy Senior Apartments, Whistle Stop View Apartments and Market House Senior Apartments attracted 19 participants. The November meal and activities schedules were shared with the board.



7. BOARD COMMENTS

Mr. Hynicker asked if we can start the renovations project before receiving grant money.

Mr. Wendel indicated that in order to be reimbursed for applicable project expenses they must be completed after the agreement has been executed otherwise such expenses will not be considered reimbursable.

8. EXECUTIVE SESSION

None scheduled.

9. NEXT MEETING:

The GEARS Board will meet on Tuesday, December 19 at 7 pm at the GEARS Community Center.

10. ADJOURNMENT

Chairman Cole adjourned the meeting at 8:05 pm.

Respectfully submitted,

David A. Wendel

Executive Director



District	Alarm Date	Addresses Combined More	Incident Type
Conoy Township	12/15/2023 8:52:21 AM	HILL RD	Good intent call, other
Elizabethtown Borough	12/1/2023 9:25:04 AM	236 E COLLEGE AVE	Building fire
	12/1/2023 4:56:26 PM	N MARKET ST	Vehicle accident, general cleanup
	12/3/2023 5:32:31 PM	305 N MARKET ST	Carbon monoxide incident
	12/4/2023 10:56:18 AM	100 CONTINENTAL DR	Alarm system activation, no fire - unintentional
	12/6/2023 6:22:26 PM	701 E WILLOW ST	Electrical wiring/equipment problem, other
	12/9/2023 12:52:29 PM	171 N MOUNT JOY ST	Fire Police
	12/12/2023 7:15:44 AM	670 N LIME ST	Carbon monoxide detector activation, no CO
	12/15/2023 7:32:10 PM	777 S MOUNT JOY ST	Alarm system sounded due to malfunction
	12/18/2023 6:29:57 AM	378 SUNRISE BLVD	Water problem, other
	12/21/2023 7:41:52 AM	48 E HIGH ST	Gas leak (natural gas or LPG)
	12/21/2023 1:55:32 PM	E HIGH ST	Dispatched & canceled en route
	12/21/2023 2:03:57 PM	E HIGH ST	Failed to Respond - Fire Police
	12/26/2023 10:53:11 AM	E HIGH ST & N Mount Joy St	Motor vehicle accident with injuries
	12/27/2023 7:01:39 PM	40 N POPLAR ST	Gas leak (natural gas or LPG)
	12/28/2023 4:16:56 PM	219 N MOUNT JOY ST	Alarm system sounded due to malfunction
	12/29/2023 12:25:02 PM	40 W HIGH ST	Flood assessment
	12/31/2023 1:44:07 PM	125 E HIGH ST	Fire Police
	12/31/2023 4:36:27 PM	414 GROFF AVE	Alarm system sounded due to malfunction
Lower Paxton Township	12/28/2023 3:42:29 AM	433 S HOUCKS RD	Dispatched & canceled en route
Marietta Borough	12/30/2023 12:10:48 PM	200 N WATERFORD AVE	Dispatched & canceled en route
Middletown Borough	12/8/2023 8:55:46 AM	330 W MAIN ST	Smoke scare, odor of smoke
	12/11/2023 3:52:56 PM	114 E MAIN ST	Dispatched & canceled en route
	12/25/2023 7:40:18 AM	2400 PINEFORD DR	Smoke scare, odor of smoke
Mount Joy Borough	12/22/2023 8:32:30 PM	200 CHOCOLATE AVE	Building fire
Mount Joy Township	12/1/2023 10:41:13 AM	840 N HANOVER ST	Uncon. AED

12/2/2023 1:47:37 PM	1675 N MARKET ST	Passenger vehicle fire
12/17/2023 11:18:59 PM	1451 N MARKET ST	Public service assistance, other
12/18/2023 6:26:18 PM	812 WESTBROOKE DR	Dispatched & canceled en route
12/26/2023 8:24:09 AM	2489 MOUNT GRETN RD	Authorized controlled burning
12/29/2023 6:46:39 AM	HERSHEY RD	Vehicle accident, general cleanup
12/31/2023 7:00:09 PM	1455 N MARKET ST	Alarm system sounded due to malfunction

**South Londonderry
Township**

12/19/2023 11:25:38 AM	193 E MARKET ST	Dispatched & canceled en route
12/22/2023 10:56:35 PM	2400 S FORGE RD	Dispatched & canceled en route
12/23/2023 4:12:35 PM	1231 MOUNT WILSON RD	Dispatched & canceled en route

West Donegal Township

12/2/2023 12:39:50 PM	2048 ZEAGER RD	Alarm system sounded due to malfunction
12/2/2023 4:07:38 PM	2048 ZEAGER RD	Alarm system sounded due to malfunction
12/2/2023 5:35:05 PM	2048 ZEAGER RD	Lock-in (if lock out , use 511)
12/11/2023 1:34:31 AM	BOSSLER RD	Electrical wiring/equipment problem, other
12/18/2023 1:59:14 AM	1852 ZEAGER RD	Smoke scare, odor of smoke
12/26/2023 2:12:43 PM	660 AMOSITE RD	Vehicle accident, general cleanup
12/27/2023 4:01:26 PM	60 INDUSTRIAL RD	Alarm system sounded due to malfunction



District	2023-12-01	Total
Conoy Township	1	1
Elizabethtown Borough	18	18
Lower Paxton Township	1	1
Marietta Borough	1	1
Middletown Borough	3	3
Mount Joy Borough	1	1
Mount Joy Township	7	7
South Londonderry Township	3	3
West Donegal Township	7	7
Total	42	42



Incident Type Details	2023-12-01	Total
111 - Building fire	2	2
131 - Passenger vehicle fire	1	1
3211 - Uncon. AED	1	1
322 - Motor vehicle accident with injuries	1	1
331 - Lock-in (if lock out , use 511)	1	1
412 - Gas leak (natural gas or LPG)	2	2
424 - Carbon monoxide incident	1	1
440 - Electrical wiring/equipment problem, other	2	2
463 - Vehicle accident, general cleanup	3	3
520 - Water problem, other	1	1
550 - Public service assistance, other	1	1
5503 - Fire Police	2	2
600 - Good intent call, other	1	1
611 - Dispatched & canceled en route	8	8
6112 - Failed to Respond - Fire Police	1	1
631 - Authorized controlled burning	1	1
651 - Smoke scare, odor of smoke	3	3
735 - Alarm system sounded due to malfunction	7	7
745 - Alarm system activation, no fire - unintentional	1	1
746 - Carbon monoxide detector activation, no CO	1	1
812 - Flood assessment	1	1
Total	42	42

FDMJ Monthly Incident Report Summary

November 2023

Responded to **55** alarms for the month of November 2023 - **542** total alarms for 2023.

Time in service for month: **29 hours and 56 minutes**

Average manpower per incident: **10 members per call for month - (6a-4p 28 calls/6 members per call) - response time - 5 min & 29 sec. and arrival time - 9 min & 42 sec. (w/FP calls)**

Total Man-hours: **251 hours & 18 minutes**

Calls by Municipality First Due: 37 first due alarms - **18** mutual aid alarms

- Mount Joy Borough - 15
- Rapho Township -18
- Mount Joy Township - 1
- East Donegal Township - 3

Apparatus used:

- Engine 75-1 - 21
- Engine 75-2 - 14
- Truck 75 - 11
- Squad 75-1 - 8
- Traffic 75 - 7
- POV (Fire Police) - 22
- Duty Chief Vehicle - 16
- Duty Officer Vehicle - 28

Property pre-incident value: \$ 30,000.00

Property fire loss: \$30,000.00

Property post incident saved: - \$0.00

2023 FDMJ responded to a call on average every - 14 hours & 46 minutes

Total Training hours of 35 members trained for 140 hours

Fire Prevention Details - 2 fire prevention details for the month of November

Community Service Details for the month - FDMJ members completed 2 duty crews and decorated the town Christmas tree for winterfest for the month of November.

Notable First Due Calls: -

- 11/9 - Shed fire - MJB- Colony Ln - \$30,000.00 fire loss

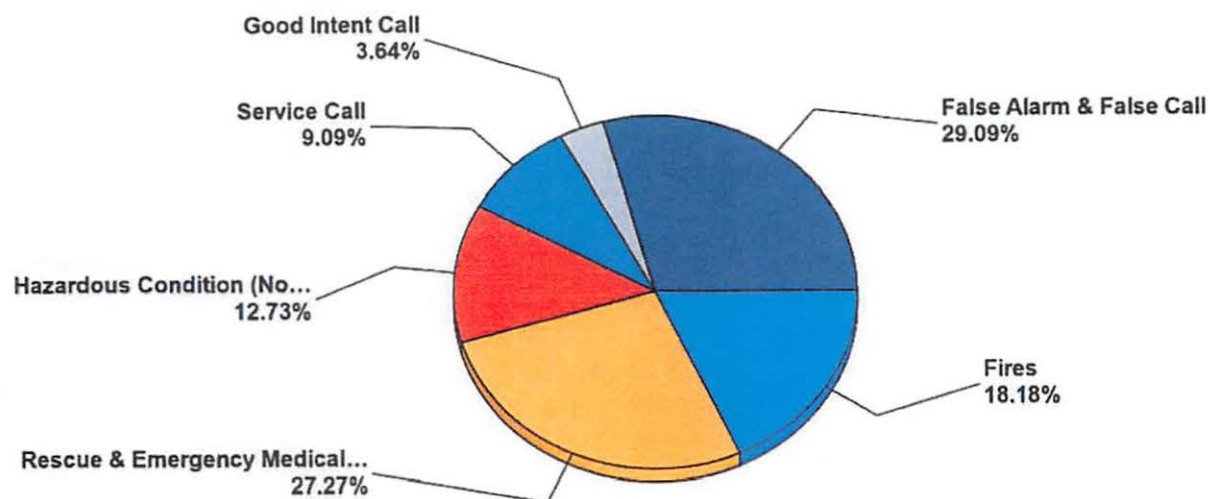
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 12/9/2023 9:02:42 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	18.18%
Rescue & Emergency Medical Service	15	27.27%
Hazardous Condition (No Fire)	7	12.73%
Service Call	5	9.09%
Good Intent Call	2	3.64%
False Alarm & False Call	16	29.09%
TOTAL	55	100%

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

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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	9	16.36%
118 - Trash or rubbish fire, contained	1	1.82%
311 - Medical assist, assist EMS crew	4	7.27%
321 - EMS call, excluding vehicle accident with injury	2	3.64%
322 - Motor vehicle accident with injuries	5	9.09%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.82%
324 - Motor vehicle accident with no injuries.	3	5.45%
412 - Gas leak (natural gas or LPG)	1	1.82%
413 - Oil or other combustible liquid spill	1	1.82%
440 - Electrical wiring/equipment problem, other	2	3.64%
444 - Power line down	3	5.45%
511 - Lock-out	1	1.82%
551 - Assist police or other governmental agency	2	3.64%
553 - Public service	2	3.64%
622 - No incident found on arrival at dispatch address	2	3.64%
710 - Malicious, mischievous false call, other	1	1.82%
732 - Extinguishing system activation due to malfunction	1	1.82%
733 - Smoke detector activation due to malfunction	2	3.64%
735 - Alarm system sounded due to malfunction	4	7.27%
736 - CO detector activation due to malfunction	1	1.82%
740 - Unintentional transmission of alarm, other	2	3.64%
743 - Smoke detector activation, no fire - unintentional	1	1.82%
745 - Alarm system activation, no fire - unintentional	4	7.27%
TOTAL INCIDENTS:	55	100%

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 12/9/2023 9:01:49 AM

Incident Statistics

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		15	
FIRE		40	
TOTAL		55	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
Aid Given		17	
Aid Received		8	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
14		25.45	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Non-FDMJ Apparatus	0:03:58	0:03:44	
Station 75	0:08:37	0:09:50	
AVERAGE FOR ALL CALLS		0:09:42	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Non-FDMJ Apparatus	0:02:03	0:01:37	
Station 75	0:04:26	0:05:01	
AVERAGE FOR ALL CALLS		0:05:29	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Fire Department Mount Joy		32:42	

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.

Fire Department Mount Joy

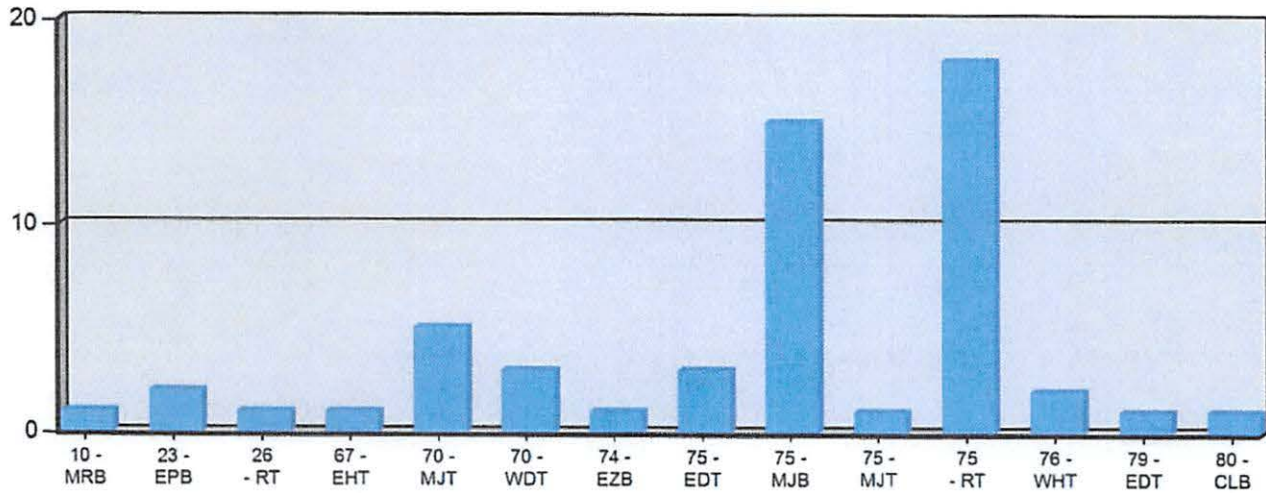


Mount Joy, PA

This report was generated on 12/9/2023 9:00:56 AM

Incident Count per Zone for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023



ZONE	# INCIDENTS
10 - MRB - 10 Marietta Borough	1
23 - EPB - 23 East Petersburg Borough	2
26 - RT - 26 Rapho Township	1
67 - EHT - 67 East Hempfield Township	1
70 - MJT - 70 Mount Joy Township	5
70 - WDT - 70 West Donegal Township	3
74 - EZB - 74 Elizabethtown Borough	1
75 - EDT - 75 East Donegal Township	3
75 - MJB - 75 Mount Joy Borough	15
75 - MJT - 75 Mount Joy Township	1
75 - RT - 75 Rapho Township	18
76 - WHT - 76 West Hempfield Township	2
79 - EDT - 79 East Donegal Township	1
80 - CLB - 80 Columbia Borough	1
TOTAL:	55

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 12/9/2023 9:06:52 AM

Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 11/01/2023 | End Date: 11/30/2023

ZONE	INCIDENT COUNT	MAN-HOURS
10 - MRB - 10 Marietta Borough	1	5:35
23 - EPB - 23 East Petersburg Borough	2	14:51
26 - RT - 26 Rapho Township	1	18:33
67 - EHT - 67 East Hempfield Township	1	2:44
70 - MJT - 70 Mount Joy Township	5	8:53
70 - WDT - 70 West Donegal Township	3	7:23
74 - EZB - 74 Elizabethtown Borough	1	2:14
75 - EDT - 75 East Donegal Township	3	10:19
75 - MJB - 75 Mount Joy Borough	15	87:14
75 - MJT - 75 Mount Joy Township	1	0:45
75 - RT - 75 Rapho Township	18	76:38
76 - WHT - 76 West Hempfield Township	2	9:26
79 - EDT - 79 East Donegal Township	1	1:45
80 - CLB - 80 Columbia Borough	1	5:10
TOTAL	55	251:30

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.



Fire Department Mount Joy

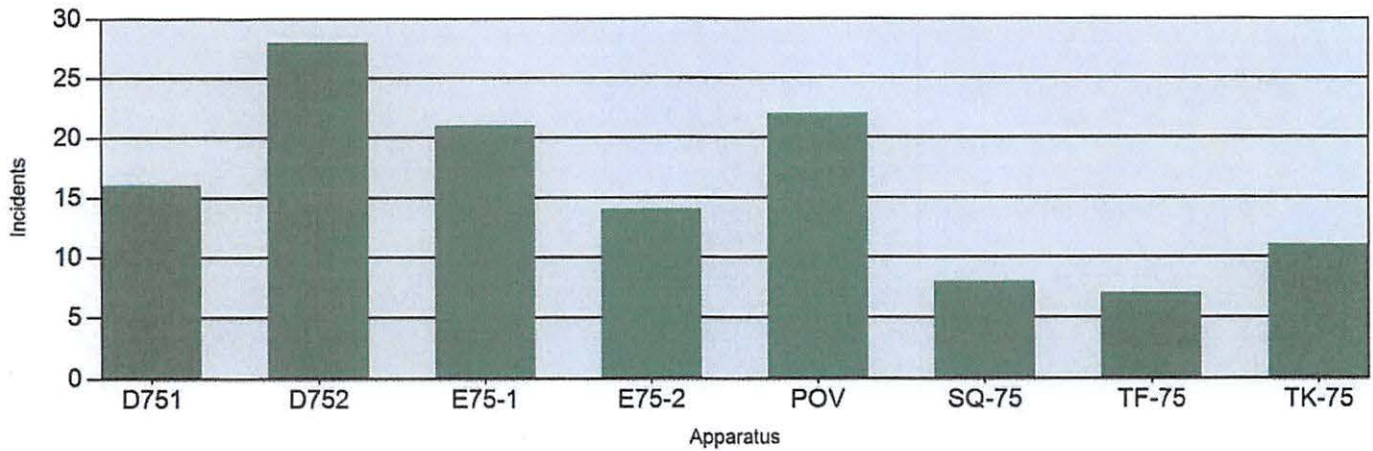


Mount Joy, PA

This report was generated on 12/9/2023 9:06:26 AM

Incident Count per Apparatus for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023



APPARATUS	# of INCIDENTS
D751	16
D752	28
E75-1	21
E75-2	14
POV	22
SQ-75	8
TF-75	7
TK-75	11

Canceled 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

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Fire Department Mount Joy

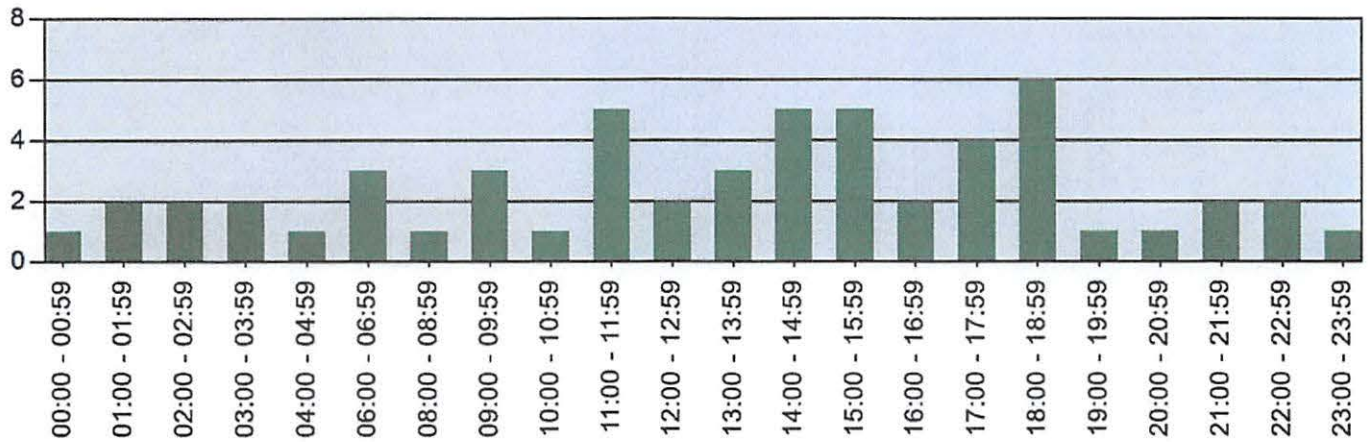


Mount Joy, PA

This report was generated on 12/9/2023 9:10:16 AM

Incidents by Hour for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023



Hour	# of Calls
00:00 - 00:59	1
01:00 - 01:59	2
02:00 - 02:59	2
03:00 - 03:59	2
04:00 - 04:59	1
05:00 - 05:59	0
06:00 - 06:59	3
07:00 - 07:59	0
08:00 - 08:59	1
09:00 - 09:59	3
10:00 - 10:59	1
11:00 - 11:59	5
12:00 - 12:59	2
13:00 - 13:59	3
14:00 - 14:59	5
15:00 - 15:59	5
16:00 - 16:59	2
17:00 - 17:59	4
18:00 - 18:59	6
19:00 - 19:59	1
20:00 - 20:59	1
21:00 - 21:59	2
22:00 - 22:59	2
23:00 - 23:59	1

Only REVIEWED incidents included



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Doc Id: 19

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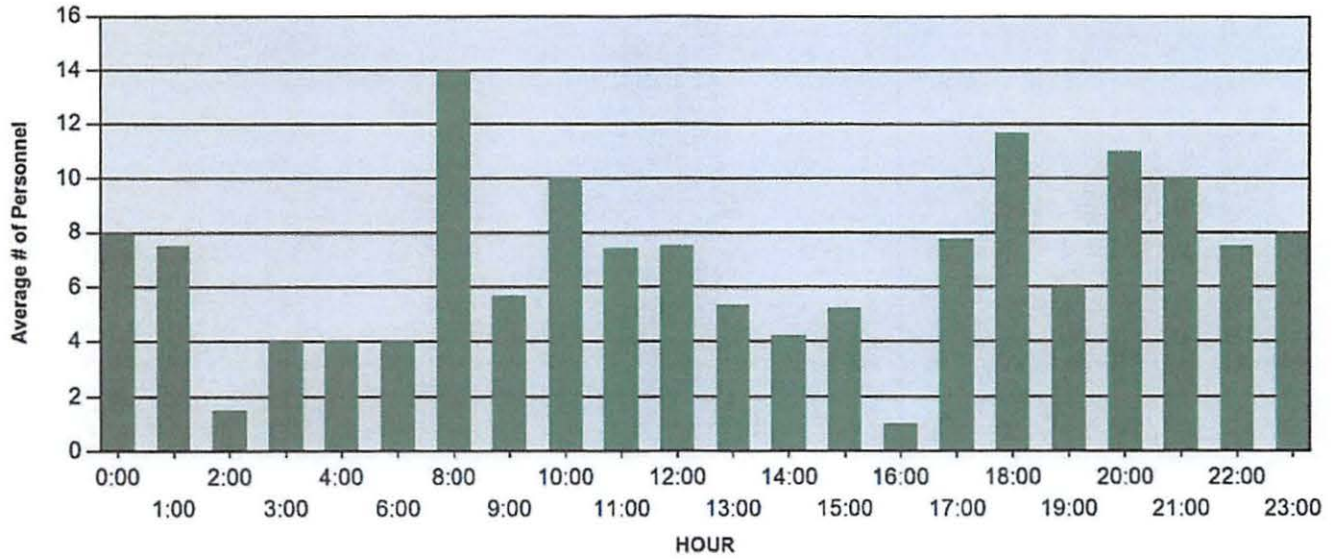
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 12/9/2023 9:10:42 AM

Average Number of Responding Personnel per Hour for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023



HOUR	AVG. # PERSONNEL
00:00 - 00:59	8.00
01:00 - 01:59	7.50
02:00 - 02:59	1.50
03:00 - 03:59	4.00
04:00 - 04:59	4.00
06:00 - 06:59	4.00
08:00 - 08:59	14.00
09:00 - 09:59	5.67
10:00 - 10:59	10.00
11:00 - 11:59	7.40
12:00 - 12:59	7.50
13:00 - 13:59	5.33
14:00 - 14:59	4.20
15:00 - 15:59	5.20
16:00 - 16:59	1.00
17:00 - 17:59	7.75
18:00 - 18:59	11.67
19:00 - 19:59	6.00
20:00 - 20:59	11.00
21:00 - 21:59	10.00
22:00 - 22:59	7.50
23:00 - 23:59	8.00

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 12/9/2023 9:19:57 AM

Losses for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
1	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2023-503	11/09/2023	111 - Building fire	\$30,000.00	\$0.00	\$30,000.00	100.00%

Only REVIEWED incidents included





MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.653.4030

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

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

November 1-30, 2023 Statistics	2023	2022	2021	2020	2019
TOTAL CIRCULATION	14,424	13,812	12,428	13,532	14,592
YTD CIRCULATION	166,877	166,014	160,428	115,846	177,582
OVERDRIVE & E-formats	1,348	1,262	1,264	1,285	973
NEW PATRONS	62	63	64	27	47
YTD NEW PATRONS	956	826	660	384	877
PATRON COUNT	5,841	5,702	4,548	4,317	5,493
YTD PATRON COUNT	65,372	58,942	46,705	36,067	71,149
PASSPORTS	83	69	38	35	61
YTD PASSPORTS	1,442	941	774	533	1,116
WIFI USERS	486	314	313	323	451
PC USERS	292	215	247	245	417

Hoopla!	Nov'23	Oct'23	Sept'23	Aug'23	Jul'23	Jun'23	May'23
Number of Hoopla items used	390	372	365	311	307	268	232

ITEMS SOLD IN LOBBY	\$834.95
YTD TOTAL \$	\$10,803.02
TOTAL \$ ADDED DONATIONS	\$236.00
TOTAL \$ DONATIONS as PRIZES	\$386.00
TOTAL	\$1,456.95

Executive Summary

- MSL participated in ExtraGive on November 17th. While the dollar amount of giving was down compared to previous years, community support was strong, and the total number of donors was up. MSL saw less of a drop than overall ExtraGive donations
- MSL served as a polling place on Nov 7. Friends of the Library sold baked goods
- MSL Jigsaw Puzzle Showdown was a great success – Nov 4



PROGRAMMING / CLUBS / PROCTORS NUMBERS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	23	847	212	5,813
Club Meetings/Participants				
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	23	847	212	5,813
Off-Site Programs	16	835	85	5,701
Virtual Programs	0	0	37	2,454

Volunteer	Month Total	2022 YTD Totals		
Volunteer Hours	62.75	1,055.2		

Joseph

- Presented the 2024 Budget request at Mount Joy Township budget workshop Nov 6
- Attended Mount Joy Borough Council Meeting, Nov 6
- Was invited to speak at Four Seasons at Elm Tree on Nov 7
- Attended Mount Joy Chamber of Commerce on Nov 8
- Attended Lancaster County Library Association meeting on Nov 8
- Attended MSL Friends Meeting on Nov 13

Community/Service Point (Susan)

- Passport Exams for the year completed and submitted to the Agency.
- Slowly clearing out the Passport Room.

Youth Services (Jan)

- Started a 6-week conversational Spanish class for homeschoolers. Overwhelmed by the numbers and the distance some folks are willing to come to attend. About 40 per class so far.
- The Fall reading program wrapped up on the 25th with 431 papers going out and 172 returned. Only a 40% return, but still worth doing.
- Had a blast at the Charlie Brown Thanksgiving, with help from the JR. High Builder's Club.

Public Relations/Promotions (Kirstin)

CONSTANT CONTACT:

- December 2023 Enews: sent to 3778 contacts (67 new); 1380 opens (40%), 30clicks (1%)
- Nov. Welcome Email: sent to 96 new patrons; 70% opened
- Extragive Reminder: sent to 3,926 contacts; 47.8% opened; 28 clicks

SOCIAL MEDIA:

- Facebook – Total Page Followers 2,620 (24 new); 20,740 reached (Included ExtraGive Boost)
- Instagram – 1,128 followers (35 new); 731 reached

Volunteers/Programming/Fundraising (Stephanie)

Annual Patron Appeal 2023

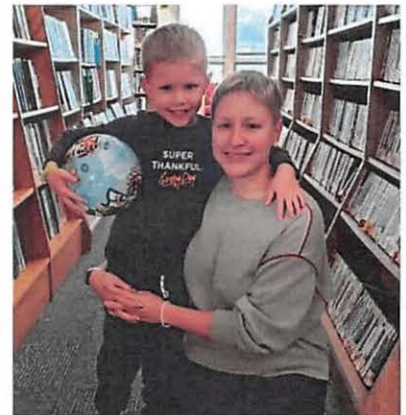
- As of November 30: \$34,366.70 [November 2022 YTD total was \$36,851.38]

Legacy Bricks

- Bricks ordered as of November 30: 138 of 392. We're at 35% sold.

Programing

- A new program was introduced: Jigsaw Puzzle Showdown. Ten teams of 4 people signed up, with a waiting list of five more teams. **Will plan this for spring and fall 2024.**



Nov 27 – Melanie and Carson, the winner of our VIP raffle held during our Patron Appreciation. Her "win" gave her 2 hours at the Library in the morning before it opened. They played hide-and-seek, raced cars, and they could be as loud as they wanted!