

## **Manager's Report**

Kim Kaufman – 10-21-24

### **Elizabethtown Area Water Authority (EAWA)**

Del Becker is scheduled to address the Board on October 21, to discuss the Authority's recent award from PENNVEST to undertake improvements to the Authority's distribution system. Most importantly, the Authority will be requesting that Elizabethtown Borough, Mt. Joy Township and West Donegal Township provide proportional financial guarantees (based upon each municipality's respective number of customers). Given that the main source of credit to repay PENNVEST is expected to be a "pledge" of individual customer fees, it remains to be determined (and accordingly documented) if the pledge is sufficient so that any guarantee of the individual municipalities is not determined to adversely affect each Townships' debt capacity.

I advised Mr. Becker and their Bond Counsel that, in my opinion, it was inappropriate to create this financial structure and arrange a closing with PENNVEST without first fully discussing this with the Authority's individual municipal Boards and securing their understanding and support. As a result, the closing is currently being arranged to occur in February rather than their initial plan of early this December.

### **Trail Rd. Paving**

This project was initially done in July. However, the contractor (New Enterprise) appeared to have assigned this project to a staff that poorly executed the project. As a result, we saw many apparent flaws and suspected there were more that we couldn't see. As a precaution, I decided to have a third party do 20 core samples to gauge the quality of the finished surface (New Enterprise was invited to observe the sampling for the sake of full transparency). It was determined that more than a third of the samples displayed faulty work. Improper paving, inadequate coverage, approximately 4 inches in variance of thickness were included in the findings. Ultimately, we negotiated a resolution to have large areas milled and repaved (at no additional expense to the Township) and New Enterprise is picking up the costs of the core sampling). Had we not had this work redone, we expect that the road surface would have shown premature cracking, wear and potholes.

### **Personnel Evaluations**

Evaluations have been conducted and the completed and signed evaluations are being collected. The process went well overall. I included Justin in the Manager comments process as he had supervised the staff for the first half of the year.

### **Budget 2025**

Work on the budget has been going well and the draft budget will be completed soon for your review.

### **Healthcare Costs**

We received our increase for healthcare for 2025. We were among the lower tier of increases, noting a 2.5% increase for Mt. Joy Township in 2025. As you are aware, Benecon is a consortium of municipal government entities in Pennsylvania. Each year's increases are a function of the rising costs of healthcare and each municipality's share of increase is based upon their respective performance as compared to other members.

### **Vacation**

I will be away on vacation the week of the 21<sup>st</sup> as well as part of the following week. Although I will miss the meeting of October 21, I can make myself available to call in, if needed.



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## Community Development Director/Zoning Officer Monthly Report for September/October 2024

### Planning Commission

- Prior 9/23 meeting:
  - Raffensperger Phase 1 Final Plan – **Conditionally approved** the proposal to subdivide 53 single-family residential lots on the south side of Sheaffer Road
  - Land Development Waiver for Daniel Beiler – **Conditionally approved** the proposal to construct an Amish schoolhouse at 2091 Milton Grove Road
  - 1376 Campus Road Phase 1B Final Plan – **Initial view** of the proposal to develop 280 apartment units and a clubhouse on Phase 1B of the 1376 Campus Road site
  - Lot Line Change Plan for Bailey Family Limited Partnership – **Initial view** of the proposal to reconfigure three tracts of land under common ownership at 1501 Mill Road to consolidate the mobile home park lands
- Upcoming 10/28 meeting:
  - 1376 Campus Road Phase 1B Final Plan – Revisit plan; may be ready for conditional approval
  - Westmount Development – Proposal to develop 211 townhouses and 78 apartment units on a 36.177-acre site on Harrisburg Avenue

### Zoning Hearing Board

- Prior 10/2 meeting: (Continued from 9/4 meeting)
  - Case #240011: Sheetz, Inc – Special Exception application to permit a vehicular fueling station in the Mixed Use District as part of a proposal to redevelop 50 Veterans Drive (at the corner of Hershey Road) into a Sheetz convenience store with fuel pumps. A variance is also requested to extend the requested special exception approvals for an additional year. **Hearing closed; decision to be rendered at the 11/6 meeting.**
- Upcoming 11/6 meeting:
  - Case #240012: Elizabethtown Mount Joy Associates LP – Variance request to use a stone paving system on the interior drive aisles instead of a concrete or bituminous surface at the proposed miniwarehouse site at 2269 South Market Street.

- Case #240013: Kolaric – Special exception request to add an echo housing unit to the residential property located at 330 Hillside Road.

### **Hershey Road Corridor**

- Coordinating with Township Traffic Engineer (TPD) to follow up on our 9/23 meeting with PennDOT and local legislators on the following items:
  - TPD finalizing revisions to the Rt 283/743 interchange signal plans to add a protected left turn movement. Comments received August 28; this is expected to be the final revision for approval.
  - Conversion of yield sign to stop sign at the eastbound offramp will be processed after signal plans completed.
  - TPD evaluating Beverly Road intersection for interim safety improvements (signage, pavement treatments, etc.).

### **Misc**

- MS4 Annual Report & TMDL Plan Closeout filed with DEP
- Continuing our SmartGov software build; next steps are validation, data migration, and training
- Assisting with budget preparation and road plan update
- Coordinating Prospect Road vacation process (north of Mt. Gretna Road) related to bridge removal
- Attended GEARS design meeting for the second floor renovation at the Poplar Street building on 10/9
- Attended County GIS/LCPD meeting regarding water/sewer infrastructure data available to municipalities
- Met with MESA and Penn Medicine reps at Norlanco re: constructing an ambulance outpost on site
- Attended Conoy Partnership Meeting at Elizabethtown Borough; visited Conoy Creek restoration site
- Attended FTC Phase 4 street walkthrough with Township staff prior to maintenance period expiring



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## PUBLIC WORKS DEPARTMENT OCTOBER 2024

### COMPLETED:

- Trail N paving
- Paved two alleys for Elizabethtown Borough
- Base repairs
- Pa 1 calls
- Repaired sewer ditch settlement on Andrew
- Storm/wind cleanup
- Line painting
- Sign maintenance
- Park maintenance

### FUTURE:

- Base repairs
- Shoulder backup on Trail, Creek and Cold Spring



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October 7, 2024

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

Dear Board Members:

33 rental properties were inspected in September 2024.

Complaints and concerns:

- Letter to CVS to advise them of complaints about their parking lot, including lighting and trash. (complaint)
- Letter to 1051 Milton Grove Rd reminding him that a dilapidated trailer must be removed by 1/1/25 because it is unsafe.
- Enforcement Notice to 1582 Hickory Run Ct about doing potentially illegal work without a permit. (complaint)
- Enforcement Notice to 1527 Rissermill Rd about Zoning and Property Maintenance Violations. (from PD)
- Enforcement Notice to 1104 Bellaire Rd for adding a fourth apartment without Zoning Board Approval and installing a new septic system without a permit and inspections.
- Letter to 99 Cassell Rd about renting without a license.
- Letter to 2446 Valleyview Rd for goats on the roadway causing a traffic hazard. (complaint)
- Letter to Serv Pro at 218 Hershey Rd about a chest freezer sitting outside as garbage without the door being removed.

# MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 9/1/2024 - 9/30/2024

## Zoning Officers Report

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>RoadOcc</b>						
<b>Driveway</b>						
<b>Active</b>						
240051	9/13/2024	FLEMMING MATTHEW T & DANIELA Driveway for new single family dwelling	75 PARKVIEW DR	4601681800000	\$0.00	\$50.00
<b>Total Driveway 1</b>					<b>\$0.00</b>	<b>\$50.00</b>
<b>Fiber Cable</b>						
<b>Active</b>						
240052	9/5/2024	BECKER CHRISTOPHER M & EMILY J Fiber Cable	33 TOWER DR	4602332900000	\$0.00	\$60.00
240053	9/5/2024	GITT LIVING TRUST Fiber Cable	1101 BEAR CREEK RD	4608545700000	\$0.00	\$60.00
240054	9/16/2024	DOMBROSKY ADAM J & ROXANNE Fiber Cable	260 CLIFF LN	4601678400000	\$0.00	\$80.00
240055	9/16/2024	RISSMILLER TERESA K Fiber Cable	935 HAMPDEN RD	4603471000000	\$0.00	\$60.00
<b>Total Fiber Cable 4</b>					<b>\$0.00</b>	<b>\$260.00</b>
<b>Gas</b>						
<b>Active</b>						
240057	9/25/2024	SHUMAKER TERRY L Gas Service	1749 SHEAFFER RD	4606072500000	\$0.00	\$990.00
<b>Total Gas 1</b>					<b>\$0.00</b>	<b>\$990.00</b>
<b>Work in Right of Way</b>						
<b>Active</b>						
240056	9/16/2024	GODFREY CHARLES W JR AT&T Right of Way	1008 RIDGE RD	4606318500000	\$0.00	\$70.00
<b>Total Work in Right of Way 1</b>					<b>\$0.00</b>	<b>\$70.00</b>
<b>Total RoadOcc 7</b>					<b>\$0.00</b>	<b>\$1,370.00</b>

## StormWater

### Exemption

<b>Active</b>						
240069	9/5/2024	HUMMER REED & WRIGHT KRISTINA Garage	1883 HARRISBURG AVE	4614282600000	\$0.00	\$50.00
240070	9/5/2024	MILLER, RONALD L. & MYERS, CAROL A. Shed	1236 WISSLER LN	4610963900000	\$0.00	\$50.00
240075	9/13/2024	LOCKE ZACHARY JAMES Shed	1963 SHEAFFER RD	4602391330030	\$0.00	\$50.00
240073	9/13/2024	WAGNER THOMAS Pole Building	698 MILTON GROVE RD	4602021600000	\$0.00	\$50.00
240074	9/13/2024	SHUE MARY LYNN Shed	1963 SHEAFFER RD	4602391330018	\$0.00	\$50.00
240076	9/17/2024	ZERBY, ANDREW J & OLDT, CASSIE E Patio	1925 HARRISBURG AVE	4610437200000	\$0.00	\$50.00
240071	9/23/2024	LEHMAN DUANE M & GAIL L & PETERS, MARK Pool - In ground	2474 MOUNT GRETNA RD	4604830400000	\$0.00	\$50.00
240072	9/23/2024	SHISSLER ALLEN B SFD	1948 MOUNT GRETNA RD	4608417600000	\$0.00	\$50.00
<b>Total Exemption 8</b>					<b>\$0.00</b>	<b>\$400.00</b>

### Small Project

Active

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>StormWater</b>						
<b>Small Project</b>						
<b>Active</b>						
240068	9/13/2024	MARTIN CHRISTOPHER S Garage / Driveway	1755 MILTON GROVE RD	4615183500000	\$0.00	\$175.00
240067	9/13/2024	FLEMMING MATTHEW T & DANIELA SFD	75 PARKVIEW DR	4601681800000	\$0.00	\$175.00
240051	9/26/2024	ELHAJJ TRAVIS M Parking areas / Tent Pad	2038 CREEK RD	4602194300000	\$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>Use</b>						
<b>Agritourism Enterprise</b>						
<b>CO Issued</b>						
240009	9/5/2024	BEILER ISAAC L In-home business	1449 COUNTRY SQUIRE RD	4600386000000	\$0.00	\$10.00
<b>Total Agritourism Enterprise 1</b>					<b>\$0.00</b>	<b>\$10.00</b>
<b>Total Use 1</b>					<b>\$0.00</b>	<b>\$10.00</b>
<b>Zoning</b>						
<b>ADA Bathroom</b>						
<b>Active</b>						
240100	9/26/2024	ELHAJJ TRAVIS M ADA Bathroom	2038 CREEK RD	4602194300000	\$21,500.00	\$233.00
<b>Total ADA Bathroom 1</b>					<b>\$21,500.00</b>	<b>\$233.00</b>
<b>Alterations</b>						
<b>Active</b>						
240134	9/23/2024	SCHREIBER ANTHONY J, III. & SARA J Alterations	13 PARKVIEW DR	4603062900000	\$7,600.00	\$135.00
240142	9/26/2024	CARLSON PAMELA K Enclose Carport	2296 MOUNT PLEASANT RD	4610280500000	\$8,500.00	\$142.00
<b>Total Alterations 2</b>					<b>\$16,100.00</b>	<b>\$277.00</b>
<b>Fence</b>						
<b>Active</b>						
240136	9/12/2024	CAPUTO-TELLEZ NICOLAS & ALYSSA L CAPUTO Fence	24 CANVASBACK LN	4609459400000	\$9,980.00	\$99.00
240143	9/19/2024	NAVIN CINDY L Fence	531 ABERDEEN RD	4605746600000	\$26,088.00	\$218.00
<b>Total Fence 2</b>					<b>\$36,068.00</b>	<b>\$317.00</b>
<b>Garage</b>						
<b>Active</b>						
240129	9/13/2024	MARTIN CHRISTOPHER S Garage/Driveway Expansion	1755 MILTON GROVE RD	4615183500000	\$125,000.00	\$859.00
<b>Total Garage 1</b>					<b>\$125,000.00</b>	<b>\$859.00</b>
<b>Patio</b>						
<b>Active</b>						
240140	9/17/2024	ZERBY, ANDREW J & OLDT, CASSIE E Patio	1925 HARRISBURG AVE	4610437200000	\$8,000.00	\$85.00
<b>Total Patio 1</b>					<b>\$8,000.00</b>	<b>\$85.00</b>
<b>Pole Building</b>						
<b>Active</b>						
240137	9/13/2024	WAGNER THOMAS Pole Building	698 MILTON GROVE RD	4602021600000	\$30,000.00	\$239.00



PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
<b>Zoning</b>						
<b>Pole Building</b>						
<b>Total Pole Building 1</b>					<b>\$30,000.00</b>	<b>\$239.00</b>
<b>Pool</b>						
<b>Active</b>						
240132	9/23/2024	LEHMAN DUANE M & GAIL L & PETERS, MARK	2474 MOUNT GRETNA RD	4604830400000	\$44,290.00	\$379.00
		Pool - In-Ground				
<b>Total Pool 1</b>					<b>\$44,290.00</b>	<b>\$379.00</b>
<b>SFD</b>						
<b>Active</b>						
240128	9/13/2024	FLEMMING MATTHEW T & DANIELA	75 PARKVIEW DR	4601681800000	\$210,000.00	\$1,369.00
		SFD				
240135	9/23/2024	SHISSLER ALLEN B	1948 MOUNT GRETNA RD	4608417600000	\$550,000.00	\$3,409.00
		SFD				
<b>Total SFD 2</b>					<b>\$760,000.00</b>	<b>\$4,778.00</b>
<b>Shed</b>						
<b>Active</b>						
240131	9/5/2024	MILLER, RONALD L. & MYERS, CAROL A.	1236 WISSLER LN	4610963900000	\$29,000.00	\$232.00
		Shed				
240138	9/13/2024	SHUE MARY LYNN	1963 SHEAFFER RD	4602391330018	\$3,400.00	\$57.00
		Shed				
240139	9/13/2024	LOCKE ZACHARY JAMES	1963 SHEAFFER RD	4602391330030	\$2,462.00	\$57.00
		Shed				
<b>Total Shed 3</b>					<b>\$34,862.00</b>	<b>\$346.00</b>
<b>Solar</b>						
<b>Active</b>						
240133	9/23/2024	MILLER L CLAIR	200 BELLAIRE RD	4601812700000	\$323,000.00	\$2,047.00
		Solar				
240141	9/26/2024	MOYER CRYSTAL L	31 SAGER RD	4606811400000	\$48,444.00	\$403.00
		Solar				
<b>Total Solar 2</b>					<b>\$371,444.00</b>	<b>\$2,450.00</b>
<b>Total Zoning 16</b>					<b>\$1,447,264.00</b>	<b>\$9,963.00</b>
<b>Total Permits: 35</b>					<b>\$1,447,264.00</b>	<b>\$12,268.00</b>



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

1. Vice-Chairman Delmar Oberholtzer called the meeting to order at 7:00 p.m. in the Mount Joy Township Municipal Building located at 8853 Elizabethtown Road, Elizabethtown, PA 17022.

2. Pledge of Allegiance

3. Roll call of the Planning Commission Members:

Kevin Baker — Present

Rodney Boll — Absent

Gerald Cole — Present

Michael McKinne — Present

Arlen Mummau — Absent

Delmar Oberholtzer — Present

Bill Weik, Jr. — Present

Other Township Representatives Present: Patricia J. Bailey, Township Secretary

4. Public Comment: NONE

5. Consent Calendar:

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

b. Sign the Minor Land Development Plan Proposed Building (Jay Garman) (#24-05-MLDP)

c. Sign the Preliminary / Final Subdivision Plan for Duane Hernley (#24-02-FLDP)

d. Sign the Preliminary Subdivision & Land Development Plan for 1376 Campus Road (#21-17-PLDP)

e. Sign the Final Subdivision & Land Development Plan for 1376 Campus Road – Phase 1A (#22-15-FLDP)

A motion was made by Gerald Cole and seconded by Michael McKinne to approve the Consent Calendar as written. All members present voted in favor of the motion.

6. Old Business: NONE

7. New Business:

a. Land Development Plan Waiver for Paul E., Jr. & Lori R. Kolaric (#24-15-WAIV) – Proposal to place a manufactured home on a 3.4-acre lot located at 330 Hillside Road. The property is zoned R-3, High-Density Residential and is not being subdivided. It contains an existing single-family dwelling and is served by public sewer and on-lot water.

i. Consideration of Conditional Land Development Plan Waiver Approval

Paul E. Kolaric, Jr. stated the property was previously owned by Rodney and Lois Fink. He and his wife purchased the property and are requesting a modular home be permitted to be installed on the property for his son to live. The property would not be subdivided. There would be no hook-up to the public water as the connection would be on the far side of Pizza Hut and would cost approximately \$50,000.00. An easement from Pizza Hut was given to run the public sewer. There will be no driveway for the

module home as the vehicles will park in the driveway of the existing house. There were several questions concerning the review letter from the Township Engineer. The Zoning Ordinance requires approval of a land development plan for the second dwelling. For a waiver of land development an unreasonableness or hardship should be provided. Mr. Kolaric stated that with the high cost of rentals or the purchase of a house for a person just starting out is the reason they would like the modular home. Mr. McKinne stated that is not considered a hardship. Mr. Kolaric was asked if anyone discussed echo housing with him. Mr. Kolaric stated that was not discussed. It was suggested he talk to Mr. Evans about echo housing because that may be the way to go. Mr. Wiek said that if for some reason the occupants would need to vacate the premises, for the modular home to remain, the property would need to be subdivided, and it does not meet the requirements for that to be done. Mr. McKinne would like to receive clarity on the Engineer's review letter.

A motion was made by Gerald G. Cole and seconded by Bill Wiek, Jr. to table Mr. & Mrs. Kolarics request until next month so they can speak to Mr. Evans and the Commission can obtain some clarity to the Engineer's review letter. All members present voted in favor of the motion. All members present voted in favor of the motion.

8. Initial View: NONE

9. Correspondence: NONE

10. Other Business:

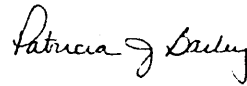
- a. Claudia Shank, McNees, Wallace and Nurick, along with Tyler Eshelman and Nathan Weaver of Landmark Homes was in attendance to receive comments on the proposed rezoning of the Raffensperger property on the north side of Sheaffer Road. The property is currently zoned Rural (R) and they are requesting it to be rezoned Medium Density Residential (R-2). It is a 57-acre property, and the proposed plan shows 169 SFD. The rezoning would allow for smaller-sized lots. Most of the homes would be 4 bedrooms with 2 ½ baths. Public water and sewer would be available, and development would take place in phases. Along with the rezoning, they would request a Text Amendment to allow for Cluster Zone to be added to the R-2 District. The proposed lot size would be 5,500 sf with 20% open space required. The park land would be dedicated to the Township for a community park. Fee-in-Lieu would be paid unless all requirements can be met. Ms. Bailey stated the proposed plan was before the Park and Recreation Board and they were not happy. They would like the park to be where it is shown on the Official Map. They also did not feel that Basin #1 should be part of the park. The walking trails and the areas that are designated as open space where nothing can be developed did not sit well with the Board. Some of the other Commissioners comments were:
  - Mr. McKinne expressed concern with the water capacity with all the developments. EAWA asked everyone to conserve water when there was a minimum drought.
  - No Wetland Study has been conducted at this time. Mr. Oberholtzer is concerned that there are wetlands on the property as it has not been farmed for several years. He suggested a study be done before they go much farther with the plan.
  - The intention is to dedicate the streets to the Township. Mr. Cole stated that the cul-de-sac may not be accepted.
  - Would like the road on Sheaffer road to align with the development on the south side of Sheaffer Road.
  - Will there be on-street parking? The garage does not count towards the parking requirements.
  - Mr. Cole asked if there will be an HOA. Mr. Eshelman stated it is more than likely there will be especially with the SWM.

- Mr. Oberholtzer asked what the expected build out is for the development. Roughly 8-9 years.

Ms. Shank thanked the Commission for their comments. They will go back to the drawing board to see what works.

11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Monday, September 23, 2024** beginning at 7:00 P.M.
9. A motion was made by Kevin M. Baker and seconded by Gerald G. Cole to adjourn the meeting at 7:46 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Patricia J. Bailey  
Township Secretary



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## Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, September 4, 2024

1. Chairman Gregory R. Hitz, Sr. called the meeting to order at 6:00 P.M. in the Mount Joy Township Municipal Building located at 8853 Elizabethtown Road, Elizabethtown, PA 17022.
2. Meeting Attendance:
  - Members Present: Gregory R. Hitz, Sr. and Robert F. Newton, Jr.
  - Members Absent: James E. Hershey
  - Alternate Member Present: Roni K. Clark
  - Township Representatives: Justin S. Evans, Zoning Officer; Kim Kaufman, Township Manager
  - Lancaster County Court Reporter: Veronica Johnston Gouck
  - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
3. A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve the minutes of the July 30, 2024 special meeting and the minutes of the August 7, 2024 meeting. All members present voted in favor of the motion.
4. Attorney Henry noted that the application for Sheetz (Case #240011) is continued to the October 2, 2024 meeting at the request of the applicant to complete the traffic study.
5. Mr. Evans, Township Zoning Officer, stated that a Public Notice was published in the August 15, 2024 and August 22, 2024 editions of the LNP. The subject property was posted on August 23, 2024.
6. Old Business: Render a decision on Zoning Case #2400008
  - a. Applicant/Landowner: Elizabethtown Mount Joy Associates, L.P.
  - b. Property Location:
    - 1) Tax Parcel ID #461-82176-0-0000, located at the northeast corner of Route 230 (W. Main Street) and Cloverleaf Road
    - 2) Tax Parcel ID #461-00486-0-0000, fronting on Cloverleaf Road
  - c. Zoning District: C-2 – General Commercial District
  - d. Special Exception Requests:
    - 1) Chapter 135, Article XIV, §135-133.G – vehicular fueling station accessory to a convenience store
    - 2) Chapter 135, Article XIV, §135-133.L – shopping center in excess of 10,000 sf.

Attorney Henry drafted a written decision for the case based on individual conversations with the Board members. The decision contains findings of fact and conclusions of law and is written to approve the application with conditions.

A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve the special exception application with conditions. All members present voted in favor of the motion.

A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to approve the written decision with conditions as drafted. All members present voted in favor of the motion.

7. Next regularly scheduled hearing will be held Wednesday, October 2, 2024, beginning at 6:00 p.m.
8. A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to adjourn the meeting at 6:08 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Justin S. Evans, AICP  
Zoning Officer

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



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## Minutes of the Regular Meeting of the Mount Joy Township Park & Recreation Board Held on September 10, 2024

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

Others in attendance – Patricia J. Bailey, Township Secretary, Justin S. Evans, Township Community Development Director/Zoning Officer, and Kim Kaufman, Township Manager.

3. Approval and ratification of the minutes of the August 13, 2024 meeting:

A motion was made by William Duncan and seconded by John L. Felix, Jr. to approve the minutes from August 13, 2024 as written. All members present voted in favor of the motion.

4. Old Trolley Line Park – Phase 3:

- a. Chuck Strodoski, YSM Landscape Architects, was in attendance to present the pre-final design plan for the proposed expansion of Old trolley Line Park. Mr. Strodoski thanked everyone for coming. He provided a brief history of the property. The main thing the Park & Recreation Board has tried to take into consideration is what does the community want. Several designs were presented several months ago in which the Board took items from each design to create this pre-final. It also includes items that were in the top 10 on the survey that was completed last year: i.e. walking trails, basketball court, pickleball courts, pavilions and playgrounds. The Board also had a desire to include some unique items: i.e. pump tracks and fitness court. The plan shows a pavilion which will hold 40-50 people and another smaller pavilion, There is also an open play grass area. The parking lot will be designed to hold 48 parking vehicles.

As for the middle section, the Board was very disappointed to find out the area changed drastically over the last 10 years when the original wetland study was completed. There are some small areas that can be used for a small parking area and pavilion. In the back along the Lancaster County Conewago Trail, it is possible to put some benches. We can also include some mowed trails throughout the property. The plan as shown also includes 4 connection points to the Conewago Trail. There is a walkway planned along Beverly Road which will be separated by a guide rail.

- b. Public comment will be heard concerning the final design plan.

Dave Myers, 10 Meadowbrook Lane, Elizabethtown, PA 17022 asked about the orientation of the pickleball courts. Mr. Strodoski stated they are a north-south orientation. Mr. Myers asked about fencing around the courts. Mr. Strodoski stated the plan currently shows a 4' high fence. Mr. Myers suggested a 6' fence with fabric to cut down on the wind.

Kaleb Koons, 203 Stoneybrook Lane, Elizabethtown, PA 17022, (also owns property in Mount Joy Township) stated his family uses the park several times a week. He feels the pickleball courts are great, but he is disappointed with the loss of all the fields. With all the development within

Mount Joy Township fields will be in demand. The pump tracks are nice, but he does not feel they will get much use. Since the park is isolated, cameras should be considered.

Lance Koons 1010 Hershey Road, Elizabethtown, PA 17022, expressed concern that there are so many entrances to the Conewago Trail. He explained that each entrance breaks down the trail which actually works as a dam. The trail over the past several years has lost numerous trees which acted as natural barrier to the trail. He is also concerned that electric bikes will come off the trail and race around the park.

Mr. Strodoski stated everyone provided valid points. We can design the park with less connection to the Conewago Trail by keeping the park trail internal and creating more of a buffer to the Conewago Trail.

Ms. Boyer stated we lost acreage due to the wetlands and were not able to develop exactly how we were hoping. Mr. Strodoski explained that it is not possible to have a large multipurpose field oriented correctly as the property narrows in the eastern section.

Kevin Gamber, 333 Beverly Road, Elizabethtown, PA 17022 wishes more fields could be developed. To prevent electric bikes on the pump tracks, we should eliminate the entrances to the Conewago Trail. He feels the location of the fitness court should be moved.

Katie McCorkle, 998 Old Hershey Road, Elizabethtown, PA 17022 stated she uses the pathways at the park all the time. She likes having pavilions or shade structures for walkers. She agrees with eliminating some of the entrances to the Conewago Trail and the installation of cameras since the area is remote.

Mr. Evans stated there is money set aside for the installation of cameras.

Ms. Boyer asked if the proposed open area could be converted to a multipurpose field. Mr. Strodoski stated the orientation is not correct and it would only be able to be used for very young children.

The pump tracks might not be needed but are unique to this area and the Board feels they are a nice addition. The kids that were in attendance raised their hands when asked if they would use them.

c. Update Timeline for project.

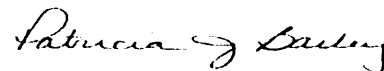
Mr. Strodoski will be at the October meeting hopefully with the final plan and cost opinion. The park will probably have to be constructed in phases. The Township is looking to apply for a grant in 2025 and anticipates construction to begin late 2026 or early 2027.

5. Correspondence:

6. The next meeting of the Park and Recreation Board is scheduled to be held on **October 8, 2024 at 7:00 P.M.**

7. A motion was made by Adam Reed and seconded by John L. Felix, Jr. to adjourn the meeting at 8:02 P.M. All members present voted in favor of the motion.

Respectfully Submitted,



Patricia J. Bailey, Secretary



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

**Minutes of the Regular Meeting of the**  
**Northwest Regional Lancaster County Police Commission**  
**Held on August 27, 2024**

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

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

2. Public Comment: Officer Aaron McCoy was in attendance to talk about the recently passed legislation which will provide for police officers to receive pension service credit for prior service in previous police pension funds. Act 49 will allow officers to buy back prior police service up to five years. If the Commission wishes to allow this to occur in the current Northwest Regional Pension Plan, an amendment must be passed. Lisa will confer with our actuary from Conrad Siegel for advice on next steps and will report back to the Commission.

3. Consent Calendar:

- a. Approval and ratification of the minutes of the July 23, 2024 meeting.
- b. Accept and ratify the Treasurer's Report for the period of January 1 through July 31, 2024, subject to audit.
- c. Approve payment of all bills via Bill Lists #17,18,19 and 20 in the amount of \$93,121.57 ; ratify payment of all payrolls for the period of July 2024, inclusive, in the amount of \$193,550.64 , which represents two (2) pay periods.
- d. Raymond James Pension Account summary from June 28 to July 28, 2024.
- e. Approve the 2025 Minimum Municipal Obligation for the non-uniformed Pension Plan per the memo dated August 20, 2024.
- f. Approve the 2025 Minimum Municipal Obligation for the uniformed Pension Plan per the memo dated August 20, 2024.

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

4. New Business:

Chief Mayberry presented a certificate of appreciation to Becca Bair for her fundraising efforts on behalf of the K9 Unit of the Department.

Phil Rudy and Shawn Carl of White, Rudy LLC presented an overview of the 2023 financial review. Debra Dupler made a motion, seconded by David W. Sweigart II to accept the 2023 financial review. All members present voted in favor of the motion.

5. Old Business:

National Night Out 2024 was unfortunately canceled on the evening of August 6 due to the forecast for torrential rain and thunderstorms, which proved to be correct. Planning is underway for the 2025 event.

Written promotional testing will be held on September 18, 2024, and promotional oral interviews will be held on October 23, 2024.

CORDICO wellness program has been implemented.

The two Kenwood portable radios have arrived and placed into service.

6. Advisements:

Detective Frank Ember participated as a Camp Counselor/Instructor at the Pennsylvania State Police Camp Cadet Program on August 5-9.

Cones With A Cop will be held at Udder Bliss on August 29.

Officer Abby Shaeffer assisted with a Verizon Back to School Backpack Event on July 28.

Cocker's Towing donated \$3500 towards the National Night Out Fireworks.

Officer Carl Bergmark attended a two-day Active Assailant Training, presented by the Lancaster County Special Emergency Response Team.

Officer Seth Arnold and Officer Chris Good attended a DUI Checkpoint Training.

On July 27, Sergeant Adam Shope and Officer Wade Gernert attended a Community Picnic event at Risser's Mennonite Church. The church made a \$215 donation to the Department.

7. Correspondence:

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

8. Other Business:

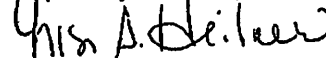
Chief Mayberry advised that the first of two cruisers that were ordered has arrived and is being serviced. The second is in transit and should arrive shortly. Both vehicles will need to be outfitted upon their arrival.

Debra Dupler questioned the status of the LED lighting replacement for the Department. Lisa advised that we are still waiting for Hawthorne Electric to schedule installation. Ms. Dupler also questioned whether or not there were still issues with kids coming through the fence in the police parking lot during GEARS activities.

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on September 24, 2024 at 7 p.m. at the Mount Joy Township Municipal Complex.

A motion was made by John Rudy, seconded by David W. Sweigart II to adjourn the meeting at 8:00 p.m. All members voted in favor of the motion.

Respectfully submitted,



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



## Elizabethtown Regional Sewer Authority Minutes

August 13, 2024

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

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

### General Business

1. A review of the Borough's Capital Projects were discussed, ERSA is responsible for the following: Radio Road Interceptors Improvements Project \$2,290,887.00, WWTP SCADA System Improvements Project \$273,009.23 and Oak Manor Pump Station Upgrade Project -ERSA share \$34.48%. The Borough has arranged financing through Pennvest. The estimated monthly payment for twenty years will be \$11,730. **It was motioned by Sollenberger seconded by Snyder to pay the monthly fee towards the Pennvest funding option. Motion carried.**
2. Viscome told the Board that he, Rettew and King will meet with Masonic Villages to discuss an agreement with the Villages granting capacity for the expanded Turnpike #2 pump station.
3. It was motioned by Snyder and seconded by Sollenberger to conditionally approve payment #10 for Blooming Glen Contractors in the amount of \$112,513.60. Blooming Glen needs to resolve the recent problems with the valve system in the value vault.
4. The Board discussed the request to provide sewer through a force main to three lots at the intersection of Amosite Road and Poplar Lane. The estimate for this work is \$98,325. Even with a 3-way split involving the residents, ERSA and West Donegal Township, the cost would be approximately \$32,775. The Board did not take action on this matter.
5. **It was motioned by Erb and seconded by Shaffer to approve a sewer connection for a lot located in East Donegal Township at the intersection of Colebrook and Nolt Road. Motion carried. Snyder opposed.**
6. **It was motioned by Sollenberger and seconded by Shaffer to purchase a 2 million dollar (limit) of cyber insurance for 2,220. Motion carried. Snyder opposed.**
7. King explained the I/I analysis that he recently completed. He will prepare a proposal for the September meeting for the next steps to reduce the I/I.
8. **It was motioned by Snyder and seconded by Sollenberger to approve 2025 Minimum Municipal Obligation (MMO) for the Pension Plan. Motion carried.**
9. **It was motioned by Snyder and seconded by Sollenberger to approve payment application for Lobar Associates (storage building) for \$146,960.73. Motion carried.**
10. **It was motioned by Snyder seconded by Shaffer to approve change order 1-3 for Miller Road pumpstation. Motion carried.**

King provided a report for August:

1. Capital Improvement Plan – The Borough Capital Projects were incorporated into the Capital Improvement Plan, and a revised version of the plan was distributed on 8/6/2024.
2. Aberdeen Pumping Station - Pump failure – In early July, Pump No. 2 experienced a recurring seal failure. This pump has been rebuilt several times over the last few years, mostly recently in October 2023 and is recommended to be replaced. The Authority is evaluating the replace of both pumps and controls for cost efficiently and to “refresh” the station. RETTEW is working with Envirep to obtain pricing and determine the design specifications for the station.
3. Utility Strike -Turnpike Road No. 2 Force Main – A utility strike occurred on 8/5/24 on the Turnpike Road Sewage force main due to PennDOTS’s culvert replacement work across Turnpike Road. The sewage spill was promptly reported to the DEP, and a sewage spill report along with a non-compliance form were subsequently submitted. Additionally, because the excavator failed to exercise due care and take reasonable steps to avoid damaging the force main (such as using hand-dug test holes, vacuum excavation, or similar methods), a violation report has been submitted to the Public Utility Commotion (PUC) for review.
4. Miller Road Pumping Station – On 7/29/24 RETTEW attended a monthly progress meeting with ERSA staff. There are no updates to the project schedule, and the anticipated substantial completion date is still scheduled for September 9, 2024 and final completion for October 9, 2024. Updates since last meeting:
  - Mechanical piping between the wet well and valve vault has been installed.
  - The generator pad has been poured, and the generator has been set.
  - Work on the fillets and floors in the wet well has been completed.
  - Some masonry work has continued, but delays in this area are impacting the overall project schedule.Three owner claims remain unresolved, and the Engineer is required to make a determination by 8/19/24.
5. Turnpike #2 Station – On 7/8/24, RETTEW completed a hydraulic evaluation of Masonic’s Interceptor, addressing ERSA’s capacity request for the expansion of Turnpike Road No. 2. Following the evaluation, Masonic issued a draft agreement, and discussions are currently ongoing. RETTEW met with ERSA staff on 7/10/24, to review the 60% design. The design of the pump station is currently on hold until the agreement between Masonic and ERSA is finalized.
6. Development Plans/ Projects
  - Garner Subdivision – RETTEW received construction submittals and issued responses to the contractor.
  - Bear Creek Estates - RETTEW received Final Subdivision and Land Development plans and is working with the developer to ensure that all documents are in order prior to a developer’s agreement being executed.
  - Bishop Woods Subdivision – RETTEW received a request from the developer to reduce the financial security and is coordination with ERSA staff to create a punch list before the facilities can officially be dedicated.
  - Westmount Subdivision – RETTEW received Highway Occupancy Plans and a revised capacity request. Response was issued on 7/19/24.
  - Meridian Heights Subdivision – RETTEW received construction submittals and issued responses to the contractor.
  - Campus Road Subdivision – RETTEW received construction submittals for the pump station and collection system and issued a response to the contractor.
  - Catherine Hershey School – RETTEW reviewed the Preliminary/Final Subdivision and Land Development plans for the Catherine Hershey School for Early Learning and issued a response on 7/24/24. Additionally, the Authority received a sewer capacity request for a new project and a capacity certification has been issued to the developer.

## Treasurer Report

Shaffer discussed his summary report. Revenues for July show an increase in revenues compared to budget because Shaffer posted \$82,000 in investment income. He observed that finances continue to be strong with a cash balance that is \$1,335,721 over budget for the first six months of the year. **It was motioned by Snyder and seconded by Sollenberger to approve the Treasures report. Motion carried.**

## Bills Payable

**It was motioned by Sollenberger and seconded by Snyder to approve the bills payable in the amount of \$163,035. Motion carried.**

## Executive Session

No session held.

Meeting adjourned at 8:30pm.



## Elizabethtown Regional Sewer Authority Minutes

September 10, 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: Ken Shaffer, John O'Connell, Al Sollenberger and Roger Snyder. Dave Sweigart and Rick Erb were absent. Also present were ERSA Operations Manager, Steve Rettew; Engineer, Abraham King; Solicitor, Jeff Shank; ERSA Manager, Nick Viscome.

**It was motioned by Sollenberger and seconded by Snyder to approve the minutes of the August 13, 2024, meeting. Motion carried. John O'Connell abstained.**

### Executive Session

An executive session was held to discuss a personnel matter and potential litigation. Attorney Jill Nagy was present by phone to advise the Board on these matters.

### General Business

1. **It was motioned by Snyder and seconded by Sollenberger to terminate, for cause, the bidding and construction services contract for CDM Smith and all general conditions that may apply for the agreement that was executed on January 11, 2022. It was further motioned to pay CDM Smith for work already performed. Included in this motion was approval for RETTEW Associates to perform construction and administrative services for the Miller Road pumping station expansion project for a budgetary estimate of \$88,575. Motion carried.**
2. **It was motioned by Snyder and seconded by Sollenberger to approve a temporary addendum extending the original agreement between the Masonic Villages of the Grand Lodge and the Elizabethtown Regional Sewer Authority until December 31, 2024. Motion carried. This extension will allow sufficient time to negotiate a new agreement.**
3. **It was motioned by Snyder and seconded by Sollenberger to conditionally approve the developer's agreement between Elizabethtown Regional Sewer Authority and Forino for the Bear Creek subdivision. Conditions are receipt of stamped plans and an improvement guarantee. Motion carried.**
4. **It was motioned by Snyder and seconded by Sollenberger to approve a Costars quote for improvements to the Aberdeen pumping station in the amount of \$96,855. Motion carried.**
5. **It was motioned by Snyder and seconded by Sollenberger to approve change order 1-4 for Miller Road expansion project in the amount of \$18,744.65 (credit for ERSA) for claims 1 and 2 against Blooming Glen Contractors. Motion carried.**

### Engineer Report

King provided a report for August:

1. **Aberdeen Pumping Station- Pump failure – On 8/14/2024 RETTEW worked with Authority staff to complete drawdown testing of the existing pumps to confirm the hydraulic design point of the station.**

2. Utility Strike – Turnpike Road No 2 Force Main – A claim has been filed with PennDOT requesting reimbursement of the direct cost incurred as a result of the Utility Strike. The total reimbursement request amounts to \$4,128.68.
3. Miller Road Pumping Station Support – Updates since last meeting:
  - Mechanical piping in the wet well began
  - Masonry block of the control building has been completed, waiting for trusses
  - Discussions on the misalignment of pipe penetrations to the valve vault continue
  - The hatch for the comminutor was intended to be 30” x 30” but was constructed as 24” x 24”, creating issues for both the installation of the comminutor and its future operation and maintenance.
  - PPL work completed.

On 8/19/2024 CDM Smith issued their decision concerning Claim 1 and claim 2, determining the ERSA owes Blooming Glen a credit of \$18,744.65.
4. Schwanger Road Pump Station Evaluation -On 9/5/2024, RETTEW attended a pre-construction meeting with E.L Heim and ERSA staff to review project requirements. Work is being schedule and anticipated to be completed in the near future.
5. Turnpike Road No. 2 Pump Station Expansion – On 8/14/2024, RETTEW and Authority staff met with representatives from Masonic Village to discuss the previously provided hydraulic evaluation and the agreement concerning capacity in the private interceptor. Updates to the hydraulic evaluations are currently being made and will be reissued shortly. The design of the pump station is currently on hold until the agreement between Masonic and ERSA is finalized.
6. Greiner Industries – RETTEW reviewed the results from the wastewater sample analysis and found that total nitrogen levels were exceeding the permit limit, measuring 88 mg/L against the permitted limit of 40mg/L. On September 4, 2024, RETTEW issued a letter notifying of the deficiency and provided a new permit.
7. Development Plans/ Projects
  - Bear Creek Estates - RETTEW reviewed the Preliminary/Final Subdivision and Land Development plans for Bear Creek Estates and issued a response on 9/04/2024.
  - Bishop Woods Subdivision –ERSA staff provided a punch list to the developer on 8/28/2024. Upon completion of the punch list items Phase 1A,2 and 3 will be completed and eligible for dedication to the Authority.
  - Westmount Subdivision – RETTEW received Highway Occupancy Plans and a revised capacity request. Response was issued on 7/19/24.
  - Campus Road Subdivision – RETTEW received construction submittals for the pump station and collection system and issued a response to the contractor.

#### Treasurer Report

Shaffer discussed his summary report. He noted that ERSA has received developer contributions of \$434,812 which was unexpected. He also said that ERSA may have to cash in CD's/money market to pay November debt service payments.

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

#### Bills Payable

**It was motioned by Sollenberger and seconded by Snyder to approve the bills payable in the amount of \$443,919.51. Motion carried.**

#### Executive Session

No session held.

Meeting adjourned at 7:45pm.



**EAWA WORK SESSION MEETING MINUTES  
SEPTEMBER 4, 2024 - 6:30 PM**

**CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 P.M. by Dale Treese, Chairman. Members present: Rich Sheidy, Jeff McCloud, Chuck Brewer and John O'Connell. Also present were: Del Becker, Authority Manager; Jeffrey Shank, Solicitor; Michael Krieger, Engineer; and Donna Bissinger, Admin Assistant. Not present: Keith Murphy and Rick Erb, Board Members; Jason Bock, Operations Manager and Michele Powl, Business Manager. Members of the public: Jill Gebhart, Admin Assistant.

**1. PUBLIC COMMENT:** None

**2. REPORTS:**

**a. Manager's Report:**

- i. **PPL Easement Request:** Service to new building on White Oak Mills property. They are adding another pole and transformer to an existing line.
- ii. **Assistant Business Manager:** Candidate identified and hourly wage of \$28.50 to be offered.

**Action:** "That the Board approves the candidate wage offer."

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

- iii. **PENNVEST Financing Update:** Primary focus by PENNVEST was on Municipal guarantees. EAWA needs to go before the Borough Council with a presentation sometime in October/November.

**b. Operations Manager's Report:** Will be presented at the 9/9/24 Board Meeting.

- c. **Engineer's Report:** The Poplar Street Project has been put out for bid on 8/15/24. High Street Water Main Replacement Project survey is back and developing preliminary drawings. Treatment Plant Project has been divided into two projects. First, replacing the existing skid membrane. A minor permit amendment is ready to send to DEP. Second, a major amendment to DEP has been sent for adding a new skid membrane, neutralization tank and a CIP Unit. Well 6 & 7 is going well. GHD has received a proposal from the Nitrate Removal System vender. They are waiting on drawings from them to send in permit requests. An amendment has been developed for the force main replacement along Nolt Rd with clean outs included in the design.

**3. UNFINISHED BUSINESS:** None

**4. NEW BUSINESS:** None

**5. BOARD MEMBER'S REMARKS:** McCloud inquired about the recent repairs on old pipes in Rheems. None of our technicians were injured. Brewer sent kudos to our technicians.

**6. EXECUTIVE SESSION:** None

**ADJOURN: 7:02 PM**

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

**Motion:** J McCloud

**Second:** J O'Connell

**Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

**Approved at 10/14/2024 Meeting**

**EAWA BOARD MEETING MINUTES  
SEPTEMBER 9, 2024 - 6:30 PM**

**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, Rick Erb, Chuck Brewer, 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 Krieger, Engineer; Jill Gebhart, Admin Assistant. Members of the public: Dan Gerber, PPL.

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

**2. PUBLIC COMMENT:** None

**3. APPROVAL OF PREVIOUS MINUTES:**

**Action:** "That the Board approves the WS Meeting Minutes of 08/07/2024 and Board Meeting Minutes of 08/12/2024, as presented."

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

**4. REPORTS:**

**a. Manager's Report:**

- i. **Bear Creek Estates Water Extension and Development Agreement-- 40 EDUs includes 39 new houses and one existing house.**

**Action:** "That the Board contingently approves the Water Extension & Development Agreement for the Bear Creek Estates Development upon receipt of construction security."

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

- ii. **Amendment to Professional Service Agreement with GHD for Well 6 & 7 Upgrade Project:** inclusion of replacement force main;

**Action:** "That the Board approves the Amendment for the Well 6 & 7 Upgrade Project to include replacement of the backwash force main for a professional services fee not to exceed \$43,000.00."

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

- b. **Operations Manager's Report:** Report was provided for the board members. The EPA inspection was done in August. It takes them 70 days to issue the results of their report.

- c. **Engineer's Report:** Was presented at the September Work Session Meeting.

**d. Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (08/23/24) distributed with package (\$61,541.02 for balance);
- ii. Paid Bill Detail (*Capital Fund*) (08/23/24) distributed with package (\$4,961.75 for balance);
- iii. Statement of *Operating* Revenues & Expenditures for period of AUGUST YTD, distributed with package. Balance: \$ 1,907,507.83, Expenditures: \$ 216,794.86 & Income: \$ 132,607.15;
- iv. Statement of *Capital* Revenues & Expenditures for period of AUGUST YTD, distributed with package. Balance: \$ 9,891,118.17, Expenditures: \$ 78,038.38 & Income: \$ 226,341.43.

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

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

**5. UNFINISHED BUSINESS:** None

**7. NEW BUSINESS:** None

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

**Action:** "That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$ 27,792.03 (09/09/24), Unpaid *Capital* Fund Bills Detail totaling \$ 108,649.95 (09/09/24) and Unpaid *Developer Escrow* Fund Bills Detail totaling \$ 444.75 (09/09/24)."

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

**9. BOARD MEMBER'S REMARKS:** O'Connell inquired about the status of the Harrisburg Avenue Development. They are still in the sketch plan phase. Brewer asked if anyone was going to attend the conference. Sheidy replied that he was attending. Treese reminded the board that the pre-budget meeting will be held September 21<sup>st</sup> 7:30 at EAWA. A continental breakfast will be provided

**10. EXECUTIVE SESSION:** None

**11.ADJOURN: 6:54 PM**

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

**Motion:** K Murphy

**Second:** J McCloud

**Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

**Approved at 10/14/2024 Meeting**

**EAWA SPECIAL MEETING MINUTES  
SEPTEMBER 21, 2024 - 8:00 AM**

**1. CALL TO ORDER:** The EAWA Board meeting was called to order at 8:00 AM by Dale Treese, Chairman. Members present: Keith Murphy, Jeff McCloud, Rich Sheidy, Rick Erb, Chuck Brewer and John O'Connell. Also present were: Del Becker, Authority Manager; Jason Bock, Operations Manager; and Michele Powl, Business Manager. Not present: Michael Krieger, Engineer; Jeffrey Shank, Solicitor; Donna Bissinger, Admin Assistant. Members of the Public: None

**2. PUBLIC COMMENT:**

**3. REPORTS:**

**a. Manager's Report**

**i. Meetings and Dates**

- a. Manager indicated that the current meeting schedule is Work Session Meetings on 1<sup>st</sup> Wednesday and Regular Meetings on 2<sup>nd</sup> Monday. Consensus of the Board was to keep the same meeting schedule.

**ii. Personnel and Administration**

- a. Operations: Becker reviewed a prepared memo regarding the Personnel Structure for the Operations group. Treese indicated this discussion would replace the subcommittee meeting on October 19. Becker indicated it was his opinion and that of the Operations Manager to revise the structure where two work groups would be formed: one for distribution system and one for water treatment facilities. Draft job descriptions were provided for new positions of distribution system and treatment facilities supervisors. Treese inquired if there would be a change in pushing the Operations staff to get the DEP certifications. Bock indicated we would still require staff obtain those certifications due to weekend duties and other staffing needs. Bock indicated that new hires would first be assigned to the Distribution group. Bock indicated that two additional operators are still recommended to get to full staffing. The two groups would still support each other during typical work days.

**b. Impact of Increased Plant Usage on operations**

- As indicated by Bock and Becker, production demand has increased or raw water quality is diminished, the plant increasingly needs to operate, often at night and approaching 24 hours a day. During these periods, staffing is strained since personnel operate the plant as well as the typical daily needs of system operation.

Becker described some potential solutions as water treatment needs increase since the plant cannot be fully automated:

- Dedicated night shift staff
- Additional staff operating in rotating shifts
- Potential additional compensation by implementing a shift premium

- c. Administration: Becker indicated that the Assistant Business Manager position had been filled with a September 30 start date

**d. Employee Benefits**

- Adjustment of death benefit insurance – Manager indicated that levels have not been modified since formation of the Authority in 2004. Suggested adjustment in ( ). Cost impact is approximately \$100 per month.

0 – 10 years of service - \$50,000 (\$75,000)  
0 – 20 years of service - \$100,000 (\$125,000)  
over 20 years of service - \$150,000 (\$175,000)

e. Act 205 Pension / Act 457 Deferred Compensation Plan

a. Becker provided an update:

- i. Balance as of 8/30/2024: \$542,684.71
- ii. YTD Return: 8.48%
- iii. Current investment objective: Income, with medium risk tolerance and a 5 to 10 year timeline, contribution level at 6.5% of gross employee income
- iv. Anticipated contribution requirement for 2025: \$54,000, see attached memo

b. Manager provided potential modifications for Board to consider for plan The following were discussed:

- Shift of 205 funds to an alternative investment firm with lower fees, if available. Fulton Financial fee is 1.0%, plus the fees built into the investment products. Becker indicated there are other options.
- Authority match of employee contributions to 457 plan to encourage employee retirement savings, coupled with a potential reduction in Authority contributions to the Act 205 plan (if allowed).

c. Cost of Living Adjustment: Becker indicated this would be moved to the Draft Budget discussion

iii. **Budget and Cash Flow – Refer to:**

a. Becker provided Monthly Cash Flow Summary and discussed the 2025 Draft Operations Budget with updated Revenue and Expenditures through August 31, 2024:

- Inflationary Pressure – Manager indicated that inflationary pressures and supply chain impacts have lessened but some impacts are still expected. Most recent Bureau of Labor Statistics for the Mid-Atlantic year to year, 3.3%. The Fed just lowered the Federal funds rate which may help.

b. Unanticipated 2024 Expenses – information provided by Becker and Bock:

- Chemical Costs: higher prices and increased usage
- Sewer charges: will continue to increase as the water plant is used more. Accounting will shift to Operations from Administration.

- Overtime: exceeded budget due to necessary after hour repairs and operational staffing

c. **Healthcare**

- Becker indicated that Benecon has indicated a significant increase for EAWA of approximately 20.0% is likely due to claim fund performance. He said that final rates obtained in early October. The increase was primarily due to large claims by two employees and their dependents.

iv. **Revenue**

- a. **Revenue Adjustments:** Becker presented a Memo that summarized revenue needs for operations and capital expenditures in the coming year. As discussed with the subcommittee, a rate adjustment of around 3.5% each year is need to meet the obligation of the Authority and maintain capital reinvestment. A planned decrease in contributions to the capital reserve will be planned for 3 year period beginning in 2026 with largest impact in 2029 when principal payments begin.
- b. Manager indicated that a funding resolution will be needed for the PENNVEST financing. Draft in process for Board action later this fall.

v. **Capital Reserve Account Update**

- a. **Current Balance:** Summary of accounts provided by Manager;
- b. **Minimum balance implemented by Board in 2021;**

vi. **Capital Budget and Facilities Priorities**

- a. As Becker explained, the Board last year developed several priorities that have fairly defined capital spending for the next five years:
  - **Cast Iron Pipe Replacement:** PENNVEST has made funding offer. HRG and Eckart Seamans assisting Authority with funding. Phase 1 bids received in the amount of \$2.7M for 7,350 feet of water main. Treese indicated the project will have a significant impact on water quality to the benefit of all customers and is the most ambitious project undertaken by the Authority.
  - **As planned, other capital needs:** fund with existing Capital Reserve Balance or potential future borrowing following fulfillment of current Truist Bank loan 2032
  - **Meter Update and AMI Implementation:** Third party assistance in upgrade of installed meters. Approximately 4,000 meters in need of replacement. The approximate installed cost of each meter is \$500 (\$200 for meter, \$200 for MXU, \$100 for installation). Discussing implementation schedule with Sensus.
- b. **Treatment Facilities:**
  - **Rheems WTP:** GHD designing improvements, including replacement of the nitrate system due to age (30 years), force main replacement and electrical upgrades including VFDs for pump operation.



- WTP Plant Improvements project: GHD designing phased upgrades including additional treatment skid, waste neutralization system, new membrane cleaning system, additional intake pipe, distribution pumps, and other plant improvements.
- Storage Tanks:
  - Established cycle for cleaning, interior coating and painting. In order of priority: Buckingham/Radio Road; Groff; Rockwood; and West Ridge Road. Buckingham Tank project has been submitted to DEP for permit approval. Groff Tank inspection and mixer installation in either 4Q 2024 or 1Q 2025. Mixer installed in West Ridge tank this year.
  - As discussed by Becker and Bock, a study and system modelling effort with GHD is needed to look at adequacy of current storage and plan for future storage needs given projected future growth and service area impacts.

c. Vehicles and Equipment:

- No replacements or additions anticipated until 2028.

d. Land Development: Becker updated the Board with known development that is on the table.

<u>Development</u>	<u>Anticipated Year Unit Construction Begins</u>	<u>EDUs Added</u>
StoneyBrook Phase 2B	2024	54
StoneyBrook Phase 3B & 4	2025+	114
Bear Creek Estates	2025	39
Westbrooke IV (additional phases)	2027+	168
Campus Road	2025	489
Meridian Heights (Sheaffer Road)	2025	374
Raffensperger	2026	86
Westmount	2026	289
Cloverleaf & Market (commercial)	2025	50
MJT Warehouses	2026+?	87
<b>Total</b>		<b>TOTAL = 1,750</b>
<b>Current Tapping Fee</b>		<b>\$3,300.00</b>
<b>Potential receipts</b>		<b>\$5,775,000.00</b>

Becker reviewed a memo he had prepared that provided a summary of our ability to provide service to the proposed development. Calculation indicate that the Authority has capacity to meet the know projected growth. That does not mean however that there will not be operational challenges and capital project needs to meet that development. These are known and being addressed. Water sources will be challenged. O'Connell indicated that a fresh look at potential well development is needed. The Board agreed and Becker will develop a recommendation for such a study. Becker indicated that we should reach out to an entirely new consultant for such a fresh look that will not be influenced by past decisions.

4. **UNFINISHED BUSINESS:** none

5. **NEW BUSINESS:** none

6. **BOARD MEMBER'S REMARKS:** Brewer asked if we had plans to brief the Municipalities on the plans of the Authority regarding impacts on the community. Treese said the PR firm could assist us with this. Murphy suggested a joint meeting with them. Murphy asked if the Authority should consider bringing the quarry water directly to the plant. Erb stated the Authority's water is still very affordable and should look at an update to the tapping fee. Treese thanked everyone for their input in planning for next year and future years. O'Connell stated it is apparent the Authority cares about providing water to the community, despite all the challenges presented.
7. **EXECUTIVE SESSION:** an Executive Session was held on a personnel matter. No action was taken.
8. **ADJOURN: 10:49 AM**

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

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

Respectfully submitted,

D. Becker, PE, Authority Manager

**Approved at 10/14/2024 Meeting**

**MINUTES OF THE MEETING  
OF THE BOARD OF THE  
MUNICIPAL EMERGENCY SERVICES AUTHORITY  
OF LANCASTER COUNTY  
July 24, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, July 24, 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, Roger Snyder, Jeffrey Hudson and Jeffrey McCloud were present.

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

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the minutes of the June 26, 2024 meeting.

The Board was provided with copies of the Assistant Authority Manager Report prepared by Marc Hershey. The report noted the following:

Late notices were mailed the week of June 17<sup>th</sup>. As of July 22<sup>nd</sup>, there were 1,964 accounts (about 75% of the late notice mailers) still outstanding, representing \$210,104 in outstanding parcel fees.

Mr. Hershey identified the four non-commercial accounts with outstanding balances of more than \$500.

Lancaster County Assessment office will now be sending a list of monthly property ownership changes which will be helpful in maintaining our database.

Conversations have been started with Diversified Technology about potential changes for the 2025 fee billing process and an option for bringing payment collections in-house.

The 2023 Audit is underway with White Rudy Company. An update is expected in August.

Mr. Hershey met with representatives from East Cain & Cain Townships and Downingtown Borough (Chester County) on July 15 to provide an overview of the Authority Model.

MESA has paid \$72,000 in capital projects so far for the year. A majority of these expenses were related to the building remodel, cameras for the rigs and cameras for the Elizabethtown

Station. We will be requesting reimbursement from the Northwest EMS Foundation for these expenses.

USDA confirmed the lien was released on the ambulance on July 16th. The title arrived this week will be transferred from NWEMS to MESA.

Alleman Auctions & Appraisals will begin the process of inventorying our excess items for an online sale to happen in late August.

MESA will be participating in the National Night Out on August 6th with Susquehanna Regional and Northwest Regional. MESA will also have an ambulance crew on standby each evening of the Elizabethtown Fair.

MESA was invited and will be presenting at the Mount Joy Rotary club on August 6.

Letters have been sent to Mount Joy Borough, Columbia Borough, Rapho Township and West Hempfield Township advising that MESA will begin billing them for cover calls beginning September 1, 2024.

FEMA Grant was approved for \$76,415 (\$6,950 cost share) for new portable and mobile radios.

ARPA Account has \$3116.37 remaining to cover PR Works and Stock & Leader expenses for the next 2-3 months.

The Board discussed actions to be taken regarding accounts with outstanding balances due. It was agreed that residential accounts with balances exceeding \$500.00 be sent a 30-day letter putting them on notice of the intent to file a municipal lien against the property.

For commercial accounts exceeding \$500.00, it was agreed that businesses that own the property on which it's located, be sent the same 30-day letter providing notice of the intent to file a municipal lien against the property. For businesses that are lessee of property, and have an account balance exceeding \$500.00, it was agreed that collection action be filed with the Magisterial District Judge.

Jason Kirsch provided a written update of ongoing public relation activities and website access analytics.

Mr. Hershey indicated that representatives of Page, Wolfberg & Wirth are drafting a Request for Proposal for insurance billing and should have a draft to review at the August meeting.

Mr. Hershey presented a request for purchase of an ice machine for the Elizabethtown station. On a motion of Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved the purchase of an ice machine at a cost of \$1,857.00.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the payment of bills totaling \$417,582.91, as presented on Bill List 2024-10GF and payment of bills totaling \$2,126.70, as presented on ARPA Bill List 2024-13.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the financial reports for the period ending June 30, 2024.

The Board cancelled the August 14, 2024 meeting of the Board on a motion of Mr. Snyder, seconded by Mr. McCloud. Motion passed unanimously. The Board is scheduled to meet on Wednesday, August 28, 2024 beginning at 6:00 P.M.

A motion was made by Mr. Snyder, and seconded by Mr. Hudson, to adjourn the meeting at 6:50 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)

**MINUTES OF THE MEETING  
OF THE BOARD OF THE  
MUNICIPAL EMERGENCY SERVICES AUTHORITY  
OF LANCASTER COUNTY  
August 28, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, August 28, 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. Roger Snyder was absent. Also present was David Jones, Board Solicitor.

Ms. Dupler announced that the Board held an executive session regarding personnel issues immediately prior to the public meeting.

Ms. Dupler opened the meeting for public comment. Wade Amick, Authority Manager, told the Board about the extraordinary efforts of Kevin Cox, Jr. when called to the residence of a community member during extreme hot weather. Recognizing the need of the resident, Mr. Cox purchased and installed an air conditioning unit for the resident. Mr. Amick presented Mr. Cox with an "Outstanding Performance Award". Board members expressed their appreciation of his efforts, and the standard of service provided by MESA personnel. State Representative Tom Jones presented Mr. Cox with a letter of recognition for his extraordinary effort.

Ms. Dupler shared an email from a community member thanking MESA for the quality service provided and noting that the annual fee paid is worth paying to know that ambulance service will be available.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the minutes of the July 24, 2024 meeting.

Mr. Amick provided the Board with information regarding the number of times MESA covered other agency calls and the number of times other agencies covered MESA calls. He also presented EMS and Medic response time information for Lancaster County-wide Communications.

Mr. Amick reported that interviews are being conducted to fill two full-time positions that are currently open.

The Board was provided with copies of the Assistant Authority Manager Report prepared by Marc Hershey. The report noted the following:

Late notices were mailed the week of June 17<sup>th</sup>. As of August 26, there are 1802 accounts still outstanding representing \$191,126 in outstanding parcel fees.

All parcel accounts have been updated with current ownership information as of latest file from the Assessment Office (Aug 9th).

Only three parcel accounts remain outstanding with a balance of more than \$500. The three total \$25,712.50.

The 2023 audit is nearly complete with White Rudy Company. White Rudy Company is expected to give a presentation to the Board at the September meeting.

Alleman Auctions & Appraisals will begin the process of inventorying excess items for an online sale which will be staged at the Manheim Station. Auction date is TBD. A public notice will be advertised.

Letters have been received back from Mount Joy Borough, Rapho Township and West Hempfield Township stating there is no legal grounds for us to bill them. It's anticipated that billing will start with September's cover calls.

A first draft of the 2025 budget is expected at the September Meeting.

Board Solicitor Dave Jones provided the Board with a draft of a letter responding to municipalities questioning billing of cover calls within their community.

Jason Kirsch provided a written update of ongoing public relation activities and website access analytics.

Mr. Hershey presented a proposal from 1171 IT Services, LLC to provide information technology services to MESA. On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously accepted the August 19, 2024 proposal for services.

On a motion of Mr. Hudson, seconded by Mr. McCloud, the Board unanimously accepted the Collection Service Agreement provided by Commercial Acceptance Company.

On a motion of Mr. Risser, seconded by Mr. Hudson, the Board unanimously approved the mailing of "Final Notices" by September 15<sup>th</sup> with a payment due date of October 15, 2024.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the hiring of Greg Arntz to fill the position of Captain.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the payment of bills totaling \$526,413.18, as presented on Bill List 2024-11GF and payment of bills totaling \$1,096.00, as presented on ARPA Bill List 2024-14.

On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved the financial reports for the period ending July 31, 2024.

Ms. Dupler informed the Board about her upcoming presentation before the Pennsylvania State Association of Boroughs. West Donegal Township manager John Yoder and attorney Ben Reid will be joining her on the presentation panel.

The Board reviewed the idea of a billing brochure for customer to help explain the insurance billing process.

The Board cancelled the September 11, 2024 meeting of the Board on a motion of Mr. McCloud, seconded by Mr. Risser. Motion passed unanimously. The Board is scheduled to meet on Wednesday, September 25, 2024 beginning at 6:00 P.M.

A motion was made by Mr. McCloud, and seconded by Mr. Hudson, to adjourn the meeting at 7:15 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)



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

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	26	4	13	0	43
Conoy Township	11	0	1	0	12
Dauphin County - Conewago Township	0	0	0	0	0
Dauphin County - Londonderry Township	0	0	2	0	2
Dauphin County - Other	2	0	0	0	2
East Donegal Township	32	2	21	5	60
East Hempfield Township	2	2	0	0	4
Elizabethtown Borough	59	9	51	20	139
Lebanon County	0	0	0	0	0
Manheim Borough	0	0	0	0	0
Manor Township	0	1	2	0	3
Marietta Borough	13	2	11	0	26
Millersville Borough	0	0	0	0	0
Mount Joy Borough	17	0	12	0	29
Mount Joy Township	44	16	37	4	101
Mountville Borough	2	0	0	0	2
Rapho Township	13	2	2	0	17
West Donegal Township	58	14	40	0	112
West Hempfield Township	10	1	2	0	13
York County	12	1	0	0	13
<b>Total Dispatches</b>	<b>301</b>	<b>54</b>	<b>194</b>	<b>29</b>	<b>578</b>

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

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

**Incident Type**

Medical	514
Public Service	10
Cardiac Arrest (class 1)	7
Vehicle Accident	18
Fire call	5
Gas leak	0
EMS activity	8
Routine Transport	16

**Mututal Aid**

	<u>Covered</u>	<u>Assisted</u>
Dauphin Medic 4	1	0
Dauphin Medic 7-3 (SCEMS)	1	0
Lancaster EMS (06)	0	0
Lebanon County	0	0
Penn State Life Lion EMS (77)	81	12

**Receiving Facility**

Penn Medicine Lancaster General	205
Penn State - Hershey	101
Penn State - Lancaster	103
Reading Hospital - Tower Health	0
UPMC - Community Osteopathic	3
UPMC - Lititz	6
UPMC - Harrisburg	2
UPMC - York Memorial	2
Wellspan Ephrata Community Hospital	0
Wellspan Good Samaritan Hospital	0
Wellspan York	0
Other	2

**Disposition**

Cancelled	27
DOA	5
No patient found	23
Non-Treat/Transport	36
Recalled	27
Standby (fire, sporting/special event)	11
Transported	424
Treat/no transport	0
Other	25

**Municipal Emergency Services Authority (MESA)**  
**Agency Incident Report**  
**Call Totals by Class**  
**January 1 – September 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	176	22	52	0	250
Conoy Township	105	16	63	1	185
Dauphin County - Conewago Township	16	3	12	0	31
Dauphin County - Londonderry Township	21	3	7	0	31
Dauphin County - Other	6	2	3	1	12
East Donegal Township	249	72	165	36	522
East Hempfield Township	9	5	1	0	15
Elizabethtown Borough	532	106	470	188	1,296
Lebanon County	11	1	1	0	13
Manheim Borough	1	0	0	0	1
Manor Township	13	3	9	0	25
Marietta Borough	120	25	102	2	249
Millersville Borough	0	0	1	0	1
Mount Joy Borough	160	18	40	0	218
<b>Mount Joy Township</b>	<b>445</b>	<b>116</b>	<b>286</b>	<b>52</b>	<b>899</b>
Mountville Borough	4	2	1	0	7
Rapho Township	83	11	24	1	119
West Donegal Township	553	129	363	7	1,052
West Hempfield Township	45	9	18	0	72
York County	65	7	12	0	84
<b>Total Dispatches</b>	<b>2,549</b>	<b>543</b>	<b>1,618</b>	<b>288</b>	<b>5,082</b>

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

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

**Incident Type**

Medical	4,452
Public Service	81
Cardiac Arrest (class 1)	66
Vehicle Accident	178
Fire call	43
Gas leak	0
EMS activity	67
Routine Transport	195

<b><u>Mututal Aid</u></b>	<b><u>Covered</u></b>	<b><u>Assisted</u></b>
Dauphin Medic 4	2	0
Dauphin Medic 7-3 (SCEMS)	24	0
Lancaster EMS (06)	8	3
Lebanon County	1	0
Penn State Life Lion EMS (77)	475	78

**Receiving Facility**

**Disposition**

Penn Medicine Lancaster General	1,764	Cancelled	287
Penn State - Hershey	949	DOA	31
Penn State - Lancaster	921	No patient found	159
Reading Hospital - Tower Health	0	Non-Treat/Transport	340
UPMC - Osteo (Harrisburg)	12	Recalled	189
UPMC - Lititz	40	Standby (fire, sporting/special event)	71
UPMC - Harrisburg	10	Transported	3,735
UPMC - York Memorial	9	Treat/no transport	3
Wellspan Ephrata Community Hospital	1	Other	266
Wellspan Good Samaritan Hospital	3		
Wellspan York	10		
Other	16		



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES  
BOARD MEETING MINUTES  
EAST DONEGAL TOWNSHIP OFFICES  
SEPTEMBER 24, 2024 AT 7:00 PM  
(Meeting was scheduled on 9/17/2024 but cancelled due to a lack of a quorum)**

**BOARD MEMBERS**

**IN ATTENDANCE:** Howard Kroesen, Chair, Elizabethtown Borough  
Barry Garman, Treasurer, West Donegal Township  
David Grey, Elizabethtown Borough  
Jay Hynicker, Elizabethtown Borough  
Phil Dunn, West Donegal Township  
Lindsay Norris, West Donegal Township  
Delmar Oberholtzer, Mount Joy Township  
Linda Good, East Donegal Township  
Michael Brubaker, East Donegal Township  
Alan Kaylor, East Donegal Township

**BOARD MEMBERS ABSENT:** Jayne Duncan, Mount Joy Township  
Alexander Shubert, Mount Joy 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 pm.

**2. PUBLIC COMMENT:** None

**3. BOARD MINUTES**

**Ms. Norris motioned to approve the August 20, 2024 Board Minutes. Mr. Garman was second. Motion unanimously carried. The August 20, 2024 Board Minutes approved as submitted.**



#### 4. FINANCIAL REPORT

Mr. Wendel reported that our current balances in our Truist and Ephrata National Bank accounts total \$1,259,476 as of September 12, 2024.

**Mr. Garman motioned to approve the August 2024 Financial Report. Ms. Good was second. Motion unanimously carried. The August 2024 Financial Report approved as submitted.**

#### 5. COMMITTEE REPORTS

- **Executive Committee:** No report
- **Finance Committee:** The Finance Committee met on September 9, 2024 to discuss and review the proposed 2025 GEARS Operating Budget.

Mr. Wendel provided an introduction to the 2025 GEARS Operating Budget that included the following report on current funds and account balances:

**Current Fund/Account Balances: \$1,381,343**

- \*BBT & ENB Accounts: \$417,057 (Working Capital)
- \*Money Market Fund: \$836,037
- \*Penn Medicine LGH: \$35,121
- \*Capital Reserve Fund: \$24,983
- \*CD Bequest: \$22,830
- \*CD Legal: \$14,141
- \*GEARS Reinvestment Fund: \$31,278

Mr. Wendel presented the proposed 2025 GEARS Operating Budget. He provided the budget and compared to our current operating year budget:

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

- \*Municipal Contribution: \$345,070 (17.53%)
- \*Maintenance Fund (\$70,200)

**2025 Proposed Operating Budget: \$1,997,505**

- \*Municipal Contribution: \$365,705 (18.31%)
- \*Maintenance Fund (\$79,293)
- \*Overall Budget Increase (1.4%)



### **Budget Impacts**

- \*Medical Insurance Increase: 10%+
- \*Commercial Insurance Increase: 10%+
- \*Salary/Wages: Paying Living Wages
- \*Maintenance Expenses
- \*Overtime
- \*Reduced Revenue from Lower Interest Rates & Increased Fund Use for Approved Projects (gym floor & second floor renovations)

Mr. Wendel indicated that insurance, including medical and property, along with personnel continues to be our greatest expenses. In order to maintain our competitiveness in the job market, we must raise wages specifically for our seasonal and childcare staff. With childcare, our wages need to be more in line with the regional average of about \$18.83/hr. so we can attract qualified applicants. A wage increase of 4% will get us closer at about \$17.94/hr. Some decreases in personnel costs are related to improved management and scheduling of staff, specifically B/A which has helped decrease this budget. Additionally, with the changes instituted by the Federal Department of Labor, and the reclassification of some staff from exempt to non-exempt, we need to add overtime to all three departments. Lastly, we increased our budget for general maintenance items for the community center and park. These items were removed from the EACSA maintenance budget and absorbed into our operations budget in order to reduce this cost to the EACSA.

In terms of revenue, we are scaling back our projected interest income by 50% since it appears interest rates will fall in the coming year and we plan to use these funds, about \$1.2 million to replace the gym floor and for the second floor renovations in 2025. In order to continue to cover our rising personnel and insurance costs, we are requesting an increase in childcare tuition by \$10 across the board. This will be effective starting with summer camp and the 2025-2026 school year. Next year, this increase could help generate up to \$30,000 in additional revenue. Our increase in tuition will still keep us competitive with local child care providers where in some cases, like with preschool for example, we are significantly lower, but slightly higher with summer camp and B/A fees. We have not raised tuition in two years.

Ms. Norris asked if we have a contract for medical benefits.

Mr. Wendel responded that our insurance products/services are not contracted. We use Engle Hambright Davies (EHD), an insurance broker to get the best rates and coverage for our staff.



Mr. Brubaker asked about the non GEARs residents.

Mr. Wendel indicated that within the GEARs Agreement, it states that Elizabethtown College and all accredited health care facilities such as Masonic Village will be excluded when determining the municipal population percentage. When these figures are calculated for some of the municipalities it will lower their overall population totals.

Ms. Norris commented that there was no projected revenue shown for Market Street Sports Group (MSSG).

Mr. Wendel reported that we just entered into an agreement with MSSG so until we have agreements with the sponsors that they secure, we do not know how much revenue to anticipate until these agreements are executed. These agreements will be three to five years in length so we will have a steady stream of fixed revenue annually that we can include in future budgets.

**Mr. Hynicker motioned to approve the 2025 Operating Budget at \$1,997,505. Mr. Kaylor was second. Motion unanimously carried.**

- **Personnel Committee:** Mr. Dunn provided an update on the Business Manager job description. All recommended changes were made and is ready for approval consideration.

**Mr. Dunn motioned to approve the Business Manager job description. Ms. Good was second. Motion unanimously carried.**

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

## **6. EXECUTIVE DIRECTOR REPORT**

- **Gym Floor Replacement:** Mr. Wendel reported that the agreement between GEARs and Lobar Associates to replace the gym floor was signed with the work set to take place sometime in February and or March 2025. This time frame will be the least impactful on recreation, childcare and senior center programming in the gym. Work will take up to five weeks maybe longer if any problems arise. Currently, we are still waiting on a decision from the Armstrong World Industries Foundation on our grant request for \$100,000 to assist with the cost of this project.





- **Second Floor Renovation Project:** Mr. Wendel reported that our third design plan meeting was held on 9/10/2024, at the GEARS Community Center. The minutes for the meeting were provided to the board. The next meeting is scheduled in October with a date and time to be determined. The second invoice for the design plan was presented to the board in the amount of \$16,500.

**Mr. Garman motioned to approve the second invoice and payment for the design plan for the second floor of the GEARS Community Center in the amount of \$16,500 from the GEARS Reinvestment Fund. Ms. Norris was second. Motion unanimously carried.**

**Mr. Garman motioned to approve the transfer of \$16,500 to the GEARS Reinvestment Fund for the design plan expenses for the second floor of the GEARS Community Center. Mr. Hynicker was second. Motion unanimously carried.**

- **Recreation:** Mr. Wendel provided program highlights including current registration figures for our fitness classes (208), aquatics programs (191) tennis lessons (33) and youth/teen programs (128). Youth basketball registration is ongoing. GEARS trained staff as ‘Ambassadors’ to assist with providing demos/clinics at the new Fitness Court at Fuhrman Park. GEARS had a presence at their ribbon cutting ceremony and helped celebrate the grand opening. Upcoming events include our golf tournament on 9/27, and Fall Festival on 10/19.
- **Kids Center:** Mr. Wendel reported that current enrollment for the 2024-2025 school year for before and after school childcare, kindergarten and preschool services stands at 139 including the following: Bainbridge (20), East High (28), Bears Creek (49), Kindergarten (22) and preschool (20). Upcoming events include our Grandparents Luncheon on 9/27.
- **Senior Center:** Mr. Wendel reported that the senior center had 22 service days in August. 32 seniors were served daily which included receiving food boxes, lunches, fitness activities, and crafts. 96 different seniors were served during this period. We averaged 20 seniors at lunch and served 21 seniors through our Center without Walls Program. The activity and meal schedules were shared for the month of September. Pictures of our seniors engaged in intergenerational activities with our childcare students were shown along with our Senior Star of the Month.

## **7. BOARD COMMENTS**

Mr. Garman thanked Mr. Wendel for a very good budget report.

## **8. EXECUTIVE SESSION: None**



**9. NEXT MEETING:**

The GEARs Board will meet on Tuesday, October 15 at 7 pm at the Elizabethtown Borough Offices.

**10. ADJOURNMENT**

Chairman Kroesen adjourned the meeting at 8:10 pm.

Respectfully submitted,

*David A. Wendel*

Executive Director

**Greater Elizabethtown Area Recreation & Community Services**  
**Balance Sheet**  
**September 30, 2024**

<b>ASSETS</b>		
<b>Current Assets</b>		
Ckg - Truist ...3077	\$	60,517.95
MM - Truist ...4799		101,517.97
MM - ENB ...5216		739,849.09
Ckg - ENB #1397986		396,845.41
Clearing - ACH & Credit Cards		12,027.59
MMB - ENB #1397995		35,339.01
Petty Cash		575.00
CRC - ENB #1398007		25,136.24
Grant - ENB #5098077		29,607.57
HRA - ENB #1398016		4,300.42
CARES Grant - ENB ...5460		2,505.00
Bequest - ENB #806751		23,120.90
Legal- ENB #806707		14,445.86
ENB-Maintenance Fund #1282		9,204.33
GEARS Reinvestment-ENB#7170		14,778.38
Clearing		0.00
Prepaid Expenses		0.00
Accounts Receivable		(38,128.19)
		1,431,642.53
<b>Total Current Assets</b>		<b>1,431,642.53</b>
 <b>Property and Equipment</b>		
Leasehold Improvements/Center		535,401.00
A/D - Lshld Imprv - Center		(433,989.00)
Leasehold Improvements/Rec		98,262.00
A/D - Lshld Improv - Rec		(70,272.00)
Equipment		79,377.00
A/D - Equipment		(68,846.00)
Furniture/Fixtures		53,962.00
A/D - Furniture/Fixtures		(53,962.00)
Leasehold Improve-Poplar		130,714.00
A/D-Leashold Improve Poplar		(46,419.00)
		224,228.00
<b>Total Property and Equipment</b>		<b>224,228.00</b>
		1,655,870.53
<b>Total Assets</b>	<b>\$</b>	<b>1,655,870.53</b>

**Greater Elizabethtown Area Recreation & Community Services**  
***Balance Sheet***  
**September 30, 2024**

**LIABILITIES AND CAPITAL**

**Liabilities**

Deferred Revenue	\$	(420.00)
Accounts Payable		(1,518.20)
Accrued payroll		17,280.70
Civic Plus - Gift Cards		400.00
Civic Plus - Refunds		0.00
Civic Plus - User Credit		(228.01)
		(228.01)

**Total Liabilities**

**15,514.49**

**Capital**

Capital Reserve		21,871.66
Grant - STARS		7,844.10
DCNR Grant		0.00
United Way Scholarships		0.00
GEARS Reinvestment Fund-Disb		(25,769.22)
Nutrition Grant		0.00
PA OCD-Workforce Grant		0.00
Workforce 2.0 Grant		0.00
PA Cares Funding		13,000.00
General Fund		1,457,190.06
Net Income		166,219.44
		166,219.44

**Total Capital**

**1,640,356.04**

**Total Liabilities & Capital**

**\$ 1,655,870.53**

**Greater Elizabethtown Area Recreation & Community Services**  
***Income Statement - Summary***  
**For the Nine Months Ending September 30, 2024**

	Budget	Month	Year to Date	Variance
<b>Revenues</b>				
Administration	392,570.00	3,620.59	312,366.79	(80,203.21)
Recreation	423,500.00	28,276.63	352,729.59	(70,770.41)
Child Care	1,015,500.00	95,347.06	753,729.23	(261,770.77)
Senior Center	121,910.00	8,962.86	85,166.02	(36,743.98)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	48,350.00	0.00	38,329.67	(10,020.33)
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>136,207.14</b>	<b>1,579,571.30</b>	<b>(459,508.70)</b>
<b>Expenses</b>				
Administration	394,700.00	32,234.57	285,075.53	109,624.47
Recreation	433,610.00	20,484.26	314,002.82	119,607.18
Child Care	923,140.00	60,331.53	628,737.05	294,402.95
Senior Center	157,430.00	12,578.93	95,845.23	61,584.77
Services	0.00	0.00	0.00	0.00
Poplar Street Park	46,950.00	2,342.40	26,486.50	20,463.50
Community Center	83,250.00	5,104.87	63,204.73	20,045.27
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>133,076.56</b>	<b>1,413,351.86</b>	<b>625,728.14</b>
<b>Net Income</b>	<b>0.00</b>	<b>3,130.58</b>	<b>166,219.44</b>	<b>(166,219.44)</b>

***Income Summary - By Department***

Administration	(2,130.00)	(28,613.98)	27,291.26	(29,421.26)
Recreation	(10,110.00)	7,792.37	38,726.77	(48,836.77)
Child Care	92,360.00	35,015.53	124,992.18	(32,632.18)
Senior Center	(35,520.00)	(3,616.07)	(10,679.21)	(24,840.79)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	1,400.00	(2,342.40)	11,843.17	(10,443.17)
Community Center	(46,000.00)	(5,104.87)	(25,954.73)	(20,045.27)
Capital Improve	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>3,130.58</b>	<b>166,219.44</b>	<b>(166,219.44)</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

For the Nine Months Ending September 30, 2024

		Budget	Month	Year to Date	Variance
<b>Revenues</b>					
<b>Administration</b>					
4000-00	Contribution/Municipal	345,070.00	0.00	258,802.38	(86,267.62)
4003-00	Donations	10,000.00	0.00	20,967.43	10,967.43
4005-00	Brochure Advertising	7,500.00	600.00	7,330.00	(170.00)
4008-00	Interest Income	30,000.00	3,020.59	25,266.98	(4,733.02)
	<b>Total Administration</b>	<b>392,570.00</b>	<b>3,620.59</b>	<b>312,366.79</b>	<b>(80,203.21)</b>
<b>Recreation</b>					
4010-01	Registration Fees/Student	105,000.00	7,440.39	94,785.16	(10,214.84)
4011-01	Registration Fees/Adult	96,000.00	12,460.00	106,417.57	10,417.57
4012-01	Summer Playground/	55,000.00	0.00	50,445.58	(4,554.42)
4014-01	Special Events	28,000.00	895.00	11,314.49	(16,685.51)
4015-01	Donations/Grants	100,000.00	3,280.00	46,618.44	(53,381.56)
4016-01	Bus Trips/Adult	25,000.00	3,665.00	32,173.79	7,173.79
4018-01	Credit Card transactions	14,500.00	536.24	10,974.56	(3,525.44)
	<b>Total Recreation</b>	<b>423,500.00</b>	<b>28,276.63</b>	<b>352,729.59</b>	<b>(70,770.41)</b>
<b>Child Care</b>					
4030-02	Summer Fees	200,000.00	7,931.52	206,848.42	6,848.42
4031-02	Before/After School	430,500.00	53,691.01	298,098.59	(132,401.41)
4035-02	Preschool Fees	150,000.00	14,982.80	98,193.70	(51,806.30)
4036-02	Kindergarten Fees	200,000.00	17,167.60	120,576.18	(79,423.82)
4034-02	Fundraising	3,000.00	0.00	2,181.00	(819.00)
4037-02	School Surcharge	14,000.00	1,574.13	11,493.59	(2,506.41)
4039-02	Activity Fee	18,000.00	0.00	16,337.75	(1,662.25)
	<b>Total Child Care</b>	<b>1,015,500.00</b>	<b>95,347.06</b>	<b>753,729.23</b>	<b>(261,770.77)</b>
<b>Senior Center</b>					
4050-03	Daily Senior Donations	12,000.00	664.50	6,648.42	(5,351.58)
4051-03	Office of Aging	96,910.00	7,988.36	73,688.77	(23,221.23)
4052-03	Fundraising	11,000.00	260.00	2,505.00	(8,495.00)
4053-03	Donations	2,000.00	50.00	2,323.83	323.83
	<b>Total Senior Center</b>	<b>121,910.00</b>	<b>8,962.86</b>	<b>85,166.02</b>	<b>(36,743.98)</b>
<b>Services</b>					
	<b>Total Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

For the Nine Months Ending September 30, 2024

	Budget	Month	Year to Date	Variance
<b>Poplar Street Park</b>				
4080-06 Poplar St Park Fees	5,400.00	0.00	2,600.00	(2,800.00)
4081-06 Utilities Costs Reim	10,000.00	0.00	2,779.67	(7,220.33)
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>38,329.67</b>	<b>(10,020.33)</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>136,207.14</b>	<b>1,579,571.30</b>	<b>(459,508.70)</b>

# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

For the Nine Months Ending September 30, 2024

		Budget	Month	Year to Date	Variance
<b>Expenses</b>					
<b>Administration</b>					
6000-00	Administration	168,200.00	12,939.68	126,917.57	41,282.43
6001-00	Fulltime Front Desk/	37,000.00	3,040.00	27,867.63	9,132.37
6002-00	Part-Time Facility St	21,600.00	1,395.10	13,603.74	7,996.26
6003-00	Accounting Compen	25,500.00	1,736.00	16,599.75	8,900.25
6005-00	Benefits	32,300.00	2,861.96	24,627.43	7,672.57
6006-00	Payroll Taxes/Admin	20,600.00	1,341.61	13,475.60	7,124.40
6007-00	Insurance	51,500.00	132.00	55,106.00	(3,606.00)
6008-00	Professional Services	10,000.00	525.00	3,000.00	7,000.00
6009-00	Staff Development	11,000.00	860.02	7,253.68	3,746.32
6011-00	Transportation	6,000.00	469.37	3,017.37	2,982.63
6012-00	Postage	9,500.00	352.04	9,214.33	285.67
6013-00	Printing	13,500.00	0.00	9,202.14	4,297.86
6015-00	Office Supplies	7,500.00	932.25	6,817.98	682.02
6016-00	Maintenance Service	9,000.00	1,645.22	7,829.22	1,170.78
6017-00	Computer Services/S	9,000.00	763.23	9,565.10	(565.10)
6018-00	Dues & Subscription	3,000.00	59.00	4,461.73	(1,461.73)
6019-00	Credit Card Transact	1,000.00	41.20	787.53	212.47
6021-00	Legal Fees	3,000.00	0.00	2,329.50	670.50
6022-00	Advertising/Marketi	3,500.00	1,078.12	2,503.12	996.88
6023-00	Telephone	10,000.00	914.77	6,994.24	3,005.76
6024-00	Office Equipment Le	10,500.00	877.80	7,877.80	2,622.20
6025-00	Office Equip Repairs	9,500.00	0.00	4,542.42	4,957.58
6026-00	Licenses & Fees	2,000.00	270.20	1,481.65	518.35
6090-00	Contribution from D	(80,000.00)	0.00	(80,000.00)	0.00
	<b>Total Administratio</b>	<b>394,700.00</b>	<b>32,234.57</b>	<b>285,075.53</b>	<b>109,624.47</b>
<b>Recreation</b>					
6100-01	Program Coordinator	121,360.00	8,307.72	93,723.37	27,636.63
6101-01	Benefits	10,000.00	740.86	3,649.40	6,350.60
6102-01	Payroll Taxes/Recrea	20,000.00	942.22	15,086.48	4,913.52
6103-01	Playground/Camp Le	55,000.00	324.11	56,888.82	(1,888.82)
6104-01	Adult Programs	35,000.00	3,376.70	32,610.99	2,389.01
6105-01	Youth Programs	60,000.00	1,138.23	25,620.05	34,379.95
6112-01	Adult & Youth: Facil	33,450.00	3,750.00	24,352.27	9,097.73
6113-01	Bus Trips/Adult	20,000.00	0.00	12,699.30	7,300.70
6114-01	Special Events/Adult	28,000.00	587.00	6,719.28	21,280.72
6116-01	Contribution to Adm	30,000.00	0.00	30,000.00	0.00
6117-01	CivicRec Annual Fee	6,300.00	0.00	6,300.01	(0.01)
6118-01	Credit Card Transact	14,500.00	1,317.42	6,352.85	8,147.15
	<b>Total Recreation</b>	<b>433,610.00</b>	<b>20,484.26</b>	<b>314,002.82</b>	<b>119,607.18</b>



# Greater Elizabethtown Area Recreation & Community Services

## *Income Statement*

**For the Nine Months Ending September 30, 2024**

		Budget	Month	Year to Date	Variance
<b>Child Care</b>					
6120-02	Kindergarten Person	80,000.00	5,325.47	49,343.45	30,656.55
6121-02	Kindergarten Supplie	4,000.00	165.17	508.22	3,491.78
6122-02	Kindergarten Food S	4,000.00	468.62	2,312.14	1,687.86
6124-02	Kindergarten Transp	31,000.00	350.00	17,820.00	13,180.00
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	78,833.19	30,906.81
6132-02	Summer Personnel	120,000.00	9,026.69	121,195.50	(1,195.50)
6133-02	Before/After Personn	250,000.00	15,621.25	143,173.71	106,826.29
6134-02	Benefits	72,000.00	3,679.09	34,856.68	37,143.32
6135-02	Payroll Taxes/Child	63,000.00	3,490.24	37,500.94	25,499.06
6136-02	Summer Supplies	4,000.00	297.17	2,275.96	1,724.04
6137-02	Summer Food Suppl	4,000.00	4.79	3,846.80	153.20
6138-02	Before/After Supplie	4,000.00	114.52	613.72	3,386.28
6139-02	Before/After Food S	6,000.00	553.33	3,449.79	2,550.21
6140-02	Summer/BA Field Tr	16,000.00	6,800.53	16,740.03	(740.03)
6141-02	Education	2,700.00	140.39	2,104.19	595.81
6142-02	Fundraising	3,000.00	0.00	1,226.97	1,773.03
6145-02	School Surcharge	14,000.00	0.00	8,023.31	5,976.69
6146-02	Preschool Personnel	75,000.00	5,358.76	51,096.58	23,903.42
6147-02	Preschool Supplies	4,000.00	80.54	1,487.68	2,512.32
6148-02	Preschool Food Supp	2,500.00	553.25	2,328.19	171.81
6149-02	Contribution to Adm	50,000.00	0.00	50,000.00	0.00
<b>Total Child Care</b>		<b>923,140.00</b>	<b>60,331.53</b>	<b>628,737.05</b>	<b>294,402.95</b>
<b>Senior Center</b>					
6150-03	Director Compensat	76,500.00	5,981.54	51,364.62	25,135.38
6151-03	Part-Time Personnel	26,460.00	1,723.51	16,952.31	9,507.69
6152-03	Benefits	13,200.00	1,074.17	8,438.03	4,761.97
6153-03	Payroll Taxes/Senior	10,270.00	589.45	5,684.79	4,585.21
6154-03	Program Supplies	16,000.00	3,149.42	11,454.79	4,545.21
6155-03	Entertainment	8,000.00	0.00	1,304.00	6,696.00
6156-03	Fundraising Supplies	6,000.00	60.84	351.69	5,648.31
6157-03	Bus Trips	1,000.00	0.00	295.00	705.00
<b>Total Senior Center</b>		<b>157,430.00</b>	<b>12,578.93</b>	<b>95,845.23</b>	<b>61,584.77</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 Nine Months Ending September 30, 2024

		Budget	Month	Year to Date	Variance
<b>Poplar Street Park</b>					
6180-06	Utilities	12,000.00	862.20	4,385.39	7,614.61
6181-06	Maintenance	32,950.00	1,480.20	21,543.32	11,406.68
6182-06	Improvements	2,000.00	0.00	557.79	1,442.21
	<b>Total Poplar Street</b>	<b>46,950.00</b>	<b>2,342.40</b>	<b>26,486.50</b>	<b>20,463.50</b>
<b>Community Center</b>					
6210-07	Comm Center - Utilit	44,000.00	4,475.21	25,751.98	18,248.02
6211-07	Comm Center - Main	37,250.00	629.66	31,283.75	5,966.25
6212-07	Comm Center - Impr	2,000.00	0.00	6,169.00	(4,169.00)
	<b>Total Community C</b>	<b>83,250.00</b>	<b>5,104.87</b>	<b>63,204.73</b>	<b>20,045.27</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>133,076.56</b>	<b>1,413,351.86</b>	<b>625,728.14</b>
	<b>Net Income</b>	<b>0.00</b>	<b>3,130.58</b>	<b>166,219.44</b>	<b>(166,219.44)</b>



Lobar Associates, Inc.  
 4 Barlo Cir  
 Dillsburg, Pennsylvania 17019  
 P: (717) 432-3429  
 F: (717) 432-7343

Project: 24-1099 GEARS 2nd Floor Renovation DESIGN  
 170 South Poplar Street  
 Elizabethtown, Pennsylvania 17022

## Design Meeting Minutes: Meeting #4

<b>Meeting Date</b>	Oct 9, 2024	<b>Meeting Time</b>	2:00 PM - 3:00 PM Eastern Time (US & Canada)
<b>Meeting Location</b>	Onsite		
<b>Overview</b>	Design meeting		
<b>Notes</b>			
<b>Attachments</b>	<a href="#">GEARS Etown Boro Code Meeting Recap.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Justin Evans			justin@mtjoytwp.org	
Joyce Hardman			joycehardman@getintogears.org	
Jay Hynicker			marlinjh@comcast.net	
Scott Kingsboro			scott@eastdonegaltwp.com	
Hob Kroesen			kro3187@embarqmail.com	
Kyle Mogyorossy			kyle.mogyorossy@comunale.com	
Lindsay Norris			lnorris@wdtwp.com	
Delmar Oberholtzer			doberholtzer@mtjoytwp.org	
Alex Shubert			sashubert@comcast.net	
John Yoder			john@ulery-yoder.com	
John Lewis	Barry Isett & Associates Inc.		jlewis@barryisett.com	
Ryan Rupp	Barry Isett & Associates Inc.		rrupp@barryisett.com	
Bill Reymeyer	Fullerton Electric		bill@johnfullerton.com	
Barry Garman	Greater Elizabethtown Area Recreation & Community Services (GEARS)		bgarman@embarqmail.com	
David Wendel	Greater Elizabethtown Area Recreation & Community Services (GEARS)		davidwendel@getintogears.org	
Mike Caulfield	Lobar Associates Inc.	P: (717) 432-3429 ext. 130	mcaulfield@lobarassoc.com	
Dane Eichelberger	Lobar Associates Inc.		deichelberger@lobarassoc.com	
Ken Staver	Lobar Design & Engineering	P: (717) 432-3429	kstaver@lobareng.com	
Joel Wolfe	Lobar Design & Engineering	P: (717) 432-3429	jwolfe@lobareng.com	

**Meeting #4 - Design Meeting**

**Project: 24-1099 GEARS 2nd Floor Renovation DESIGN**

Name	Company	Phone Number	Email	Attendance
Mark Wenger	S.A. Comunale		mark.wenger@comunale.com	

**Topics**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
1.2	1	Schedule				Closed	Old
		<b>Description</b> Schedule					
		<b>Official Documented Meeting Minutes</b> This item will be removed/closed for meeting #5					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
1.4	1	Storage				Closed	Old
		<b>Description</b> Storage options					
		<b>Official Documented Meeting Minutes</b> This item will be removed/closed for meeting #5					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
1.5	1	Stairwells & Chase				Open	Old
		<b>Description</b> Stairwell discussions					

**New Meeting Items 8/13/2024**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
2.3	2	Water Authority Phone Notes	Dylan Strausbaugh (S.A. Comunale)	Aug 30, 2024		Open	Old
		<b>Description</b> Water Authority					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
2.5	2	Mechanical				Open	Old
		<b>Description</b> Mechanical					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
2.6	2	Plumbing				Open	Old
		<b>Description</b> Plumbing					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
2.7	2	Sprinkler				Open	Old
<b>Description</b> Sprinkler  <b>Official Documented Meeting Minutes</b> - Flow test was completed - Full set of permit set of drawings completed by SA Comunale reviewed today - No fire pump is required - 6" Line being brought into the building - The exact location outside of the building is to be determined... Ground penetrating radar (GPR) - Wet system throughout the building - Dry system to be included in Gymnasium over the stage - Need to add dry system down the hallway corridor before drop ceiling is placed back in.. Will put a "T" in off the above Gym Stage system - Add in small closet to house shut offs and small pump for Electrician to provide power to air compressor - Ryan Rupp from Isett will reach out to Dylan to detail metering of domestic/fire sprinkler  - LDEI to investigate above kitchen void after meeting from an access panel							

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
2.8	2	Electrical				Open	Old
<b>Description</b> Electrical							

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
2.10	2	Open discussion				Open	Old
<b>Description</b> Open discussion							

**New Items**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
3.1	3	Structural				Open	Old
<b>Description</b> Structural  <b>Official Documented Meeting Minutes</b> - Structural plans are available for review - Structural to include the slab for ground mounted unit, fencing detail, structural steel for RTU, and structural steel for operable partition							

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
3.2	3	Storm Windows				Open	Old
<b>Description</b> Storm Windows							

**New Items**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
4.1	4	Commonwealth Code Inspection Services				Open	New
<p><b>Description</b> Meeting occurred to review pre-submission meeting and code review with Etown Borough &amp; CCIS</p> <p><b>Official Documented Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>- John Yoder, David Wendel and Joel Wolfe attended the meeting on 10/1/2024</li> <li>- Topics were to review the sprinkler system requirements</li> <li>- Option #1 is sprinkler system complete, create stair towers to be smoke rated and allows child care for upstairs</li> <li>- Option #2 is no sprinkler system, create a complete fire barrier from second floor down to exit of building, meaning a new fire rated wall assembly is needed in open office area... This also eliminates the ability to hold child care on the 2nd floor</li> <li>- The CCIS views the project as a "Level 2" alteration</li> <li>- A full summary is included on this meeting minutes as an attachment and will be uploaded into documents.</li> <li>- GEARS members in attendance all chose to proceed with full sprinkler construction</li> </ul>							

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	Old/New
4.2	4	Floor Plan Review of Design Team				Open	New
<p><b>Description</b> Architectural, Sprinkler, Mechanical, Plumbing, Electrical and Structural updates</p> <p><b>Official Documented Meeting Minutes</b> Architectural Updates</p> <ul style="list-style-type: none"> <li>• Minimum work to be completed at 1st floor                             <ul style="list-style-type: none"> <li>◦ Confirm the doors at stair tower are smoke rated (30 minute)</li> <li>◦ Looking into creating a management system from second floor down to office space (David's wing)</li> <li>◦ Need to add the mechanical/sprinkler for first floor</li> </ul> </li> <li>• Provide a cost estimate for operable partition between rooms 215 and 214</li> <li>• Add mechanical closet at lounge area</li> <li>• Add closet at room 217</li> <li>• To continue with room finish schedule, door schedule, and elevations</li> </ul> <p><b>Sprinkler</b></p> <ul style="list-style-type: none"> <li>• Reviewed up above in 2.7</li> </ul> <p><b>Mechanical</b></p> <ul style="list-style-type: none"> <li>• Moved the ERV to new location                             <ul style="list-style-type: none"> <li>◦ Steel framing to be needed for support</li> </ul> </li> <li>• Ryan Rupp to send John Yoder the detail of repairing existing RTU's and wall penetrations to show on Architecturals</li> </ul> <p><b>Plumbing</b></p> <ul style="list-style-type: none"> <li>• To detail where piping is to be shown coming up first and second floor</li> <li>• Provide shut off valve at first floor and access panel</li> </ul> <p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>• Review the different options for the lighting                             <ul style="list-style-type: none"> <li>◦ Going with the 2x2 lighting is good for durability and to be designed around that intent</li> </ul> </li> </ul>							

- BLT fixture (trouffer lights) to be the basis of design
- Dimmer switch control for each room
- Bill met with GEARS IT team. Cost for items to be reviewed and adjusted per what is needed
  - Bill will provide the following items to be considered:
    - 1 WAP (Wireless Access Point) per room
    - 2 WAP in 2nd floor corridor
    - 1 CAT 6 phone per room
    - 1 CAT 6 data per room
    - 1 camera per room
    - 2 cameras in corridor
    - 1 camera in each stairwell
- Fire alarm is Select Security
  - Elevator vendor is TKE
  - (6) Restrooms for public use and (2) restrooms in classrooms

**Structural**

- Size the concrete pad on the exterior and fencing for potential of future growth
  - Fence to have an additional gate
- Steel beam W12x26 to be needed for Operable Partition.. Pocket beam into existing block wall
- Details of concrete bearing and operable partition hanging/bulkhead

**Civil**

- John and LDEI to work on detailing water line running from street to building
- Ann Roda (E-town Borough Manager) will provide a detail of the recommended paving patch

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact Lobar Associates, Inc. if there are any discrepancies or questions with the content of these minutes.

**ELIZABETHTOWN AREA COMMUNITY SERVICES AUTHORITY  
BOARD MEETING  
July 16, 2024**

Minutes

The regular meeting of Elizabethtown Area Community Services Authority (“the Authority”) was held on Tuesday, July 16, 2024 at 6:00 PM at the Mount Joy Township Municipal Building. The Authority Board Members attendance was recorded as follows:

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

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

There was no public comment.

Hoover motioned for approval of the minutes from the Authority’s April 16, 2024 meeting. The motion was seconded by Dunn. There was no discussion. Without objection, the minutes were unanimously approved.

Director Wendel presented the draft 2025 Maintenance Budget and an eight (8) year Capital Improvement Plan for the facility. The focus in 2025 would be the gym floor replacement and the costs have exceeded initial replacement estimates given it contains some level of mercury. The 8-year capital plan and the 2025 maintenance budget include spreading the replacement cost of the floor over 7 years. The replacement cost would be front loaded by GEARS with the EASCA member municipalities contributing over the next 7 years. The 2025 Maintenance Budget breaks down to be \$19,823/member municipality, representing almost a 13% increase but keeps the amount within the \$20,000 range. Members asked questions on the CIP and it was stated by Schoenberger a vote could not occur until each member spoke with their respective municipality.

There was also discussion of adding new signage to the parking lots. The signs will focus on hours and making it clear when vehicles should not be parked in the lots and towing could occur. Towing authority would be a combination of EASCA/GEARS. It was motioned Risser and seconded by Hoover to allow GEARS to place new signs in the parking lots and towing of illegally parked cars could be towed by GEARS.

With no further business before the Board, the meeting adjourned at 7:59 upon motion by Risser and seconded by Logan. All voted in favor.



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

Minutes

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

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

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

There was not a quorum present. No official action was taken.

There was minimal discussion on maintenance versus operational versus capital spending. Ketchum stated a vote on the FY 2025 Maintenance Items for the Poplar Street parcel would be handled via email with authority members.

The meeting adjourned at 6:30.



District	Alarm Date	Addresses Combined More	Incident Type
<b>Conewago Township</b>	9/10/2024 8:27 AM	1688 HERSHEY RD	Gas leak (natural gas or LPG)
	9/14/2024 1:35 PM	1600 MAPLEDALE RD	Brush or brush-and-grass mixture fire
<b>Conoy Township</b>	9/26/2024 7:13 AM	210 YODER RD	Power line down
	9/30/2024 10:42 AM	COLLINS RD	Dispatched & canceled en route
<b>Derry Township</b>	9/10/2024 12:08 AM	101 PATRIOT WAY	Cover assignment, standby, moveup
<b>East Donegal Township</b>	9/6/2024 8:33 PM	337 WILD CHERRY LN	Building fire
<b>Elizabethtown Borough</b>	9/4/2024 7:35 AM	966 GROFF AVE	Carbon monoxide detector activation, no CO
	9/4/2024 1:48 PM	ARCH ST	Extrication of victim(s) from vehicle
	9/7/2024 7:15 AM	GROFF AVE	Smoke detector activation due to malfunction
	9/8/2024 7:21 PM	825 S MARKET ST	Lock-out
	9/9/2024 9:23 AM	255 N POPLAR ST	Building fire
	9/11/2024 8:43 AM	777 S MOUNT JOY ST	False alarm or false call, other
	9/12/2024 8:28 PM	1605 S MARKET ST	Smoke scare, odor of smoke
	9/13/2024 8:30 AM	320 S MARKET ST	False alarm or false call, other
	9/13/2024 4:12 PM	104 S BROWN ST	False alarm or false call, other
	9/15/2024 9:29 AM	105 E WASHINGTON ST	False alarm or false call, other
	9/16/2024 8:20 PM	460 E PARK ST	Medical assist, assist EMS crew
	9/19/2024 7:37 PM	212 W HIGH ST	Gas leak (natural gas or LPG)
	9/20/2024 9:08 PM	16 E HIGH ST	Good intent call, other
	9/20/2024 9:57 PM	683 N LIME ST	Good intent call, other
	9/20/2024 10:18 PM	320 E HIGH ST	Good intent call, other
	9/20/2024 10:31 PM	40 E HUMMELSTOWN ST	Good intent call, other
	9/22/2024 2:19 PM	635 E HUMMELSTOWN ST	Medical assist, assist EMS crew
	9/25/2024 8:12 PM	518 E HIGH ST	Good intent call, other
	9/26/2024 6:47 AM	36 W SUMMIT ST	Good intent call, other
	9/26/2024 10:56 AM	1 N MARKET ST	False alarm or false call, other
	9/26/2024 7:44 PM	153 E HIGH ST	Dumpster or other outside trash receptacle fire
	9/27/2024 2:25 AM	105 E WASHINGTON ST	Good intent call, other
	9/27/2024 6:12 AM	320 S MARKET ST	False alarm or false call, other
	9/27/2024 10:40 AM	211 W HUMMELSTOWN ST	Dispatched & canceled en route
	9/27/2024 6:17 PM	320 S MARKET ST	Good intent call, other
	9/27/2024 8:54 PM	600 E HIGH ST	Fire Police
	9/28/2024 10:04 AM	elizabet E HIGH ST	Fire Police
	9/29/2024 10:16 PM	423 MECHANICS ALY	Smoke detector activation due to malfunction
	9/30/2024 12:27 PM	312 N MOUNT JOY ST	Medical assist, assist EMS crew
	9/30/2024 2:00 PM	702 E WILLOW ST	Good intent call, other
<b>Middletown Borough</b>	9/5/2024 8:35 PM	320 MARKET ST	Dispatched & canceled en route
	9/11/2024 2:38 PM	16 REDWOOD BUILDING	Dispatched & canceled en route
	9/26/2024 2:12 AM	135 W MAIN ST	Dispatched & canceled en route
<b>Mount Joy Borough</b>	9/5/2024 7:43 AM	2 OLD MARKET ST	Dispatched & canceled en route
<b>Mount Joy Township</b>	9/1/2024 12:43 PM	691 ROCKWOOD DR	Alarm system sounded due to malfunction
	9/4/2024 1:26 PM	SHEAFFER RD	Motor vehicle accident with no injuries.
	9/6/2024 9:07 AM	207 CASSELL RD	Good intent call, other
	9/19/2024 2:53 PM	355 HERSHEY RD	Building fire
	9/20/2024 1:25 PM	2177 ANDREW AVE	Dispatched & canceled en route
	9/23/2024 8:02 AM	2489 MOUNT GRETNA RD	Authorized controlled burning
	9/27/2024 8:54 AM	ROUTE 743	Motor vehicle accident with injuries
	9/28/2024 4:05 PM	11 SAGER RD	Building fire
	9/30/2024 6:32 PM	MOUNT GRETNA RD	Power line down
<b>Palmyra Borough</b>	9/13/2024 8:28 PM	116 PALM CITY PARK	Dispatched & canceled en route
<b>Susquehanna Township</b>	9/26/2024 5:38 AM	140 N 16TH ST	Dispatched & canceled en route
<b>West Donegal Township</b>	9/6/2024 8:41 AM	926 AMOSITE RD	Authorized controlled burning
	9/6/2024 2:09 PM	27 CONEWAGO RD	Alarm system sounded due to malfunction
	9/17/2024 8:09 AM	1000 N MARKET ST	False alarm or false call, other
	9/22/2024 2:43 AM	1408 ZEAGER RD	Public service assistance, other
	9/24/2024 12:21 PM	18 AMBER WOOD LN	Good intent call, other
	9/24/2024 8:00 PM	90 EDEN VIEW RD	Dispatched & canceled en route



District	2024-09-01	Total
Conewago Township	2	2
Conoy Township	2	2
Derry Township	1	1
East Donegal Township	1	1
Elizabethtown Borough	30	30
Middletown Borough	3	3
Mount Joy Borough	1	1
Mount Joy Township	9	9
Palmyra Borough	1	1
Susquehanna Township	1	1
West Donegal Township	6	6
<b>Total</b>	<b>57</b>	<b>57</b>



Incident Type Details	2024-09-01	Total
111 - Building fire	4	4
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	3	3
322 - Motor vehicle accident with injuries	1	1
324 - Motor vehicle accident with no injuries.	1	1
352 - Extrication of victim(s) from vehicle	1	1
412 - Gas leak (natural gas or LPG)	2	2
444 - Power line down	2	2
511 - Lock-out	1	1
550 - Public service assistance, other	1	1
5503 - Fire Police	2	2
571 - Cover assignment, standby, moveup	1	1
600 - Good intent call, other	11	11
611 - Dispatched & canceled en route	10	10
631 - Authorized controlled burning	2	2
651 - Smoke scare, odor of smoke	1	1
700 - False alarm or false call, other	7	7
733 - Smoke detector activation due to malfunction	2	2
735 - Alarm system sounded due to malfunction	2	2
746 - Carbon monoxide detector activation, no CO	1	1
<b>Total</b>	<b>57</b>	<b>57</b>



# RHEEMS FIRE DEPARTMENT

## Monthly Report - September 2024

<u>Incident Type</u>	<u>Month</u>	<u>2024</u>	<u>Municipality</u>	<u>Month</u>	<u>2024</u>
Vehicle Accidents	3	41	Conewago Township	1	3
Vehicle Entrapments		6	Conoy Township		7
Vehicle Fire		13	East Donegal Township	1	11
Building Fire	6	58	Elizabethtown Borough	4	21
Chimney Fire			Londonderry Township		4
Brush/Trash Fire	4	16	Marietta Borough		2
Rescue - Other		3	Middletown Borough		
CO Incident		2	Mount Joy Borough		7
Gas Leak	1	13	Mount Joy Township	9	94
HAZMAT/Spill Control		1	Rapho Township	1	12
Investigations	3	19	West Donegal Township	5	67
Automatic Fire Alarm	1	31	West Hempfield Township		
Assist EMS	2	16	Other	1	7
Assist PD		1			
Good Intent Call	1	4			
Public Service	1	6			
Other					
Transfers/Standbys		5			
<b>TOTAL</b>	<b>22</b>	<b>235</b>	<b>TOTAL</b>	<b>22</b>	<b>235</b>

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>2024</u>		
	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>
Response to Alarms	119	41.40	12.66%	1661	806.14	20.36%
Station Level Training	32	101.00	30.90%	307	917.50	23.17%
Certified Training	23	69.00	21.11%	139	777.00	19.62%
Training Preparation & Set-Up	31	68.50	20.95%	57	110.50	2.79%
Duty Crew/Station Staffing			0.00%	42	219.00	5.53%
Administration	15	31.00	9.48%	128	226.75	5.73%
Fund Raising	8	5.75	1.76%	52	43.00	1.09%
Fire Prevention			0.00%	7	7.50	0.19%
Support Staff Functions			0.00%	49	117.50	2.97%
Funeral Details			0.00%	3	6.00	0.15%
Meetings			0.00%	145	209.25	5.28%
Rig Checks	2	2.75	0.84%	100	78.25	1.98%
Apparatus Maintenance	2	2.50	0.76%	22	34.50	0.87%
Equipment Maintenance			0.00%	34	63.50	1.60%
Facilities Maintenance			0.00%	1	18.75	0.47%
Municipal Meetings	2	2.00	0.61%	18	17.00	0.43%
Public Relations	3	3.00	0.92%	55	137.25	3.47%
Work Detail			0.00%	72	171.00	4.32%
<b>TOTAL</b>	<b>237</b>	<b>326.90</b>	<b>100.00%</b>	<b>TOTAL 2892</b>	<b>3960.39</b>	<b>100.00%</b>

**RHEEMS FIRE DEPARTMENT  
INCIDENT LIST  
SEPTEMBER 2024**

Incident	Dispatch	Dispatched Incident Type	Address	Cross Streets	City	ZIP	ST	Municipality
2024-214	9/2/2024 17:53	UTILITY/WIRES; 440-Electrical wiring/equipment problem, other	117 Broad St		Elizabethtown	17022	PA	West Donegal Township
2024-215	9/4/2024 18:40	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	172 Route 283 E		Mount Joy	17552	PA	Mount Joy Township
2024-216	9/6/2024 20:33	BUILDING-DWELLING-1A; 111-Building fire	337 Wild Cherry Ln		Marietta	17547	PA	East Donegal Township
2024-217	9/7/2024 10:56	PUBLIC SERVICE-FIRE; 553-Public service	1299 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2024-218	9/9/2024 9:23	BUILDING-DWELLING-1A; 111-Building fire	255 N Poplar St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-219	9/9/2024 15:46	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	1966 Harrisburg Ave		Mount Joy	17552	PA	West Donegal Township
2024-220	9/9/2024 16:35	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	Cloverleaf Road	Schwanger	Elizabethtown	17022	PA	Mount Joy Township
2024-221	9/10/2024 0:17	BRUSH FIRE-LARGE; 142-Brush or brush-and-grass mixture fire	502 Trail Rd		Hummelstown	17036	PA	East Hanover Township
2024-222	9/12/2024 20:28	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	1605 S Market St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-223	9/14/2024 13:35	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	1600 Mapledale Rd		Elizabethtown	17022	PA	Conewago Township
2024-224	9/15/2024 12:10	INVESTIGATION-OUTSIDE; 651-Smoke scare, odor of smoke	1958 Misty Dr		Mount Joy	17552	PA	Mount Joy Township
2024-225	9/16/2024 18:40	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	1060 Schwanger Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-226	9/19/2024 14:53	BUILDING-OUTBUILDING-1A; 111-Building fire	355 Hershey Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-227	9/19/2024 19:37	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	212 W High St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-228	9/20/2024 13:25	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	2177 Andrew Ave		Elizabethtown	17022	PA	Mount Joy Township
2024-229	9/22/2024 19:14	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	Rissermill Road	Mount Pleasant Road	Mount Joy	17552	PA	Mount Joy Township
2024-230	9/24/2024 18:55	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	1580 Strickler Rd		Manheim	17545	PA	Rapho Township
2024-231	9/24/2024 20:00	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	90 Eden View Rd		Elizabethtown	17022	PA	West Donegal Township
2024-232	9/24/2024 21:23	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	Bossler Road	Oak Road	Elizabethtown	17022	PA	West Donegal Township
2024-233	9/26/2024 19:44	TRASH FIRE; 151-Outside rubbish, trash or waste fire	153 E High St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-234	9/26/2024 20:48	INVESTIGATION-OUTSIDE; 651-Smoke scare, odor of smoke	435 Masonic Dr		Elizabethtown	17022	PA	West Donegal Township
2024-235	9/28/2024 16:05	BUILDING-DWELLING-1A; 111-Building fire	11 Sager Rd		Elizabethtown	17022	PA	Mount Joy Township

# Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Fundraising & Donations				
121 Annual Fund Drive	67,591.16	65,200.00	2,391.16	103.67 %
123 Fire Division Services	200.00	1,000.00	-800.00	20.00 %
124 Special Contributions	17,400.00	14,800.00	2,600.00	117.57 %
126 Miscellaneous Contributions	1,801.60	1,000.00	801.60	180.16 %
127 Memorial Contributions		250.00	-250.00	
150 Fundraising Event Proceeds	2,160.00	1,750.00	410.00	123.43 %
<b>Total Fundraising &amp; Donations</b>	<b>89,152.76</b>	<b>84,000.00</b>	<b>5,152.76</b>	<b>106.13 %</b>
Grants				
184 PEMA Grants	16,757.46	15,000.00	1,757.46	111.72 %
<b>Total Grants</b>	<b>16,757.46</b>	<b>15,000.00</b>	<b>1,757.46</b>	<b>111.72 %</b>
Municipal Income				
101 MJT Operations	155,170.00	155,170.00	0.00	100.00 %
104 WDT Operations	163,000.00	133,000.00	30,000.00	122.56 %
<b>Total Municipal Income</b>	<b>318,170.00</b>	<b>288,170.00</b>	<b>30,000.00</b>	<b>110.41 %</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	8,101.30	750.00	7,351.30	1,080.17 %
163 Loan Repayment Interest		0.00	0.00	
<b>Total Other Revenue</b>	<b>8,141.30</b>	<b>2,000.00</b>	<b>6,141.30</b>	<b>407.07 %</b>
<b>Total Income</b>	<b>\$432,221.52</b>	<b>\$389,170.00</b>	<b>\$43,051.52</b>	<b>111.06 %</b>
<b>GROSS PROFIT</b>	<b>\$432,221.52</b>	<b>\$389,170.00</b>	<b>\$43,051.52</b>	<b>111.06 %</b>
<b>Expenses</b>				
Administrative				
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	900.00	1,000.00	-100.00	90.00 %
287 Postage & Shipping	14.00	150.00	-136.00	9.33 %
288 Fund Raising Expenses	8,724.95	12,500.00	-3,775.05	69.80 %
290 Dues & Subscriptions	464.00	750.00	-286.00	61.87 %
292 Property & Liability Insurance	11,583.00	13,500.00	-1,917.00	85.80 %
293 Software	10,374.00	10,750.00	-376.00	96.50 %
294 Copier Lease	1,120.86	1,500.00	-379.14	74.72 %
295 Fire Department Web Site	1,100.04	1,500.00	-399.96	73.34 %
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		1,500.00	-1,500.00	
340 Social Functions		1,500.00	-1,500.00	
341 Memorial Expenses		1,000.00	-1,000.00	

# Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Administrative</b>	<b>35,544.84</b>	<b>51,175.00</b>	<b>-15,630.16</b>	<b>69.46 %</b>
Apparatus				
242 Engine 70 Maintenance	15,224.24	14,500.00	724.24	104.99 %
243 Rescue 70 Maintenance	4,166.17	11,500.00	-7,333.83	36.23 %
244 DC 70 Maintenance	895.05	250.00	645.05	358.02 %
245 Squad 70 Maintenance	1,243.69	1,000.00	243.69	124.37 %
246 Tanker 70 Maintenance	15,726.52	11,500.00	4,226.52	136.75 %
247 Fuel for Apparatus/Equipment	5,714.94	10,000.00	-4,285.06	57.15 %
249 Miscellaneous (Tools/Lubricants/Parts)	96.90	2,500.00	-2,403.10	3.88 %
250 C70 Maintenance	628.92	1,000.00	-371.08	62.89 %
<b>Total Apparatus</b>	<b>43,696.43</b>	<b>52,250.00</b>	<b>-8,553.57</b>	<b>83.63 %</b>
Capital & Debt Service				
613 KS State Bank Principle	35,827.56	35,827.56	0.00	100.00 %
614 KS State Bank Interest	16,517.86	16,517.86	0.00	100.00 %
<b>Total Capital &amp; Debt Service</b>	<b>52,345.42</b>	<b>52,345.42</b>	<b>0.00</b>	<b>100.00 %</b>
Facilities				
301 Facilities Improvements		10,000.00	-10,000.00	
302 Facilities Maintenance	2,954.09	10,000.00	-7,045.91	29.54 %
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 %
305 Appliance Purchase		1,000.00	-1,000.00	
306 Furniture Purchase	3,519.00	4,000.00	-481.00	87.98 %
307 Contract Cleaning	124.54	1,000.00	-875.46	12.45 %
308 Security System Maintenance		750.00	-750.00	
309 Supplies	419.91	750.00	-330.09	55.99 %
310 HVAC Maintenance	1,800.00	2,000.00	-200.00	90.00 %
311 Physical Fitness	5,060.00	7,000.00	-1,940.00	72.29 %
312 Pest Control		500.00	-500.00	
313 Emergency Generator Maintenance		1,500.00	-1,500.00	
314 Pond Maintenance	2,200.00	2,750.00	-550.00	80.00 %
315 Appliance Maintenance	631.45	750.00	-118.55	84.19 %
316 Kitchen Supplies	203.41	500.00	-296.59	40.68 %
<b>Total Facilities</b>	<b>24,365.50</b>	<b>50,500.00</b>	<b>-26,134.50</b>	<b>48.25 %</b>
Operations				
215 Equipment Purchases	9,408.48	14,000.00	-4,591.52	67.20 %
216 PPE	722.64	1,000.00	-277.36	72.26 %
226 Equipment Repairs	5,694.84	6,000.00	-305.16	94.91 %
231 Communications	283,979.98	280,000.00	3,979.98	101.42 %
234 Chiefs Initiatives	521.75	1,500.00	-978.25	34.78 %
236 Miscellaneous	1,087.13	9,500.00	-8,412.87	11.44 %
296 I-Pads	11,876.60	14,000.00	-2,123.40	84.83 %
338 Food for Calls/Training	2,109.78	2,000.00	109.78	105.49 %



# Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Operations</b>	<b>315,401.20</b>	<b>328,000.00</b>	<b>-12,598.80</b>	<b>96.16 %</b>
Personnel				
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 %
331 Fire Department Banquet	7,276.13	8,000.00	-723.87	90.95 %
335 Recruitment & Retention Incentive	2,332.76	8,000.00	-5,667.24	29.16 %
337 Water/Coffee Mess	1,200.15	1,500.00	-299.85	80.01 %
<b>Total Personnel</b>	<b>11,509.74</b>	<b>23,500.00</b>	<b>-11,990.26</b>	<b>48.98 %</b>
Utilities				
321 Electric	8,086.16	15,000.00	-6,913.84	53.91 %
322 Water	321.22	500.00	-178.78	64.24 %
323 Sewer	390.00	1,250.00	-860.00	31.20 %
324 Telephones	1,134.07	1,600.00	-465.93	70.88 %
326 Natural Gas	1,662.03	6,000.00	-4,337.97	27.70 %
327 Alarm System Monitoring	577.92	1,000.00	-422.08	57.79 %
329 Cable/Internet	205.48	300.00	-94.52	68.49 %
<b>Total Utilities</b>	<b>12,376.88</b>	<b>25,650.00</b>	<b>-13,273.12</b>	<b>48.25 %</b>
<b>Total Expenses</b>	<b>\$495,240.01</b>	<b>\$583,420.42</b>	<b>\$ -88,180.41</b>	<b>84.89 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -63,018.49</b>	<b>\$ -194,250.42</b>	<b>\$131,231.93</b>	<b>32.44 %</b>
<b>NET INCOME</b>	<b>\$ -63,018.49</b>	<b>\$ -194,250.42</b>	<b>\$131,231.93</b>	<b>32.44 %</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
<b>Income</b>				
100 Commonwealth Allocations				
1001 MJT Relief	23,716.05	23,500.00	216.05	100.92 %
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>23,716.05</b>	<b>54,500.00</b>	<b>-30,783.95</b>	<b>43.52 %</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>\$23,716.05</b>	<b>\$56,500.00</b>	<b>\$ -32,783.95</b>	<b>41.98 %</b>
<b>GROSS PROFIT</b>	<b>\$23,716.05</b>	<b>\$56,500.00</b>	<b>\$ -32,783.95</b>	<b>41.98 %</b>
<b>Expenses</b>				
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	1,445.00	1,500.00	-55.00	96.33 %
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	-110.80	2,000.00	-2,110.80	-5.54 %
5349 Miscellaneous (Tools/Lubricants/Parts)		500.00	-500.00	
5360 Sprinkler System Maintenance		650.00	-650.00	
<b>Total 530 - Equipment Maintenance</b>	<b>4,642.36</b>	<b>10,900.00</b>	<b>-6,257.64</b>	<b>42.59 %</b>
560 - Training Expenses				
5601 Training Classes/Programs	-450.00	20,000.00	-20,450.00	-2.25 %
5602 Training Equipment	369.60	3,000.00	-2,630.40	12.32 %
<b>Total 560 - Training Expenses</b>	<b>-80.40</b>	<b>23,000.00</b>	<b>-23,080.40</b>	<b>-0.35 %</b>
580 - Fire Prevention				
5801 Fire Prevention	1,823.50	2,500.00	-676.50	72.94 %
<b>Total 580 - Fire Prevention</b>	<b>1,823.50</b>	<b>2,500.00</b>	<b>-676.50</b>	<b>72.94 %</b>
590 - Administrative Expenses				
5907 Legal & Accounting	1,519.90	1,800.00	-280.10	84.44 %
<b>Total 590 - Administrative Expenses</b>	<b>1,519.90</b>	<b>1,800.00</b>	<b>-280.10</b>	<b>84.44 %</b>
<b>Total Expenses</b>	<b>\$12,638.36</b>	<b>\$48,700.00</b>	<b>\$ -36,061.64</b>	<b>25.95 %</b>
<b>NET OPERATING INCOME</b>	<b>\$11,077.69</b>	<b>\$7,800.00</b>	<b>\$3,277.69</b>	<b>142.02 %</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
NET INCOME	\$11,077.69	\$7,800.00	\$3,277.69	142.02 %



## MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.653.4030

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

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

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

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

September 1-30, 2024 Statistics	2024	2023	2022	2021	2020
TOTAL CIRCULATION	<b>13,662</b>	13,570	13,312	12,747	14,897
YTD CIRCULATION	<b>137,698</b>	138,619	138,127	135,611	88,462
OVERDRIVE & E-formats	1,327	1,369	1,425	1,298	1,334
NEW PATRONS	<b>63</b>	67	84	45	48
YTD NEW PATRONS	<b>774</b>	821	712	506	332
PATRON COUNT	<b>5,082</b>	4,870	4,817	3,789	3,603
YTD PATRON COUNT	<b>53,188</b>	54,498	48,146	37,840	27,986
PASSPORTS	<b>88</b>	67	66	42	44
YTD PASSPORTS	<b>958</b>	1,264	785	682	473
WIFI USERS	<b>457</b>	536	326	283	261
PC USERS	<b>217</b>	319	*	267	259

\*Statistic unavailable

Hoopla!	Sep'24	Aug'24	Jul'24	Jun'24	May'24	Apr'24	Mar'24
Number of Hoopla items used	<b>574</b>	558	562	513	546	531	455

ITEMS SOLD IN LOBBY	<b>\$717.34</b>
YTD TOTAL \$	<b>\$8,718.08</b>
TOTAL \$ ADDED DONATIONS	<b>\$300.98</b>
TOTAL \$ DONATIONS as PRIZES	<b>\$142.00</b>
TOTAL	<b>\$1,160.32</b>



## *PROGRAMMING & CLUBS*

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	4	50	39	955
Club Meetings/Participants	9	59	66	510
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	22	563	183	5846
Off-Site Programs	9	551	79	5746
	0	0		0

Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	84.75	945.20		

\*statistics not available right now

### Joseph

- Held an MSL All-Staff meeting, Sept 4
- Met with LSLC about Microsoft Office on public computers, Sept 5
- Met with Sheila regarding Vanguard account, Sept 5
- Attended Mount Joy Borough Council Meeting, Sept 9
- Attended Friends Group Meeting, Sept 9
- Held interviews for MSL Circulation Desk Assistant with Susan and Stephanie, Sept 10
- Attended Mount Joy Chamber of Commerce, Sept 11
- Met with Deb Drury from Etown Public Library, Sept 25
- Hershey Plumbing visits library to investigate excessive water use, Sept 30

### Community/Service Point (Susan)

- Interviewed 3 applicants for open staff position
- Continued the weeding process to keep from overflowing shelves
- Jazmynn is now an official Passport Agent and is doing very well

### Youth Services (Jan)

- **Family Storytimes** in September were surprisingly good with 113 different children visiting us and over 350 attending in total. Many new faces in the crowd, so I was pleased
- It was a typical September with great attendance during the day, but not so many for evening.
- **Fun Fort Friday** after abysmal attendance in the Summer, 27 folks showed up!
- Spent some time in September working on visits with **Donegal Kindergarten** and **Kraybill School** and setting up the **Read for the Record** date with the Donegal high school athletes to go to the intermediate school and the primary school.
- Attended my first **Donegal Key Club** meeting for this school year. We've brought in some help for the advisor since he's the assistant football coach, but this is going to be a great year.
- Getting ready for the "**Fall into Reading**" **Challenge** which begins in October and hoarding book donations for **Winterfest**.
- Still working on getting the new reading dog up and running. There will be an article in the Merchandiser soon.

### Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**

- October Enews: sent to 3911 contacts (166 new); 1874 opens (48.9%), 64 clicks (1.7%), 4 unsubscribe; removed 346 “bounce” emails from distribution list
- Welcome Letter: sent to 166 new card holders; 102 opens (64.6%)
- **SOCIAL MEDIA:**
  - Facebook – Total Page Followers 2,920 (18 new); 16,730 reached; Post interactions 859; 2 unfollows. Friends donation had highest reach (6.1K) and highest engagement (87)
  - Instagram – 1,246 followers (21 new; 5 unsubscribe); 1,122 reached; 368 content interactions; 80 profile visits
  - “Medical Missions” had highest reach (430); “What not to donate” had most engagements (29)
  - Created/posted Promos for special programs
  - Post at least once a day on both platforms
  - 3 Press Releases - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
  - 3,627 total sessions - highest view counts: 246 sessions Passports; 109 to Children & Family; 83 sessions of Our Calendar
- **GOOGLE**
  - 869 website clicks made from our Business Profile
  - 255 inquiries for directions
  - 1302 Business Profile Interactions
  - 178 calls were made from our Business Profile
  - Added more photos to our Google page.
- **PANGO**
  - Sold 8 books in September.
- **FOOD TRUCKS**
  - Organized a couple food trucks to come here in October
- **MISC**
  - Continued the emptying of the book donation shed 5 days a week and gathering books for sale in lobby, which made over \$717+ in September.
  - American Legion came through with the money for the water filling station I asked them to purchase for the Library. Hooray!

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

- **Annual Patron Appeal 2024**
  - 2024 Annual Mailing Statistics:
    - 4,644 letters sent
    - Total cost (printing, stuffing, postage) of \$2,799.14.
    - Donations received through 9/30/24: \$38,405.38 from 391 donors.
    - Response rate through 9/30/24: 8.4%
    - Average donation of \$110.04/donation
  - 2023 Annual Mailing Statistics for comparison:
    - 17,486 letters sent
    - Total cost of \$7,267.40.
    - Donations received through 9/30/23: \$31,716.70 from 377 donors.
    - Response rate through 9/30/23: 2.2%
    - Average donation of \$84.13/donation
  - Donations received through 12/31/23: \$35,231.70 from 401 donors.
    - Response rate through 12/31/23: 2.3%

- Average donation of \$87.86/donation
- **Annual Appeal 2025**
  - We are beginning to consider how to structure the 2025 Annual Appeal.
  - This year we learned that we did not lose donations by not mailing to the larger group of “unknown” individuals in our service area. We need to determine whether we should still mail to them every few years or not.
  - In 2025 we will attempt to cut back on costs even further by doing a phased annual mailing process. Phase 1 will be via email, encouraging donors to stretch their dollars further by donating now before the printing/ mailing of the letter. Phase 2 will be done via postal mail, two months after the email, and will be sent only those who did not donate in phase 1.
- **Anne’s Circle**
  - MSL will be debuting Anne’s Circle, a program that provides incentives to encourage regular, automated monthly giving
- **ExtraGive 2024**
  - MSL is registered for this year’s ExtraGive, which will be held on Friday, November 22.
- **Volunteers**
  - Total hours in September: 84.75
  - Onboarded 2 new volunteers in September
- **Community Partnerships**
  - Brightspeed marketing team has expressed interest in providing some level of sponsorship
    - Had a call with Brightspeed to discuss opportunity and send them a proposal outlining several options.
    - They seem to be most interested in providing a sponsorship to re-upholster our chairs in the library, however am continuing the conversation to see how we can best engage them.
  - Met with a handful of local business owners to discuss their ideas for 4th Friday
    - They’ve indicated a desire to use one upcoming 4th Friday to raise funds for the library
    - Encouraged them to coordinate with other local businesses who are currently raising funds each month so there is a unified message and not a competition between organizations for the funds/engagement
    - Will continue to engage with this group as opportunities for library participation arise
- **eBay**
  - Met with Friends members to discuss the process volunteers/staff will use when photographing and posting eBay items
  - Began sorting through backlog of books designated for eBay to determine what is still worth posting