



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

Community Development Director/Zoning Officer Monthly Report for March/April 2024

Planning Commission

- Last meeting: 3/25
 - Conditionally Approved Cloverleaf Self-Storage – Plan to develop the second phase of mini-warehouses at the 1444 Cloverleaf Road site.
 - Conditionally Approved Heisey Property Lot Line Change Plan – Reconfiguration of 3 tracts of land containing 63 acres near the intersection of Mount Pleasant Road and W Rissermill Rd.
 - Approved Waiver for 1376 Campus Road Land Development – Enables applicant to perform grading outside of the Phase 1 boundary in accordance with the approved Preliminary Plan and NPDES Permit Plan.
- Next meeting: 4/22
 - Sketch Plan Review of Mount Joy Town Center – Proposal to construct a shopping center on a 22-acre tract located at the northeast corner of Cloverleaf Road and West Main Street (Rt 230).
 - Land Development Waiver Request for Daniel King – Proposal to construct a 4,800-sf. chicken house at 1241 Campus Road.

Zoning Hearing Board

- 4/3 ZHB meeting:
 - Case #240003 Wade & LisaRae Glessner – Granted accessory structure height variance for residential pole building at 2502 Mount Pleasant Road.
- New applications to be heard at the 5/1 ZHB meeting:
 - Case #240004 Giuseppe Conigliaro – Special exception and variances to construct a 7,000-sf. commercial addition at 840 N. Hanover Street.
 - Case #240005 Lancaster County Career & Technology Center – Variance to subdivide a flag lot to construct a single-family dwelling at 432 Old Market Street.

Misc

- Coordinating hiring searches for Township Manager and Township Treasurer positions
- Completed the March 2024 account reconciliation and Treasurer's Report
- Worked with staff to complete payroll and AP during Treasurer transition



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PUBLIC WORKS DEPARTMENT APRIL 2024

COMPLETED/STARTED

- Dug out under all benches in OTLP and blacktopped
- Fixed bollard at Wolgemuth
- Fixed road bank mower
- Helped Rapho with their widening project by providing the roller and operator for a week
- Patched potholes
- Pa1 calls
- Trash runs weekly
- Met with Conewago Twp to go over limit of disturbance for permitting to remove Prospect bridge
- Closed roads for flooding
- Flood clean up
- Cleaned inlet grates off and kept pipes open so storm water would run
- Mill and grade Prospect Road

FUTURE

- Trail widening
- Trail pipe
- Trail base repair



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April 1, 2024

To: Mt. Joy Township Board of Supervisors
From: Daniel Ford- Code Compliance Official / Assistant Zoning Officer
Re: Monthly Codes Summary Report for March 2024

Dear Board Members:

139 rental properties were inspected in March 2024.

Complaints and concerns:

- Letter to 2576 Sheaffer Rd about loose chickens being killed on the road and two other property maintenance violations. (complaint)
- Cited the owner of 2000 S Market St. for renting without a license.
- Letter to 429 Mount Gretna Rd about a burning violation. (complaint)
- Violation Notice to Featherton Crossing about multiple Property Maintenance Violations due to inspections.
- Violation Notice to 901 N Hanover for locked fire egress doors.
- Letter to 427 Orchard for a refrigerator outside with the door not removed.
- Letter to the owner of 507 Rockwood about a 3rd police disturbance within 12 months.
- Letter to 371 Barbara St about renting without a license at 389R Barbara St.

MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 3/1/2024 - 3/31/2024

Zoning Officers Report

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
RoadOcc						
Cable						
Active						
240024	3/15/2024	TINY ESTATES, LLC Cable	867 SCHWANGER RD	4604816200000	\$0.00	\$80.00
240025	3/20/2024	ABEL PATRICK R Cable	2109 ANDREW AVE	4601516100000	\$0.00	\$135.00
Total Cable 2					\$0.00	\$215.00
Driveway						
Active						
240018	3/6/2024	GRH 1 LLC Driveway for new single family dwelling	104 BROOKFIELD DR	4608829800000	\$0.00	\$50.00
240020	3/14/2024	GRH 1 LLC Driveway	113 RINGNECK CIR	4608798600000	\$0.00	\$50.00
240023	3/27/2024	GRH 1 LLC Driveway for new single family dwelling	100 EAGLE PARKWAY	4608344000000	\$0.00	\$50.00
Total Driveway 3					\$0.00	\$150.00
Fiber Cable						
Active						
240021	3/12/2024	NORTON ROBERT A & JEANETTE G Fiber Cable	2122 ANDREW AVE	4602345700000	\$0.00	\$80.00
240022	3/12/2024	SAUDER DAVID E Fiber Cable	995 HAMPDEN RD	4609173300000	\$0.00	\$60.00
Total Fiber Cable 2					\$0.00	\$140.00
Total RoadOcc 7					\$0.00	\$505.00
StormWater						
Exemption						
Active						
240014	3/5/2024	SHARMA CHANDRAKALA & SUBEDI, TIKA R Shed	827 WESTBROOKE DR	4600770800000	\$0.00	\$50.00
240011	3/6/2024	GRH 1 LLC SFD	104 BROOKFIELD DR	4608829800000	\$0.00	\$50.00
240013	3/14/2024	GRH 1 LLC SFD	113 RINGNECK CIR	4608798600000	\$0.00	\$50.00
240016	3/14/2024	HEISEY WENDY S Expand Driveway	8274 ELIZABETHTOWN RD	4607294800000	\$0.00	\$50.00
240018	3/20/2024	NOAH W KREIDER & SONS LLP Ag Building	2036 MOUNT PLEASANT RD	4613387300000	\$0.00	\$50.00
240019	3/21/2024	KNAUFF AARON E Shed	659 BUCKINGHAM BLVD	4607627700000	\$0.00	\$50.00
240017	3/27/2024	GRH 1 LLC 2-story single family dwelling	100 EAGLE PARKWAY	4608344000000	\$0.00	\$50.00
Total Exemption 7					\$0.00	\$350.00
Small Project						
Active						
240015	3/6/2024	HOFFER JAMIE S & STEVEN L Drainage Improvements	526 RADIO RD	4609071600000	\$0.00	\$175.00
Total Small Project 1					\$0.00	\$175.00
Total StormWater 8					\$0.00	\$525.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
Addition						
Active						
240028	3/6/2024	RITCHIE STANLEY K & DONNA M Addition	522 CLOVERLEAF RD	4615325700000	\$25,000.00	\$254.00
Total Addition 1					\$25,000.00	\$254.00
Ag Barn						
Active						
240035	3/8/2024	MARTIN ABNER H & RUTH G Ag Buildings	541 SNYDER RD	4613835200000	\$180,000.00	\$1,139.00
Total Ag Barn 1					\$180,000.00	\$1,139.00
Ag Bldg						
Active						
240039	3/20/2024	NOAH W KREIDER & SONS LLP Ag Buildings	2036 MOUNT PLEASANT RD	4613387300000	\$51,300.00	\$371.00
Total Ag Bldg 1					\$51,300.00	\$371.00
Deck						
Active						
240036	3/11/2024	BLACK TERRY L & PATRICIA A deck	677 KNOLL DR	4611378900000	\$6,700.00	\$78.00
240038	3/27/2024	SNYDER CHAD E Deck with Roof	2135 SHERI LN	4616465700000	\$60,000.00	\$469.00
Total Deck 2					\$66,700.00	\$547.00
Generator						
Active						
240031	3/7/2024	HENRY CATHY R Generator	2082 MOUNT GRETNA RD	4607432200000	\$13,000.00	\$50.00
Total Generator 1					\$13,000.00	\$50.00
Geothermal						
Active						
240034	3/6/2024	BARLOW KELLY E Geothermal	1121 RIDGE RD	4604812500000	\$31,000.00	\$150.00
Total Geothermal 1					\$31,000.00	\$150.00
SFD						
Active						
240026	3/6/2024	GRH 1 LLC 2-story single family dwelling	104 BROOKFIELD DR	4608829800000	\$300,000.00	\$1,909.00
240032	3/14/2024	GRH 1 LLC 2-story single family dwelling	113 RINGNECK CIR	4608798600000	\$300,000.00	\$1,909.00
240037	3/27/2024	GRH 1 LLC 2-story single family dwelling	100 EAGLE PARKWAY	4608344000000	\$300,000.00	\$1,909.00
Total SFD 3					\$900,000.00	\$5,727.00
Shed						
Active						
240033	3/5/2024	SHARMA CHANDRAKALA & SUBEDI, TIKA R Shed	827 WESTBROOKE DR	4600770800000	\$3,000.00	\$3,000.00
240040	3/21/2024	KNAUFF AARON E Shed	659 BUCKINGHAM BLVD	4607627700000	\$5,000.00	\$64.00
Total Shed 2					\$8,000.00	\$3,064.00
Solar						
Active						
240019	3/6/2024	WENGER HUGH E & KATHRYN M Solar Panel Replacement	403 TRAIL RD N.	4604343000000	\$27,500.00	\$50.00
240027	3/6/2024	ZAHN ANDREW D & SARAH K Solar	108 CANVASBACK LN	4609122000000	\$30,721.00	\$301.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
Solar						
Active						
240030	3/14/2024	SWARTLEY KERRY L & DANA Solar	2158 SHEAFFER RD	4605907800000	\$36,450.00	\$331.00
Total Solar 3					\$94,671.00	\$682.00
Total Zoning 15					\$1,369,671.00	\$11,984.00
Total Permits: 30					\$1,369,671.00	\$13,014.00



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Minutes of a Regular Meeting of the Mount Joy Township Planning Commission Held on February 26, 2024

1. Vice Chairman Delmar Oberholtzer 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 — Absent

Delmar Oberholtzer — Present

Bill Weik, Jr. — Absent

Other Township Representatives Present: Justin Evans, Zoning Officer; Joshua Brengel, representing the Township Engineer

4. Public Comment: NONE

5. Consent Calendar:

a. Approve and ratify the minutes of the January 22, 2024 meeting

b. Accept additional time in which to take action on the Final Land Development Plan for Westmount (#23-07-FLDP); new deadline is June 24, 2024

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

6. Old Business:

a. Revised Sketch Plan for Westmount (#23-07-FLDP) – Proposal to develop a 40-acre site located at 1349 Harrisburg Avenue for the construction of 214 townhouse units and 78 multi-family dwelling units. The site is zoned R-2 – Medium-Density Residential and will be served by public water and sewer. The applicant filed a Final Land Development Plan for the construction of 217 townhouse units and 72 multi-family dwelling units on May 5, 2023 as File #23-07-FLDP. This revised sketch includes additional area at the northwest corner of the site to extend Bradfield Drive into the subject property.

Landowner Brandon Conrad of Vistablock presented the updated sketch plan associated with the Westmount residential development application. An agreement to purchase a portion of the western adjoining property owned by the Werners will enable the developer to extend the proposed roadway to the Bradfield Drive cul-de-sac. This creates a through public street and alleviates some of the prior zoning conflicts with the previous plan.

Mr. Conrad led a lengthy discussion about the design and a number of waivers requested that will help further the land development. One waiver included a reduction in the setback between homes and the

Amtrak right-of-way. A reduced setback waiver was granted for the previous version of the plan but the Commission expressed concern with granting it for more dwelling units shifted to be located along the railroad. Residents in a different neighborhood recently constructed along the same railroad approached the Township to mitigate the sound at night. The Commission was sensitive to not creating a similar conflict. Mr. Conrad spoke about ways his company can ensure home buyers are aware and create language for the HOA documents to relieve the Township of any responsibility for mitigation in the future.

A discussion took place regarding block length and how PennDOT's restriction on the number of access points to Harrisburg Avenue creates a challenge. The Department will only allow two access points, one of which is the proposed intersection near Nolt Road; the other is the existing Bradfield Drive intersection. The Commission's key concern is emergency vehicle access and having another exit point in case of a disaster scenario. Mr. Conrad stated they will explore a design to use the existing driveway to the pole building for emergency purposes. The building will be used for maintenance and as a community fitness center.

A motion was made by Gerald Cole and seconded by Michael McKinne to grant the following waivers, as requested by the applicant:

- §119-52.J(3)(a) – Improvements to existing streets
- §119-52.S(3)(g) – No more than two access drives located on a single street frontage
- §119-53.C(2) – Vertical and slant curb

All members present voted in favor of the motion.

7. New Business:

- a. Waiver Request for Mark Kleinfelter (#24-06-WAIV) – Waiver submitted in anticipation of filing a lot line change plan to increase the size of two residential parcels via subdivision of the parent tract located at 1005 Trail Road North. The properties are zoned in the A – Agricultural District and served by on-lot water and sewer facilities.

Mr. Evans introduced the waiver request since the applicant was not present. The Township Engineer recommended against granting the waiver since the prior wetland study was prepared approximately 20 years ago. Common practice recognizes wetland studies for a period of about 5 years. This is an area where wetlands exist due to topography and bedrock close to the surface.

A motion was made by Gerald Cole and seconded by Rodney Boll to deny the waiver request. All members present voted in favor of the motion.

8. Initial View:

- a. Preliminary/Final Subdivision Plan for Duane Hernley (#24-02-FLDP) – Proposal to subdivide a 3.289-acre commercial lot from a 10.74-acre parent tract located at 101 Sparrow Lane that is split-zoned C-2, General Commercial and R-2 – Medium-Density Residential. No land development improvements are proposed as part of this subdivision. Public water and sewer service is available to the properties. The remaining 7.448-acre lot contains an existing dwelling and associated improvements.

Kim Fasnacht from Rettew Associates presented the subdivision plan with landowner Duane Hernley. Mr. Hernley intends to subdivide a commercial lot for future development along the zoning district boundary. This lot will be zoned C-2 – General Commercial while the remaining acreage containing his home will remain in the R-2 – Medium-Density Residential District. No improvements are proposed by this plan. Future commercial development will require submission and approval of a plan.

A motion was made by Michael McKinne and seconded by Gerald Cole to grant approval of the following waivers:

- §119-25 – Preliminary plan
- §119-52.J – Deferral of road frontage improvements

All members present voted in favor of the motion.

A motion was made by Kevin Baker and seconded by Gerald Cole to grant approval of the Preliminary/Final Subdivision Plan for Duane Hernley (the "Plan") prepared by Rettew Associates, Inc., Drawing No. 0092500245, dated November 28, 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 January 31, 2024.
2. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Solicitor's review letter dated January 16, 2024.
3. 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 the improvement of the South Market Street frontage. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
4. Applicant shall dedicate the additional right-of-way along South Market Street as proposed in the subdivision plan.
5. 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. Minor Land Development Plan – Proposed Building for Jay Garman (#24-05-MLDP) – Proposal to construct a 9,600-sf. building to house equipment for a feed grinding business at 1267 Risser Mill Road. The 63.96-acre property is located within the A – Agricultural District and is used primarily for agricultural purposes.

Cameron Renehan from TeamAg presented the land development plan with landowner Jay Garman. Mr. Renehan provided an overview of the proposed project that includes construction of a 80' x 120' barn, new driveway, and stormwater management facilities. At least half of the barn will be used for hay storage and less than half for the mobile ag grinding business. Zoning Hearing Board approval was granted for the farm-related business and approval under the Agricultural Conservation Easement is forthcoming.

Mr. McKinne expressed concern with truck washing on site and how wash water will be treated. Will runoff be pre-treated before going into the pond? Where will trucks park? Mr. Garman stated it is important to clean flammable grain dust from equipment so a wash bay with a containment system will be constructed in the new building. Final details for this system are being arranged. He estimates 2-3 trucks per day entering the site as approved by the Zoning Hearing Board.

The Planning Commission spoke about the need to monitor the operations to ensure compliance with conditions, including the number of tractor trailers parked on site. Additionally, truck washing and repairs should be confined to vehicles related to the ag business. Mr. Garman stated he will not open the wash bay to the public. He wants to bring his part of the Garman Ag business to his property, including repair of his trucks. Based on the family's operation at the Grandview Road site, outside trucks utilizing this new facility is a big concern of the Commission.

The Commission asked questions about stormwater management, driveway location, and Rissermill Road existing width. A stormwater facility will be constructed to manage and pretreat runoff before overflowing into the pond on site. The driveway location is constrained by the Township's headwall and cross pipe location to the south of the existing built area of the farm. A secondary sewage system is being tested and the existing well will be used for the garage's water supply. An abbreviated water and sewer analysis will be provided, so that waiver will be withdrawn.

A motion was made by Gerald Cole and seconded by Rodney Boll to table action on the waiver request regarding road frontage improvements until additional information is provided by staff. All members present voted in favor of the motion. The Commission requested that staff provide an estimated cost for road widening along the property's frontage and details on the Zoning Hearing Board's restrictions for the business.

9. Correspondence: NONE

10. Other Business:

a. Discussion on the Chiques Crossing Conditional Use Application (Rapho Township) – Mr. Evans updated the Commission on the multifamily residential development adjacent to Mount Joy Township and Borough along the Little Chiques Creek. The hearing process will begin in Rapho Township early April

11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Monday, March 25, 2024** beginning at 7:00 P.M.

12. A motion was made by Gerald Cole and seconded by Rodney Boll to adjourn the meeting at 9:40 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Justin S. Evans, AICP
Zoning Officer



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Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, February 7, 2024

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, 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 Roni K. Clark and seconded by Robert F. Newton, Jr. to approve and ratify the minutes of the January 3, 2024 meeting. All members voted in favor of the motion.
4. Mr. Evans, Township Zoning Officer, stated that a Public Notice was published in the January 18, 2024 and January 25, 2024 editions of the LNP. The subject property was posted on January 26, 2024.
5. Procedural briefing by the Zoning Hearing Board Solicitor
6. Old Business:
 - a. Time Extension for Zoning Case #210002: Old Line LLC – Request to extend the approvals granted at the February 3, 2021 hearing by an additional 3 years to obtain a zoning permit and complete construction.

Landowner Shawn Hershey, president of Hershey Excavating LLC requested an extension of prior approvals due to the length of time needed to gain site work permits and land development approvals for the contractor equipment yard. A motion was made by Roni K. Clark and seconded by Robert F. Newton, Jr. to grant a three-year extension of time to obtain a zoning permit and complete construction of the project. All members present voted in favor of the motion.
7. Zoning Case #240002
 - a. Applicant/Landowner: Kelly E. Barlow
 - b. Property Location: 1121 Ridge Road, Elizabethtown, PA 17022; Tax Parcel ID #460-48125-0-0000
 - c. Zoning District: R-2 – Medium-Density Residential District
 - d. Variance Request:
 - 1) Chapter 135, Article XXIII, §135-313.H(2)(d) to construct a ground source heat pump system within 100' of an existing potable water well

Landowner Kelly Barlow presented the case to the Board. She applied to install a closed-loop ground source heat pump system on the subject property since the home's existing heat pump is inefficient. Her existing potable water well is approximately 50' from the proposed bore holes, which is less than the 100' setback requirement. Ms. Barlow cited current ANSI standards for closed-loop systems that include a 50' setback between the system and a domestic well. The system will be approximately 300' deep.

To the best of her knowledge, the proposed system location will not affect adjoining properties' wells. It will be approximately 129' from the western adjoiner's well and 55' from that property line. She could not locate the eastern adjoiner's well but measured 75' to that property line. A discussion took place regarding the home located across Ridge Road but the location of that well was unknown. She will attempt to locate that well and report the separation distance to the Township during the permitting process.

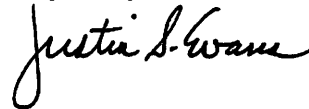
Ms. Barlow acknowledged receipt of the Zoning Officer's letter dated January 12, 2024 and was acceptant of the proposed conditions therein. A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve the application for the variance as requested, subject to the following conditions:

1. The Applicant shall obtain a Zoning Permit for the proposed improvements;
2. The Applicant shall confirm during the Zoning Permit process, and present sufficient evidence thereof to the Township, that no other potable wells, including on neighboring properties, are closer than fifty (50) feet from the proposed location of the ground source heat pump system;
3. 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;
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 February 7, 2024 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, March 6, 2024, beginning at 6:00 p.m.
9. A motion was made by Roni K. Clark and seconded by Robert F. Newton, Jr. to adjourn the meeting at 6:22 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



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 January 9, 2024

1. Adam Reed, Secretary, 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 – Donald Bush, William Duncan, and Adam Reed. Absent – Karen L. Boyer and John L. Felix, Jr.

Others in attendance – Justin S. Evans, Township Zoning Officer, Ryan D. Minnich, Township Manager, and Patricia J. Bailey, Township Secretary.

3. Organize for 2024:

A motion was made by William Duncan and seconded by Donald Bush to appoint Karen L. Boyer as Chairperson for the calendar year 2024. All members present voted in favor of the motion.

A motion was made by William Duncan and seconded by Donald Bush to appoint John L. Felix Jr. as Vice-Chairperson for the calendar year 2024. All members present voted in favor of the motion.

A motion was made by William Duncan and seconded by Donald Bush to appoint Adam Reed as Secretary for calendar year 2024. All members present voted in favor of the motion.

1. Public Comment: None

2. Approval and ratification of the minutes of the November 14, 2023 meeting:

A motion was made by Donald Bush and seconded by William Duncan to approve the minutes for the November 14, 2023 meeting as written. All members present voted in favor of the motion.

Mr. Duncan asked, as a follow-up, if the field hockey shed had been put in place. Mr. Evans stated it has been installed.

3. Old Trolley Line Park:

- a. Update Wetland Study for remaining site – Make recommendation to Board of Supervisors.

The last wetland study for Old Trolley Line Park was completed as part of the Master Site Plan in 2012-2013. Mr. Evans stated they are usually good for 5 years, typically. Prior to planning any expansion, it would be a good idea to have the study updated as wetlands do change over the years. Ms. Bailey reached out to Chuck Strodoski of YSM Landscape Architects to obtain a quote. Vortex Environmental, Inc. came in at \$1,900.00 + the cost of a survey of the wetland flags. We also received one from Rettew which came in at \$3,200.00 which includes the surveying. Ms. Bailey asked for a recommendation to be made for the Board of Supervisors. Mr. Minnich stated there are a lot of existing wetlands in remaining undeveloped property and it would be good to have them identified prior to any planning.

A motion was made by Adam Reed and seconded by William Duncan to recommend to the Board of Supervisors that a wetland study be conducted on the remaining undeveloped land at Old Trolley Line Park at a cost not to exceed \$3,200.00. All members present voted in favor of the motion.

- b. Mr. Minnich reported there again was damage done to the multi-purpose field. So far most of the damage that has been done has been minor with a few exceptions. It is suggested that a fence be placed around the park to prevent vehicles from getting onto the fields. There would be 2 areas that would have gates to allow the Public Works Department to enter. Bollards would be placed approximately 6' apart in the front where there is access for the playgrounds and pavilions. The fence would be a decorative one, not chain link. Mr. Minnich is working on obtaining quotes. He will try to stay with COSTARS pricing to prevent having to go out to bid. The length of the fence is approximately 1,535' with 24 bollards. The Board of Supervisors has requested cameras which would cost approximately \$20,000.00. They would be solar powered and have a cell relay back to the police department. The problem with cameras is that it only serves a purpose after the damage is done. Further discussion:
- The Board asked if there could be 3' separation in the fence at several areas to allow people to enter/exit the park.
 - The fence would be paid for out of the Park and Recreation fund.
 - Decision needs to be made as to whether funds should be spent at Cove Outlook Park for another pavilion or the expansion of Old Trolley Line Park. The Board members in attendance would like to see Old Trolley Line expanded.
 - Cost of Phases 1 & 2 = \$1,313,909.70. We received \$484,137.75 in grant money so the total out of pocket expense was \$829,772.00. Phase 1 was constructed during 2017 & 2018. Phase 2 was completed in 2022.
 - The sooner we can get Mr. Strodoski involved, the more prepared we would be if the desire is to apply for a grant during 2025. Normally the grant period is opened in mid-January with the grants being submitted sometime in April. Awarding of grants is usually done late in the year. If money comes from LWCF, the process takes another 1-2 years prior to construction beginning.
 - Karen Eberly from GEARS will be in attendance at the March meeting to discuss what they are looking for in the next phase(s). Their thought is to have one large multi-purpose field that can be divided to have multiple games at one time.
 - The fence issue was tabled to allow for additional information to be received: i.e. quotes, and pictures of what it would look like.

4. Cove Outlook Park:

Keneth L. Ebersole, Jr, Township Roadmaster, feels there are safety issues with leaving pavilion 4 in place. It is not going to get any better. The Public Works Department has time during the winter months to remove the structure since they are not working on roads. There was a lengthy discussion on the merits of leaving the pavilion in place. Mr. Bush was adamant that it should stay and be discussed in the spring as the motion was previously made. Mr. Reed and Mr. Duncan suggested the structure be removed but the concrete could remain, and picnic tables put back in place. The area is still in the shade and could still be used. Mr. Minnich questioned what the purpose is to leave the structure when we know it needs to come down and has no visual appeal.

A motion was made by Adam Reed and seconded by William Duncan to make a recommendation to Board of Supervisors for the removal of Pavilion #4 for safety reasons due to its poor condition. Mr. Reed and Mr. Duncan voted in favor of the motion. Mr. Bush voted against the motion. Motion passed with a 2-1 vote.

5. Update on Recreation:

Mr. Minnich provided an update on his talks with GEARS on potential future recreational programming. Some highlights included:

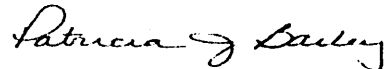
- Has meet with David Wendel, Executive Director, and Karen Eberly to see how GEARS is using the Township Parks. They are discussing the view of recreation over the next 5 years.
- Would like to see a bandstand/amphitheater at Old Trolley Line Park to offer various musical groups.
- Should consider lighting and electricity during the expansion of the park. This may be cost prohibitive.
- Raffensperger property – will need money for possible purchase. Discuss a possible structure that would have multipurpose rooms to be rented out to local groups or clubs.
- There were preliminary talks for having a possible regional Park and Recreation Board that would be involved with the scheduling of programs throughout the area.

Mr. Bush reported the tree planting went well at the parks. The trees were bigger than he originally thought. He felt Roots Nurseries did a nice job. The memorial plaque has been placed but it will need to be concreted in.

6. Correspondence:

- a. Resolution No. 13-2023: Fee-in-Lieu of Mandatory Dedication of Land for Recreational Purposes for calendar year 2024.
7. The next meeting of the Park and Recreation Board is scheduled to be held on **February 13, 2024 at 7:00 P.M.**
 8. A motion was made by William Duncan and seconded by Donald Bush to adjourn the meeting at 8:34 P.M. All members present voted in favor of the motion.

Respectfully Submitted,



Patricia J. Bailey, Secretary

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 February 27, 2024

1. Kevin Baker called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Kevin Baker led the pledge of allegiance.

Roll Call: Present – Douglas A. Hottenstein, John Rudy, Debra Dupler, David W. Sweigart II and Kevin Baker were in attendance.

2. Public Comment: None

3. Consent Calendar:

- a. Approval and ratification of the minutes of the January 23, 2024 meeting.
- b. Accept and ratify the Treasurer's Report for the period of January 1 through January 31, 2024, subject to audit.
- c. Approve payment of all bills via Bill List #1, Bill List #2 and Bill List #3 in the amount of \$121,855.75; ratify payment of all payrolls for the period of January 2024, inclusive, in the amount of \$245,890.98, which represents two (2) pay periods.
- d. Raymond James Pension Account summary from December 29 through January 31, 2024.

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

4. Old Business:

Chief Mayberry reported that the transition to the Glock MOS pistols is underway. Three quarters of the department has completed training conducted by the firearms instructors.

The approved computer items have been ordered, received and the process of installing them is underway.

Officer Brad Redinger gave an overview of his search for IT related back up services and items. After a lengthy discussion, a motion was made by Debra Dupler, seconded by David Sweigart to move forward with the AWS Snowball for data. All members present voted in favor of the motion. Doug Hottenstein asked for any further action on the IT Services back up to be tabled until next month's meeting so he could review Officer Redinger's information.

5. Advisements:

- d. NWRPD participated in the Bleed Blue Challenge. There were 13 Police Departments participating.
- e. Officer Evan Bigler completed two days of MCSAP updates.
- f. NWRPD will be participating with the DEA National Drug Take Back event on April 27.
- g. NWRPD, along with MESA, will be partnering with Rheems Fire Department to host Travis Howze who will be speaking at EBIC on September 7, 2024. The seminar is free and Howze is a former Marine and First Responder.

6. Correspondence:

- a. Calls for Service – January 2024
- b. Police Activity Report – January 2024
- c. Overtime Report – January 2024
- d. Police Cruiser Mileage Chart – January 2024

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on March 26, 2024 at 7 p.m. at the Mount Joy Township Municipal Complex.

A motion was made by Debra Dupler, seconded by Dave Sweigart to adjourn the meeting at 7:45 p.m. All members voted in favor of the motion.

Respectfully submitted,



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

**EAWA WORK SESSION MEETING MINUTES
MARCH 6, 2024 - 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 (remote), Chuck Brewer and John O'Connell. Also present were: Del Becker, Authority Manager; Jason Bock, Operations Manager; George Alspach, Solicitor; Michael Krieger, Engineer, and Jill Gebhart, Admin Assistant. Not present: Keith Murphy, Board Member, Michele Powl, Business Manager; Donna Bissinger, Admin Assistant. Members of the Public: None

2. **PUBLIC COMMENT:** None

3. **REPORTS:**
 - a. **Manager's Report:**
 - i. **Resolution 2024-5:** Dedication of water lines / Bill of Sale for StoneyBrook Phase 1C. Maintenance period concluded; street dedication to West Donegal Township has occurred.

Action: "The Board approves Resolution 2024-5 to accept the Bill of Sale for the dedication of water lines for StoneyBrook Phase 1C."

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

 - ii. **Emergency Line Replacement for East Washington St:** Situation couple weeks ago, a property's basement in 300 block of E Washington St was being flooded. Discovered leaks in sections of 1" black iron corroded pipe and replaced 900' with 2" plastic pipe, with flush ability at the end of line for 3 houses on Aspen Alley.

 - b. **Operations Manager's Report:** Jason Bock presented his report. EPA inspection will be week of Aug 19th. Continuing education for staff at the PRWA conference week of Mar 18th. Currently we are supplying Masonic Village to cover their planned out of service. Per Becker compressor for the reservoir needs a repair or replacement. Looking at other options then just replacing compressor. Tree service was called in to remove nearby pine tree with storm damage.

 - c. **Engineer's Report:**
 - i. **2024 Water Line Replacement Project Proposal:** W High Street from N Market Street to Masonic Drive, approx.. 3,500 feet of pipe.

Krieger discussed permits required depending whether project goes across railroad crossings, streams or wetlands. It was noted that permitting can add extensive time for a project.

 - ii. **Well 6 & 7 Improvements:** revised proposal, includes contingency for land development planning and approval.

Krieger said the allowance for the land development permit was added, although he felt we would be exempt from it. The electrical service was verified adequate for the upgrade.

Krieger stated the project closeout for the Chlorination Project was to get PSI completed for the paperwork side. For the Water Main Poplar St project, they are finalizing the design and getting close to bid that project. Becker stated we are waiting on an easement from Rita's.

4. UNFINISHED BUSINESS: None

5. NEW BUSINESS: None

6. BOARD MEMBER'S REMARKS:

Brewer asked if there any prospects for Solicitor position? Becker said yes and will be on the agenda for Board Meeting 3/11/24. Brewer also asked the date for the meeting for the subcommittee. Treese confirmed the 13th 9 am.

McCloud commented we never know how long our meetings will last, but there is a lot packed into the meeting with important topics.

Sheidy inquired if the Schaffer Rd project an imminent thing? When Becker read a comment letter from the Township's engineer to developer, and it appears when the developer writes the check to the Township, it will be a go. Expenses for new main, hydrants, water infrastructure will be put in and paid by developer.

O'Connell asked if we received bids for repair on Market St. final restoration. Becker said we are having Ebersole's do that as a part of other restoration work. O'Connell asked if we are on track with the lead service line inventory due in October. Becker responded that we will have a survey going out with the March billing to all property owners. We will be making the inventory submission for the October deadline. O'Connell advised of the PA Municipal Authority Association annual conference that is local this year at Hershey PA Sept 15-18, in case anyone is interested.

7. EXECUTIVE SESSION: None

8. ADJOURN: 7:17 PM

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

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

Approved

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 4/8/2024 Meeting

**EAWA BOARD MEETING MINUTES
MARCH 11, 2024 - 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 (remote), 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; Michael Krieger, Engineer; Donna Bissinger, Admin Assistant. Members of the Public: Jeffrey S. Shank, Nikolaus & Hohenadel LLP.

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 02/07/2024 and Board Meeting Minutes of 02/12/2024, as presented."

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

5. REPORTS:

a. Manager's Report:

i. Resolution 2024-6: Easement Agreement with Elizabethtown Borough for portions of EAWA property adjacent to Winnemore Alley

Action: "The Board approves Resolution 2024-6 granting an easement to Elizabethtown Borough as requested by the Borough."

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

b. Operations Manager's Report: Presented at Work Session Meeting

c. Engineer's Report: Presented at Work Session Meeting

d. Financial Reports:

i. Paid Bills Detail (*Operating Fund*) (02/23/24) distributed with package (\$62,190.82 for balance);

ii. Paid Bill Detail (*Capital Fund*) (02/23/24) distributed with package (\$36,675.00 for balance);

- iii. Statement of *Operating* Revenues & Expenditures for period of FEBRUARY YTD, distributed with package. Balance: \$962,905.06, Expenditures: \$205,022.49 & Income: \$162,448.55;
- iv. Statement of *Capital* Revenues & Expenditures for period of FEBRUARY YTD, distributed with package. Balance: \$9,996,774.68, Expenditures: \$94,584.37 & Income: \$124,140.56.

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

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

6. UNFINISHED BUSINESS:

a. GHD Proposals for West High Street Line Replacement and Well #6/#7 Projects:

Action: "The Board approves GHD Proposals for West High Street Line Replacement and Well #6 & #7 Projects."

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

7. NEW BUSINESS:

a. Resolution 2024-7: Appointment of Jeffrey S. Shank (Nikolaus & Hohenadel, LLP) as Authority Solicitor:

George Alspach's term will end March 31, 2024.

Action: "The Board approves Resolution 2024-7 appointing Jeffrey S. Shank as Authority Solicitor and thanks George D. Alspach for his service to the Authority."

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

7. BILLS PAYABLE: Refer to Unpaid Report;

Becker addressed several questions on the PSI Pumping Solutions bill, continued inflation in payable bills, and Maher Duessel audit in progress. Becker thanked Michele Powl for getting all the documents needed to the auditors. Draft audit will be presented at work session mtg 4/3/2. Audit presentation will be 4/8/24 board meeting.

Action: "That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$38,491.82 (03/11/24), Unpaid *Capital* Fund Bills Detail totaling \$48,560.42 (03/11/24) and Unpaid *Developer Escrow* Fund Bills Detail totaling \$38,733.42 (03/11/24)."

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

8. BOARD MEMBER'S REMARKS:

Sheidy asked if we have the truck yet. Becker said the dump bed is finished and it is now getting signage applied.

Brewer thanked staff for the minutes that capture the meetings in review.

Dr. Treese thanked George Alspach for his expert council for the water authority. George Alspach acknowledged Treese's remarks saying it has been his privilege and honor to work with the board and the EAWA organization all these years. Each of the board members and staff attending expressed best wishes to George Alspach on his retirement, appreciation for his longevity and corporate history as solicitor, his concern for the authority and community he served, and the advice and guidance given to the board during his tenure here.

10. EXECUTIVE SESSION: None

11. ADJOURN: 7:02 PM

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

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

Approved

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 4/8/2024 Meeting



Elizabethtown Regional Sewer Authority Minutes

February 13, 2024

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; Engineer, Operations Manager; Steve Rettew and Solicitor; George Alspach.

It was motioned by Snyder and seconded by Sollenberger to approve the minutes of the January 9, 2024 meeting. Motion carried.

Interviews

1. Jeff Shank, Nikolaus and Hohenadel, made a presentation to the Board discussing his legal career and his experience as a possible replacement for Alspach. Shank has worked locally for over 30 years. The Board asked several questions including possible conflicts of interest. A decision will be made later in the meeting.
2. Abraham King and Steven Siegfried, Rettew Associates of Lancaster, presented their Engineering firm's full-service capabilities to the Board. King previously worked with ERSA at his former employer therefore he is familiar with the ERSA system. He would serve as the point person for ERSA. A decision will be made later in the meeting.

General Business

1. The Board discussed the replacement for the ERSA solicitor. **It was motioned by Snyder and seconded by Sollenberger to hire Jeff Shank as solicitor. Motion carried.**
2. **It was motioned by Sweigart and seconded by Snyder to hire Rettew Associates as ERSA's engineering firm. Motion carried.**
3. **It was motioned by Sweigart and seconded by Sollenberger to approve the payment application #5 for Blooming Glen Contractors in the amount of \$11,907.37. Motion carried.**
4. Alspach discussed the land development plan for Meridian Heights (Hoffer Tract). The developers, Landmark, have not changed the note on the plan regarding the correct capacity available for Phase 1 and have not submitted the improvement guarantee for the first phase. The developer's agreement will not be signed until their conditions are met.
5. Viscome provided the Board with a Fulton Bank Resolution to update for ERSA account signers.

Engineer Report

Minichelli provided a report for January:

1. Meridian Heights – On 2/7/2024 George Alspach asked for confirmation of the approved capacity of the 1925 Sheaffer Road developments Phase 1 improvement. CDM Smith reviewed the number of units/EDU's associated with Phase 1 of the project (124) and the total capacity associated with that many EDU's 29,140 GPD (124 EDU's x 235 GPD/EDU) and confirmed the approved capacity listed on a note on the drawings for 89,300 GPD would need to be changed as it reflected the capacity of all three phases which CDM Smith has communicated with the developer that ERSA existing infrastructure does not have capacity. General counsel for the developer requested the Board's contingent approval of the Phase 1 capacity while they work to get the drawings updated.
2. Koser Subdivision – ERSA received a PA one call requested from a PPL contractor to mark out utilities on Newville Road. ERSA did not perform the utility mark out as the developer process was never completed and ERSA has not yet taken ownership of the to be dedicated sewer system. The developer had failed to submit approved as-built drawings of the new sewer system, which are required for dedication. CDM Smith reviewed the project status and got in touch with the developer's engineer on 1/12/2024. Updated as-builts were received and reviewed and returned with additional comments. Once the engineer resubmits updated as-builts addressing the comments, ERSA will formally take ownership of the Newville Road sewer system.
3. 156 Harrisburg Ave – CDM Smith received an email from the project manager relaying a message from an ERSA operations staff member asking if there were any outstanding submittals required prior to the sanitary connection being made. CDM Smith reviewed the development status and found that piping submittal has not been approved. CDM Smith has a call scheduled with the project manager on 2/12/2024 to answer any questions.
4. Miller Rd- Excavation for the new wet well was completed the week of 1/22/2024 and a concrete base for the wet well installation was poured on 1/26/2024. The wet well was subsequently installed and a survey conducted by the contractor to confirm invert elevations of the sewer system and new structures. The contractors survey showed that the wet wells invert matched the invert shown on the design drawings but was about 6" higher than the surveyed invert of the pipe just upstream of the pump station. The contractors survey conflicted with the design survey and CDM Smith has reached out to the design surveyor for confirmation regarding which values are accurate and the source of any discrepancy. CDM Smith is currently identifying alternatives for ERSA to choose in fixing any pipeline elevation issues that would prevent the influent piping from draining completely.
5. Schwanger Rd – EAWA sent the water main depth of valve measurements to CDM Smith on 1/15/2024. This information will be used to identify the depth of the water main in areas where it crosses the ERSA force main. A contractor is scheduled to dig test pits to identify the depth of force main on 2/14/2024 and provide the depth measurements from grade to CDM Smith. After this information is collected, CDM Smith will evaluate the space between

each pipeline and determine if further action is required to avoid a force main break similar to the incident on 5/28/2023.

6. I/I Investigation – An inspection schedule has been distributed to ERSA for input. At the January Board meeting, ERSA confirmed they do not have the flow metering equipment or operations staff availability to perform the flow measurement activities outlined in the approved scope of services. CDM Smith has developed an alternative approach to this investigation to achieve the goal of identifying the portions of the collection system suffering the most significant I/I issues and prioritizing more in-depth CCTV based inspections. Because flow monitoring specialty firms typically offer services for a 1-month duration at a minimum, CDM Smith has reduced the number of monitoring sites and increased the monitoring period to maximize the amount of useful data collected for the lowest cost per site monitored. This approach will have the added benefit of being able to quantify the amount of I/I, compared to the previous approach would have been more qualitative. An updated draft proposal reflecting the change in project approach is attached. CDM Smith recommends beginning this flow monitoring work in March 2024 to gather valuable spring precipitation data. An updated proposal is being developed to reflect these changes. CDM Smith's fee for this scope would be similar to the original version. The cost of a flow monitoring company installing 5 meters for 6 to 8 months would be around \$33k to 39K.

Treasurer Report

Shaffer presented the final report for the first month of 2024. He reviewed sections of the Revenue & Expenditures Budget Performance report. Shaffer also said that he has budgeted for capital improvements for 2024 to be \$250,000. This will be adjusted once the capital projects sheet is updated.

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

Bills payable

It was motioned by Snyder and seconded by Sollenberger to approve the bills in the amount of \$146,193.92. Motion carried.

Executive Session

A brief executive session was held to discuss the promotion of an employee. The Board also authorized Viscome and Rettew to begin interviewing potential employees for operations.

The meeting adjourned at 8:30 PM.

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
March 13, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, March 13, 2024, 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, Jeffrey Butler, Justin Risser, Jeffrey Hudson, Roger Snyder and Jeffrey McCloud were present. Also present was Jason Sabol, Board Solicitor.

Ms. Dupler opened the meeting for public comment.

Ms. Danielle Lindemuth, Elizabethtown Borough resident, expressed her concern that the fee structure results in “double-dipping” when residents and businesses are required to pay a fee.

Mr. Robert McBride, Elizabethtown Borough resident, stated he will not be paying the fee. His opinion is that the fee is a tax and unconstitutional.

Mr. Keith Reismiller, Conoy Township resident, voiced opposition to the mandatory aspect of the fee when he had donated to Northwest EMS in the past.

Mr. Troy Tshudy, address not given, opposed being forced to pay a fee. He expressed concern regarding those on fixed income and how landlords will handle payment of fee.

Mr. Alan Acrie, Mount Joy Township resident, asked about the financial status of Northwest EMS.

Ms. Donna Coble, Mount Joy Township resident, asked about how the fee was calculated and why a third-party billing agency was used.

Ms. Sue Keith, East Donegal Township resident, stated that her health insurance covers the cost of ambulance service and fee should not be needed. She also expressed concern about the ambulance crews taking lunch breaks while in ambulance.

Ms. Elizabeth Boris, Elizabethtown Borough resident, suggested that the fee be based on number of residents within dwelling units in lieu of a flat per dwelling unit fee.

Board members thanked those in attendance for their comments and civility.

On a motion of Mr. McCloud, seconded by Mr. Hudson, the Board unanimously approved adding the consideration of the February 21, 2024 meeting minutes to the agenda. On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved the minutes of the February 21, 2024 meeting of the Board.

MESA Financial Manager Mr. Hershey provided a report of fees collected as of March 13, 2024. The report indicated that 46% of the budgeted fee revenue has been collected. The report also provided a breakdown of fees collected by municipality.

Authority Manager Report – MESA Operation Manager Wade Amick presented the following report to the Board.

- Station construction is in final week.
- Four units still need graphics change.
- Current opening as a result of Supervisor resignation.
- Platoons are working well but still need a few more staff members for shifts. Opening are advertised on Indeed and message sign in front of station.
- Unit #7 in crash but looks like it can be repaired. Still waiting for final determination.
- Signed one more insurance company contract for par (Geisinger Insurance).
- The first meeting of the NWEMS Foundation was held March 6, 2024. Foundation officers are: Bob Enck, Chairman; Dale Ressler, Vice-Chairman; Bill Prazenica, Treasurer; and Greg Gobrecht, Secretary.

Jason Kirsch provided a written report of potential public relation activities.

The Board discussed extending the date late fees would be imposed on outstanding fees mailed to residents and businesses. On a motion of Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved establishing April 15, 2024 as the deadline for payment of fees before imposition of late fees.

Ms. Dupler asked the Board members to begin thinking about the potential of forming a community-based advisory board to MESA and what role such a board would serve.

On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved the financial report as presented, along with the payment of bills totaling \$521,191.15, as presented on Bill List 2024-04GF and payment of bills totaling \$10,441.31, as presented on ARPA Bill List 2024-07.

The next regular meeting of the Board is scheduled to be held on Wednesday, March 27, 2024, beginning at 6:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. Hudson, to adjourn the meeting at 7:55 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)

Municipal Emergency Services Authority (MESA)
Agency Incident Report
Call Totals by Class
March 2024

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	20	1	4	0	25
Conoy Township	7	5	8	0	20
Dauphin County - Conewago Township	3	1	4	0	8
Dauphin County - Londonderry Township	3	1	2	0	6
Dauphin County - Other	2	0	0	0	2
East Donegal Township	29	6	19	4	58
East Hempfield Township	0	0	0	0	0
Elizabethtown Borough	59	13	49	16	137
Lebanon County	2	0	0	0	2
Manor Township	0	0	1	0	1
Marietta Borough	11	5	7	0	23
Mount Joy Borough	19	3	4	0	26
Mount Joy Township	41	10	37	8	96
Rapho Township	5	1	4	0	10
West Donegal Township	58	7	31	2	98
West Hempfield Township	7	1	1	0	9
York County	2	1	0	0	3
Total Dispatches	268	55	171	30	524

Dauphin Co. "Other" = Lower Swatara Twp, Middletown Borough, Royalton Borough,
S. Londonderry Twp.

**MESA Agency Incident Breakout
March 2024**

Incident Type

Medical	466
Public Service	7
Cardiac Arrest (class 1)	5
Vehicle Accident	13
Fire call	4
Gas leak	0
EMS activity	5
Routine Transport	24

<u>Mututal Aid</u>	<u>Covered</u>	<u>Assisted</u>	<u>Assisting Unit</u>
Dauphin Medic 4	0	0	0
Dauphin Medic 7-3 (SCEMS)	8	0	0
Lancaster EMS (06)	0	0	1
Lebanon County	1	0	0
Penn State Life Lion EMS (77)	47	12	0

Receiving Facility

Penn Medicine Lancaster General	182
Penn State - Hershey	91
Penn State - Lancaster	109
Reading Hospital - Tower Health	0
UPMC - Community Osteopathic	1
UPMC - Lititz	5
UPMC - Harrisburg	2
UPMC - York Memorial	0
Wellspan Ephrata Community Hospital	0
Wellspan Good Samaritan Hospital	1
Wellspan York	0
Other	1

Disposition

Cancelled	29
DOA	2
No patient found	14
Non-Treat/Transport	40
Recalled	13
Standby (fire)	4
Transported	392
Treat/no transport	0
Other	30

**Northwest EMS Inc.
Agency Incident Report
Call Totals by Class
January 1 – March 31, 2024**

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	62	6	13	0	81
Conoy Township	28	9	25	0	62
Dauphin County - Conewago Township	7	3	7	0	17
Dauphin County - Londonderry Township	5	2	2	0	9
Dauphin County - Other	4	0	1	1	6
East Donegal Township	88	19	46	11	164
East Hempfield Township	1	0	0	0	1
Elizabethtown Borough	175	39	139	57	410
Lebanon County	4	0	0	0	4
Manor Township	4	1	1	0	6
Marietta Borough	34	9	26	0	69
Mount Joy Borough	54	6	12	0	72
Mount Joy Township	140	30	97	13	280
Rapho Township	20	4	5	0	29
West Donegal Township	183	29	107	2	321
West Hempfield Township	11	3	3	0	17
York County	9	2	3	0	14
Total Dispatches	829	162	487	84	1,562

Dauphin Co. "Other" = Lower Swatara Twp, Middletown Borough, Royalton Borough,
South Londonderry Twp

**Northwest EMS Agency Incident Breakout
January 1 – March 31, 2024**

Incident Type

Medical	1,380
Public Service	20
Cardiac Arrest (class 1)	20
Vehicle Accident	45
Fire call	14
Gas leak	0
EMS activity	17
Routine Transport	66

<u>Mututal Aid</u>	<u>Covered</u>	<u>Assisted</u>	<u>Assisting Unit</u>
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Dauphin Medic 4	0	0	0
Dauphin Medic 7-3 (SCEMS)	10	0	0
Lancaster EMS (06)	2	0	0
Lebanon County	1	0	0
Penn State Life Lion EMS (77)	138	19	5

Receiving Facility

Penn Medicine Lancaster General	552
Penn State - Hershey	297
Penn State - Lancaster	292
Reading Hospital - Tower Health	0
UPMC - Osteo (Harrisburg)	4
UPMC - Lititz	11
UPMC - Harrisburg	5
UPMC - York Memorial	3
Wellspan Ephrata Community Hospital	0
Wellspan Good Samaritan Hospital	1
Wellspan York	0
Other	2

Disposition

Cancelled	87
DOA	8
No patient found	48
Non-Treat/Transport	97
Recalled	55
Standby (fire)	14
Transported	1,167
Treat/no transport	1
Other	85

**ELIZABETHTOWN AREA COMMUNITY SERVICES AUTHORITY
BOARD MEETING
February 20, 2024**

Minutes

The regular meeting of Elizabethtown Area Community Services Authority (“the Authority”) was held on Tuesday, February 20, 2024 at 6:00 PM at the GEARS Building. The Authority Board Members attendance was recorded as follows:

Board Member	Representing	Present or Absent
Justin Risser	Conoy Township	Absent
Jay Williams	Conoy Township	Present
J. Neil Ketchum	Elizabethtown Borough	Present
Andrew Schoenberger	Elizabethtown Borough	Present
Delmar Oberholtzer	Mount Joy Township	Present
Nick Viscome	Mount Joy Township	Absent
Logan Hoover	West Donegal Township	Absent
Phillip Dunn	West Donegal Township	Present

Also present were Elizabethtown Borough Manager Ann Roda, GEARS Business Director Joyce Hardman and GEARS Executive Director David Wendel.

Phillip Dunn motioned to appoint Andrew Schoenberger to the position of Chairperson and J. Neil Ketchum to the position of Vice- Chairperson. Delmar Oberholtzer seconded the motion. The Board voted unanimously to approve the motion.

There was no public comment.

Phillip Dunn motioned for approval of the minutes from the Authority’s March 21, 2023 meeting. The motion was seconded by Delmar Oberholtzer. There was no discussion. Without objection, the minutes were unanimously approved.

David Wendel provided an overview of GEARS’ planned renovations for the Poplar Street Facility. The need for the renovation exists because current facilities limit the programming for the region served by GEARS. The renovation project will not eliminate GEARS’ need to use other facilities – but the goal is to meet the needs of the GEARS region. The renovations will provide for additional programming space that will be vital for current and future programs. The renovations will include refurbished flooring, new lighting, new power, HVAC, new windows that are energy efficient, doors, and paint. Wendel indicated several grants are being sought to offset construction costs. Questions were raised on insurance coverage and the need for it to be higher or split between municipalities.

Neil Ketchum made a motion to modify the lease agreement for the Poplar Street Facility. Phillip Dunn seconded the motion. Without objection, the lease agreement was unanimously approved. It was motioned by Phillip Dunn to issue a letter of support for the funding being sought from PADCNR for the Second Floor Renovation of the Poplar Street Facility. Neil Ketchum second the

motion. Without objection, the motion was approved.

Neil Ketchum motioned to sign the easement request from Elizabethtown Borough to revise the permanent easement on the parcel for the upcoming Radio Road Interceptor Project. Jay Williams second the motion. Without objection, the motion was approved. Prior to the motion it was stated that Elizabethtown Borough should coordinate with GEARS to minimize impacts to programming.

It was motioned by Neil Ketchum to set a quarterly meeting schedule. Meetings would be held, April, July, and October, on the third Tuesday. An additional meeting would be held in August for budget purposes. Phillip Dunn seconded the motion. Without objection, the motion passed.

With no further business before the Board, the meeting adjourned at 7:07 upon motion by Neil Ketchum and seconded by Jay Williams. All voted in favor.



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING MINUTES
GEARS COMMUNITY CENTER
FEBRUARY 20, 2024 AT 7:00 PM**

BOARD MEMBERS

IN ATTENDANCE:

Howard Kroesen, Chairman, Elizabethtown Borough
Alexander Shubert, Vice Chairman, Mount Joy Township
Barry Garman, Treasurer, West Donegal Township
Jayne Duncan, Mount Joy Township
Delmar Oberholtzer, Mount Joy Township
Jay Hynicker, Elizabethtown Borough
Phil Dunn, West Donegal Township
Alan Kaylor, East Donegal Township
Linda Good, East Donegal Township
Scott Kingsboro, East Donegal Township

BOARD MEMBERS ABSENT: Lindsay Norris, West Donegal Township
David Grey, Elizabethtown Borough

VISITORS IN ATTENDANCE: None

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

1. CALL TO ORDER

Chairman Kroesen called the meeting to order at 7:10 pm.

2. PUBLIC COMMENT

Karen Eberly, Senior Program Coordinator for GEARS thanked the GEARS Board for their support during her 33 years of service as she is resigning effective March 8, 2024.



3. Board Minutes

Mr. Garman moved to approve the January 16, 2024 Board Minutes. Mr. Hynicker was second. Motion unanimously carried. The January 16, 2024 Board Minutes approved as submitted.

4. FINANCIAL REPORT

Mr. Wendel reported that the first quarter contributions from our municipal partners through the GEARs Agreement are reflected in the January Financial Report. Additionally, the onetime payments for the maintenance fund are reflected under Poplar Street Park and Community Center totaling \$70,200. This amounts to \$17,550 from each EACSA member. Our current balance in both our Truist and Ephrata National Bank accounts total \$1,242,304 as of February, 15, 2024.

Mr. Kaylor moved to approve the January 2024 Financial Reports. Ms. Duncan was second. Motion unanimously carried. The January 2024 Financial Reports approved as submitted.

Reinvestment Fund: Mr. Wendel presented his plan for board review and consideration to add cameras to other areas of the building that were not covered during the initial phase of camera installation. The installation of six more cameras will capture the activity in the back of the building, athletic fields, playground and recreation department entrance. Furthermore, interior cameras will be placed in the senior center, the only program area where we currently do not have cameras. The addition of these cameras will help improve safety and reduce liability. Mr. Wendel requested that the board consider this purchase using Reinvestment Funds at a cost not to exceed \$5,071.30.

Mr. Kroesen asked how long video is stored.

Mr. Wendel indicated that footage is stored for about three months before it is overwritten but will verify if that will change with six cameras added to system.

Mr. Kaylor asked if the cameras are stationary.

Mr. Wendel reported that the cameras are stationary.

Mr. Garman moved to approve the purchase and installation of six cameras from Justek at a cost not to exceed \$5,071.30 using the GEARs Reinvestment Fund. Mr. Kingsboro was second. Motion unanimously carried.

Mr. Wendel presented his plan for board review and consideration to develop a safety plan and physical site assessment for the community center. It would also include providing staff active shooter



and situational awareness training. The training would be conducted by Rain Public Planning. Garret Rain is a retired law enforcement officer and provides similar services for the Elizabethtown Area School District. Mr. Rain's credentials were provided for review. Mr. Wendel requested that the board consider this purchase using Reinvestment Funds at a cost not to exceed \$4,500.00.

Mr. Garman commented that it would be a good idea to keep him on retainer to train new staff.

Mr. Garman moved to approve the Safety Plan and Site Assessment/Training from Rain Public Planning at a cost not to exceed \$4,500.00 using the GEARS Reinvestment Fund. Mr. Kaylor was second. Motion unanimously carried.

5. COMMITTEE REPORTS

- **Executive Committee:** No report
- **Finance Committee:** No Report
- **Personnel Committee:** No report
- **Program Committee:** No report
- **Facilities Committee:** Meeting scheduled for March 12 at 7 pm at the Community Center. This meeting will include EBC. Mr. Wendel will coordinate.
- **Sponsorship Committee:** No report

6. EXECUTIVE DIRECTOR REPORT

- **Feasibility Study:** Mr. Wendel reported that the Elizabethtown Area Community Services Authority (EACSA) met prior to our board meeting. At the meeting, the EACSA approved changing the terms of our Lease Agreement from five years to 25 years. This was required by DCNR to show that GEARS has control of the property and makes GEARS eligible to apply for grant funds. As part of our application for DCNR funds, a resolution needs to be signed by a member of the GEARS Board Chairman. Mr. Wendel also reported that in order to apply for DCNR funds, GEARS must show that it has all the funds for the project. As a result, GEARS will need to commit more than the \$300,000 already approved for this project. These funds can be secured from other sources including fundraising and other grant opportunities, but for the purposes of the grant application, we need to show as committed funds rather than what we hope to raise to cover the deficit. More detail will be provided at our next meeting.



Ms. Duncan moved to adopt the resolution for the DCNR grant agreement. Mr. Shubert was second. Motion unanimously carried.

- **Recreation:** Mr. Wendel shared highlights from some of our most recent programs including the Daddy/Daughter Dance that attracted 243 participants. Other activities highlighted included our youth basketball parent's day, indoor field hockey and pickleball lessons. Upcoming events include Mother/Son Bowling, and the Eggstravaganza on March 23. The board was encouraged to volunteer to fill eggs for this event.
- **Kids Center:** Mr. Wendel reported that our current enrollment figures include the following: Before and After-School (118), Preschool (20) and Kindergarten (25) for a total 163 students served.
- **Senior Center:** Mr. Wendel reported that there were 17 service days in January with 142 different seniors served including 5 new seniors. The average daily attendance was 36 and the average lunch attendance was 25. The Center 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 February meal and activities schedules were shared with the board.

7. BOARD COMMENTS

Mr. Hynicker expressed concern with the parking lot, specifically long-term parking from those that reside in the neighborhood. He suggested that the signs be updated.

8. EXECUTIVE SESSION

Chairman Kroesen announced that an Executive Session was held prior to the GEARs Board Meeting. The board approved providing Karen Eberly with a \$5,000 bonus for her 30+ years of service to GEARs. Additionally, Karen was provided with unlimited registration for any GEARs fitness or adult enrichment program. This was also extended to her spouse. Additionally, it was stated that Ms. Duncan and Mr. Kroesen will meet with the David Wendel for his annual performance review.

9. NEXT MEETING:

The GEARs Board will meet on Tuesday, March 19 at 7 pm at the Mount Joy Township Offices.



10. ADJOURNMENT

Chairman Kroesen adjourned the meeting at 8:05 pm.

Respectfully submitted,

David A. Wendel

Executive Director

Greater Elizabethtown Area Recreation & Community Services
Balance Sheet
February 29, 2024

ASSETS

Current Assets

Ckg - Truist 1390001223077	\$	164,921.05
Money Market - ENB ...5216		723,277.93
Ckg - ENB #1397986		351,862.77
Clearing - ACH & Credit Cards		22,148.69
MMB - ENB #1397995		30,641.19
Petty Cash		400.00
CRC - ENB #1398007		24,573.23
Grant - ENB #5098077		26,037.13
HRA - ENB #1398016		4,300.42
CARES Grant - ENB ...5460		3,112.71
Bequest - ENB #806751		22,830.29
Legal- ENB #806707		14,141.04
ENB-Maintenance Fund #1282		57,064.38
GEARS Reinvestment-ENB#7170		45,666.43
Clearing		0.00
Prepaid Expenses		0.00
Accounts Receivable		0.00

Total Current Assets

1,490,977.26

Property and Equipment

Leasehold Improvements/Center	522,870.41
A/D - Lshld Imprv - Center	(418,935.55)
Leasehold Improvements/Rec	98,263.90
A/D - Lshld Improv - Rec	(66,430.42)
Equipment	79,375.91
A/D - Equipment	(65,835.26)
Furniture/Fixtures	53,961.35
A/D - Furniture/Fixtures	(53,722.93)
Leasehold Improve-Poplar	110,642.34
A/D-Leashold Improve Poplar	(37,926.20)

Total Property and Equipment

222,263.55

Total Assets

\$ 1,713,240.81

Greater Elizabethtown Area Recreation & Community Services
Balance Sheet
February 29, 2024

LIABILITIES AND CAPITAL

Liabilities		
Deferred Revenue	\$	4,439.98
Accounts Payable		(5,248.19)
Civic Plus - Gift Cards		400.00
Civic Plus - Refunds		0.00
Civic Plus - User Credit		(0.01)
		(408.22)
Total Liabilities		
Capital		
Capital Reserve		21,871.66
Grant - STARS		7,925.57
DCNR Grant		0.00
United Way Scholarships		0.00
GEARS Reinvestment Fund-Disb		(4,909.57)
Nutrition Grant		0.00
PA OCD-Workforce Grant		1,516.55
Workforce 2.0 Grant		34,142.00
PA Cares Funding		13,000.00
General Fund		1,444,732.53
Net Income		195,370.29
		1,713,649.03
Total Capital		1,713,649.03
Total Liabilities & Capital	\$	1,713,240.81

Greater Elizabethtown Area Recreation & Community Services
Income Statement - Summary
For the Two Months Ending February 29, 2024

	Budget	Month	Year to Date	Variance
Revenues				
Administration	392,570.00	3,385.75	104,216.62	(288,353.38)
Recreation	423,500.00	33,822.81	112,509.73	(310,990.27)
Child Care	1,015,500.00	92,695.89	168,800.63	(846,699.37)
Senior Center	121,910.00	1,260.63	10,592.17	(111,317.83)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	48,350.00	626.70	33,576.70	(14,773.30)
Community Center	37,250.00	0.00	37,250.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Revenues	2,039,080.00	131,791.78	466,945.85	(1,572,134.15)
Expenses				
Administration	394,700.00	25,676.52	60,121.81	334,578.19
Recreation	433,610.00	26,321.36	50,715.77	382,894.23
Child Care	923,140.00	73,859.86	133,645.59	789,494.41
Senior Center	157,430.00	9,489.79	17,952.91	139,477.09
Services	0.00	0.00	0.00	0.00
Poplar Street Park	46,950.00	2,978.98	3,003.81	43,946.19
Community Center	83,250.00	5,014.58	6,135.67	77,114.33
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Expenses	2,039,080.00	143,341.09	271,575.56	1,767,504.44
Net Income	0.00	(11,549.31)	195,370.29	(195,370.29)

Income Summary - By Department

Administration	(2,130.00)	(22,290.77)	44,094.81	(46,224.81)
Recreation	(10,110.00)	7,501.45	61,793.96	(71,903.96)
Child Care	92,360.00	18,836.03	35,155.04	57,204.96
Senior Center	(35,520.00)	(8,229.16)	(7,360.74)	(28,159.26)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	1,400.00	(2,352.28)	30,572.89	(29,172.89)
Community Center	(46,000.00)	(5,014.58)	31,114.33	(77,114.33)
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Net	0.00	(11,549.31)	195,370.29	(195,370.29)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Two Months Ending February 29, 2024

	Budget	Month	Year to Date	Variance
Revenues				
Administration				
4000-00 Contribution/Munici	345,070.00	0.00	86,267.46	(258,802.54)
4003-00 Donations	10,000.00	0.00	9,413.09	(586.91)
4005-00 Brochure Advertisin	7,500.00	855.00	3,310.00	(4,190.00)
4008-00 Interest Income	30,000.00	2,530.75	5,226.07	(24,773.93)
	392,570.00	3,385.75	104,216.62	(288,353.38)
Recreation				
4010-01 Registration Fees/Stu	105,000.00	8,773.75	31,495.25	(73,504.75)
4011-01 Registration Fees/Ad	96,000.00	5,751.00	35,420.57	(60,579.43)
4012-01 Summer Playground/	55,000.00	6,090.00	6,275.00	(48,725.00)
4014-01 Special Events	28,000.00	3,235.00	7,553.32	(20,446.68)
4015-01 Donations/Grants	100,000.00	6,775.00	14,130.64	(85,869.36)
4016-01 Bus Trips/Adult	25,000.00	2,407.00	11,752.00	(13,248.00)
4018-01 Credit Card transacti	14,500.00	791.06	5,882.95	(8,617.05)
	423,500.00	33,822.81	112,509.73	(310,990.27)
Child Care				
4030-02 Summer Fees	200,000.00	0.00	0.00	(200,000.00)
4031-02 Before/After School	430,500.00	50,010.88	93,300.07	(337,199.93)
4035-02 Preschool Fees	150,000.00	17,310.91	29,880.91	(120,119.09)
4036-02 Kindergarten Fees	200,000.00	21,794.30	40,748.36	(159,251.64)
4034-02 Fundraising	3,000.00	2,181.00	2,181.00	(819.00)
4037-02 School Surcharge	14,000.00	1,398.80	2,690.29	(11,309.71)
4039-02 Activity Fee	18,000.00	0.00	0.00	(18,000.00)
	1,015,500.00	92,695.89	168,800.63	(846,699.37)
Senior Center				
4050-03 Daily Senior Donatio	12,000.00	473.10	1,103.21	(10,896.79)
4051-03 Office of Aging	96,910.00	0.00	8,075.75	(88,834.25)
4052-03 Fundraising	11,000.00	661.00	661.00	(10,339.00)
4053-03 Donations	2,000.00	126.53	752.21	(1,247.79)
	121,910.00	1,260.63	10,592.17	(111,317.83)
Services				
	0.00	0.00	0.00	0.00

Greater Elizabethtown Area Recreation & Community Services
Income Statement

For the Two Months Ending February 29, 2024

	Budget	Month	Year to Date	Variance
Poplar Street Park				
4080-06 Poplar St Park Fees	5,400.00	0.00	0.00	(5,400.00)
4081-06 Utilities Costs Reim	10,000.00	626.70	626.70	(9,373.30)
4083-06 Municipal Contributi	32,950.00	0.00	32,950.00	0.00
Total Poplar Street	48,350.00	626.70	33,576.70	(14,773.30)
Community Center				
4090-07 Municipal Contributi	37,250.00	0.00	37,250.00	0.00
Total Poplar Street	37,250.00	0.00	37,250.00	0.00
Fundraisers				
Total Fundraisers	0.00	0.00	0.00	0.00
Total Revenues	2,039,080.00	131,791.78	466,945.85	(1,572,134.15)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Two Months Ending February 29, 2024

		Budget	Month	Year to Date	Variance
Expenses					
Administration					
6000-00	Administration	168,200.00	12,605.04	25,220.08	142,979.92
6001-00	Fulltime Front Desk/	37,000.00	2,889.54	5,744.70	31,255.30
6002-00	Part-Time Facility St	21,600.00	1,124.68	2,488.30	19,111.70
6003-00	Accounting Compen	25,500.00	1,970.00	4,662.25	20,837.75
6005-00	Benefits	32,300.00	2,656.01	5,444.30	26,855.70
6006-00	Payroll Taxes/Admin	20,600.00	1,437.92	2,981.09	17,618.91
6007-00	Insurance	51,500.00	2,209.25	25,923.00	25,577.00
6008-00	Professional Services	10,000.00	0.00	525.00	9,475.00
6009-00	Staff Development	11,000.00	649.44	756.34	10,243.66
6011-00	Transportation	6,000.00	372.61	525.32	5,474.68
6012-00	Postage	9,500.00	15.30	2,717.51	6,782.49
6013-00	Printing	13,500.00	0.00	3,204.64	10,295.36
6015-00	Office Supplies	7,500.00	654.95	987.77	6,512.23
6016-00	Maintenance Service	9,000.00	1,436.77	1,496.21	7,503.79
6017-00	Computer Services/S	9,000.00	1,066.72	1,450.62	7,549.38
6018-00	Dues & Subscription	3,000.00	814.50	1,884.50	1,115.50
6019-00	Credit Card Transact	1,000.00	41.20	396.84	603.16
6021-00	Legal Fees	3,000.00	745.00	745.00	2,255.00
6022-00	Advertising/Marketi	3,500.00	139.00	139.00	3,361.00
6023-00	Telephone	10,000.00	766.08	906.08	9,093.92
6024-00	Office Equipment Le	10,500.00	1,844.64	2,719.24	7,780.76
6025-00	Office Equip Repairs	9,500.00	0.00	0.00	9,500.00
6026-00	Licenses & Fees	2,000.00	211.00	236.25	1,763.75
6090-00	Contribution from D	(80,000.00)	(7,973.13)	(31,032.23)	(48,967.77)
	Total Administratio	394,700.00	25,676.52	60,121.81	334,578.19
Recreation					
6100-01	Program Coordinator	121,360.00	9,524.29	18,559.11	102,800.89
6101-01	Benefits	10,000.00	299.92	698.41	9,301.59
6102-01	Payroll Taxes/Recrea	20,000.00	1,048.10	2,068.52	17,931.48
6103-01	Playground/Camp Le	55,000.00	0.00	219.88	54,780.12
6104-01	Adult Programs	35,000.00	826.50	1,126.50	33,873.50
6105-01	Youth Programs	60,000.00	1,862.79	4,518.36	55,481.64
6112-01	Adult & Youth: Facil	33,450.00	955.00	2,455.00	30,995.00
6113-01	Bus Trips/Adult	20,000.00	0.00	0.00	20,000.00
6114-01	Special Events/Adult	28,000.00	1,878.73	1,878.73	26,121.27
6116-01	Contribution to Adm	30,000.00	3,004.37	11,693.31	18,306.69
6117-01	CivicRec Annual Fee	6,300.00	6,300.01	6,300.01	(0.01)
6118-01	Credit Card Transact	14,500.00	621.65	1,197.94	13,302.06
	Total Recreation	433,610.00	26,321.36	50,715.77	382,894.23

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Two Months Ending February 29, 2024

	Budget	Month	Year to Date	Variance
Child Care				
6120-02 Kindergarten Person	80,000.00	9,890.45	15,546.45	64,453.55
6121-02 Kindergarten Supplie	4,000.00	166.84	166.84	3,833.16
6122-02 Kindergarten Food S	4,000.00	509.34	747.27	3,252.73
6124-02 Kindergarten Transp	31,000.00	3,144.60	3,144.60	27,855.40
6125-02 Online Pymt fees/Sof	4,200.00	0.00	0.00	4,200.00
6130-02 Director/Asst Direct	109,740.00	8,301.72	16,570.29	93,169.71
6132-02 Summer Personnel	120,000.00	0.00	0.00	120,000.00
6133-02 Before/After Personn	250,000.00	24,996.74	42,727.14	207,272.86
6134-02 Benefits	72,000.00	3,860.93	8,035.54	63,964.46
6135-02 Payroll Taxes/Child	63,000.00	4,898.20	8,288.82	54,711.18
6136-02 Summer Supplies	4,000.00	0.00	0.00	4,000.00
6137-02 Summer Food Suppl	4,000.00	0.00	0.00	4,000.00
6138-02 Before/After Supplie	4,000.00	253.00	253.00	3,747.00
6139-02 Before/After Food S	6,000.00	674.77	926.19	5,073.81
6140-02 Summer/BA Field Tr	16,000.00	0.00	0.00	16,000.00
6141-02 Education	2,700.00	0.00	0.00	2,700.00
6142-02 Fundraising	3,000.00	1,106.00	1,106.00	1,894.00
6145-02 School Surcharge	14,000.00	0.00	0.00	14,000.00
6146-02 Preschool Personnel	75,000.00	10,412.37	15,880.85	59,119.15
6147-02 Preschool Supplies	4,000.00	166.83	166.83	3,833.17
6148-02 Preschool Food Supp	2,500.00	509.31	746.85	1,753.15
6149-02 Contribution to Adm	50,000.00	4,968.76	19,338.92	30,661.08
	<hr/>	<hr/>	<hr/>	<hr/>
Total Child Care	923,140.00	73,859.86	133,645.59	789,494.41
Senior Center				
6150-03 Director Compensat	76,500.00	5,861.54	11,123.08	65,376.92
6151-03 Part-Time Personnel	26,460.00	1,574.86	3,251.55	23,208.45
6152-03 Benefits	13,200.00	463.05	960.97	12,239.03
6153-03 Payroll Taxes/Senior	10,270.00	682.55	1,319.36	8,950.64
6154-03 Program Supplies	16,000.00	812.58	1,202.74	14,797.26
6155-03 Entertainment	8,000.00	0.00	0.00	8,000.00
6156-03 Fundraising Supplies	6,000.00	95.21	95.21	5,904.79
6157-03 Bus Trips	1,000.00	0.00	0.00	1,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Senior Center	157,430.00	9,489.79	17,952.91	139,477.09
Services				
	<hr/>	<hr/>	<hr/>	<hr/>
Total Services	0.00	0.00	0.00	0.00

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Two Months Ending February 29, 2024

	Budget	Month	Year to Date	Variance
Poplar Street Park				
6180-06 Utilities	12,000.00	114.25	139.08	11,860.92
6181-06 Maintenance	0.00	2,394.16	2,394.16	(2,394.16)
6182-06 Improvements	34,950.00	470.57	470.57	34,479.43
Total Poplar Street	46,950.00	2,978.98	3,003.81	43,946.19
Community Center				
6210-07 Comm Center - Utilit	44,000.00	2,441.72	3,562.81	40,437.19
6211-07 Comm Center - Main	0.00	2,572.86	2,572.86	(2,572.86)
6212-07 Comm Center - Impr	39,250.00	0.00	0.00	39,250.00
Total Community C	83,250.00	5,014.58	6,135.67	77,114.33
Fundraisers				
Total Fundraisers	0.00	0.00	0.00	0.00
Capital Improvements				
Total Capital Impr	0.00	0.00	0.00	0.00
Total Expenses	2,039,080.00	143,341.09	271,575.56	1,767,504.44
Net Income	0.00	(11,549.31)	195,370.29	(195,370.29)



District	Alarm Date	Addresses Combined More	Incident Type
Conewago Township			
	3/23/2024 11:00:48 AM	2863 HERSHEY RD	Smoke scare, odor of smoke
Conoy Township			
	3/9/2024 6:21:49 AM	2379 RIVER RD	Building fire
	3/14/2024 7:00:03 PM	213 N FRONT ST	Alarm system activation, no fire - unintentional
	3/28/2024 8:48:57 PM	101 MONUMENT DR	Good intent call, other
East Donegal Township			
	3/17/2024 8:34:57 PM	391 RIVERMOOR DR	Building fire
East Hempfield Township			
	3/26/2024 8:09:22 PM	365 CARAWAY DR	Dispatched & canceled en route
Elizabethtown Borough			
	3/1/2024 7:33:21 PM	81 SUNRISE BLVD	Medical assist, assist EMS crew
	3/2/2024 2:11:53 PM	1605 S MARKET ST	Alarm system activation, no fire - unintentional
	3/2/2024 2:50:45 PM	1605 S MARKET ST	Chiefs Investigation
	3/5/2024 11:39:22 AM	147 N SPRUCE ST	Fuel burner/boiler malfunction, fire confined
	3/5/2024 4:07:49 PM	245 N MARKET ST	Motor vehicle accident with injuries
	3/13/2024 7:41:53 AM	510 E PARK ST	Lock-out
	3/14/2024 2:16:12 PM	158 N MARKET ST	Motor vehicle accident with no injuries.
	3/14/2024 4:19:15 PM	380 W BAINBRIDGE ST	Chiefs Investigation
	3/17/2024 9:44:42 PM	62 CRANFIELD CT	Medical assist, assist EMS crew
	3/18/2024 8:48:10 AM	746 FIELDSTONE LN	Building fire
	3/20/2024 6:06:41 AM	600 E HIGH ST	False alarm or false call, other
	3/20/2024 10:24:56 AM	E COLLEGE AVE	Good intent call, other
	3/20/2024 2:47:01 PM	155 E PARK ST	Public service
	3/20/2024 6:45:45 PM	171 N MOUNT JOY ST	Chiefs Investigation
	3/22/2024 12:49:00 PM	800 E HIGH ST	Smoke scare, odor of smoke
	3/23/2024 9:12:53 AM	1 KEN LN	Fire Police
	3/26/2024 8:27:13 AM	295 S BROWN ST	Gas leak (natural gas or LPG)
	3/29/2024 4:53:10 PM	171 N MOUNT JOY ST	Fire Police
Middletown Borough			
	3/8/2024 1:53:28 AM	114 N UNION ST	Dispatched & canceled en route
	3/8/2024 6:36:43 AM	292 RUNNING BOND DR	Dispatched & canceled en route
	3/12/2024 7:54:52 PM	118 W EMAUS ST	Dispatched & canceled en route
	3/20/2024 3:07:22 PM	3100 PINEFORD DR	Dispatched & canceled en route
Mount Joy Borough			
	3/9/2024 9:58:59 AM	312 SASSAFRAS TER	Dispatched & canceled en route
Mount Joy Township			

3/3/2024 3:52:51 AM	414 CONOY AVE	CO detector activation due to malfunction
3/4/2024 1:18:27 PM	107 KOSER RD	Power line down
3/6/2024 8:30:44 AM	2489 MOUNT GRETNA RD	Authorized controlled burning
3/6/2024 4:04:10 PM	ROUTE 743	Fire Police
3/8/2024 10:25:03 AM	111 W HARRISBURG AVE	Dispatched & canceled en route
3/10/2024 1:55:05 PM	62 LAKEVIEW DR	Public service assistance, other
3/11/2024 4:31:33 AM	111 W HARRISBURG AVE	Alarm system activation, no fire - unintentional
3/12/2024 12:00:26 PM	189 RIDGEVIEW RD S	Authorized controlled burning
3/14/2024 7:58:43 AM	110 ROUTE 283 E	Motor vehicle accident with no injuries.
3/14/2024 9:36:19 AM	4 CLOVER LN	Public service assistance, other
3/14/2024 11:21:21 PM	35 MILTON GROVE RD N	Public service assistance, other
3/16/2024 10:31:49 PM	395 PROSPECT RD	Off-road vehicle or heavy equipment fire
3/18/2024 8:41:30 AM	26 WATERFOWL WAY	Alarm system sounded due to malfunction
3/18/2024 2:53:16 PM	1641 S MARKET ST	Dispatched & canceled en route
3/20/2024 10:05:15 AM	147 MERTS DR	Failed to Respond - Fire/Rescue
3/22/2024 4:39:23 PM	43 HONEYSUCKLE CT	Outside rubbish fire, other
3/23/2024 10:33:21 AM	HERSHEY RD	Good intent call, other
3/26/2024 8:14:30 PM	38 RAINBOW CIR	Medical assist, assist EMS crew

West Donegal Township

3/7/2024 7:33:34 PM	75 VILLAGE GREEN DR	Alarm system activation, no fire - unintentional
3/10/2024 3:12:52 PM	1100 N MARKET ST	Public service assistance, other
3/18/2024 9:45:12 AM	11 INDUSTRIAL RD	Alarm system activation, no fire - unintentional
3/20/2024 8:08:58 PM	445 FORD DR	Medical assist, assist EMS crew
3/29/2024 9:21:35 PM	92 FREEMASON DR	Alarm system sounded due to malfunction

Wrightsville Borough

3/4/2024 5:10:53 AM	125 S 2ND ST	Dispatched & canceled en route
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District	2024-03-01	Total
Conewago Township	1	1
Conoy Township	3	3
East Donegal Township	1	1
East Hempfield Township	1	1
Elizabethtown Borough	18	18
Middletown Borough	4	4
Mount Joy Borough	1	1
Mount Joy Township	18	18
West Donegal Township	5	5
Wrightsville Borough	1	1
Total	53	53



Incident Type Details	2024-03-01	Total
111 - Building fire	3	3
116 - Fuel burner/boiler malfunction, fire confined	1	1
138 - Off-road vehicle or heavy equipment fire	1	1
150 - Outside rubbish fire, other	1	1
311 - Medical assist, assist EMS crew	4	4
322 - Motor vehicle accident with injuries	1	1
324 - Motor vehicle accident with no injuries.	2	2
412 - Gas leak (natural gas or LPG)	1	1
444 - Power line down	1	1
511 - Lock-out	1	1
550 - Public service assistance, other	4	4
5501 - Chiefs Investigation	3	3
5503 - Fire Police	3	3
553 - Public service	1	1
600 - Good intent call, other	3	3
611 - Dispatched & canceled en route	9	9
6114 - Failed to Respond - Fire/Rescue	1	1
631 - Authorized controlled burning	2	2
651 - Smoke scare, odor of smoke	2	2
700 - False alarm or false call, other	1	1
735 - Alarm system sounded due to malfunction	2	2
736 - CO detector activation due to malfunction	1	1
745 - Alarm system activation, no fire - unintentional	5	5
Total	53	53



RHEEMS FIRE DEPARTMENT

Monthly Report - March 2024

<u>Incident Type</u>	<u>Month</u>	<u>2024</u>	<u>Municipality</u>	<u>Month</u>	<u>2024</u>
Vehicle Accidents	6	20	Conewago Township		1
Vehicle Entrapments		1	Conoy Township	2	5
Vehicle Fire	2	7	East Donegal Township	1	4
Building Fire	6	18	Elizabethtown Borough	2	4
Chimney Fire			Londonderry Township	1	1
Brush/Trash Fire	3	4	Marietta Borough		1
Rescue - Other			Middletown Borough		
CO Incident	1	1	Mount Joy Borough	1	3
Gas Leak	3	6	Mount Joy Township	15	42
HAZMAT/Spill Control			Rapho Township	1	2
Investigations		3	West Donegal Township	6	21
Automatic Fire Alarm	5	16	West Hempfield Township		
Assist EMS	1	5	Other		1
Assist PD					
Good Intent Call	1	1			
Public Service	1	2			
Other					
Transfers/Standbys		1			
TOTAL	29	85	TOTAL	29	85

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>2024</u>			
	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	
Response to Alarms	183	66.30	10.49%	612	266.27	18.50%	
Station Level Training	25	62.50	9.89%	126	304.30	21.15%	
Certified Training	38	267.00	42.24%	64	364.00	25.29%	
Duty Crew/Station Staffing	7	17.50	2.77%	20	115.50	8.03%	
Administration	14	26.20	4.14%	47	78.20	5.43%	
Fund Raising	10	8.60	1.36%	23	23.10	1.61%	
Fire Prevention			0.00%			0.00%	
Funeral Details	3	6.00	0.95%	3	6.00	0.42%	
Meetings	1	2.00	0.32%	38	55.80	3.88%	
Rig Checks	9	10.00	1.58%	26	30.70	2.13%	
Apparatus Maintenance			0.00%	4	4.00	0.28%	
Equipment Maintenance	2	2.50	0.40%	7	5.80	0.40%	
Facilities Maintenance	2	2.00	0.32%	3	2.30	0.16%	
Municipal Meetings	3	2.50	0.40%	8	7.10	0.49%	
Public Relations	14	46.00	7.28%	19	51.00	3.54%	
Work Detail	48	113.00	17.88%	60	125.00	8.69%	
TOTAL	359	632.1	100.00%	TOTAL	1060	1439.07	100.00%

**RHEEMS FIRE DEPARTMENT
MARCH 2024 INCIDENTS**

Incident #	Dispatch Date/Time	Dispatched Incident Type	Address	Cross Streets	City	Zip	State	Response Zone
2024-057	3/1/2024 7:25	PUBLIC SERVICE-LOCK IN / OUT; 511-Lock-out	2395 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2024-058	3/2/2024 12:41	BUILDING-MOBILE HOME-1A; 121-Fire in mobile home used as fixed residence	1020 Pinkerton Rd		Mount Joy	17552	PA	Rapho Township
2024-059	3/3/2024 13:40	MEDICAL ASSIST, EMERGENCY;321	1210 Merganser Ln		Elizabethtown	17022	PA	Mount Joy Township
2024-060	3/8/2024 10:25	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	111 W Harrisburg Ave		Elizabethtown	17022	PA	Mount Joy Township
2024-061	3/8/2024 19:34	VEHICLE FIRE; 131-Passenger vehicle fire	Nolt Road	Colebrook Road	Elizabethtown	17022	PA	West Donegal Township
2024-062	3/9/2024 6:21	BUILDING-MOBILE HOME-1A; 121-Fire in mobile home used as fixed residence	2379 River Rd		Bainbridge	17502	PA	Conoy Township
2024-063	3/9/2024 9:58	BUILDING-HIGH OCCUPANCY 1A; 111-Building fire	312 Sassafras Terrace		Mount Joy	17552	PA	Mount Joy Borough
2024-064	3/11/2024 4:31	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	111 W Harrisburg Ave		Elizabethtown	17022	PA	Mount Joy Township
2024-065	3/11/2024 8:16	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	141 Heisey Ave		Elizabethtown	17022	PA	West Donegal Township
2024-066	3/14/2024 13:36	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	15.8 Route 283 East		Elizabethtown	17022	PA	Mount Joy Township
2024-067	3/15/2024 7:57	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	2414 Rob Dr		Mount Joy	17552	PA	Mount Joy Township
2024-068	3/15/2024 20:10	CO ALARM; 424-Carbon monoxide incident	414 Mandarin Ln		Elizabethtown	17022	PA	Mount Joy Township
2024-069	3/16/2024 22:31	VEHICLE FIRE-COMMERCIAL; 132-Road freight or transport vehicle fire	395 Prospect Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-070	3/17/2024 20:34	BUILDING-DWELLING-1A; 111-Building fire	391 Rivermoor Dr		Marietta	17547	PA	East Donegal Township
2024-071	3/18/2024 8:41	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	26 Waterfowl Way		Elizabethtown	17022	PA	Mount Joy Township
2024-072	3/18/2024 8:48	BUILDING-DWELLING-1A; 111-Building fire	746 Fieldstone Ln		Elizabethtown	17022	PA	Elizabethtown Borough
2024-073	3/18/2024 9:45	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	11 Industrial Rd		Elizabethtown	17022	PA	West Donegal Township
2024-074	3/18/2024 14:48	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	S. Market Street	Cloverleaf Road	Elizabethtown	17022	PA	Mount Joy Township
2024-075	3/18/2024 14:53	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	1641 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2024-076	3/20/2024 10:05	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	147 Merts Dr		Elizabethtown	17022	PA	Mount Joy Township
2024-077	3/22/2024 4:11	BUILDING-DWELLING-1A; 111-Building fire	800 Newberry Rd		Middletown	17057	PA	Londonderry Township
2024-078	3/22/2024 12:49	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	800 E High St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-079	3/22/2024 16:11	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	Maytown Road	W. Ridge Road	Elizabethtown	17022	PA	West Donegal Township
2024-080	3/22/2024 16:39	WOODS FIRE-SMALL; 141-Forest, woods or wildland fire	43 Honeysuckle Ct		Elizabethtown	17022	PA	Mount Joy Township
2024-081	3/23/2024 18:19	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	1278 S Market St		Elizabethtown	17022	PA	West Donegal Township
2024-082	3/28/2024 20:48	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	101 Monument Dr		Elizabethtown	17022	PA	Conoy Township
2024-083	3/29/2024 21:21	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	92 Freemason Dr		Elizabethtown	17022	PA	West Donegal Township
2024-084	3/30/2024 1:27	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	Merts Drive	Cloverleaf Road	Elizabethtown	17022	PA	Mount Joy Township
2024-085	3/31/2024 14:31	VEHICLE ACCIDENT-STANDBY; 463-Vehicle accident, general cleanup	2126 Ridge Rd		Elizabethtown	17022	PA	Mount Joy Township

Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Fundraising & Donations				
121 Annual Fund Drive	48,586.78	65,200.00	-16,613.22	74.52 %
123 Fire Division Services	100.00	1,000.00	-900.00	10.00 %
124 Special Contributions		14,800.00	-14,800.00	
126 Miscellaneous Contributions	1,801.60	1,000.00	801.60	180.16 %
127 Memorial Contributions		250.00	-250.00	
150 Fundraising Event Proceeds	1,040.00	1,750.00	-710.00	59.43 %
Total Fundraising & Donations	51,528.38	84,000.00	-32,471.62	61.34 %
Grants				
184 PEMA Grants		15,000.00	-15,000.00	
Total Grants		15,000.00	-15,000.00	
Municipal Income				
101 MJT Operations		155,170.00	-155,170.00	
104 WDT Operations		133,000.00	-133,000.00	
Total Municipal Income		288,170.00	-288,170.00	
Other Revenue				
132 Sale of Fire Department Merchandise		1,000.00	-1,000.00	
140 Dues/Applications	40.00	250.00	-210.00	16.00 %
160 Interest Earned	6,702.32	750.00	5,952.32	893.64 %
163 Loan Repayment Interest		0.00	0.00	
Total Other Revenue	6,742.32	2,000.00	4,742.32	337.12 %
Total Income	\$58,270.70	\$389,170.00	\$ -330,899.30	14.97 %
GROSS PROFIT	\$58,270.70	\$389,170.00	\$ -330,899.30	14.97 %
Expenses				
ADM - Administrative				
290 Dues & Subscriptions	175.00	750.00	-575.00	23.33 %
297 Legal & Accounting	1,256.00	1,250.00	6.00	100.48 %
298 Bank Fees		0.00	0.00	
299 Grant Preparation Expenses		2,500.00	-2,500.00	
332 Presidents Initiatives				
332CP Department Christmas Party		1,000.00	-1,000.00	
332DP Member Picnic		500.00	-500.00	
332ME Memorial Expenses		1,000.00	-1,000.00	
332PF Presidents Fund		1,500.00	-1,500.00	
Total 332 Presidents Initiatives		4,000.00	-4,000.00	
Total ADM - Administrative	1,431.00	8,500.00	-7,069.00	16.84 %
ADM - Fundraising				
260 Miscellaneous Fundraising Expenses		500.00	-500.00	
288 Annual Fund Drive	3,141.60	12,000.00	-8,858.40	26.18 %
Total ADM - Fundraising	3,141.60	12,500.00	-9,358.40	25.13 %
ADM - Recruitment & Retention				

Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
213 Patches/Shirts/Hats/Jackets		2,000.00	-2,000.00	
217 Fire Department Uniforms	680.00	4,000.00	-3,320.00	17.00 %
295 Fire Department Web Site		1,500.00	-1,500.00	
331 Fire Department Banquet		8,000.00	-8,000.00	
335 Recruitment & Retention Incentive	557.95	8,000.00	-7,442.05	6.97 %
Total ADM - Recruitment & Retention	1,237.95	23,500.00	-22,262.05	5.27 %
ADM -Supplies & Equipment				
281 Paper/Copier/Office Supplies	7.99	1,275.00	-1,267.01	0.63 %
282 Office Equipment		500.00	-500.00	
283 Computer & Network Expenses	1,250.80	1,000.00	250.80	125.08 %
287 Postage & Shipping	14.00	150.00	-136.00	9.33 %
293 Software	9,135.00	10,750.00	-1,615.00	84.98 %
294 Copier Lease	373.62	1,500.00	-1,126.38	24.91 %
296 I-Pads	319.20	14,000.00	-13,680.80	2.28 %
Total ADM -Supplies & Equipment	11,100.61	29,175.00	-18,074.39	38.05 %
CAP - Capital & Debt Service				
613 KS State Bank Principle		35,827.56	-35,827.56	
614 KS State Bank Interest		16,517.86	-16,517.86	
Total CAP - Capital & Debt Service		52,345.42	-52,345.42	
FAC - B&G -Janitorial				
307 Contract Cleaning	124.54	1,000.00	-875.46	12.45 %
309 Supplies	273.45	750.00	-476.55	36.46 %
Total FAC - B&G -Janitorial	397.99	1,750.00	-1,352.01	22.74 %
FAC - B&G - Improvements				
301 Facilities Improvements		10,000.00	-10,000.00	
305 Appliance Purchase		1,000.00	-1,000.00	
306 Furniture Purchase		4,000.00	-4,000.00	
311 Physical Fitness	5,060.00	7,000.00	-1,940.00	72.29 %
Total FAC - B&G - Improvements	5,060.00	22,000.00	-16,940.00	23.00 %
FAC - B&G - Landscaping				
303 Snow Removal	2,030.60	2,500.00	-469.40	81.22 %
304 Lawn Maintenance	5,422.50	5,500.00	-77.50	98.59 %
Total FAC - B&G - Landscaping	7,453.10	8,000.00	-546.90	93.16 %
FAC - B&G - Maintenance				
292 Property & Liability Insurance	11,583.00	13,500.00	-1,917.00	85.80 %
302 Facilities Maintenance	217.18	10,000.00	-9,782.82	2.17 %
308 Security System Maintenance		750.00	-750.00	
310 HVAC Maintenance	1,800.00	2,000.00	-200.00	90.00 %
312 Pest Control		500.00	-500.00	
313 Emergency Generator Maintenance		1,500.00	-1,500.00	
314 Pond Maintenance		2,750.00	-2,750.00	
315 Appliance Maintenance		750.00	-750.00	

Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
316 Kitchen Supplies		500.00	-500.00	
Total FAC - B&G - Maintenance	13,600.18	32,250.00	-18,649.82	42.17 %
FAC - B&G - Utilities				
321 Electric	2,413.36	15,000.00	-12,586.64	16.09 %
322 Water	159.47	500.00	-340.53	31.89 %
323 Sewer	130.00	1,250.00	-1,120.00	10.40 %
324 Telephones	399.66	1,600.00	-1,200.34	24.98 %
326 Natural Gas	345.00	6,000.00	-5,655.00	5.75 %
327 Alarm System Monitoring		1,000.00	-1,000.00	
329 Cable/Internet	75.16	300.00	-224.84	25.05 %
Total FAC - B&G - Utilities	3,522.65	25,650.00	-22,127.35	13.73 %
OPS - Apparatus				
242 Engine 70 Maintenance	181.18	14,500.00	-14,318.82	1.25 %
243 Rescue 70 Maintenance	2,931.17	11,500.00	-8,568.83	25.49 %
244 DC 70 Maintenance		250.00	-250.00	
245 Squad 70 Maintenance		1,000.00	-1,000.00	
246 Tanker 70 Maintenance	5,594.86	11,500.00	-5,905.14	48.65 %
247 Fuel for Apparatus/Equipment	2,222.04	10,000.00	-7,777.96	22.22 %
249 Miscellaneous (Tools/Lubricants/Parts)		2,500.00	-2,500.00	
250 C70 Maintenance	467.96	1,000.00	-532.04	46.80 %
Total OPS - Apparatus	11,397.21	52,250.00	-40,852.79	21.81 %
OPS - Captains Expenses				
215 Fire Equipment Purchases	8,117.63	14,000.00	-5,882.37	57.98 %
216 PPE	648.84	1,000.00	-351.16	64.88 %
226 Equipment Repairs	4,223.97	6,000.00	-1,776.03	70.40 %
231 Communications	274,687.50	280,000.00	-5,312.50	98.10 %
236 Captains Miscellaneous	670.61	1,500.00	-829.39	44.71 %
Total OPS - Captains Expenses	288,348.55	302,500.00	-14,151.45	95.32 %
OPS - Fire Chief Expenses				
234 Chiefs Initiatives	221.00	1,500.00	-1,279.00	14.73 %
337 Water/Coffee Mess	834.34	1,500.00	-665.66	55.62 %
338 Food for Calls/Training	904.90	2,000.00	-1,095.10	45.25 %
339 Miscellaneous	89.98	8,000.00	-7,910.02	1.12 %
Total OPS - Fire Chief Expenses	2,050.22	13,000.00	-10,949.78	15.77 %
Total Expenses	\$348,741.06	\$583,420.42	\$ -234,679.36	59.78 %
NET OPERATING INCOME	\$ -290,470.36	\$ -194,250.42	\$ -96,219.94	149.53 %
NET INCOME	\$ -290,470.36	\$ -194,250.42	\$ -96,219.94	149.53 %

Rheems Fire Company Relief Association

Budget vs. Actuals: Relief Association 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 Commonwealth Allocations				
1001 MJT Relief		23,500.00	-23,500.00	
1002 WDT Relief		28,000.00	-28,000.00	
1003 East Donegal Relief		3,000.00	-3,000.00	
Total 100 Commonwealth Allocations		54,500.00	-54,500.00	
150 Contributions/Donations				
1501 Miscellaneous Contributions	12,600.00		12,600.00	
Total 150 Contributions/Donations	12,600.00		12,600.00	
170 Equipment Sold Proceeds				
1701 Relief Equipment Sold		2,000.00	-2,000.00	
Total 170 Equipment Sold Proceeds		2,000.00	-2,000.00	
Total Income	\$12,600.00	\$56,500.00	\$ -43,900.00	22.30 %
GROSS PROFIT	\$12,600.00	\$56,500.00	\$ -43,900.00	22.30 %
Expenses				
510 - Insurance Premiums				
5101 Insurance Premiums	1,904.00	5,000.00	-3,096.00	38.08 %
Total 510 - Insurance Premiums	1,904.00	5,000.00	-3,096.00	38.08 %
520 - Equipment Purchased				
5212 Rescue Equipment Purchase		1,000.00	-1,000.00	
5218 Pager Purchases		4,000.00	-4,000.00	
5233 Fire Extinguishers		500.00	-500.00	
Total 520 - Equipment Purchased		5,500.00	-5,500.00	
530 - Equipment Maintenance				
5304 Cascade System Maintenance		1,500.00	-1,500.00	
5309 SCBA Service		4,000.00	-4,000.00	
5310 SCBA Parts		1,250.00	-1,250.00	
5319 Pager Maintenance		1,000.00	-1,000.00	
5326 Miscellaneous Relief Expenditures		2,000.00	-2,000.00	
5349 Miscellaneous (Tools/Lubricants/Parts)		500.00	-500.00	
5360 Sprinkler System Maintenance		650.00	-650.00	
Total 530 - Equipment Maintenance		10,900.00	-10,900.00	
560 - Training Expenses				
5601 Training Classes/Programs	16,450.00	20,000.00	-3,550.00	82.25 %
5602 Training Equipment	49.60	3,000.00	-2,950.40	1.65 %
Total 560 - Training Expenses	16,499.60	23,000.00	-6,500.40	71.74 %
580 - Fire Prevention				
5801 Fire Prevention		2,500.00	-2,500.00	
Total 580 - Fire Prevention		2,500.00	-2,500.00	
590 - Administrative Expenses				
5907 Legal & Accounting	550.00	1,800.00	-1,250.00	30.56 %

Rheems Fire Company Relief Association

Budget vs. Actuals: Relief Association 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 590 - Administrative Expenses	550.00	1,800.00	-1,250.00	30.56 %
Total Expenses	\$18,953.60	\$48,700.00	\$ -29,746.40	38.92 %
NET OPERATING INCOME	\$ -6,353.60	\$7,800.00	\$ -14,153.60	-81.46 %
NET INCOME	\$ -6,353.60	\$7,800.00	\$ -14,153.60	-81.46 %

FDMJ Monthly Incident Report Summary February 2024

Responded to **42** alarms for the month of February 2024 - **96** total alarms for 2024.

Time in service for month: **TBD**

Average manpower per incident: **7.5** members per call for month

Total Man-hours: **TBD**

Calls by Municipality First Due: 31 first due alarms - **11** mutual aid alarms

- | | |
|-----------------------------|----------------|
| - Mount Joy Borough - 15 | |
| - Rapho Township - 9 | 0 - Mutual Aid |
| - Mount Joy Township - 3 | 4 - Mutual Aid |
| - East Donegal Township - 4 | 2 - Mutual Aid |

Apparatus used:

- Engine 75-1 - 12
- Engine 75-2 - 15
- Truck 75 - 12
- Squad 75-1 - 7
- Traffic 75 - 8
- POV (Fire Police) - 16
- Duty Chief Vehicle - 13
- Duty Officer Vehicle - 14

Property pre-incident value: TBD

Property fire loss: \$5,000.00

Property post incident saved: TBD

FDMJ responded to a call on average every - 14 hours & 45 minutes

Total Training hours of TBD - Members completed annual SCBA recertification, Mask Fit Testing, HazMat Ops refresher and Blood Borne Pathogens training

Fire Prevention Details - None

Community Service Details for the month - FDMJ members completed 5 Duty Crews

E751 Committee (8 members) completed Pre-Construction Conference trip to Clintonville, WI.
25-28 Feb 2024

Notable First Due Calls: -

Vehicle fire MJB - Hopewell St - \$5,000.00 fire loss

FEBRUARY 2024 FDMJ INCIDENT LIST

Response Zone	Incident	Call Date/Time	Incident Type	Address
75 - Mount Joy Borough	2024-055	2/1/2024 10:49	311 - Medical assist, assist EMS crew	65 E Main St
75 - Mount Joy Borough	2024-056	2/2/2024 7:24	324 - Motor vehicle accident with no injuries.	E MAIN ST
75 - Mount Joy Borough	2024-057	2/3/2024 14:52	311 - Medical assist, assist EMS crew	413 W MAIN ST
75 - Mount Joy Township	2024-058	2/3/2024 16:07	311 - Medical assist, assist EMS crew	21 Gantz Meadows
75 - Rapho Township	2024-059	2/4/2024 9:23	412 - Gas leak (natural gas or LPG)	4236 GREEN PARK DR
79 - East Donegal Township	2024-060	2/4/2024 15:40	111 - Building fire	617 ANDERSON FERRY RD
75 - Rapho Township	2024-061	2/5/2024 7:55	745 - Alarm system activation, no fire - unintentional	1055 STRICKLER RD
75 - Mount Joy Borough	2024-062	2/6/2024 16:48	130 - Mobile property (vehicle) fire, other	HOPEWELL ST
75 - Mount Joy Borough	2024-063	2/6/2024 22:17	600 - Good intent call, other	334 CHOCOLATE AVE
75 - Mount Joy Borough	2024-064	2/7/2024 15:09	311 - Medical assist, assist EMS crew	1031 W MAIN ST
75 - Rapho Township	2024-065	2/7/2024 17:27	322 - Motor vehicle accident with injuries	STRICKLER RD
75 - Mount Joy Borough	2024-066	2/8/2024 13:42	324 - Motor vehicle accident with no injuries.	553 W MAIN ST
80 - Columbia Borough	2024-067	2/9/2024 11:25	100 - Fire, other	1022 CLOVERTON DR
75 - Mount Joy Borough	2024-068	2/10/2024 19:53	650 - Steam, other gas mistaken for smoke, other	703 E MAIN ST
70 - West Donegal Township	2024-069	2/10/2024 21:15	611 - Dispatched & canceled en route	111 HEISEY AVE
75 - Rapho Township	2024-070	2/12/2024 16:44	611 - Dispatched & canceled en route	1402 Heatherwood Dr
66 - Lancaster Township	2024-071	2/12/2024 23:55	571 - Cover assignment, standby, moveup	125 FAIRVIEW AVE
75 - East Donegal Township	2024-072	2/13/2024 7:15	324 - Motor vehicle accident with no injuries.	1005 ANDERSON FERRY RD
75 - Mount Joy Township	2024-073	2/13/2024 17:59	735 - Alarm system sounded due to malfunction	139 GANTZ MDWS
75 - Mount Joy Borough	2024-074	2/15/2024 1:56	311 - Medical assist, assist EMS crew	8 Pinkerton Rd
75 - Mount Joy Borough	2024-076	2/15/2024 18:21	324 - Motor vehicle accident with no injuries.	704 W Main St
75 - Mount Joy Borough	2024-075	2/15/2024 18:27	322 - Motor vehicle accident with injuries	307 W MAIN ST
75 - East Donegal Township	2024-077	2/17/2024 14:38	324 - Motor vehicle accident with no injuries.	2664 Maytown Rd
74 - Elizabethtown Borough	2024-078	2/19/2024 12:18	111 - Building fire	305 N MARKET ST
10 - Marietta Borough	2024-079	2/20/2024 4:18	111 - Building fire	394 E FRONT ST
74 - Elizabethtown Borough	2024-080	2/20/2024 16:53	611 - Dispatched & canceled en route	301 N HANOVER ST
75 - Rapho Township	2024-081	2/21/2024 11:34	600 - Good intent call, other	195 ROUTE 283 E
75 - Rapho Township	2024-082	2/21/2024 16:40	735 - Alarm system sounded due to malfunction	24 RIDGEWOOD MNR
75 - Rapho Township	2024-083	2/21/2024 21:13	311 - Medical assist, assist EMS crew	1206 CANTEBURY DR
75 - Mount Joy Borough	2024-084	2/21/2024 22:07	651 - Smoke scare, odor of smoke	344 MARIETTA AVE
75 - Rapho Township	2024-085	2/22/2024 6:47	311 - Medical assist, assist EMS crew	116 Lancaster Estates
75 - East Donegal Township	2024-086	2/22/2024 8:04	324 - Motor vehicle accident with no injuries.	1780 DONEGAL SPRINGS RD

Response Zone	Incident	Call Date/Time	Incident Type	Address
75 - Mount Joy Borough	2024-087	2/22/2024 9:47	611 - Dispatched & canceled en route	870 E MAIN ST
69 - East Hempfield Township	2024-088	2/22/2024 10:51	611 - Dispatched & canceled en route	1024 NISSLEY RD
75 - East Donegal Township	2024-089	2/23/2024 7:39	322 - Motor vehicle accident with injuries	MUSSER RD
75 - East Donegal Township	2024-090	2/25/2024 12:16	710 - Malicious, mischievous false call, other	450 Pinkerton Rd
74 - West Donegal Township	2024-091	2/27/2024 9:54	111 - Building fire	1235 TURNPIKE RD
75 - Mount Joy Borough	2024-092	2/28/2024 5:47	424 - Carbon monoxide incident	1004 CORNERSTONE DR
75 - Mount Joy Borough	2024-093	2/28/2024 15:02	321 - EMS call, excluding vehicle accident with injury	21 E HENRY ST
79 - East Donegal Township	2024-094	2/28/2024 18:45	651 - Smoke scare, odor of smoke	1809 LANDIS RD
75 - Mount Joy Township	2024-095	2/28/2024 21:05	745 - Alarm system activation, no fire - unintentional	1225 W MAIN ST
75 - Rapho Township	2024-096	2/29/2024 12:24	311 - Medical assist, assist EMS crew	941 E Main St



FDR-NFIRS-006: Detailed Incident Type Breakdown, 2024

ACTUAL INCIDENT TYPE FOUND	INCIDENT COUNT	PERCENT
100 - Fire, other	1	0.9 %
111 - Building fire	6	5.5 %
116 - Fuel burner/boiler malfunction, fire confined	1	0.9 %
121 - Fire in mobile home used as fixed residence	1	0.9 %
130 - Mobile property (vehicle) fire, other	1	0.9 %
131 - Passenger vehicle fire	1	0.9 %
311 - Medical assist, assist EMS crew	12	10.9 %
321 - EMS call, excluding vehicle accident with injury	3	2.7 %
322 - Motor vehicle accident with injuries	8	7.3 %
324 - Motor vehicle accident with no injuries.	9	8.2 %
352 - Extrication of victim(s) from vehicle	1	0.9 %
411 - Gasoline or other flammable liquid spill	2	1.8 %
412 - Gas leak (natural gas or LPG)	3	2.7 %
413 - Oil or other combustible liquid spill	1	0.9 %
424 - Carbon monoxide incident	1	0.9 %
440 - Electrical wiring/equipment problem, other	1	0.9 %
444 - Power line down	2	1.8 %
463 - Vehicle accident, general cleanup	2	1.8 %
511 - Lock-out	2	1.8 %
521 - Water evacuation	1	0.9 %
522 - Water or steam leak	1	0.9 %
531 - Smoke or odor removal	1	0.9 %
550 - Public service assistance, other	2	1.8 %
571 - Cover assignment, standby, moveup	2	1.8 %
600 - Good intent call, other	7	6.4 %
611 - Dispatched & canceled en route	12	10.9 %
6112 - Failed to Respond	2	1.8 %
622 - No incident found on arrival at dispatch address	1	0.9 %

FDR-NFIRS-006: Detailed Incident Type Breakdown, 2024

Fire Department Mount Joy
 Address: 111 New Haven St, Mount Joy, PA, 17552



ACTUAL INCIDENT TYPE FOUND	INCIDENT COUNT	PERCENT
650 - Steam, other gas mistaken for smoke, other	1	0.9 %
651 - Smoke scare, odor of smoke	3	2.7 %
700 - False alarm or false call, other	1	0.9 %
710 - Malicious, mischievous false call, other	1	0.9 %
731 - Sprinkler activation due to malfunction	1	0.9 %
735 - Alarm system sounded due to malfunction	2	1.8 %
736 - CO detector activation due to malfunction	2	1.8 %
743 - Smoke detector activation, no fire - unintentional	1	0.9 %
745 - Alarm system activation, no fire - unintentional	10	9.1 %
911 - Citizen complaint	1	0.9 %
Total Incidents:	110	100.0 %

Description: This report shows a detailed breakdown of all incidents by the documented "Actual Incident Type Found" in the NFIRS report. This report does include +1 codes and imported records.



FDR-NFIRS-011: Count of Incidents by Apparatus, 2024

APPARATUS NAME	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024
Duty Vehicle 751	11	13	2						
Duty Vehicle 752	30	14	2						
Engine 751	29	12	13						
Engine 752	16	15	10						
POV	16	16	2						
Squad 75	6	7							
Traffic 75	5	8	3						
Truck 75	24	12	11						
Total Apparatus Assigned	137	97	43						
Total Unique Incidents	54	42	18						
Average Apparatus Per Incident	2.5	2.3	2.4	0.0	0.0	0.0	0.0	0.0	0.0

Description: This report shows the count that each time an apparatus was assigned to a call and documented in the NFIRS report broken down by month with a year total. The last three rows of this report show "Total Apparatus Assigned", "Total Unique Incidents" and "Average Apparatus Per Incident". Total Apparatus Assigned means the total count of all apparatus recorded in an NFIRS record for that month. This can include an apparatus that is added to a call but canceled prior to going en route. It is entirely calculated off of the NFIRS report. The Total Unique Incidents is the total count of NFIRS records during each period. The Average Apparatus Per Incident simply divides the Total Apparatus Assigned by the Total Unique Incidents. Example: if 1,729 apparatus were documented in January across 1,236 NFIRS records, the Average Apparatus Per Incident would be 1.4. Imported records are not included because the legacy NFIRS files may or may not match how apparatus are configured in First Due. This report also excludes Aiding Apparatus from other departments.



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

March 2024 - Compiled by Joseph McIlhenney, Executive Director
 Contributors: Susan Craine, Jan Betty, Stephanie Funk & Kirstin Rhoads

February 1-29, 2024 Statistics	2024	2023	2022	2021	2020
TOTAL CIRCULATION	14,268	14,293	13,412	14,587	15,442
YTD CIRCULATION	28,989	28,641	25,744	28,554	29,799
OVERDRIVE & E-formats	1,468	1,359	1,220	1,359	978
NEW PATRONS	75	82	58	51	69
YTD NEW PATRONS	152	164	113	100	134
PATRON COUNT	5,536	5,252	4,365	3,549	6,050
YTD PATRON COUNT	11,119	10,348	8,595	6,862	12,082
PASSPORTS	170	168	106	62	155
YTD PASSPORTS	310	357	175	143	265
WIFI USERS	\$9,540	\$8,920	\$5,187	\$2,765	
PC USERS	501	302*	308	249	460

*number reflects 2 weeks

Hoopla!	Feb'24	Jan'24	Dec'23	Nov'23	Oct'23	Sep'23	Aug'23
Number of Hoopla items used	501	441	411	390	372	357	365

ITEMS SOLD IN LOBBY	\$1,144.35
YTD TOTAL \$	\$2,109.85
TOTAL \$ ADDED DONATIONS	\$89.00
TOTAL \$ DONATIONS as PRIZES	\$0
TOTAL	\$0

Executive Summary

- MSL opened late on Feb 13 because of snow and was closed for President's Day Feb 19
- A great deal of preparation went into making MSL's "Celebrate Seuss" a success on March 1.
- Borough installed **Rapid Beacon Crosswalk** in front of MSL

	Feb-24	Feb-23	Feb-22
E-formats	1,468	1,359	1,220
	+17% in 2yrs		
	Feb'24	Jan'24	Dec'23
Hoopla!	501	441	411
	+17% in 2months		



PROGRAMMING / CLUBS / PROCTORS NUMBERS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	4	42	13	132
Club Meetings/Participants	7	60	15	134
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	20	593	40	1176
Off-site Programs	2	95	21	1154
Virtual Programs	0	0	0	0

Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	67.5	162.75		

Joseph

- Met with Hershey Heating and Air, Feb 1
- Attended LSLC Directors Council meeting Feb 2
- Attended Mount Joy Borough Council meeting [90-minute Executive session] Feb 5
- Attended Friends Group Meeting Feb 12
- Made decision about late open for snow, Feb 13
- Attended Mount Joy Chamber of Commerce meeting Feb 14
- Held Monthly Core4 meeting, Feb 22
- Met with Rev. Martha Harris and Joan Kester at St Luke's Episcopal Church [with Lark Eshleman and Stephanie Funk] regarding partnerships, Feb 28

Community/Service Point (Susan)

- Solicited and put together prizes for Seuss Program
- Working on a new weekly staff schedule
- Weeded Young Adult items
- Made final rearrangements of the Passport Room to allow for an escape route
- Saturdays have increased with patron traffic and we need to add a 3rd person to work

Youth Services (Jan)

- **Attended the Zoom YES** (Youth Educational Services) meeting with many of the other Youth Services leaders of other Lancaster libraries.
- **Kraybill School:** read to the preschool, Kindergarten and 1st grade classes. About 110 participated.
- The **Winter Reading Bingo** wrapped up its 4th year on February 8. 130/60 (Ages 0-4), 301/180 (Ages 5-11), 57/22(Ages 12-19) bingo sheets. 54% return ratio.
- **Wee Build, Free Build** Monday on a day when there was no school.
- **Adventures with Baby** program had 23 (up from 14 in January) attend this month! I'll have to get more beach towels if this continues.
- **Family Storytime** attendance continues to be good. Had over 350 attendees for the month with 122 different children participating
- Had 4 sign up for the **1000 books before Kindergarten** program.

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - February Enews: sent to 3876 contacts; 1540 opens (47.4%), 43 clicks (1.3%)
 - February Welcome Email: sent to 52 new patrons; 66% opened
- **SOCIAL MEDIA:**
 - Facebook – Total Page Followers 2,679 (27 new); 20.9K reached; Created 3 Events.
 - Instagram – 1,148 followers (14 new); 674 reached
 - Created/posted Promos for special programs

- Post at least once a day on both platforms
- 2 Press Releases - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
 - 3,891 total sessions

These are the highest view counts: 402 views of Passports (last month was 194!), 99 views Children & Family Programs

- **GOOGLE**
 - 952 website clicks made from our Business Profile
 - 247 calls made from our Business Profile
 - 1,448 Business Profile Interactions
- Added more photos to our Google page.
- **PANGO**
 - Sold 4 books in February.
- **FOOD TRUCKS**
 - Scheduled 2 trucks for Maker Fest in May
- **CELEBRATE SEUSS**
 - Updated and printed tickets
 - Helped with set-up, the event, and tear-down
- **MISC**
 - Emptied the book donation shed and gathering books for sale in lobby, \$1144 in February.
 - Sent Spring/Summer info to MJ Borough for inclusion in their newsletter
 - Updated March print calendar and calendar for Lobby/kids area

Volunteers/Programming/Fundraising (Stephanie)

- **Annual Patron Appeal 2024**
 - Have determined that due to sorting requirements it makes more sense to have the printer stuff and mail the letters. We are putting final touches on the letter and reviewing mailing lists, with a plan to mail in March.
- **Legacy Bricks**
 - One brick sold in February, installation will be in the spring.
 - Currently have 142 bricks sold out of 392.
- **Love Your Library Bash**
 - Scheduled for kickoff on August 17th, with main festivities on Friday, August 23rd
 - Will have several events throughout the week
 - Plan to transition to a sealed bid auction to allow a hybrid online/in-person experience
 - Hershey Heating and Air Conditioning has signed on as the platinum sponsor
- **Maker Fest**
 - Scheduled for Saturday, June 15
 - Currently recruiting exhibitors for the event
- **Adult Winter Reading**
 - 166 participants
 - Every participant was a winner, with prizes ranging from mugs, bags, raffle tickets, MSL Cash and a variety of other small prizes
- **Community Partnerships**
 - Continued discussion with Saint Luke Episcopal Church, and are connecting them with our Penn State Master Gardener contacts to explore collaborating on programs to support their community garden
- **Clubs**
 - Seven clubs met in February, with total attendance of 60.
 - Adult Game Night club asked to meet twice per month, so we have scheduled an additional night for them