



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022

717.367.8917 • 717.367.9208 fax

www.mtjoytp.org

## Community Development Director/Zoning Officer Monthly Report for April/May 2024

### Planning Commission

- Last meeting: 4/22
  - Approved Updated Preliminary and Phase 1A Final Plans for 1376 Campus Road Land Development – Prior approvals reissued to reflect updated phasing plan.
  - Reviewed Minor Land Development Plan for Jay Garman – Proposal to construct a 9,600-sf. building for agricultural purposes and a farm-related business.
  - Reviewed 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.
  - Denied Land Development Waiver Request for Daniel King – Proposal to construct a 4,800-sf. chicken house at 1241 Campus Road.

### Zoning Hearing Board

- 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.
- New applications to be heard at the 6/3 ZHB meeting:
  - Case #240006 Bailey Family Limited Partnership – Setback variance to accommodate lot line reconfiguration for an existing manufactured home park at 1501 Mill Road.
  - Case #240007 General RV Center – Area and height variances for a new freestanding business sign located at 187 Merts Drive.

### Misc

- Working with IT consultant on server migration project
- Helped onboard and train new Township Treasurer
- Assisting Board of Supervisors in Township Manager search and interviews
- Assisting Public Works with crew member search



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022

717.367.8917 • 717.367.9208 fax

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

## PUBLIC WORKS DEPARTMENT

MAY 2024

### COMPLETED:

- Removed all old split rail fence at Wolgemuth Park for new fence
- Hauled all stone into location near job for Cold Spring/Creek widening (with assistance from Etown borough and Rapho)
- Fixed damaged signs
- Helped West Donegal crew crack seal
- Continued base repair on Trail Rd
- Cold patched potholes
- Pa1 calls
- Parks maintenance
- Bryan Hurst started part time in parks
- Worked on fixing road bank mower

### FUTURE:

- Finish widening Trail N
- Finish base repairs Trail N
- Prep Cold Spring/Creek for widening
- Base repairs



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022  
717.367.8917 • 717.367.9208 fax  
[www.mtjoytwp.org](http://www.mtjoytwp.org)

May 1, 2024

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

Dear Board Members:

49 rental properties were inspected in April 2024.

Complaints and concerns:

- Letter to the new owner of 3 Shybrook Ct about the need to obtain a rental license.
- Enforcement letter to the owner of 670 Greentree Rd for multiple property maintenance violations. Assisted the owner in trying to locate the tenant. Tenant vacated the property.
- Enforcement Notice to 1815 Bradfield Drive for an uninspected vehicle with flat tires.
- Letter to 319 Conoy Ave for doing work on the property that requires a permit and zoning approvals. (complaint)
- Letter to the owner of 8037 Elizabethtown Rd about unregistered vehicles.
- Letter to the owner of 503 Hershey Rd about rubbish. The owner is going to obtain a dumpster for cleanup.
- Multiple complaints about the condition of 974 Mount Gretna Rd. Spoke to the owner and he needs a few weeks to clean up. Ongoing issue with this property.

# MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 4/1/2024 - 4/30/2024

## Zoning Officers Report

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>RoadOcc</b>						
<b>Fiber Cable</b>						
<b>Active</b>						
240026	4/5/2024	NORMAN JASON C Fiber Cable	92 WATERFOWL WAY	4600776400000	\$0.00	\$70.00
<b>Total Fiber Cable 1</b>					<b>\$0.00</b>	<b>\$70.00</b>
<b>Gas</b>						
<b>Active</b>						
240027	4/19/2024	BENKO MICHAEL A Mechanical Tee	1083 DAIRY LN	4606519400000	\$0.00	\$60.00
<b>Total Gas 1</b>					<b>\$0.00</b>	<b>\$60.00</b>
<b>Total RoadOcc 2</b>					<b>\$0.00</b>	<b>\$130.00</b>
<b>StormWater</b>						
<b>Exemption</b>						
<b>Active</b>						
240020	4/2/2024	WEIDMAN MATTHEW R & JULIE L Deck with Roof	1506 COUNTRY SQUIRE RD	4600754800000	\$0.00	\$50.00
240021	4/10/2024	BHATTARAI HOMA & SUBEDI, HARI Shed / Deck with Roof	823 WESTBROOKE DR	4600611500000	\$0.00	\$50.00
240022	4/10/2024	MCCORKLE JASON Paver Patio	998 OLD HERSHEY RD	4604072600000	\$0.00	\$50.00
240026	4/16/2024	BRYAN SHERRY M Shed	537 RIDGE RD	4600814000000	\$0.00	\$50.00
240025	4/16/2024	SHOCKEY BRITTNI O Driveway Expansion	678 BUCKINGHAM BLVD	4605482000000	\$0.00	\$50.00
240028	4/19/2024	BUCKIUS JAMES G Driveway Expansion	21 TRAIL RD SOUTH	4605190800000	\$0.00	\$50.00
240027	4/30/2024	FISHER NICHOLAS A Pool - Above ground	2268 MOUNT PLEASANT RD	4612616100000	\$0.00	\$50.00
240031	4/30/2024	BHATTARAI BISHAL & ANJU Shed	821 WESTBROOKE DR	4600531300000	\$0.00	\$50.00
<b>Total Exemption 8</b>					<b>\$0.00</b>	<b>\$400.00</b>
<b>Small Project</b>						
<b>Active</b>						
240023	4/5/2024	LAPP ELIZABETH GLICK & JACOB S Tobacco Barn	2302 VALLEYVIEW RD	4613148600000	\$0.00	\$175.00
240024	4/19/2024	GROFF KEVIN E & BETH A Addition	1220 SCHWANGER RD	4614317200000	\$0.00	\$175.00
240032	4/30/2024	SWEIGART CLIFFORD S & BEVERLY A Ag Building	9015 ELIZABETHTOWN RD	4600320300000	\$0.00	\$175.00
<b>Total Small Project 3</b>					<b>\$0.00</b>	<b>\$525.00</b>
<b>Total StormWater 11</b>					<b>\$0.00</b>	<b>\$925.00</b>
<b>Zoning</b>						
<b>Addition</b>						
<b>Active</b>						
240050	4/19/2024	GROFF KEVIN E & BETH A Addition	1220 SCHWANGER RD	4614317200000	\$0.00	\$1,459.00
<b>Total Addition 1</b>					<b>\$0.00</b>	<b>\$1,459.00</b>
<b>Ag Bldg</b>						

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>Zoning</b>						
<b>Ag Bldg</b>						
<b>Active</b>						
240072	4/30/2024	SWEIGART CLIFFORD S & BEVERLY A Ag Buildings	9015 ELIZABETH TOWN RD	4600320300000	\$136,000.00	\$875.00
<b>Total Ag Bldg 1</b>					<b>\$136,000.00</b>	<b>\$875.00</b>
<b>Ag Building</b>						
<b>Active</b>						
240048	4/5/2024	LAPP ELIZABETH GLICK & JACOB S Tobacco Barn	2302 VALLEYVIEW RD	4613148600000	\$110,000.00	\$719.00
<b>Total Ag Building 1</b>					<b>\$110,000.00</b>	<b>\$719.00</b>
<b>Alterations</b>						
<b>Active</b>						
240042	4/2/2024	WEIDMAN MATTHEW R & JULIE L Deck with Roof / Deck	1506 COUNTRY SQUIRE RD	4600754800000	\$33,000.00	\$307.00
240062	4/30/2024	BRINSER JEFFREY P Alterations	222 SPRINGVILLE RD	4612172400000	\$14,000.00	\$177.00
<b>Total Alterations 2</b>					<b>\$47,000.00</b>	<b>\$484.00</b>
<b>Com-Addition</b>						
<b>Active</b>						
240045	4/19/2024	PA MERTS LLC Commercial - Addition	187 MERTS DR	4607842100000	\$3,500,000.00	\$21,109.00
240044	4/19/2024	PA MERTS LLC Commercial - Addition	187 MERTS DR	4607842100000	\$1,500,000.00	\$9,109.00
<b>Total Com-Addition 2</b>					<b>\$5,000,000.00</b>	<b>\$30,218.00</b>
<b>Deck</b>						
<b>Active</b>						
240053	4/10/2024	WILLIAMSON MICHAEL A deck	85 TOWER DR	4601670500000	\$11,000.00	\$106.00
240060	4/19/2024	HEFFLEGER BRIAN deck	25 TOWER DR	4603309100000	\$1,000.00	\$50.00
<b>Total Deck 2</b>					<b>\$12,000.00</b>	<b>\$156.00</b>
<b>Driveway</b>						
<b>Active</b>						
240054	4/16/2024	SHOCKEY BRITTNI O Driveway Expansion	678 BUCKINGHAM BLVD	4605482000000	\$1,300.00	\$50.00
240059	4/19/2024	BUCKIUS JAMES G Driveway Expansion	21 TRAIL RD SOUTH	4605190800000	\$500.00	\$50.00
<b>Total Driveway 2</b>					<b>\$1,800.00</b>	<b>\$100.00</b>
<b>Fence</b>						
<b>Active</b>						
240049	4/5/2024	EITNIER, C SEAN & MAHER-EITNIER, AMANDA L Fence	31 TRAIL RD S.	4605715400000	\$7,500.00	\$85.00
240051	4/9/2024	PLANEY ROBERT A & AMY S Fence	805 WESTBROOKE DR	4600018900000	\$5,350.00	\$71.00
240052	4/10/2024	HICKS MICHAEL Z & LOIS ANN Fence	1739 SHEAFFER RD	4605471900000	\$3,000.00	\$50.00
240055	4/15/2024	UNGER, MARK F & STEFANI D Fence	1655 CAMPUS RD	4601133100000	\$3,480.00	\$57.00
240061	4/19/2024	KNAUB, KARL S & BETH A & BROWN, DARA B & MASON M Fence	1998 SHEAFFER RD	4608844600000	\$8,900.00	\$92.00
240064	4/19/2024	AUMENT KEITH A & MELISSA L Fence	1949 HARRISBURG AVE	4616924200000	\$7,909.00	\$85.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>Zoning</b>						
<b>Fence</b>						
<b>Active</b>						
240074	4/30/2024	GOLIHEW JUSTIN W Fence	625 WESTBROOKE DR	4600229900000	\$15,251.00	\$141.00
<b>Total Fence 7</b>					<b>\$51,390.00</b>	<b>\$581.00</b>
<b>Finish Basement</b>						
<b>Active</b>						
240063	4/30/2024	Pickell Lloyd C & Claudia N Finish basement	360 DEERFIELD DR	4616680100000	\$39,000.00	\$343.00
<b>Total Finish Basement 1</b>					<b>\$39,000.00</b>	<b>\$343.00</b>
<b>Pool</b>						
<b>Active</b>						
240058	4/30/2024	FISHER NICHOLAS A Pool - Above Ground	2268 MOUNT PLEASANT RD	4612616100000	\$12,000.00	\$163.00
<b>Total Pool 1</b>					<b>\$12,000.00</b>	<b>\$163.00</b>
<b>Roof</b>						
<b>Active</b>						
240046	4/10/2024	MCCORKLE JASON Roof over patio	998 OLD HERSHEY RD	4604072600000	\$15,000.00	\$184.00
<b>Total Roof 1</b>					<b>\$15,000.00</b>	<b>\$184.00</b>
<b>Shed</b>						
<b>Active</b>						
240056	4/16/2024	BRYAN SHERRY M Shed	537 RIDGE RD	4600814000000	\$5,200.00	\$71.00
240071	4/30/2024	BHATTARAI BISHAL & ANJU Shed	821 WESTBROOKE DR	4600531300000	\$878.00	\$50.00
<b>Total Shed 2</b>					<b>\$6,078.00</b>	<b>\$121.00</b>
<b>Shed / Deck</b>						
<b>Active</b>						
240047	4/10/2024	BHATTARAI HOMA & SUBEDI, HARI Shed / Deck with Roof	823 WESTBROOKE DR	4600611500000	\$5,000.00	\$114.00
<b>Total Shed / Deck 1</b>					<b>\$5,000.00</b>	<b>\$114.00</b>
<b>Solar</b>						
<b>Active</b>						
240041	4/3/2024	WARD AUSTIN R & KEIRSTIN Solar	436 MOUNT GRETN RD	4609616300000	\$4,310.00	\$361.00
240043	4/10/2024	HUBLER JONATHAN A & DAWN T Solar	202 RIDGEVIEW RD	4606215300000	\$42,975.00	\$367.00
240057	4/30/2024	EBERSOLE DONALD L Solar	8220 ELIZABETHTOWN RD	4602466700000	\$18,015.00	\$212.00
<b>Total Solar 3</b>					<b>\$65,300.00</b>	<b>\$940.00</b>
<b>Total Zoning 27</b>					<b>\$5,500,568.00</b>	<b>\$36,457.00</b>
<b>Total Permits: 40</b>					<b>\$5,500,568.00</b>	<b>\$37,512.00</b>



## MOUNT JOY TOWNSHIP-Complaints: 4/1/2024 - 4/30/2024

### Complaints

Number	ParcelID	OpenDate	CloseDate
--------	----------	----------	-----------

#### Building

#### Open

240001	4605457400000	4/19/2024
--------	---------------	-----------

Location:	MOUNT JOY TOWNSHIP	(7D1 - 1 - 5)	940 HERSHEY RD
-----------	--------------------	---------------	----------------

Owner:	BOUTORABI AKBAR & SUSAN	Tenant:
--------	-------------------------	---------

CreatedBy:

Complainant:	RITZEL DAVID L & MARGARET J	(717) 468-3530
--------------	-----------------------------	----------------

974 HERSHEY RD ELIZABETHTOWN PA 17022

Description: Multiple Violations

I received a complaint about AB Landscaping. He is piling dirt and stones near the neighbors property and it changed the water flow. Water is running onto the neighbors property and washing away his top soil. AB Landscaping is also storing construction related equipment to the rear of his rental property and not just the landscaping business. The complainant also stated that AB Landscaping is dumping branches and storing equipment on the park side of the alley.

---

Total number of Open Building Complaints: 1

Total Complaints: 1



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

## Minutes of a Regular Meeting of the Mount Joy Township Planning Commission Held on March 25, 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. — Present

Other Township Representatives Present: Justin Evans, Zoning Officer; Ben Craddock, PE, Township Engineer

4. Public Comment: NONE

5. Consent Calendar:

- a. Approve and ratify the minutes of the February 26, 2024 meeting
- b. Authorize signature of the Final Minor Subdivision Plan for 1376 Campus Road (#24-01-MSDP)

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

6. Old Business:

- a. Subdivision and Land Development Plan for 1376 Campus Road (Prelim. #21-17-PLDP) & (Phase 1 Final #22-15-FLDP) – Request to bulk grade and stabilize the entire development site, including portions outside of Phase 1. The Preliminary Plan and Phase 1 Final Plan have been conditionally approved.

Andy Miller of Catalyst Commercial Development presented the waiver request. The applicant wishes to bulk grade more of the development site outside of Phase 1. The grading will be done in accordance with the approved Preliminary Plan and NPDES E&S Plan. Construction of infrastructure and dwelling units is confined to Phase 1 only. Areas outside of the Phase 1 development will be stabilized and planted.

The request is based on how the grading is balanced across the entire site. Soil will be moved from some areas to others without respect to the phase lines. This approval will save the applicant from stopping and starting grading activities between phases.

A motion was made by Michael McKinne and seconded by Gerald Cole to grant 1376 Campus Road Associates, LLC a waiver from the requirements of Section 119-28, Improvement Construction Plans, of the Subdivision and Land Development Ordinance to enable the Developer to perform grading on the property identified as 1376 Campus Road subject to the following conditions:



1. Developer records the Final Subdivision and Land Development Plan for 1376 Campus Road-Phase 1 or, if divided, the Final Subdivision and Land Development Plan for 1376 Campus Road Phase-1A.
2. The improvements to be made outside of the phase line of Final Subdivision and Land Development Plan for 1376 Campus Road-Phase 1 or, if divided, the Final Subdivision and Land Development Plan for 1376 Campus Road-Phase 1A, as applicable, shall be limited to grading in accordance with the approved NPDES permit and the referenced Erosion and Sedimentation Control Plan drawings dated December 13, 2021, as revised; and the Post-Construction Stormwater Management (PCSM) Plan dated December 14, 2021, as revised.
3. The Township Engineer shall be permitted to inspect such grading in the same manner as the Township Engineer inspects the improvements on a recorded subdivision and land development plan

All members present voted in favor of the motion.

- b. Preliminary/Final Land Development Plan for Cloverleaf Self-Storage (#23-12-FLDP) – Proposal to develop the remaining area of the 10.41-acre site located at 1444 Cloverleaf Road. The property is zoned LI – Light Industrial and is served by on-lot water and sewer facilities. Five new buildings will contain 260 self-storage units.

Pete McDaniel, landowner representative and David Bitner, consultant for the landowner presented the plan to the Commission. Revised plans were submitted since the Commission's initial view of the project. Mr. Bitner presented a waiver request to avoid surveying and depicting existing features within 200' of the undeveloped eastern portion of the site. Additionally, a waiver was requested for a drainage swale at the northern end of the site. A full 30' easement cannot be provided due to existing features and the property boundary.

A discussion took place about the number and location of parking spaces on site. 2 loading spaces are provided in front of Building A for customers. Mr. McDaniel stated that the company has 7 customers per day on average. Mr. Craddock noted he has no issue with the easement width waiver since there are no underground facilities within it. 15' is sufficient for a mini-excavator to access the swale for repairs. The project will not disturb the wooded area at the east end. Other gaps on the perimeter of the site will be filled in with new plantings.

A motion was made by Bill Weik, Jr. and seconded by Kevin Baker to grant the following waivers:

- a) §119-31.C(3) – Existing features within 200' of the site
- b) §119-56.E – Minimum easement width
- c) §113-43.I(5) – Existing features within 200' of the site

And having granted such waivers, grant approval of the Final Land Development Plan for Cloverleaf Self-Storage (the "Plan") prepared by Bitner Engineering, Drawing No. 2023108-001, dated November 27, 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 March 21, 2024.
2. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Solicitor's review letter dated December 3, 2023.
3. Applicant shall address and comply with all conditions contained in the Mount Joy Township Zoning Hearing Board (MJTZHB) decision dated July 12, 2023.

4. Applicant shall submit a fully executed Storm Water Management Agreement and Declaration of Easement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
5. Applicant shall submit a fully executed Grant of Conservation Easement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
6. Applicant shall submit a fully executed Agreement Providing for Grant of Public Right-of-Way, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
7. Applicant shall pay Mount Joy Township a fee-in-lieu of having to prepare and submit a traffic impact study in the total dollar amount of \$5,500.00. Said payment shall occur prior to the release of the final plan for recording.
8. Applicant shall provide a fee-in-lieu of constructing road frontage improvements along Cloverleaf Road in the amount of \$6,853.55. An executed agreement or similar instrument shall accompany the fee in a form acceptable to the Township Solicitor, if required.
9. Applicant shall submit a fully executed Land Development Agreement, which shall be acceptable to the Township Solicitor. Said Agreement shall be submitted and approved prior to the release of the final plan for recording.
10. Applicant shall submit financial security to guarantee the proper installation of all improvements associated with this land development project prior to the release of the final plan for recording and shall be in a form acceptable to the Township Solicitor. The amount of said financial security shall be in the amount consistent with the construction cost opinion approved by the Township Engineer.
11. Applicant shall apply for and obtain all necessary permits prior to commencing any construction activities.
12. Applicant shall reimburse the Township for all reasonable engineering and legal fees incurred in the review of plans under the Subdivision and Land Development Ordinance, Storm Water Management Ordinance, and other governing ordinances; review or preparation of documentation required in connection with the development; review and approval of financial security and other documentation; inspection of improvements; and for other costs as set forth in these Conditions within 30 days after receipt of an invoice for such fees. If Applicant fails to pay such costs within 30 days after the date of a written invoice for such costs, Applicant shall be in violation of this Condition.

All members present voted in favor of the motion.

7. New Business: NONE

8. Initial View:

- a. Lot Line Change Plan for the Heisey Property (#24-03-LLCP) – Proposal to reconfigure three tracts of land containing approximately 63 acres generally located along Mount Pleasant Road within the A – Agricultural District. No improvements are proposed as part of the subdivision plan.

David Bitner, consultant for the landowner presented the plan to the Commission. 2 agricultural tracts and 1 residential lot will be reconfigured with the plan in accordance with Zoning Hearing Board approvals. The lot line changes will result in a 46.94-acre farm on the north side of Mount Pleasant Road and a 13.49-

acre farm on the south site. The residential lot will increase from 0.69 acres to 1.05 acres. A discussion took place regarding the odd configuration of the residential lot, which will now contain more frontage to the west for the existing landscaping. The Commission was concerned with access to the farm surrounding the home that will comply with safe sight distance.

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

- a) §119-31.C(3) – existing features within 200' of the subject tract
- b) §119-52.J(3)(A) – improvements to existing roadways
- c) §113-43.I(5) – existing features within 200' of the subject tract

And having granted such waivers, grant approval of the Lot Line Change Plan for Heisey Property (the "Plan") prepared by Bitner Engineering, Drawing No. 2023116-001, dated 1/5/2024, under Chapter 119 of the Code of Ordinances of the Township of Mount Joy, i.e. the Mount Joy Township Subdivision and Land Development Ordinance 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 March 21, 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 address and comply with all conditions contained in the Mount Joy Township Zoning Hearing Board (MJTZHB) decision dated October 11, 2022.
4. Applicant shall record deeds with perimeter legal descriptions for each of the three lots within 30 days after the Plan is released for recording.
5. Applicant shall submit a fully executed Agreement Providing for Grant of Public Right-of-Way, which shall be acceptable to the Township Solicitor and in recordable form. Additional right-of-way shall be provided along Mount Pleasant Road, Valley View Road, and West Risser Mill Road as identified on the Plan as "Proposed Ultimate R.O.W. Line".
6. 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 road widening along the public road frontages. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
7. Applicant shall submit a fully executed Agreement Providing for Grant of Conservation Easement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
8. If the proposed lot markers and monuments are not set prior to the release of the final Plan for recording, applicant shall submit a fully executed Land Development Agreement in a form acceptable to the Township Solicitor.
9. If the proposed lot markers and monuments are not set prior to the release of the final Plan for recording, applicant shall submit financial security to guarantee them in a form acceptable to the Township Solicitor. The amount of said financial security shall be in the amount consistent with the construction cost opinion approved by the Township Engineer.
10. 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.


9. Correspondence:

- a. Thank you letter from Scott Kapsco, Mount Joy Borough Authority Manager re: ARPA Grant support letter for Fairview Street Water Main Replacement Project, dated March 15, 2024
- b. Review letter from LCPD re: Jay Garman Land Development Plan, dated March 1, 2024

10. Other Business: NONE

- 11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Monday, April 22, 2024** beginning at 7:00 P.M.
- 12. A motion was made by Delmar Oberholtzer and seconded by Michael McKinne to adjourn the meeting at 8:25 p.m. All members present voted in favor of the motion.

Respectfully Submitted,

A handwritten signature in black ink that reads "Justin S. Evans". The signature is written in a cursive style with a large, stylized 'J' and 'E'.

Justin S. Evans, AICP  
Zoning Officer



# MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022

717.367.8917 • 717.367.9208 fax

www.mtjoytwp.org

## Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, April 3, 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., James E. Hershey, and Robert F. Newton, Jr.
  - Members Absent: None
  - 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 Robert F. Newton, Jr. and seconded by Roni K. Clark to approve and ratify the minutes of the February 7, 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 March 14, 2024 and March 21, 2024 editions of the LNP. The subject property was posted on March 22, 2024.
5. Procedural briefing by the Zoning Hearing Board Solicitor
6. Zoning Case #240003
  - a. Applicant/Landowner: Wade & LisaRae Glessner
  - b. Property Location: 2502 Mount Pleasant Road; Tax Parcel ID #461-64807-0-0000
  - c. Zoning District: A – Agricultural District
  - d. Variance Request:
    - 1) Chapter 135, Article IX, §135-86.A to exceed the maximum height for an accessory structure

Landowners Wade & LisaRae Glessner presented the application to the Board. They wish to construct a 30' x 40' pole building for the storage of their motor home and other vehicles. The pole building will be located to the rear of the home behind the existing garage. The Board asked the Glessners questions about the proposed structure, lot configuration, and surrounding properties, receiving the following information in response:

- The home has white aluminum siding with a gray roof that they wish to match aesthetically with the new garage, including the roof line.
- The proposed structure will be set back from the west side property line by 10' at both corners.
- Their home is located straight back on the driveway accessing Mount Pleasant Road with the neighboring home to the east using a shared driveway across their lot.
- There is a tree line along the southern boundary, shrubs on the western boundary, and an arborvitae screen on the eastern boundary. A farm field lies behind their 1.9-acre lot.



- The exterior height of the proposed building is 22', which requires a 2' variance from the 20' maximum height for accessory structures in the Agricultural District.
- No lighting other than typical garage lighting will be installed.
- The pole building will be used strictly for the residents' storage; no repairs to equipment other than their own is permitted.

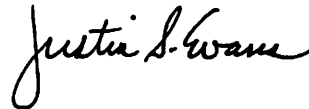
A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to approve the application for the variance as requested, subject to the following conditions:

1. Applicant shall comply with all other provisions contained in Chapter 135 of the Code of Ordinances of the Township of Mount Joy for which relief has not been requested or granted.
2. Applicant shall obtain a Zoning Permit for the proposed improvement.
3. Applicant and any representatives of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Mount Joy Township Zoning Hearing Board at the hearing held on April 3, 2024 and any continued hearings, if applicable, except to the extent modified by the conditions imposed by the Mount Joy Township Zoning Hearing Board herein.

All members present voted in favor of the motion.

7. Next regularly scheduled hearing will be held Wednesday, May 1, 2024, beginning at 6:00 p.m.
8. A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to adjourn the meeting at 6:17 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

**MINUTES OF THE MEETING  
OF THE BOARD OF THE  
MUNICIPAL EMERGENCY SERVICES AUTHORITY  
OF LANCASTER COUNTY  
April 10, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, April 10, 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, and Jeffrey McCloud were present. Also present was Jason Sabol, Board Solicitor. Roger Snyder was absent.

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

On a motion of Mr. McCloud, seconded by Mr. Hudson, the Board unanimously approved the minutes of the March 27, 2024 meeting of the Board, with the corrected spelling of Captain.

MESA Financial Manager Mr. Hershey provided a Fee Assessment report as of April 10, 2024. The report indicated that 81% of the budgeted fee revenue has been collected. Almost 60% of businesses have responded. Mr. Hershey indicated that an additional mailing was made to businesses that have not responded using local mailing addresses.

Authority Manager Report – Scott Kingsboro, Authority Manager, presented the following report to the Board.

- Station construction is completed.
- Wolfpack working on a unit to wrap it and smooth out edges of painted vehicle markings.
- Francesca is working on getting the Highmark contract completed (working on prices).
- Rig #8 should be finished in July now (back log at Horton). Still waiting on the info on Rig 7 (unit that was in the accident whether totaled or not). Once Rigs #7 and #8 are back in service, we will be looking at selling unit #11 by mid-summer.

Mr. Kingsboro shared information regarding mutual aid call from January 1, 2024 to March 31, 2024. The Board discussed the 138 Penn State Life Lion calls covered by MESA. It was agreed that conversations regarding this issue need to be started with Columbia Borough and Mount Joy Borough, where these covered calls occur.

Jason Sabol reported that Dave Jones has responded to the two cases brought before the Attorney General's office. One case has been dismissed, but the status of the second case is unknown.

In his absence, Jason Kirsch provided a written Public Relations Report. The report indicated that a bill reminder postcard, prepared and mailed by Municipal Marketing Services, will take two weeks for production and mailing. The report also provided statistics regarding access/use of the MESA website.

On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved the payment of bills totaling \$169,637.52, as presented on Bill List 2025-06GF and payment of bills totaling \$9,526.34, as presented on ARPA Bill List 2024-09.

The Board briefly discussed moving to holding one Board meeting per month beginning in May. The next regular meeting of the Board is scheduled to be held on Wednesday, April 24, 2024 beginning at 6:00 P.M.

A motion was made by Mr. Risser, and seconded by Mr. McCloud, to adjourn the meeting at 7:05 P.M. All members present voted in favor of the motion.

Respectfully submitted,

---

Jeffrey L. Butler (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 March 26, 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 February 27, 2024 meeting.
- b. Accept and ratify the Treasurer's Report for the period of January 1 through February 29, 2024, subject to audit.
- c. Approve payment of all bills via Bill List Bill List #4 and Bill List #5 in the amount of \$90,795.53; ratify payment of all payrolls for the period of February 2024, inclusive, in the amount of \$191,678.94, which represents two (2) pay periods.
- d. Raymond James Pension Account summary from January 31 to February 29, 2024

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

4. New Business:

Marc Hershey gave an overview of the findings from the recent audit conducted by the Auditor General Bureau of Municipal Pension. A motion was made by Debra Dupler, seconded by David W. Sweigart II to accept the audit report. All members present voted in favor of the motion.

Based on the recommendations of the audit, Resolution #2 and Resolution #3 were presented naming a Chief Administrative Officer for both the uniformed and non-uniformed pension plans. Debra Dupler made a motion, seconded by John Rudy, to approve Resolution #2. All members present voted in favor of the motion. Debra Dupler made a motion, seconded by David W. Sweigart II to approve Resolution #3. All members voted in favor of the motion.

Chief Mayberry presented the cost for fireworks for the 2024 National Night Out. Schaefer Fireworks will again be doing the fireworks presentation and this year the cost will be \$3500. Cocker's has again agreed to make a donation towards the cost. Dave Sweigart made a motion, seconded by John Rudy to move forward with fireworks for 2024 National Night Out. All members present voted in favor of the motion.

Chief Mayberry spoke about the Cones With A Cop program for 2024. The plan is to hold the event one evening during the months of June, July and August at Udder Bliss. Total cost last year was \$1306.50. A motion was made by Debra Dupler, seconded by John Rudy to approve the event. All members present voted in favor of the motion.

Officer Brad Redinger was present to talk about possibly purchasing two additional license plate readers through a promotion being offered by Motorola to purchase one, get one free. Officer Redinger spoke about the benefits of having license plate readers and the enforcement tools they provide. Purchasing the LPR with a one-year warranty would be \$16,050 and with a five-year warranty would be \$35,080. After a period of discussion, it was decided since this purchase was not included in the 2024 budget, this can be brought up again when preparing the 2025 budget.

5. Old Business:

Chief Mayberry advised that the transition to the Glock MOS pistols is complete and all officers have qualified and are using the optic ready duty pistols.

Chief reported that NWRPD finished fourth out of 12 departments in the Bleed Blue Challenge.

6. Advisements:

Officer Wade Gernert, Officer Abby Shaeffer, Officer Evan Bigler and Officer Harry Cleland participated in a one-day single officer response to Active Shooter Training. The training was hosted by Pennsylvania State Police SWAT and held at Millersville University.

Officer Carl Bergmark, Officer Danny Gordon and Officer Wade Gernert attended DUI Check Point Training.

Officer Wade Gernert attended Advanced Roadside Impaired Driving Enforcement (ARIDE) Training.

Officer Danny Gordon attended Glock Armorer Training.

NWRPD participated in the Light Up the Night Event at Penn State Health Children's Hospital and Penn State Health Milton Hershey Medical Center on March 12, 2024.

7. Correspondence:

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

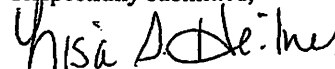
8. Other Business:

Chairman Kevin Baker stated he received a phone call from a citizen commending the officers that were working last weekend. Officers assisted a motorist that had lost a load of building materials in the area of Bellaire and Elizabethtown Roads.

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on April 23, 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 7:50 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**  
**APRIL 3, 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, Chuck Brewer and John O'Connell. Also present were: Del Becker, Authority Manager; Jason Bock, Operations Manager; Bernadette Hohenadel, Solicitor; Michael Krieger, Engineer; and Jill Gebhart, Admin Assistant. Not present: Keith Murphy and Rick Erb, Board Members; Michele Powl, Business Manager; Donna Bissinger, Admin Assistant. Members of the Public: None
2. **PUBLIC COMMENT:** EAWA staff is receiving many calls about the pipe survey.
3. **REPORTS:**
  - a. **Manager's Report:**
    - i. **DEP Comments on Surface Water Allocation Permit Renewal and Response:** DEP provided a technical review of EAWA's 2021 permit application for the same allocation of water. Becker illustrated the flow with a diagram of the Cornwall Quarry, Snitz Creek, Back Run, Conewago Creek, EAWA Reservoir, and Conoy Creek. DEP proposed limits may necessitate increased water pumping from quarry to yield more flow into Snitz Creek, and increased flow at Back Run and Conewago Creek prior to intake for the Reservoir. Currently normal flows are unknown with no measurement equipment in place. After the intake at the Reservoir, proposal would require 4 times the quantity of water than current quantity, to meet the bypass requirement and meet our need for supplemental water. DEP proposed changes would have significant effects for water studies, flow measuring equipment, upgraded pumping station, may impact our compliance with LCSWA agreement, and change existing NPDES permits for Conewago Creek and Cornwall Quarry discharges. EAWA letter of response was sent to DEP outlining the ramifications for each line item of DEP's proposal. Discussion ensued on what the new flow requirements were based on, the impact on overall processes and next steps warranted.
    - ii. **Draft Audit Documents:** Maher Duessel will present and discuss 2023 Audit at April 8, 2024 Board Meeting.
  - b. **Operations Manager's Report:** Jason Bock presented the Operations report noting PRWA conference training for technicians, supplying Masonic Village during their water system repairs, Well #5 pump replacement.
  - c. **Engineer's Report:** Michael Krieger stated the Chlorination System project is closing out. Poplar St design is mostly finished and still waiting on easement. Getting started with 3 new projects: High St, Well # 6 & 7 improvements and Treatment Plant upgrade.
4. **UNFINISHED BUSINESS:** None

**5. NEW BUSINESS:** None

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

O'Connell said the DEP permit proposal will likely impact ability to provide service to new Developments.

Sheidy commended Becker's letter of response to DEP.

McCloud said the Boro has received requests to waive fees for trash when home owner is away. Any requests for same with water? Becker responded no; that with current rate structure, it is more cost effective for home owner to be billed at base rate than for water turn off/on rate.

Brewer asked status on damage to the Reservoir wall due to downed trees. Becker said tree service is coming to take more trees down, and the plan is to incorporate those modifications into the treatment plant project.

**7. ADJOURN: 7:31 PM**

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

**Motion:** C Brewer

**Second:** J McCloud

**Approved**

**8. EXECUTIVE SESSION:** A brief executive session was held to discuss personnel matters. No action was taken; the Meeting was not reconvened.

Respectfully submitted,

D. Becker, PE, Authority Manager

***Approved at 5/13/2024 Meeting***

**EAWA BOARD MEETING MINUTES  
APRIL 8, 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: Keith Murphy, Jeff McCloud, Rich Sheidy, Chuck Brewer, Rick Erb and John O'Connell. Also present were: Del Becker, Authority Manager; Jeffrey Shank, Solicitor; Michele Powl, Business Manager and Donna Bissinger, Admin Assistant. Not present: Jason Bock, Operations Manager, Michael Kreiger, Engineer; and Jill Gebhart, Admin Assistant. Members of the Public: None

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

3. **PUBLIC COMMENT:** None

4. **APPROVAL OF PREVIOUS MINUTES:**

**Action:** "That the Board approves the WS Meeting Minutes of 03/06/2024 and Board Meeting Minutes of 03/11/2024, as presented."

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

5. **REPORTS:**

a. **Manager's Report:**

i. **2023 Audit:** Audit presentation by Jennifer CruverKibi, CPA, Partner, Maher Duessel.

**Action:** "That the Board accepts and approves the 2023 audit as presented."

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

ii. **Customer Billing Resolution:** Property located at 20 Wineberry Court.

**Action:** "That the Board authorizes the authority manager to reimburse expenses not to exceed \$13,400.00 incurred by a improperly programmed meter received from supplier."

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

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

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

**d. Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (03/25/24) distributed with package (\$55,208.28 for balance);
- ii. Paid Bill Detail (*Developer's Escrow*) (03/25/24) distributed with package (\$3,071.30 for balance);
- iii. Statement of *Operating* Revenues & Expenditures for period of MARCH YTD, distributed with package. Balance: \$938,077.79, Expenditures: \$152,987.06 & Income: \$52,593.07;
- iv. Statement of *Capital* Revenues & Expenditures for period of MARCH YTD, distributed with package. Balance: \$9,993,608.01, Expenditures: \$48,863.08 & Income: \$45,904.49.

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

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

**6. UNFINISHED BUSINESS: None**

**7. NEW BUSINESS:**

**a. Funding Application to Pennsylvania Infrastructure Investment Authority (PENNVEST) for Water Line Replacement:**

- i. **Resolution 2024-8:** Resolution to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST), substantially in the form presented at this meeting for the purpose of financing the rehabilitation of the drinking water system.

**Action:** "That the Board approves and adopts Resolution 2024-8"

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

- ii. **Resolution 2024-9:** Resolution to accept and approve the recommendations and schedules developed by Herbert, Rowland & Grubic, Inc. (HRG) in the March 2024 "CAPITAL IMPROVEMENT PLAN – WATER SYSTEM" ("Plan"). The Plan will be used in support of a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST)

**Action:** "That the Board approves and adopts Resolution 2024-9"

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

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

**Action:** "That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$48,483.06 (04/08/24) and Unpaid *Capital* Fund Bills Detail totaling \$126,235.23 (04/08/24)."

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

**9. BOARD MEMBER'S REMARKS:** O'Connell inquired if there is an update on the Conewago Creek and Cornwall Quarry flow requirements by DEP. Becker replied he is waiting on a response from them.

Murphy asked about the status of being reimbursed by PennDot for the line break on S Market St. Payment currently has not been received.

McCloud questioned where the additional 3 million will come from if not from PENNVEST for the Infrastructure Improvement Plan. Becker replied that could come from other financing or an additional application for funding.

Brewer asked if PENNVEST funds can be shifted if an emergency arises. Becker response was possibly but that action could jeopardize future or additional funding.

**10. EXECUTIVE SESSION:** None

**11. ADJOURN: 7:38 PM**

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

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

Respectfully submitted,

D. Becker, PE, Authority Manager

***Approved at 5/13/2024 Meeting***





## **Elizabethtown Regional Sewer Authority Minutes**

**March 12, 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 attended remotely. Also present were ERSA Manager, Nick Viscome; Engineer, Abraham King; Operations Manager; Steve Rettew and Solicitor; George Alspach.

**It was motioned by Snyder and seconded by Sollenberger to approve the minutes of the February 13, 2024 meeting. Motion carried.**

### **General Business**

1. **It was motioned by Sweigart and seconded by Snyder to approve the engineering proposal by Rettew Associates as the engineer of record for ERSA. Motion carried.**
2. **It was motioned by Snyder and seconded by Sollenberger to approve pay application no 6 for Blooming Glen contractors in the amount of \$90,032.29. Motion carried.**
3. **It was motioned by Snyder and seconded by Sollenberger to approve pay application no 3 for Garden Spot Mechanical in the amount of \$17,280. Motion carried.**
4. **It was motioned by Sweigart and seconded by Snyder to approve a proposal from Rettew Associates for design and bidding the Turnpike no. 2 pump station expansion project in the amount of \$79,800. Motion carried.**
5. The Board discussed a proposal from Becker Engineering as the recommended alternate engineering firm in the even that Rettew has a conflict or is unable to preform engineering duties for ERSA. Viscome will write an engagement letter to Becker.
6. A lengthy discussion was held on the Miller Road pump station project. Viscome described a meeting between ERSA staff, John O'Connell, Rettew staff, George Alspach and Jeff Shank. This meeting brought Shank up to speed on the project and its complications and to get this project back on track. Viscome told the Board that a meeting will be held on March 19, 2024 with Rettew and CDM Smith to get this project completed. O'Connell asked for a written game plan on possible solutions, timeline etc. for the April Board meeting.

### **Engineer Report**

King provided a report for February:

1. General Engineering Transitions -
  - Rettew met with ERSA staff on 2/19/2024 for a reorganization meeting to discuss administration items, status of active Authority projects, status of active developer projects and which projects are a priority to proceed with.

- Rettew met with ERSA staff and CDM Smith on 2/26/24 to discuss transition of services.
  - Migration of data from CDM Smith to Rettew is currently pending.
  - Rettew completed minor revisions to the Authority specifications based on vender feedback around the Gorman Rupp ARVP submersible pump package.
2. Capital Improvement Plan – Rettew met with ERSA staff on 2/21/24 to complete an evaluation of existing facilities. Observations from this walk through along with discussion from Authority staff are being incorporated into a revised Capital Improvement Plan.
  3. Inflow and Infiltration Investigation – Rettew is reviewing the proposal prepared by CSL Services, Inc and developing a project approach to the I/I investigations. This project will focus on the priority drainage basins, including Miller Road, Hershey Road, Bossler Rd, Turnpike No. 2 and Radio Road Interceptor.
  4. Miller Road Pumping Station Support – ERSA requested that Rettew serve as Owners Representative for this project as we continue through construction (CDM Smith still serves as the project manager and management of construction services).  
On 2/20/24 ERSA directed CDM Smith to proceed with the wet well repair alternative (core a new influent pipe). On 3/2/24 CDM Smith provided draft response to contractor on the alternative and Rettew provided minor comments on 3/4/24.
  5. Schwanger Road Force Main Investigation - 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 measurement 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. Field investigations were conducted on 02/21/2024 by S A WAY. Out of the four locations initially recommended for further investigation, one was confirmed to have sufficient separation, while another was verified to maintain adequate separations based on a previous repair completed by EAWA. However, utilities could not be located at two of the locations. CDM Smith will compile these efforts and findings into a memorandum.
  6. Alternate Engineer for plan reviews Rettew identified several ongoing Land Development projects within our proposal where Rettew provides engineering services to developers. These projects include:
    - Masonic Village
    - Mr. Leon Rutt
    - Raffensperger Project
    - Westbrook Project.
    - Catalyst (excluding Campus Road subdivision)

Rettew has recommended that the Authority appoint an alternate engineer to review land development plans where a conflict of interest is present. ERSA requested the RETTEW provide recommendations for alternate engineers and has obtained a proposal from Becker Engineering to serve as the alternate engineer for the Authority.

7. Schwanger Road Pump Station Evaluation - Rettew met with ERSA staff on 12/20/2023 to complete an evaluation of the station and determine the cause of recent pump and air release valve failures. Rettew is currently assessing the station's hydraulic system to ascertain if hydraulic surge conditions pose a risk and will provide recommendations to the Authority to preempt future pump problems and air release valve failures.
8. Turnpike Road No. 2 Pump Station Expansion – CDM Smith and ERSA staff met with the Bishop Woods developers on 5/3/22 to discuss the conceptual plan to expand the capacity at the Turnpike Road No. 2 Pumping Station, as well as the cost-sharing implications. The developers were amenable to the concept, and CDM Smith has begun the progress with the design, CDM Smith assisted ERSA with an application for H2O funding through the PA DCED as well as the preparation of responses to comments related to the review of the application. Design of improvements to the pumping station are paused until a determination is made on H2O funding. COVID-19 ARPA H2O PA & Small Water Sewer Project grant funding was announced in December 2023; however, this project was not selected for funding. Rettew has prepared a proposal to complete the design of this pump station expansion.
9. Bear Creek Estates – Rettew continued to review construction submittals for the Bear Creek Estates project.
10. Campus Road Subdivision – Representative from Catalyst contacted the Authority on 2/27/24 requesting approval for temporary pump & hauling from the proposed pump stations while the station is under construction (expecting properties to be occupied spring 2025). Rettew provided comments back that this would require both Township and DEP authorization and would be unlikely to be approved. Once construction of the pump station commences this spring, we can have a better understanding of what if any lead time issues the project is having and develop a solution to move forward.
11. Greiner Industries – CDM Smith received an email from a representative of Greiner Industries on 1/31/24 requested to renew their wastewater discharge permit. CDM Smith has arranged for a site inspection and wastewater grab samples from the facility. Rettew contacted Greiner Industries on 2/27/24 and advised that typically Industrial Discharge permits are renewed within 180 days of the existing permit expiring and that a site inspection could be scheduled later this year.

## **Treasurer Report**

Shaffer presented his report for February. He began by talking about the Audit which occurred in February. The Audit will be delivered by Sean Carl and Phil Rudy at the April meeting. Shaffer also presented an analysis of ERSA pump station costs from 2018 to 2023. Shaffer needs to further investigate some of the pump station repair costs between Bossler #1 and Bossler #2 as well as Turnpike #1 and Turnpike #2.

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

**Bills payable**

**It was motioned by Sollenberger and seconded by Snyder to approve the bills in the amount of \$128,257.47. Motion carried.**

**The meeting adjourned at 8:30 PM.**

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

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	16	4	3	0	23
Conoy Township	12	0	4	0	16
Dauphin County - Conewago Township	1	0	3	0	4
Dauphin County - Londonderry Township	2	0	0	0	2
Dauphin County - Other	0	0	2	0	2
East Donegal Township	21	8	17	4	50
East Hempfield Township	0	1	0	0	1
Elizabethtown Borough	55	11	58	22	146
Lebanon County	2	0	0	0	2
Manor Township	3	0	2	0	5
Marietta Borough	13	5	10	1	29
Mount Joy Borough	14	2	3	0	19
Mount Joy Township	62	17	24	12	115
Rapho Township	6	0	2	0	8
West Donegal Township	68	15	42	1	126
West Hempfield Township	5	1	3	0	9
York County	7	0	2	0	9
<b>Total Dispatches</b>	<b>287</b>	<b>64</b>	<b>175</b>	<b>40</b>	<b>566</b>

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



**Municipal Emergency Services Authority (MESA )**  
**Agency Incident Breakout**  
**April 2024**

**Incident Type**

Medical	479
Public Service	10
Cardiac Arrest (class 1)	8
Vehicle Accident	26
Fire call	4
Gas leak	0
EMS activity	6
Routine Transport	33

**Mututal Aid**                      **Covered**                      **Assisted**

Dauphin Medic 4	1	0
Dauphin Medic 7-3 (SCEMS)	3	0
Lancaster EMS (06)	0	1
Lebanon County	0	0
Penn State Life Lion EMS (77)	46	3

**Receiving Facility**

Penn Medicine Lancaster General	195
Penn State - Hershey	105
Penn State - Lancaster	103
Reading Hospital - Tower Health	0
UPMC - Community Osteopathic	0
UPMC - Lititz	4
UPMC - Harrisburg	2
UPMC - York Memorial	0
Wellspan Ephrata Community Hospital	0
Wellspan Good Samaritan Hospital	0
Wellspan York	3
Other	1

**Disposition**

Cancelled	23
DOA	5
No patient found	18
Non-Treat/Transport	44
Recalled	18
Standby (fire)	6
Transported	413
Treat/no transport	0
Other	39

**Municipal Emergency Services Authority (MESA)**  
**Agency Incident Report**  
**Call Totals by Class**  
**January 1 – April 30, 2024**

<b>Municipality</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Other</b>	<b>Total</b>
Columbia Borough	78	10	16	0	104
Conoy Township	40	9	29	0	78
Dauphin County - Conewago Township	8	3	10	0	21
Dauphin County - Londonderry Township	7	2	2	0	11
Dauphin County - Other	4	0	3	1	8
East Donegal Township	109	27	63	15	214
East Hempfield Township	1	1	0	0	2
Elizabethtown Borough	230	50	197	79	556
Lebanon County	6	0	0	0	6
Manor Township	7	1	3	0	11
Marietta Borough	47	14	36	1	98
Mount Joy Borough	68	8	15	0	91
Mount Joy Township	202	47	121	25	395
Rapho Township	26	4	7	0	37
West Donegal Township	251	44	149	3	447
West Hempfield Township	16	4	6	0	26
York County	16	2	5	0	23
<b>Total Dispatches</b>	<b>1,116</b>	<b>226</b>	<b>662</b>	<b>124</b>	<b>2,128</b>

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

**Municipal Emergency Services Authority (MESA )**  
**Agency Incident Breakout**  
**January 1 – April 30, 2024**

**Incident Type**

Medical	1,859
Public Service	30
Cardiac Arrest (class 1)	28
Vehicle Accident	71
Fire call	18
Gas leak	0
EMS activity	23
Routine Transport	99

<b><u>Mututal Aid</u></b>	<b><u>Covered</u></b>	<b><u>Assisted</u></b>
---------------------------	-----------------------	------------------------

Dauphin Medic 4	1	0
Dauphin Medic 7-3 (SCEMS)	13	0
Lancaster EMS (06)	4	1
Lebanon County	1	0
Penn State Life Lion EMS (77)	184	22

**Receiving Facility**

**Disposition**

Penn Medicine Lancaster General	747	Cancelled	110
Penn State - Hershey	402	DOA	13
Penn State - Lancaster	395	No patient found	66
Reading Hospital - Tower Health	0	Non-Treat/Transport	141
UPMC - Osteo (Harrisburg)	4	Recalled	73
UPMC - Lititz	15	Standby (fire)	20
UPMC - Harrisburg	7	Transported	1,580
UPMC - York Memorial	3	Treat/no transport	1
Wellspan Ephrata Community Hospital	0	Other	124
Wellspan Good Samaritan Hospital	1		
Wellspan York	3		
Other	3		



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES  
BOARD MEETING MINUTES  
MOUNT JOY TOWNSHIP OFFICES  
MARCH 19, 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  
Phil Dunn, West Donegal Township  
Alan Kaylor, East Donegal Township  
Linda Good, East Donegal Township

**BOARD MEMBERS ABSENT:** Lindsay Norris, West Donegal Township  
David Grey, Elizabethtown Borough  
Jay Hynicker, Elizabethtown Borough  
Scott Kingsboro, East Donegal Township

**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 7:15 pm.

**2. PUBLIC COMMENT**

Gerald Cole thanked the GEARS Board for recognizing his service to GEARS with a tree planted at the GEARS Community Center.

**3. Board Minutes**

Mr. Kaylor moved to approve the February 20, 2024 Board Minutes. Ms. Good was second. Motion unanimously carried. The February 20, 2024 Board Minutes approved as submitted.



#### 4. FINANCIAL REPORT

Mr. Wendel shared the February Financial Report. Current balances in our Truist and Ephrata National Bank accounts total \$1,220,519 as of March 14, 2024.

**Mr. Garman moved to approve the February 2024 Financial Reports. Ms. Good was second. Motion unanimously carried. The February 2024 Financial Reports approved as submitted.**

#### 5. COMMITTEE REPORTS

- **Executive Committee:** No report
- **Finance Committee:** No Report
- **Personnel Committee:** No report
- **Program Committee:** No report
- **Facilities Committee:** Mr. Garman reviewed the March 12, 2024 Facilities Committee Meeting Minutes. The meeting included representatives from the Elizabethtown Bears Club (EBC). There were no outstanding issues addressed, however, EBC has an interest in installing cameras at the concession stand and asked GEARS to price since we already have a camera system set up. Capital related items were addressed including the replacement of the roofing system and HVAC units as part of our long-term capital planning.

The Facilities Committee approved using GEARS Funds for the second floor renovation project. In order to submit our DCNR grant application, another \$600,000 must be secured for the project. GEARS already committed \$300,000.

Mr. Kroesen sought a motion to include these funds into the grant application for the project.

**Ms. Duncan motioned to approve GEARS contribution for the second floor renovation project in the amount of \$900,000 from the GEARS Reinvestment Fund. Ms. Good was second. Motion unanimously carried.**

Mr. Kroesen would like to invite Lobar Associates to attend our next board meeting to discuss the preparation of construction/engineering documents for the project and to ask questions regarding the process.

Mr. Kaylor requested that we seek references from Lobar on other projects they have completed.





Mr. Dunn asked about the timeline of the DCNR grant application.

Mr. Wendel reported that the application is due on April 3, 2024 by 4 pm.

Mr. Oberholtzer asked about funds for asbestos or lead abatement.

Mr. Wendel indicated that there is an allowance of \$20,000 in the budget for abatement.

- **Sponsorship Committee:** No report

## 6. EXECUTIVE DIRECTOR REPORT

- **2023 Annual Report:** Mr. Wendel provided the board with copies of the 2023 GEARS Annual Report. The report will be distributed to our municipal partners.
- **Recreation:** Mr. Wendel highlighted a few programs including our swim classes and water aerobics that attracted 234 participants combined along with our basketball clinics (30 participants) and Mother/Son Bowling that attracted 83 participants. Upcoming events include our annual Eggstravaganza and Spring Golf Tournament. The board was encouraged to volunteer for these events.
- **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. Our enrollment figures remain unchanged from last month. Staff is preparing contracts for summer camp and the 2024-2025 school year for B/A, preschool and kindergarten. Pictures were shared of students delivering and presenting food items to the Community Cupboard.
- **Senior Center:** Mr. Wendel reported that there were 20 service days in February with 163 different seniors served including 4 new seniors. The average daily attendance was 52 and the average lunch attendance was 27. The Center without Walls initiative which includes programming at the Mt. Joy Senior Apartments, Whistle Stop View Apartments and Market House Senior Apartments attracted 28 participants. The March meal and activities schedules were shared with the board.

## 7. BOARD COMMENTS: None communicated.

## 8. EXECUTIVE SESSION

Chairman Kroesen announced that an Executive Session was held to discuss Mr. Wendel's performance review. Mr. Kroesen expressed that he thought Mr. Wendel has done a good job and is responsible for our current financial success.



Mr. Dunn agreed and stated that he returned to the GEARs Board because of David's work and leadership.

Ms. Duncan stated that from a financial aspect Mr. Wendel has performed exemplary. She indicated that Mr. Wendel will provide a monthly Executive Director report as part of the board packet that will include personnel items and other information that is not often addressed at our board meeting.

**Ms. Duncan motioned to approve a 5% wage increase and a \$3000 bonus for Mr. Wendel. Mr. Garman was second. Motion unanimously carried.**

**9. NEXT MEETING:**

The GEARs Board will meet on Tuesday, April 16 at 7 pm at the West Donegal Township Offices.

**10. ADJOURNMENT**

Chairman Kroesen adjourned the meeting at 7:52 pm.

Respectfully submitted,

*David A. Wendel*

Executive Director

**Greater Elizabethtown Area Recreation & Community Services**  
**Balance Sheet**  
**March 31, 2024**

**ASSETS**

**Current Assets**

Ckg - Truist 1390001223077	\$ 165,100.99
Money Market - ENB ...5216	725,728.38
Ckg - ENB #1397986	361,290.17
Clearing - ACH & Credit Cards	20,787.80
MMB - ENB #1397995	40,758.85
Petty Cash	575.00
CRC - ENB #1398007	24,656.48
Grant - ENB #5098077	28,503.22
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	49,450.26
GEARS Reinvestment-ENB#7170	44,645.88
Clearing	0.00
Prepaid Expenses	0.00
Accounts Receivable	(42,503.69)

**Total Current Assets**

**1,463,377.80**

**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**

**\$ 1,685,641.35**



**Greater Elizabethtown Area Recreation & Community Services**  
**Balance Sheet**  
**March 31, 2024**

**LIABILITIES AND CAPITAL**

**Liabilities**

Deferred Revenue	\$ 4,439.98
Accounts Payable	(4,298.77)
Civic Plus - Gift Cards	400.00
Civic Plus - Refunds	0.00
Civic Plus - User Credit	(228.01)
	<hr/>

**Total Liabilities** **313.20**

**Capital**

Capital Reserve	21,871.66
Grant - STARS	8,739.97
DCNR Grant	0.00
United Way Scholarships	0.00
GEARS Reinvestment Fund-Disb	(5,930.12)
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	167,255.56
	<hr/>

**Total Capital** **1,685,328.15**

**Total Liabilities & Capital** **\$ 1,685,641.35**

**Greater Elizabethtown Area Recreation & Community Services**  
***Income Statement - Summary***  
**For the Three Months Ending March 31, 2024**

	<b>Budget</b>	<b>Month</b>	<b>Year to Date</b>	<b>Variance</b>
<b>Revenues</b>				
Administration	392,570.00	12,730.34	116,946.96	(275,623.04)
Recreation	423,500.00	25,909.37	138,419.10	(285,080.90)
Child Care	1,015,500.00	83,292.44	252,093.07	(763,406.93)
Senior Center	121,910.00	18,518.06	29,110.23	(92,799.77)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	48,350.00	0.00	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
<b>Total Revenues</b>	<b>2,039,080.00</b>	<b>140,450.21</b>	<b>607,396.06</b>	<b>(1,431,683.94)</b>
<b>Expenses</b>				
Administration	394,700.00	32,886.38	93,008.19	301,691.81
Recreation	433,610.00	49,331.98	100,047.75	333,562.25
Child Care	923,140.00	64,706.28	198,351.87	724,788.13
Senior Center	157,430.00	10,528.76	28,481.67	128,948.33
Services	0.00	0.00	0.00	0.00
Poplar Street Park	46,950.00	5,659.18	8,662.99	38,287.01
Community Center	83,250.00	5,452.36	11,588.03	71,661.97
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>2,039,080.00</b>	<b>168,564.94</b>	<b>440,140.50</b>	<b>1,598,939.50</b>
<b>Net Income</b>	<b>0.00</b>	<b>(28,114.73)</b>	<b>167,255.56</b>	<b>(167,255.56)</b>

***Income Summary - By Department***

Administration	(2,130.00)	(20,156.04)	23,938.77	(26,068.77)
Recreation	(10,110.00)	(23,422.61)	38,371.35	(48,481.35)
Child Care	92,360.00	18,586.16	53,741.20	38,618.80
Senior Center	(35,520.00)	7,989.30	628.56	(36,148.56)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	1,400.00	(5,659.18)	24,913.71	(23,513.71)
Community Center	(46,000.00)	(5,452.36)	25,661.97	(71,661.97)
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
<b>Total Net</b>	<b>0.00</b>	<b>(28,114.73)</b>	<b>167,255.56</b>	<b>(167,255.56)</b>

# Greater Elizabethtown Area Recreation & Community Services

## Income Statement

For the Three Months Ending March 31, 2024

		Budget	Month	Year to Date	Variance
<b>Revenues</b>					
<b>Administration</b>					
4000-00	Contribution/Munici	345,070.00	0.00	86,267.46	(258,802.54)
4003-00	Donations	10,000.00	10,000.00	19,413.09	9,413.09
4005-00	Brochure Advertisin	7,500.00	0.00	3,310.00	(4,190.00)
4008-00	Interest Income	30,000.00	2,730.34	7,956.41	(22,043.59)
	<b>Total Administratio</b>	<b>392,570.00</b>	<b>12,730.34</b>	<b>116,946.96</b>	<b>(275,623.04)</b>
<b>Recreation</b>					
4010-01	Registration Fees/Stu	105,000.00	5,255.00	36,750.25	(68,249.75)
4011-01	Registration Fees/Ad	96,000.00	7,296.00	42,716.57	(53,283.43)
4012-01	Summer Playground/	55,000.00	4,140.00	10,415.00	(44,585.00)
4014-01	Special Events	28,000.00	956.17	8,509.49	(19,490.51)
4015-01	Donations/Grants	100,000.00	4,705.00	18,760.64	(81,239.36)
4016-01	Bus Trips/Adult	25,000.00	2,830.00	14,657.00	(10,343.00)
4018-01	Credit Card transacti	14,500.00	727.20	6,610.15	(7,889.85)
	<b>Total Recreation</b>	<b>423,500.00</b>	<b>25,909.37</b>	<b>138,419.10</b>	<b>(285,080.90)</b>
<b>Child Care</b>					
4030-02	Summer Fees	200,000.00	0.00	0.00	(200,000.00)
4031-02	Before/After School	430,500.00	42,383.70	135,683.77	(294,816.23)
4035-02	Preschool Fees	150,000.00	15,062.59	44,943.50	(105,056.50)
4036-02	Kindergarten Fees	200,000.00	18,173.42	58,921.78	(141,078.22)
4034-02	Fundraising	3,000.00	0.00	2,181.00	(819.00)
4037-02	School Surcharge	14,000.00	1,147.73	3,838.02	(10,161.98)
4039-02	Activity Fee	18,000.00	6,525.00	6,525.00	(11,475.00)
	<b>Total Child Care</b>	<b>1,015,500.00</b>	<b>83,292.44</b>	<b>252,093.07</b>	<b>(763,406.93)</b>
<b>Senior Center</b>					
4050-03	Daily Senior Donatio	12,000.00	766.86	1,870.07	(10,129.93)
4051-03	Office of Aging	96,910.00	16,030.20	24,105.95	(72,804.05)
4052-03	Fundraising	11,000.00	696.00	1,357.00	(9,643.00)
4053-03	Donations	2,000.00	1,025.00	1,777.21	(222.79)
	<b>Total Senior Center</b>	<b>121,910.00</b>	<b>18,518.06</b>	<b>29,110.23</b>	<b>(92,799.77)</b>
<b>Services</b>					
	<b>Total Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

For the Three Months Ending March 31, 2024

	Budget	Month	Year to Date	Variance
<b>Poplar Street Park</b>				
4080-06 Poplar St Park Fees	5,400.00	0.00	0.00	(5,400.00)
4081-06 Utilities Costs Reim	10,000.00	0.00	626.70	(9,373.30)
4083-06 Municipal Contributi	32,950.00	0.00	32,950.00	0.00
<b>Total Poplar Street</b>	<b>48,350.00</b>	<b>0.00</b>	<b>33,576.70</b>	<b>(14,773.30)</b>
<b>Community Center</b>				
4090-07 Municipal Contributi	37,250.00	0.00	37,250.00	0.00
<b>Total Poplar Street</b>	<b>37,250.00</b>	<b>0.00</b>	<b>37,250.00</b>	<b>0.00</b>
<b>Fundraisers</b>				
<b>Total Fundraisers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>2,039,080.00</b>	<b>140,450.21</b>	<b>607,396.06</b>	<b>(1,431,683.94)</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

**For the Three Months Ending March 31, 2024**

		Budget	Month	Year to Date	Variance
<b>Expenses</b>					
<b>Administration</b>					
6000-00	Administration	168,200.00	16,669.31	41,889.39	126,310.61
6001-00	Fulltime Front Desk/	37,000.00	2,889.54	8,634.24	28,365.76
6002-00	Part-Time Facility St	21,600.00	1,544.72	4,033.02	17,566.98
6003-00	Accounting Compen	25,500.00	1,950.50	6,612.75	18,887.25
6005-00	Benefits	32,300.00	2,652.17	8,096.47	24,203.53
6006-00	Payroll Taxes/Admin	20,600.00	1,674.50	4,655.59	15,944.41
6007-00	Insurance	51,500.00	12,639.00	38,562.00	12,938.00
6008-00	Professional Services	10,000.00	525.00	1,050.00	8,950.00
6009-00	Staff Development	11,000.00	1,396.56	2,152.90	8,847.10
6011-00	Transportation	6,000.00	403.29	928.61	5,071.39
6012-00	Postage	9,500.00	0.00	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	492.71	1,480.48	6,019.52
6016-00	Maintenance Service	9,000.00	894.66	2,390.87	6,609.13
6017-00	Computer Services/S	9,000.00	789.38	2,240.00	6,760.00
6018-00	Dues & Subscription	3,000.00	268.49	2,152.99	847.01
6019-00	Credit Card Transact	1,000.00	41.28	438.12	561.88
6021-00	Legal Fees	3,000.00	400.00	1,145.00	1,855.00
6022-00	Advertising/Marketi	3,500.00	0.00	139.00	3,361.00
6023-00	Telephone	10,000.00	776.08	1,682.16	8,317.84
6024-00	Office Equipment Le	10,500.00	874.60	2,623.80	7,876.20
6025-00	Office Equip Repairs	9,500.00	0.00	970.04	8,529.96
6026-00	Licenses & Fees	2,000.00	188.25	424.50	1,575.50
6090-00	Contribution from D	(80,000.00)	(14,183.66)	(45,215.89)	(34,784.11)
	<b>Total Administratio</b>	<b>394,700.00</b>	<b>32,886.38</b>	<b>93,008.19</b>	<b>301,691.81</b>
<b>Recreation</b>					
6100-01	Program Coordinator	121,360.00	23,016.65	41,575.76	79,784.24
6101-01	Benefits	10,000.00	261.78	960.19	9,039.81
6102-01	Payroll Taxes/Recrea	20,000.00	2,561.53	4,630.05	15,369.95
6103-01	Playground/Camp Le	55,000.00	0.00	219.88	54,780.12
6104-01	Adult Programs	35,000.00	7,204.98	8,331.48	26,668.52
6105-01	Youth Programs	60,000.00	2,797.44	7,315.80	52,684.20
6112-01	Adult & Youth: Facil	33,450.00	4,295.00	6,750.00	26,700.00
6113-01	Bus Trips/Adult	20,000.00	1,158.30	1,158.30	18,841.70
6114-01	Special Events/Adult	28,000.00	1,990.60	3,869.33	24,130.67
6116-01	Contribution to Adm	30,000.00	5,344.57	17,037.88	12,962.12
6117-01	CivicRec Annual Fee	6,300.00	0.00	6,300.01	(0.01)
6118-01	Credit Card Transact	14,500.00	701.13	1,899.07	12,600.93
	<b>Total Recreation</b>	<b>433,610.00</b>	<b>49,331.98</b>	<b>100,047.75</b>	<b>333,562.25</b>

# Greater Elizabethtown Area Recreation & Community Services

## Income Statement

For the Three Months Ending March 31, 2024

		Budget	Month	Year to Date	Variance
<b>Child Care</b>					
6120-02	Kindergarten Person	80,000.00	6,004.88	21,551.33	58,448.67
6121-02	Kindergarten Supplie	4,000.00	22.28	189.12	3,810.88
6122-02	Kindergarten Food S	4,000.00	412.31	1,159.58	2,840.42
6124-02	Kindergarten Transp	31,000.00	3,144.60	6,289.20	24,710.80
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	24,872.01	84,867.99
6132-02	Summer Personnel	120,000.00	0.00	0.00	120,000.00
6133-02	Before/After Personn	250,000.00	20,368.63	63,095.77	186,904.23
6134-02	Benefits	72,000.00	3,820.73	11,856.27	60,143.73
6135-02	Payroll Taxes/Child	63,000.00	3,750.45	12,039.27	50,960.73
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	22.29	275.29	3,724.71
6139-02	Before/After Food S	6,000.00	622.36	1,548.55	4,451.45
6140-02	Summer/BA Field Tr	16,000.00	(380.00)	(380.00)	16,380.00
6141-02	Education	2,700.00	900.00	900.00	1,800.00
6142-02	Fundraising	3,000.00	120.97	1,226.97	1,773.03
6145-02	School Surcharge	14,000.00	0.00	0.00	14,000.00
6146-02	Preschool Personnel	75,000.00	7,488.87	23,369.72	51,630.28
6147-02	Preschool Supplies	4,000.00	854.78	1,021.61	2,978.39
6148-02	Preschool Food Supp	2,500.00	412.32	1,159.17	1,340.83
6149-02	Contribution to Adm	50,000.00	8,839.09	28,178.01	21,821.99
	<b>Total Child Care</b>	<b>923,140.00</b>	<b>64,706.28</b>	<b>198,351.87</b>	<b>724,788.13</b>
<b>Senior Center</b>					
6150-03	Director Compensat	76,500.00	5,921.54	17,044.62	59,455.38
6151-03	Part-Time Personnel	26,460.00	1,711.46	4,963.01	21,496.99
6152-03	Benefits	13,200.00	1,099.28	2,060.25	11,139.75
6153-03	Payroll Taxes/Senior	10,270.00	694.70	2,014.06	8,255.94
6154-03	Program Supplies	16,000.00	1,008.49	2,211.23	13,788.77
6155-03	Entertainment	8,000.00	70.00	70.00	7,930.00
6156-03	Fundraising Supplies	6,000.00	23.29	118.50	5,881.50
6157-03	Bus Trips	1,000.00	0.00	0.00	1,000.00
	<b>Total Senior Center</b>	<b>157,430.00</b>	<b>10,528.76</b>	<b>28,481.67</b>	<b>128,948.33</b>
<b>Services</b>					
	<b>Total Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

**For the Three Months Ending March 31, 2024**

		Budget	Month	Year to Date	Variance
<b>Poplar Street Park</b>					
6180-06	Utilities	12,000.00	259.18	398.26	11,601.74
6181-06	Maintenance	0.00	5,400.00	7,794.16	(7,794.16)
6182-06	Improvements	34,950.00	0.00	470.57	34,479.43
	<b>Total Poplar Street</b>	<b>46,950.00</b>	<b>5,659.18</b>	<b>8,662.99</b>	<b>38,287.01</b>
<b>Community Center</b>					
6210-07	Comm Center - Utilit	44,000.00	2,622.39	6,185.20	37,814.80
6211-07	Comm Center - Main	0.00	2,829.97	5,402.83	(5,402.83)
6212-07	Comm Center - Impr	39,250.00	0.00	0.00	39,250.00
	<b>Total Community C</b>	<b>83,250.00</b>	<b>5,452.36</b>	<b>11,588.03</b>	<b>71,661.97</b>
<b>Fundraisers</b>					
	<b>Total Fundraisers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Improvements</b>					
	<b>Total Capital Impr</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Expenses</b>	<b>2,039,080.00</b>	<b>168,564.94</b>	<b>440,140.50</b>	<b>1,598,939.50</b>
	<b>Net Income</b>	<b>0.00</b>	<b>(28,114.73)</b>	<b>167,255.56</b>	<b>(167,255.56)</b>



District	Alarm Date	Addresses Combined More	Incident Type
<b>Conewago Township</b>			
	4/12/2024 4:45:22 PM	1688 HERSHEY RD	Gas leak (natural gas or LPG)
	4/29/2024 9:03:09 PM	1146 VISTA LN	Authorized controlled burning
<b>Conoy Township</b>			
	4/21/2024 1:46:24 PM	111 COLLINS RD	Water & ice-related rescue, other
	4/26/2024 3:34:35 PM	SUSQUEHANNA RIV	Watercraft rescue
<b>East Donegal Township</b>			
	4/25/2024 3:18:12 PM	320 AMANDA CT	Dispatched & canceled en route
<b>East Hempfield Township</b>			
	4/27/2024 6:44:46 AM	191 BROAD ST	Dispatched & canceled en route
<b>Elizabethtown Borough</b>			
	4/5/2024 2:35:25 PM	600 E HIGH ST	False alarm or false call, other
	4/5/2024 4:46:31 PM	330 E COLLEGE AVE	Medical assist, assist EMS crew
	4/7/2024 8:54:35 PM	563 E HUMMELSTOWN ST	Smoke scare, odor of smoke
	4/9/2024 11:49:57 AM	N HANOVER ST	Rescue or EMS standby
	4/9/2024 2:59:12 PM	924 HEDGEWYCK LN	Gas leak (natural gas or LPG)
	4/10/2024 10:59:16 PM	W HIGH ST	Dispatched & canceled en route
	4/11/2024 1:00:00 PM	41 S POPLAR ST	Alarm system activation, no fire - unintentional
	4/12/2024 10:08:35 AM	33 E PARK ST	Building fire
	4/12/2024 5:53:04 PM	506 E HIGH ST	Uncon. AED
	4/13/2024 1:03:06 PM	65 MAYTOWN AVE	Gas leak (natural gas or LPG)
	4/14/2024 11:23:24 AM	103 N MARKET ST	Building fire
	4/14/2024 8:18:54 PM	1 N MARKET ST	Motor vehicle accident with injuries



	4/15/2024 2:59:03 AM	N MAPLE ST	Public service assistance, other
	4/15/2024 7:44:17 PM	2 S MARKET ST	Electrical wiring/equipment problem, other
	4/21/2024 11:36:49 PM	155 E PARK ST	Dispatched & canceled en route
	4/22/2024 6:53:58 PM	155 S POPLAR ST	Central station, malicious false alarm
	4/23/2024 6:41:13 PM	53 E WASHINGTON ST	Cooking fire, confined to container
	4/24/2024 3:49:37 AM	13 E HIGH ST	Flood assessment
	4/27/2024 2:22:59 PM	451 W HIGH ST	Trash or rubbish fire, contained
	4/27/2024 6:42:54 PM	460 N LIME ST	Alarm system activation, no fire - unintentional
	4/27/2024 10:49:01 PM	105 E WASHINGTON ST	Alarm system activation, no fire - unintentional
	4/28/2024 5:36:37 PM	E High street - N Mount joy St & E High - n Mount joy	Fire Police
	4/30/2024 11:15:38 AM	600 E HIGH ST	Arcing, shorted electrical equipment
<b>Londonderry Township</b>			
	4/2/2024 1:38:07 PM	160 JOAN ST	Dispatched & canceled en route
	4/18/2024 9:03:03 AM	1227 COLEBROOK RD	Building fire
<b>Middletown Borough</b>			
	4/4/2024 11:18:43 AM	372 PLANE ST	Medical assist, assist EMS crew
	4/4/2024 8:02:31 PM	1055 PLANE ST	Building fire
	4/11/2024 6:21:47 AM	621 ROSS ST	Dispatched & canceled en route
	4/11/2024 6:54:19 AM	10 ADELIA ST	Cover assignment, standby, moveup
	4/21/2024 6:32:24 PM	509 MABLE RD	Dispatched & canceled en route
<b>Mount Joy Township</b>			
	4/1/2024 7:56:17 AM	169 ROUTE 283 E	Failed to Respond - Fire Police
	4/10/2024 10:47:17 AM	9200 ELIZABETHTOWN RD	Dispatched & canceled en route
	4/13/2024 5:45:31 AM	MOUNT GRETN RD	Public service assistance, other
	4/14/2024 8:42:48 PM	KOSER RD	Power line down
	4/15/2024 7:15:44 AM	726 HERSHEY RD	Extrication of victim(s) from vehicle
	4/16/2024 2:54:40 AM	411 HERSHEY RD	Smoke or odor removal



	4/16/2024 3:31:05 AM	411 HERSHEY RD	Chiefs Investigation
	4/17/2024 8:40:35 AM	1453 N MARKET ST	Dispatched & canceled en route
	4/17/2024 10:19:41 AM	127 ROUTE 283 W	Dispatched & canceled en route
	4/17/2024 7:55:43 PM	474 ROCKWOOD DR	Dumpster or other outside trash receptacle fire
	4/18/2024 9:52:57 AM	434 CONOY AVE	Medical assist, assist EMS crew
	4/20/2024 2:40:09 PM	507 CAMPUS RD	Brush or brush-and-grass mixture fire
	4/22/2024 10:48:39 AM	185 RIDGEVIEW RD S	Service Call, other
	4/23/2024 2:01:57 PM	349 RADIO RD	Assist police or other governmental agency
	4/24/2024 8:42:03 PM	1990 W MAIN ST	Motor vehicle accident with injuries
	4/25/2024 9:34:47 PM	ELIZABETHTOWN RD	Good intent call, other
	4/26/2024 12:54:36 PM	554 RIDGEVIEW RD N	Authorized controlled burning
<b>Rapho Township</b>			
	4/24/2024 11:44:44 AM	1446 MASTERTSONVILLE RD	Dispatched & canceled en route
<b>South Londonderry Township</b>			
	4/17/2024 10:41:38 PM	540 PALM CITY PARK	Building fire
	4/24/2024 11:46:42 AM	2602 PENNSYLVANIA TPKE E	Dispatched & canceled en route
<b>West Donegal Township</b>			
	4/11/2024 5:28:38 AM	416 FORD DR	Dispatched & canceled en route
	4/11/2024 7:17:59 PM	92 FREEMASON DR	Dispatched & canceled en route
	4/11/2024 7:26:26 PM	1000 N MARKET ST	Alarm system sounded due to malfunction
	4/13/2024 10:14:05 AM	FOREMAN RD	Dispatched & canceled en route
	4/15/2024 7:51:39 PM	76 PARK RIDGE DR	Authorized controlled burning
	4/17/2024 1:49:38 PM	317 HESS RD	Dispatched & canceled en route
	4/18/2024 4:10:43 AM	5189 BOSSLER RD	Medical assist, assist EMS crew
	4/28/2024 5:25:11 PM	243 COLEBROOK RD	Fire Police



District	2024-04-01	Total
Conewago Township	2	2
Conoy Township	2	2
East Donegal Township	1	1
East Hempfield Township	1	1
Elizabethtown Borough	23	23
Londonderry Township	2	2
Middletown Borough	5	5
Mount Joy Township	17	17
Rapho Township	1	1
South Londonderry Township	2	2
West Donegal Township	8	8
<b>Total</b>	<b>64</b>	<b>64</b>





Incident Type Details	2024-04-01	Total
111 - Building fire	5	5
113 - Cooking fire, confined to container	1	1
118 - Trash or rubbish fire, contained	1	1
142 - Brush or brush-and-grass mixture fire	1	1
154 - Dumpster or other outside trash receptacle fire	1	1
311 - Medical assist, assist EMS crew	4	4
3211 - Uncon. AED	1	1
322 - Motor vehicle accident with injuries	2	2
352 - Extrication of victim(s) from vehicle	1	1
360 - Water & ice-related rescue, other	1	1
365 - Watercraft rescue	1	1
381 - Rescue or EMS standby	1	1
412 - Gas leak (natural gas or LPG)	3	3
440 - Electrical wiring/equipment problem, other	1	1
444 - Power line down	1	1
445 - Arcing, shorted electrical equipment	1	1
500 - Service Call, other	1	1
531 - Smoke or odor removal	1	1
550 - Public service assistance, other	2	2
5501 - Chiefs Investigation	1	1
5503 - Fire Police	2	2
551 - Assist police or other governmental agency	1	1
571 - Cover assignment, standby, moveup	1	1
600 - Good intent call, other	1	1
611 - Dispatched & canceled en route	16	16
6112 - Failed to Respond - Fire Police	1	1
631 - Authorized controlled burning	3	3
651 - Smoke scare, odor of smoke	1	1
700 - False alarm or false call, other	1	1
714 - Central station, malicious false alarm	1	1
735 - Alarm system sounded due to malfunction	1	1
745 - Alarm system activation, no fire - unintentional	3	3
812 - Flood assessment	1	1
<b>Total</b>	<b>64</b>	<b>64</b>



# RHEEMS FIRE DEPARTMENT

## Monthly Report - April 2024

<u>Incident Type</u>	<u>Month</u>	<u>2024</u>	<u>Municipality</u>	<u>Month</u>	<u>2024</u>
Vehicle Accidents	9	29	Conewago Township		1
Vehicle Entrapments	3	4	Conoy Township		5
Vehicle Fire		7	East Donegal Township		4
Building Fire	7	25	Elizabethtown Borough	5	9
Chimney Fire			Londonberry Township	1	2
Brush/Trash Fire	4	8	Marietta Borough		1
Rescue - Other			Middletown Borough		
CO Incident		1	Mount Joy Borough		3
Gas Leak		6	Mount Joy Township	13	55
HAZMAT/Spill Control			Rapho Township	2	4
Investigations	2	5	West Donegal Township	11	32
Automatic Fire Alarm	4	20	West Hempfield Township		
Assist EMS	1	6	Other	1	2
Assist PD					
Good Intent Call	2	3			
Public Service	1	3			
Other					
Transfers/Standbys		1			
<b>TOTAL</b>	<b>33</b>	<b>118</b>	<b>TOTAL</b>	<b>33</b>	<b>118</b>

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>2024</u>			
	Personnel	Hours	% Total Time	Personnel	Hours	% Total Time	
Response to Alarms	276	97:13:00	14.27%	909	371:04:00	16.31%	
Station Level Training	47	133:30:00	19.60%	172	432:30:00	19.01%	
Certified Training	29	209:00:00	30.68%	93	573:00:00	25.18%	
Training Prepration & Set-Up	11	12:00:00	1.76%	20	33:00:00	1.45%	
Duty Crew/Station Staffing			0.00%	31	164:30:00	7.23%	
Administration	23	41:00:00	6.02%	68	114:15:00	5.02%	
Fund Raising	5	3:15:00	0.48%	29	26:15:00	1.15%	
Fire Prevention	2	4:00:00	0.59%	2	4:00:00	0.18%	
Support Staff Functions	14	44:30:00	6.53%	49	117:30:00	5.16%	
Funeral Details			0.00%	3	6:00:00	0.26%	
Meetings	41	75:15:00	11.05%	78	127:15:00	5.59%	
Rig Checks	17	13:15:00	1.95%	52	52:30:00	2.31%	
Apparatus Maintenance			0.00%	5	4:00:00	0.18%	
Equipment Maintenance	14	27:15:00	4.00%	20	31:45:00	1.40%	
Facilities Maintenance	5	15:00:00	2.20%	8	17:15:00	0.76%	
Municipal Meetings	3	2:30:00	0.37%	11	9:30:00	0.42%	
Public Relations	1	0:30:00	0.07%	20	51:30:00	2.26%	
Work Detail	3	3:00:00	0.44%	58	139:30:00	6.13%	
<b>TOTAL</b>	<b>491</b>	<b>681:13:00</b>	<b>100.00%</b>	<b>TOTAL</b>	<b>1628</b>	<b>2275:19:00</b>	<b>100.00%</b>



# RHEEMS FIRE DEPARTMENT

## April 2024 Incidents

Incident Number	Dispatch Date/Time	Dispatched Incident Type	Address	Cross Streets	City	Zip Code	State Code	Response Zone
2024-086	1/3/1900 0:00	VEHICLE ACCIDENT-ENTRAPMENT; 352-Extrication of victim(s) from vehicle	16.9 Route 283 East		Mount Joy	17552	PA	Mount Joy Township
2024-087	4/5/2024 16:51	PUBLIC SERVICE-FLOODING; 520-Water problem, other	226 Brett Blvd		Mount Joy	17552	PA	West Donegal Township
2024-088	4/7/2024 20:54	BUILDING-DWELLING-1A; 111-Building fire	563 E Hummelstown St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-089	4/9/2024 17:32	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	1278 S Market St		Elizabethtown	17022	PA	West Donegal Township
2024-090	4/10/2024 3:08	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	1454 Grandview Rd		Mount Joy	17552	PA	Mount Joy Township
2024-091	4/11/2024 5:28	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	416 Ford Dr		Elizabethtown	17022	PA	West Donegal Township
2024-092	4/11/2024 17:20	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	Westbrooke Drive	Schwanger Road	Elizabethtown	17022	PA	Mount Joy Township
2024-093	4/12/2024 10:08	BUILDING-DWELLING-1A; 111-Building fire	33 E Park St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-094	4/12/2024 22:26	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	1761 Bossler Rd		Elizabethtown	17022	PA	West Donegal Township
2024-095	4/13/2024 10:14	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	Foreman Road	Maytown Road	Elizabethtown	17022	PA	West Donegal Township
2024-096	4/14/2024 11:23	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	103 N Market St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-097	4/14/2024 17:04	ALARM BELLS; 745-Alarm system activation, no fire - unintentional	2128 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2024-098	4/14/2024 20:42	UTILITY/WIRES; 440-Electrical wiring/equipment problem, other	Koser Road	Route 241	Elizabethtown	17022	PA	Mount Joy Township
2024-099	4/14/2024 21:16	UTILITY/WIRES; 440-Electrical wiring/equipment problem, other	2633 Cloverleaf Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-100	4/15/2024 7:15	VEHICLE ACCIDENT-ENTRAPMENT; 352-Extrication of victim(s) from vehicle	726 Hershey Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-101	4/15/2024 19:51	WOODS FIRE-SMALL; 141-Forest, woods or wildland fire	76 Park Ridge Dr		Elizabethtown	17022	PA	West Donegal Township
2024-102	4/16/2024 14:04	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	Groff Avenue	S. Market Street	Elizabethtown	17022	PA	West Donegal Township
2024-103	4/17/2024 5:35	VEHICLE ACCIDENT-ENTRAPMENT; 352-Extrication of victim(s) from vehicle	Cloverleaf Road	Route 283 East	Mount Joy	17552	PA	Mount Joy Township
2024-104	4/17/2024 8:08	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	2024 Shady Oak Dr		Mount Joy	17552	PA	Mount Joy Township
2024-105	4/17/2024 10:19	VEHICLE ACCIDENT-COMMERCIAL; 322-Motor vehicle accident with injuries	12.7 Route 283 West		Elizabethtown	17022	PA	Mount Joy Township
2024-106	4/17/2024 19:55	TRASH FIRE; 151-Outside rubbish, trash or waste fire	474 Rockwood Dr		Elizabethtown	17022	PA	Mount Joy Township
2024-107	4/18/2024 9:03	BUILDING-DWELLING-1A; 111-Building fire	1227 Colebrook Rd		Middletown	17057	PA	Londonderry Township
2024-108	4/18/2024 9:44	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	71 Hilltop View Way		Elizabethtown	17022	PA	West Donegal Township
2024-109	4/20/2024 14:40	TRASH FIRE; 151-Outside rubbish, trash or waste fire	507 Campus Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-110	4/24/2024 11:44	BUILDING-DWELLING-1A; 111-Building fire	1446 Mastersonville Rd		Manheim	17545	PA	Rapho Township
2024-111	4/24/2024 20:42	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	1990 W Main St		Mount Joy	17552	PA	Mount Joy Township
2024-112	4/27/2024 6:44	FIRE ALARM-HIGH OCCUPANCY; 745-Alarm system activation, no fire - unintentional	191 Broad St		Salunga-Landisville	17538	PA	East Hempfield Township
2024-113	4/27/2024 14:22	TRASH FIRE; 151-Outside rubbish, trash or waste fire	451 W High St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-114	4/27/2024 20:27	INVESTIGATION-OUTSIDE; 651-Smoke scare, odor of smoke	350 Anchor Rd		Elizabethtown	17022	PA	West Donegal Township
2024-115	4/27/2024 23:05	BUILDING-DWELLING-1A; 111-Building fire	512 Woodland Dr		Manheim	17545	PA	Rapho Township
2024-116	4/28/2024 16:59	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	243 Colebrook Rd		Elizabethtown	17022	PA	West Donegal Township
2024-117	4/28/2024 22:13	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	497 Foreman Rd		Elizabethtown	17022	PA	West Donegal Township
2024-118	4/30/2024 11:15	BUILDING-HIGH OCCUPANCY 1A; 111-Building fire	600 E High St		Elizabethtown	17022	PA	Elizabethtown Borough

# Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Fundraising & Donations				
121 Annual Fund Drive	52,981.55	65,200.00	-12,218.45	81.26 %
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 %
<b>Total Fundraising &amp; Donations</b>	<b>55,923.15</b>	<b>84,000.00</b>	<b>-28,076.85</b>	<b>66.58 %</b>
Grants				
184 PEMA Grants		15,000.00	-15,000.00	
<b>Total Grants</b>		<b>15,000.00</b>	<b>-15,000.00</b>	
Municipal Income				
101 MJT Operations		155,170.00	-155,170.00	
104 WDT Operations		133,000.00	-133,000.00	
<b>Total Municipal Income</b>		<b>288,170.00</b>	<b>-288,170.00</b>	
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	6,924.07	750.00	6,174.07	923.21 %
163 Loan Repayment Interest		0.00	0.00	
<b>Total Other Revenue</b>	<b>6,964.07</b>	<b>2,000.00</b>	<b>4,964.07</b>	<b>348.20 %</b>
<b>Total Income</b>	<b>\$62,887.22</b>	<b>\$389,170.00</b>	<b>\$ -326,282.78</b>	<b>16.16 %</b>
<b>GROSS PROFIT</b>	<b>\$62,887.22</b>	<b>\$389,170.00</b>	<b>\$ -326,282.78</b>	<b>16.16 %</b>
<b>Expenses</b>				
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	
<b>Total 332 Presidents Initiatives</b>		<b>4,000.00</b>	<b>-4,000.00</b>	
<b>Total ADM - Administrative</b>	<b>1,431.00</b>	<b>8,500.00</b>	<b>-7,069.00</b>	<b>16.84 %</b>
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 %
<b>Total ADM - Fundraising</b>	<b>3,141.60</b>	<b>12,500.00</b>	<b>-9,358.40</b>	<b>25.13 %</b>
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	700.70	4,000.00	-3,299.30	17.52 %
295 Fire Department Web Site		1,500.00	-1,500.00	
331 Fire Department Banquet	7,276.13	8,000.00	-723.87	90.95 %
335 Recruitment & Retention Incentive	2,283.84	8,000.00	-5,716.16	28.55 %
<b>Total ADM - Recruitment &amp; Retention</b>	<b>10,260.67</b>	<b>23,500.00</b>	<b>-13,239.33</b>	<b>43.66 %</b>
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	498.16	1,500.00	-1,001.84	33.21 %
296 I-Pads	399.00	14,000.00	-13,601.00	2.85 %
<b>Total ADM -Supplies &amp; Equipment</b>	<b>11,304.95</b>	<b>29,175.00</b>	<b>-17,870.05</b>	<b>38.75 %</b>
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	
<b>Total CAP - Capital &amp; Debt Service</b>		<b>52,345.42</b>	<b>-52,345.42</b>	
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 %
<b>Total FAC - B&amp;G -Janitorial</b>	<b>397.99</b>	<b>1,750.00</b>	<b>-1,352.01</b>	<b>22.74 %</b>
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	3,519.00	4,000.00	-481.00	87.98 %
311 Physical Fitness	5,060.00	7,000.00	-1,940.00	72.29 %
<b>Total FAC - B&amp;G - Improvements</b>	<b>8,579.00</b>	<b>22,000.00</b>	<b>-13,421.00</b>	<b>39.00 %</b>
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 %
<b>Total FAC - B&amp;G - Landscaping</b>	<b>7,453.10</b>	<b>8,000.00</b>	<b>-546.90</b>	<b>93.16 %</b>
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	440.00	2,750.00	-2,310.00	16.00 %
315 Appliance Maintenance	356.45	750.00	-393.55	47.53 %



# 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	59.44	500.00	-440.56	11.89 %
<b>Total FAC - B&amp;G - Maintenance</b>	<b>14,456.07</b>	<b>32,250.00</b>	<b>-17,793.93</b>	<b>44.83 %</b>
FAC - B&G - Utilities				
321 Electric	3,243.89	15,000.00	-11,756.11	21.63 %
322 Water	159.47	500.00	-340.53	31.89 %
323 Sewer	260.00	1,250.00	-990.00	20.80 %
324 Telephones	533.43	1,600.00	-1,066.57	33.34 %
326 Natural Gas	605.03	6,000.00	-5,394.97	10.08 %
327 Alarm System Monitoring		1,000.00	-1,000.00	
329 Cable/Internet	96.88	300.00	-203.12	32.29 %
<b>Total FAC - B&amp;G - Utilities</b>	<b>4,898.70</b>	<b>25,650.00</b>	<b>-20,751.30</b>	<b>19.10 %</b>
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	2,350.74	10,000.00	-7,649.26	23.51 %
249 Miscellaneous (Tools/Lubricants/Parts)		2,500.00	-2,500.00	
250 C70 Maintenance	467.96	1,000.00	-532.04	46.80 %
<b>Total OPS - Apparatus</b>	<b>11,525.91</b>	<b>52,250.00</b>	<b>-40,724.09</b>	<b>22.06 %</b>
OPS - Captains Expenses				
215 Fire Equipment Purchases	8,913.60	14,000.00	-5,086.40	63.67 %
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 %
<b>Total OPS - Captains Expenses</b>	<b>289,144.52</b>	<b>302,500.00</b>	<b>-13,355.48</b>	<b>95.58 %</b>
OPS - Fire Chief Expenses				
234 Chiefs Initiatives	221.00	1,500.00	-1,279.00	14.73 %
337 Water/Coffee Mess	879.51	1,500.00	-620.49	58.63 %
338 Food for Calls/Training	1,499.93	2,000.00	-500.07	75.00 %
339 Miscellaneous	89.98	8,000.00	-7,910.02	1.12 %
<b>Total OPS - Fire Chief Expenses</b>	<b>2,690.42</b>	<b>13,000.00</b>	<b>-10,309.58</b>	<b>20.70 %</b>
<b>Total Expenses</b>	<b>\$365,283.93</b>	<b>\$583,420.42</b>	<b>\$ -218,136.49</b>	<b>62.61 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -302,396.71</b>	<b>\$ -194,250.42</b>	<b>\$ -108,146.29</b>	<b>155.67 %</b>
<b>NET INCOME</b>	<b>\$ -302,396.71</b>	<b>\$ -194,250.42</b>	<b>\$ -108,146.29</b>	<b>155.67 %</b>

# 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	
<b>Total 100 Commonwealth Allocations</b>		<b>54,500.00</b>	<b>-54,500.00</b>	
150 Contributions/Donations				
1501 Miscellaneous Contributions	12,600.00		12,600.00	
<b>Total 150 Contributions/Donations</b>	<b>12,600.00</b>		<b>12,600.00</b>	
170 Equipment Sold Proceeds				
1701 Relief Equipment Sold		2,000.00	-2,000.00	
<b>Total 170 Equipment Sold Proceeds</b>		<b>2,000.00</b>	<b>-2,000.00</b>	
<b>Total Income</b>	<b>\$12,600.00</b>	<b>\$56,500.00</b>	<b>\$ -43,900.00</b>	<b>22.30 %</b>
GROSS PROFIT	<b>\$12,600.00</b>	<b>\$56,500.00</b>	<b>\$ -43,900.00</b>	<b>22.30 %</b>
Expenses				
510 - Insurance Premiums				
5101 Insurance Premiums	4,733.00	5,000.00	-267.00	94.66 %
<b>Total 510 - Insurance Premiums</b>	<b>4,733.00</b>	<b>5,000.00</b>	<b>-267.00</b>	<b>94.66 %</b>
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	
<b>Total 520 - Equipment Purchased</b>		<b>5,500.00</b>	<b>-5,500.00</b>	
530 - Equipment Maintenance				
5304 Cascade System Maintenance		1,500.00	-1,500.00	
5309 SCBA Service	1,943.00	4,000.00	-2,057.00	48.58 %
5310 SCBA Parts	1,365.16	1,250.00	115.16	109.21 %
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	
<b>Total 530 - Equipment Maintenance</b>	<b>3,308.16</b>	<b>10,900.00</b>	<b>-7,591.84</b>	<b>30.35 %</b>
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 %
<b>Total 560 - Training Expenses</b>	<b>16,499.60</b>	<b>23,000.00</b>	<b>-6,500.40</b>	<b>71.74 %</b>
580 - Fire Prevention				
5801 Fire Prevention		2,500.00	-2,500.00	
<b>Total 580 - Fire Prevention</b>		<b>2,500.00</b>	<b>-2,500.00</b>	
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	\$25,090.76	\$48,700.00	\$ -23,609.24	51.52 %
NET OPERATING INCOME	\$ -12,490.76	\$7,800.00	\$ -20,290.76	-160.14 %
NET INCOME	\$ -12,490.76	\$7,800.00	\$ -20,290.76	-160.14 %

## **FDMJ Monthly Incident Report Summary March 2024**

Responded to **34** alarms for the month of March 2024 – **130** total alarms for 2024.

Time in service for month: **17 hours and 33 minutes**

Average manpower per incident: **10 members per call for month**

Total Man-hours:

**Calls by Municipality First Due:** 22 first due alarms – 12 mutual aid alarms

- Mount Joy Borough - 11
- Rapho Township - 7
- Mount Joy Township – 1
- East Donegal Township – 3

**Apparatus used:**

- Engine 75-1 – 17
- Engine 75-2 - 15
- Truck 75 - 16
- Squad 75-1 - 3
- Traffic 75 – 5
- POV (Fire Police) - 15
- Duty Chief Vehicle - 12
- Duty Officer Vehicle – 9

**Property pre-incident value:** \$152,000.00

**Property fire loss:** \$152,000.00

**Property post incident saved:** - \$0.00

**2024 FDMJ responded to a call on average every** - 16 hours & 36 minutes

**Total Training hours of** **TBD**

**Fire Prevention Details** – None

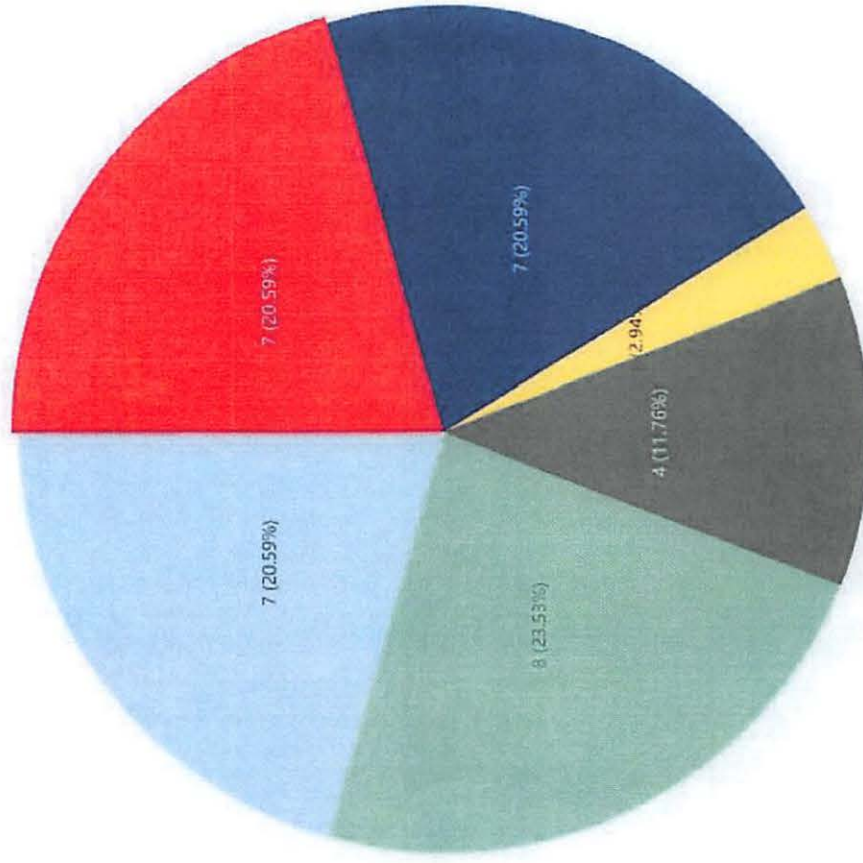
**Community Service Details for the month** – FDMJ members completed 1 Funeral Detail, 7 Duty Crews, Banquet standby-Station 63 and completed a Hydraulic Rescue Tool Demo.

**Notable First Due Calls:** -

- 3/2/24 – RT – Pinkerton Road – Mobile home fire - \$130,000.00 fire loss.
- 3/7/24 – RT – Esbenshade Road – Vehicle fire - \$22,000.00 fire loss.



Total (34)



- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call

Response Zone	Incident #	Call Date/Time	Incident Type	Address
75 - Mount Joy Borough	2024-097	3/2/2024 11:14	411 - Gasoline or other flammable liquid spill	789 E MAIN ST
75 - Rapho Township	2024-098	3/2/2024 12:41	121 - Fire in mobile home used as fixed residence	1020 PINKERTON RD
75 - Mount Joy Borough	2024-099	3/2/2024 21:51	511 - Lock-out	505 SCHOOL LN
75 - Mount Joy Borough	2024-100	3/3/2024 14:30	600 - Good intent call, other	116 NORTH ALY
75 - Mount Joy Borough	2024-101	3/4/2024 14:39	511 - Lock-out	302 BERRY ST
75 - Mount Joy Borough	2024-102	3/4/2024 15:10	731 - Sprinkler activation due to malfunction	607 HEARTHSTONE LN
74 - Elizabethtown Borough	2024-103	3/5/2024 11:39	611 - Dispatched & canceled en route	147 N SPRUCE ST
75 - Mount Joy Borough	2024-104	3/6/2024 11:53	736 - CO detector activation due to malfunction	8 S BARBARA ST
75 - East Donegal Township	2024-105	3/6/2024 16:41	631 - Authorized controlled burning	430 MUSSER RD
75 - East Donegal Township	2024-106	3/7/2024 6:01	733 - Smoke detector activation due to malfunction	915 ANDERSON FERRY RD
75 - Rapho Township	2024-107	3/7/2024 7:37	311 - Medical assist, assist EMS crew	71 PINE TREE DR
75 - Rapho Township	2024-108	3/7/2024 13:45	131 - Passenger vehicle fire	STRICKLER RD
75 - Mount Joy Borough	2024-109	3/7/2024 14:09	324 - Motor vehicle accident with no injuries.	E MAIN ST
70 - Mount Joy Township	2024-110	3/8/2024 10:25	611 - Dispatched & canceled en route	111 W HARRISBURG AVE
75 - Mount Joy Borough	2024-111	3/9/2024 9:58	531 - Smoke or odor removal	312 SASSAFRAS TER
75 - Rapho Township	2024-112	3/9/2024 11:01	622 - No incident found on arrival at dispatch address	ROUTE 283 W
75 - Rapho Township	2024-113	3/9/2024 18:59	611 - Dispatched & canceled en route	537 EBY CHIQUES RD
75 - Mount Joy Borough	2024-114	3/10/2024 17:06	736 - CO detector activation due to malfunction	1112 COLLINA LN
26 - Rapho Township	2024-115	3/12/2024 14:55	321 - EMS call, excluding vehicle accident with injury	1475 STRICKLER RD
79 - East Donegal Township	2024-116	3/17/2024 20:34	111 - Building fire	391 RIVERMOOR DR
74 - Elizabethtown Borough	2024-117	3/18/2024 8:48	111 - Building fire	746 FIELDSTONE LN
70 - Mount Joy Township	2024-118	3/18/2024 14:53	142 - Brush or brush-and-grass mixture fire	1641 S MARKET ST
75 - Rapho Township	2024-119	3/19/2024 22:35	600 - Good intent call, other	1402 HEATHERWOOD DR
75 - Rapho Township	2024-120	3/21/2024 16:15	324 - Motor vehicle accident with no injuries.	GARFIELD RD
26 - Penn Township	2024-121	3/23/2024 8:44	111 - Building fire	95 MORNING GLORY LN

Response Zone	Incident #	Call Date/Time	Incident Type	Address
75 - Rapho Township	2024-122	3/23/2024 21:52	324 - Motor vehicle accident with no injuries.	360 S ESBENSHADE RD
75 - Mount Joy Township	2024-123	3/25/2024 9:02	700 - False alarm or false call, other	432 OLD MARKET ST
75 - East Donegal Township	2024-124	3/26/2024 14:14	700 - False alarm or false call, other	915 ANDERSON FERRY RD
26 - Manheim Borough	2024-125	3/27/2024 2:43	652 - Steam, vapor, fog or dust thought to be smoke	311 W STIEGEL ST
07 - Mountville Borough	2024-127	3/29/2024 3:18	111 - Building fire	102 FROELICH AVE
07 - Mountville Borough	2024-126	3/29/2024 3:38	571 - Cover assignment, standby, moveup	26 N LEMON ST
75 - Mount Joy Borough	2024-128	3/29/2024 22:36	322 - Motor vehicle accident with injuries	213 W MAIN ST
75 - Mount Joy Borough	2024-129	3/30/2024 21:53	733 - Smoke detector activation due to malfunction	311 SASSAFRAS TER
79 - East Donegal Township	2024-130	3/31/2024 19:22	322 - Motor vehicle accident with injuries	619 COLEBROOK RD



## MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552  
Tel: 717.653.1510 Fax: 717.653.4030

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

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

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

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

March 1-31, 2024 Statistics	2024	2023	2022	2021	2020
TOTAL CIRCULATION	14,411	15,765	15,910	15,544	10,612
YTD CIRCULATION	43,400	44,406	41,654	44,098	40,411
OVERDRIVE & E-formats*	1,421	1,473	1,344	1,398	1,171
NEW PATRONS	71	73	70	39	37
YTD NEW PATRONS	223	237	183	139	171
PATRON COUNT	5,691	6,335	5,094	3,983	3,235
YTD PATRON COUNT	16,810	16,683	13,689	10,845	15,317
PASSPORTS	187	244	98	111	76
YTD PASSPORTS	497	601	273	254	341
WIFI USERS	611	672	292	278	339
PC USERS	270	265	329	356	235

Hoopla!	Mar'24*	Feb'24	Jan'24	Dec'23	Nov'23	Oct'23	Sept'23
Number of Hoopla items used	455	441	411	390	372	357	365

\*Hoopla! 21.5% increase in 6 months/other E-formats 17.6% increase over 4 years

ITEMS SOLD IN LOBBY	\$1,083.50
YTD TOTAL \$	\$3,193.35
TOTAL \$ ADDED DONATIONS	\$194.00
TOTAL \$ DONATIONS as PRIZES	\$0
TOTAL	\$0

### Executive Summary

- MSL celebrated Dr. Seuss on March 1st
- MSL closed early Saturday, March 30
- MSL's "Vegetable Gardening on a Budget" program was great success, March 19
- Miss Jan returned to Marietta for Story Time, March 15

CALL NUMBER	CHKOUTS	PERCENT
Easy Reader	3365	29.60%
Adult FICTION	1903	16.70%
Juv FICTION	1653	13.90%
DVD	1208	10.40%





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

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	2	63	15	195
Club Meetings/Participants	9	89	24	223
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	21	720	61	1,896
Off-Site Programs	5	708	26	1,862
Virtual Programs	0	0	0	0

Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	81.25	244.0		

#### **Joseph**

- Was on hand for Celebrate Seuss on March 1<sup>st</sup> – *a great family event!*
- Attended Mount Joy Borough Council meeting March 4
- Met with MSL Building Committee March 7
- Attended Friend Group Meeting March 11
- Attended Mount Joy Chamber of Commerce March 13
- Attended LSLC District Advisory Council Meeting March 14
- Met with Rachel Stebbins, Borough's new Community Development Coordinator, March 26
- Held Core4 meeting on March 27

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

- Assessing and weeding the children's book and CD sets. Getting rid of the ones that are badly worn, adding CD pockets into the books and moving others to the shelves with regular books.
- Added many new items that needed processing.
- Attended Core 4 /BASH meeting.

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

- Attended the Zoom **YES (Youth Educational Services)** meeting with many of the other Youth Services leaders of other Lancaster libraries.
- Headed to **Kinderhook Learning Center** and read to a mixed group of children (0 – 6 years old).
- Started a **6-week homeschool Spanish course**, which will end in April
- **Adventures with Baby** program continues to be very successful.
- **Family Storytime** attendance continues to be good -- 388 attendees for the month with 130 different children participating. Quite a few new folks too.
- Had 2 sign up for the **1000 books before Kindergarten** program.
- The **Seuss event was well attended with 121 attendees**. We had help from Kiwanis (who also paid for our costume rentals), Key Club, Builders Club, our staff and a few library volunteers.
- Attended the **Donegal Intermediate School open house**. It was a fun night and well attended.
- Attended the **DHS Key Club meeting** and thanked them for their help with Seuss

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

- **CONSTANT CONTACT:**
  - February Enews: sent to 3871 contacts; 1572 opens (44%), 57 clicks (1.6%), 5 unsubscribe
  - March Welcome Email: sent to 54 new patrons; 71% opened, 0 unsubscribe
- **SOCIAL MEDIA:**
  - Facebook – Total Page Followers 2,730 (62 new); 45.3K reached; Created 3 Events.

- Instagram – 1,157 followers (9 new); 653 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**
  - 3,993 total sessions
  - These are the highest view counts: 382 views of Passports, 138 views Children & Family Programs
- **GOOGLE**
  - 903 website clicks made from our Business Profile
  - 221 calls made from our Business Profile
  - 1,366 Business Profile Interactions
  - Added more photos to our Google page.
- **PANGO**
  - Sold 7 books in February.
- **MISC**
  - Continued gathering books for sale in lobby, which made over \$1000 in March.
  - Updated Miss Jan's two MSL programs Tri-Fold for outreach
  - Updated April print calendar and calendar for Lobby/kids area
  - Contacted a few local makers for Maker Fest.
  - Attended Core4 Meeting

#### **Volunteers/Programming/Fundraising (Stephanie)**

- **Annual Patron Appeal 2024**
  - Files sent to printer mid-March. Based on printer turnaround time we expect the mailing to be in mailboxes the first week of April.
  - This year's appeal includes a QR code to direct people to our online donation portal.
  - Donations given online will be automatically added to GiftWorks, saving us data entry time, and will automatically generate thank you emails.
  - Are asking donors this year whether they still request a paper thank you letter, or if an email will be sufficient for their records. We hope many will opt for the email so we can save postage and printing costs for paper mailings.
- **Legacy Bricks**
  - Two bricks sold in March – one of which is a logo brick.
  - Currently have 144 bricks sold out of 392.
- **Love Your Library Bash**
  - Refined dates due to the library not opening on Fridays over the summer.
  - Kickoff will be Saturday, August 17th with festivities throughout the following week to highlight things that the library offers and create a fun atmosphere for attendees.
  - Final celebration will be on Thursday, August 22nd.
  - Will be piloting a closed bid auction format this year instead of the silent auction.
  - We would love to have local musicians and other artists perform in the library throughout the week, so please let Steph know if you know of anyone that might be interested.
- **Maker Fest 2024**
  - Will be held on Saturday, June 15
  - Vendors continue to express interest and sign up to share their process with attendees
  - If you know of anyone who may want to participate as a maker please let Steph know.
- **Volunteers**
  - Total hours in March: 81.25
  - Onboarded two new shelving volunteers. One will be on the regular weekly schedule and the other will serve in an on-call capacity.
- **Clubs**
  - Nine clubs met in March, with total attendance of 89.

- Adding a second adult game night during the month has been a success!
  - Have had conversations with the leader of Easy Writer regarding increasing attendance at this club. Will meet with him in April to brainstorm ideas.
- **Vegetable Gardening on a Budget**
  - Had a packed house for this program. Attendees raved about the Master Gardener who presented and asked for more programs like this.