

Manager's Report

Kim Kaufman – May, 2025

Zoning and Community Development Director

Joe Price joined the office on May 5, and is already very busy on a number of projects. Jackie Wilbern has been meeting with Joe to transfer over the projects she's been working on and familiarize him with the respective processes of the boards. Joe will also be working with Justin and transferring information of many of his projects to allow Justin to address family priorities.

Brake Retarder Investigation

Per the request of Mike Baldori to the Board, I have submitted a request to PennDOT to observe the usage of brake retarders in his neighborhood to determine if signs prohibiting the use of brake retarders can be erected and if we can enforce this prohibition.

“Traditions in America”

We met with this developer to discuss their interest in developing a 55+ community on a 90 acre property they have purchased in the Township. This firm has established a number of these communities in Pennsylvania (including Lancaster County), providing a well-appointed community with recreational accommodations for residents. These properties are intended to be “deed restricted” to preserve the character of the community for upcoming generations. They are presenting an overview of this proposed project at the May 12, Board of Supervisors' meeting.

Trash Hauler Meeting

We met with representatives of Penn Waste to discuss incidents of missed pick-ups, scheduling issues, and special pick-ups. We identified some suggestions to help make sure that our lists of missed trash pick-ups are provided from customer service to the drivers to ensure a reduction of failed

pick-ups. There are some considerations of automated driver routing equipment being evaluated for future improvements.

PSATS' Educational Conference and Exhibit Show

I attended the PSATS conference on May 5-7, at the Hershey Lodge and Conference Center. The sessions were very well attended and included helpful presentations and program updates.



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Community Development Director/Zoning Officer Monthly Report for May/June 2025

Planning Commission

- Prior 4/28 meeting:
 - Final Land Development Plan for 1376 Campus Road – Phase 3: Proposal to develop Phase 3 of the residential development located at 1376 Campus Road, consisting of 47 single-family dwelling units marketed as a 55+ community, located in the R-2 Zoning District. **Initial view only – no action taken.**
 - Final Land Development Plan for 1376 Campus Road – Phase 4: Proposal to develop Phase 4 of the residential development located at 1376 Campus Road, consisting of 65 single-family dwelling units marketed as a 55+ community, located in the R-2 Zoning District. **Initial view only – no action taken.**
 - Lancaster Seed Sales for the property located at 2914 Homestead Road – Applicant wishes to construct a 19,140 SF building, expanding its existing operation on the property. Variances from required rear yard setbacks and maximum impervious coverage were approved at the March 5, 2025 ZHB meeting. **Initial view only – no action taken.**
- Upcoming 5/28 meeting:
 - Street Light Modification for 1376 Campus Road – All Phases: A modification has been requested from SALDO Section 119-52.O(1) – Streetlight Standards. To provide streetlighting supplied by PP&L, a modification to the illumination requirement of a small percentage of areas is necessary.
 - Waiver for Bob Brubaker Minor Land Development Plan: A waiver is requested from SALDO Sections 119-52.J(3)(a), 119-53.B(2), and 119-53.C requiring improvements to the frontage along Camp Road.
 - Final Land Development Plan for Sheetz: Proposal to redevelop a 2.17-acre commercial property located at 50 Veterans Drive with a 6,132-sf. Sheetz convenience store with fuel pumps. The site is located within the MU – Mixed Use District and is served by public water and sewer.

Zoning Hearing Board

- Prior 5/7 meeting:
 - Case #250010: Savaland for the property located at 350 Old Hershey Road – Variances requested from the minimum lot size required for a multi-family residential use and from maximum impervious coverage. Applicant wishes to add a 5th apartment to an existing 4-unit multi-family dwelling.
- Upcoming 6/4 meeting:
 - Case #250011: Talco Home Improvements, LLC for the property located at 771 Green Tree Road – Special Exception is requested to operate a landscaping/home improvement business.



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May 7, 2025

To: Mt. Joy Township Board of Supervisors
From: Daniel Ford- Code Compliance Official / Assistant Zoning Officer
Re: Monthly Codes Summary Report for April 2025

Dear Board Members:

25 rental properties were inspected in April 2025.

Complaints and concerns:

- 6 letters to property owners about the need for a rental license if they are renting.
- Enforcement notice to the owner of 211, 213, 215 Old Hershey Rd about Zoning violations and violations of the burning ordinance. (complaint)
- Complaint about open burning at the landfill on Rissermill Rd. Had the staff extinguish the fire and advised of the burning ordinance.
- Complaint from a tenant at Red Rose Motel regarding heat, water, and power being turned off in apartment 21 by the owner. Met with the tenants and the owner. The tenant lost his job. The owner turned off utilities due to a lack of payment. Advised the owner to seek eviction through the Magistrate's office and restore the utilities in the interim. The owner turned the utilities back on for 14 days. Referred them to the Magistrate's office and Echos.
- Worked with Hawthorne Electric and Graham Fire Systems to disable kitchen equipment in the old school kitchen in preparation for safe removal.
- Letter to the new owner of 670 Greentree Rd about the need to pay off liens before the property can be rented.

- Report of a person at 1002 Creek Rd doing more work than the zoning permit authorizes. The permit was for a renovation, and I discovered the entire house had been demolished and removed. I stopped all work and advised the owner to resubmit the updated permit paperwork.
- 823 Westbrooke for a report of a wall being built in a water easement. Stopped work and informed the owner to contact our Zoning Officer for the necessary approvals and permits.
- Complaint about a shed obstructing the traffic line of sight at Sager & Larkspur. I spoke to the shed owner, and it has been like this for years. I referred to the Zoning Officer due to the line-of-sight problem.
- Complaint from the HOA about a wrecked vehicle sitting in a parking lot on Gantz Meadows. Discovered the vehicle was involved in a vehicle accident the night before. Referred to the Police Department.



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PUBLIC WORKS DEPARTMENT

MAY 2025

COMPLETED:

- Base repairs on Creek Road
- Base repairs on Sheaffer and Schwanger (Conewago assisted with trucking with their HTC)
- Replaced and installed the monument in OTLP
- Crew attended PSATS and classes
- Started road bank mowing
- Sprayed guide rails
- PA1 Calls
- Park maintenance

FUTURE:

- Base repairs on Cold Spring
- Pipe replacement on Cold Spring
- Assist Conewago Twp with a base repair

MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 4/1/2025 - 4/30/2025

Zoning Officers Report

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
RoadOcc						
Driveway						
Active						
250025	4/7/2025	BURKHOLDER BUILDERS Driveway	2355 RIDGE RD	4604858000000	\$0.00	\$50.00
250026	4/7/2025	GRH 1 LLC Driveway for new single family dwelling	2085 ANDREW AVE.	4608882000000	\$0.00	\$50.00
250027	4/10/2025	SIMMERS DAVID W & JOYCE E Driveway expansion	17 PARKVIEW DR	4603977000000	\$0.00	\$50.00
Total Driveway 3					\$0.00	\$150.00
Fiber Cable						
Active						
250028	4/4/2025	MARY M RIDER REVOCABLE TRUST AGREEMENT MARY M Fiber Cable	2190 ANDREW AVE	4608024900000	\$0.00	\$110.00
Total Fiber Cable 1					\$0.00	\$110.00
Total RoadOcc 4					\$0.00	\$260.00

StormWater

Exemption

Active						
250030	4/4/2025	ZIMMERMAN MICHAEL SCOTT & SHERRY LYNNE Garage	698 TRAIL RD N	4601479700000	\$0.00	\$50.00
250028	4/4/2025	GROFF KEVIN E & BETH A Driveway Expansion	1220 SCHWANGER RD	4614317200000	\$0.00	\$50.00
250025	4/7/2025	BURKHOLDER BUILDERS SFD	2355 RIDGE RD	4604858000000	\$0.00	\$50.00
250026	4/7/2025	GRH 1 LLC Single Family Dwelling	2085 ANDREW AVE.	4608882000000	\$0.00	\$50.00
250029	4/10/2025	SIMMERS DAVID W & JOYCE E Driveway Expansion	17 PARKVIEW DR	4603977000000	\$0.00	\$50.00
250031	4/21/2025	CLOVERLEAF STORAGE LLC Commercial Building	1259 CLOVERLEAF RD	4601357000000	\$0.00	\$50.00
250037	4/24/2025	BECKER CHRISTOPHER M & EMILY J Deck / Gazebo	33 TOWER DR	4602332900000	\$0.00	\$50.00
250035	4/24/2025	SHENK TIMOTHY M & BETH H Driveway	107 MEADOWBROOK LN	4608931000000	\$0.00	\$50.00
250032	4/29/2025	LONNY RAY TYRONE REVOCABLE TRUST & LONNY RAY TYRONE SFD	1002 CREEK RD	4600417200000	\$0.00	\$50.00
Total Exemption 9					\$0.00	\$400.00
Total StormWater 9					\$0.00	\$400.00

Use

New Business

Active						
250003	4/4/2025	NOLT MATTHEW J New Business	1680 MARKET ST	4609402200000	\$0.00	\$10.00
Total New Business 1					\$0.00	\$10.00

Temporary

Active

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee	
Use							
Temporary							
Active							
250002	4/1/2025	SHERMAN WAYNE D & LAURA G Flower Sales	1579 S MARKET ST	4608170400000	\$0.00	\$10.00	
					Total Temporary 1	\$0.00	\$10.00
					Total Use 2	\$0.00	\$20.00
Zoning							
Addition							
Active							
250092	4/21/2025	KIER BENJAMIN Addition	1198 MOUNT GRETNA RD	4604396900000	\$136,758.00	\$931.00	
					Total Addition 1	\$136,758.00	\$931.00
Ag Barn							
Active							
250095	4/10/2025	CROWE BRIAN P & LUCINDA A Implementation Shed	902 SUNNYBURN RD LT 2	4608900500000	\$150,000.00	\$959.00	
					Total Ag Barn 1	\$150,000.00	\$959.00
Alterations							
Active							
250089	4/21/2025	KAPCSOS SCOTT J & DANA M Alterations	1102 RIDGE RD	4603339600000	\$13,000.00	\$170.00	
					Total Alterations 1	\$13,000.00	\$170.00
Com-Addition							
Active							
250096	4/21/2025	1376 CAMPUS ROAD ASSOCIATES LLC Pool Pavilion	55 NATALIE DR	4607260800000	\$100,000.00	\$709.00	
					Total Com-Addition 1	\$100,000.00	\$709.00
Com-Building							
Active							
250091	4/21/2025	CLOVERLEAF STORAGE LLC Com-Buildings	1259 CLOVERLEAF RD	4601357000000	\$130,000.00	\$889.00	
250094	4/21/2025	AIRPORT VILLAGE GP LLC Commercial Building	1639 S. MARKET ST	4604025100000	\$800,000.00	\$4,909.00	
					Total Com-Building 2	\$930,000.00	\$5,798.00
Deck							
Active							
250104	4/24/2025	BECKER CHRISTOPHER M & EMILY J Deck / Gazebo	33 TOWER DR	4602332900000	\$5,000.00	\$64.00	
250097	4/25/2025	COX WILLIAM E deck	1625 CAMPUS RD	4609362300000	\$17,000.00	\$198.00	
					Total Deck 2	\$22,000.00	\$262.00
Driveway							
Active							
250085	4/4/2025	GROFF KEVIN E & BETH A Driveway Expansion	1220 SCHWANGER RD	4614317200000	\$1,000.00	\$50.00	
250086	4/10/2025	SIMMERS DAVID W & JOYCE E Driveway	17 PARKVIEW DR	4603977000000	\$17,000.00	\$120.00	
250101	4/24/2025	SHENK TIMOTHY M & BETH H Driveway	107 MEADOWBROOK LN	4608931000000	\$3,000.00	\$50.00	
					Total Driveway 3	\$21,000.00	\$220.00
Finish Basement							
Active							

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
Finish Basement						
Active						
250102	4/24/2025	MITCH DEREK R Finish basement	47 WATERFOWL WAY	4600800600000	\$12,000.00	\$113.00
Total Finish Basement 1					\$12,000.00	\$113.00
Garage						
Active						
250088	4/4/2025	ZIMMERMAN MICHAEL SCOTT & SHERRY LYNNE Garage	698 TRAIL RD N	4601479700000	\$42,000.00	\$311.00
Total Garage 1					\$42,000.00	\$311.00
Pool						
Active						
250090	4/10/2025	1376 CAMPUS ROAD ASSOCIATES LLC Pool - In-Ground	55 NATALIE DR	4607260800000	\$226,100.00	\$1,471.00
Total Pool 1					\$226,100.00	\$1,471.00
SFD						
Active						
250083	4/7/2025	GRH 1 LLC Single Family Dwelling	2085 ANDREW AVE.	4608882000000	\$400,000.00	\$2,509.00
250082	4/7/2025	BURKHOLDER BUILDERS SFD	2355 RIDGE RD	4604858000000	\$200,000.00	\$1,309.00
250098	4/29/2025	LONNY RAY TYRONE REVOCABLE TRUST & LONNY RAY TYRONE SFD	1002 CREEK RD	4600417200000	\$120,000.00	\$829.00
Total SFD 3					\$720,000.00	\$4,647.00
Solar						
Active						
250087	4/21/2025	HAMMER JAMES & RACHELLE E Solar roof mounted	32 PHEASANT CT	4601490100000	\$42,193.00	\$367.00
250093	4/21/2025	MARTIN DARREL S & KELLY A M Solar roof mounted	2666 HOMESTEAD ROAD	4614374800000	\$79,600.00	\$589.00
Total Solar 2					\$121,793.00	\$956.00
Total Zoning 19					\$2,494,651.00	\$16,547.00
Total Permits: 34					\$2,494,651.00	\$17,227.00



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Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, April 2, 2025

- 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: Jackie Wilbern, Zoning Officer and 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 March 5, 2025 meeting, with the correction that Robert F. Newton, Jr., made the motion for agenda items 7 and 8. All members present voted in favor of the motion.
- 4) Jackie Wilbern stated that a Public Notice was published in the March 13th and 20th editions of the LNP. The subject properties were posted on March 7, 2025.
- 5) Solicitor John P. Henry provided a procedural briefing for the meeting.
- 6) Old Business:
 - a. Request for Extension of Time of Prior Approval – Case #230007: Lancaster Portfolio I, LLC (1444 Cloverleaf Road, Mount Joy). Approvals expire on June 9, 2025.

A motion was made by Robert F. Newton, Jr., and seconded by Roni K. Clark to approve the time extension to pull permits to June 9, 2026, and to complete construction by June 9, 2027. All members present voted in favor of the motion.
- 7) Zoning Case #250007
 - a. Applicant/Landowner: Paradise Energy Solutions/Debra Deis
 - b. Property Location: 1151 Grandview Road, Mount Joy, PA 17552; Tax Parcel ID #462-39302-0-0000
 - c. Zoning District: A – Agricultural
 - d. Variance Request:
 - 1) Chapter 135, Article IX, §135-313.C(4) – a variance of the requirement to provide vegetative screening around the ground-mount solar system. The applicant proposes to use existing vegetation on the property.

Jordan Wing and Debra Deis presented their application. They went through photos submitted with the application and addressed the Zoning Hearing Board's questions as to the location of the proposed solar array in each photo. Mr. Wing stated the vineyard next door blocks the view and that they won't see it because they sit lower than the subject property. The 9.5 kw system will be set back 300' off the road and there is no battery. Ms. Deis stated there is arborvitae planted along the property to the right. Ms. Deis explained she can't meet the requirement to plant additional vegetation because her sheep will eat the evergreen trees. Mr. Newton inquired if Ms. Deis would be open to a condition that if in the future, glare is visible to the neighbors, if she would be open to adding evergreen vegetation. Ms. Deis responded yes.

Robert F. Newton, Jr. made the motion, seconded by Roni K. Clark, to approve the variance from §135-313.C(4), conditioned upon the following:

1. Applicant shall apply for and obtain a zoning permit application showing compliance with all provisions located in §135-313.C.
2. Applicant shall comply with all other provisions contained in Chapter 135 of the Code of Ordinances of the Township of Mount Joy for which relief has not been requested or granted.
3. Applicant shall apply for and obtain a building permit from Mount Joy Township to construct the ground-mount solar.
4. Applicant and any representatives of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Mount Joy Township Zoning Hearing Board at the hearing held on April 2, 2025 and any continued hearings, if applicable, except to the extent modified by the conditions imposed by the Mount Joy Township Zoning Hearing Board herein.
5. Applicant shall plant evergreen vegetation in the future if glare becomes visible to the surrounding properties.

All members present voted in favor of the motion.

8. Zoning Case#250008
 - a. Applicant/Landowner: John Stoltzfus
 - b. Property Location: 2250 Mount Gretna Road, Elizabethtown, PA 17022; Tax Parcel ID #460-75659-0-0000
 - c. Zoning District: A – Agricultural
 - d. Special Exception Request:
 - 1) Chapter 135, Article IX, §135-83.J to permit a landscaping business
 - e. Variance Request:
 - 1) Chapter 135, Article IX, §135-240.C - a variance of the requirement to provide vegetative screening around all components of the landscaping business. The applicant wishes to operate a landscaping business and utilize the existing vegetation of the property to screen the business.

Ken Updegraff of 63 Waldheim Road requested party status.

John Stoltzfus stated he operates a small landscaping business with 2 full-time employees and 1 part-time employee. He has 1 truck, multiple trailers, and 1 small avant machine, and parks the truck and trailers in the existing shop. Mulch is stocked at the property and is then taken to job sites. Mulch will not be sold to the public from the property. Mr. Stoltzfus agreed to the conditions of the Zoning Officer's March 7, 2025 letter.

Mr. Stoltzfus was assisted by Rich Wagner of 2198 Mt. Gretna Road as they went through photos submitted with the application and addressed the Zoning Hearing Board's questions as to the location of the mulch piles. Mr. Wagner stated nothing is visible from the road with Mr. Stoltzfus noting 7 oak trees line the 150' long driveway. Ken Updegraff stated he can see the mulch pits from his family room window.

Mr. Stoltzfus testified to the number of truck trips per day, stating the trucks are loaded in the morning, most days just once per day and sometimes a second time. Once or twice a month mulch gets delivered to the property, not more than 15 truck loads per year.

Rich Wagner stated he lives next door and can see the property, but the business doesn't bother him and is happy to have Mr. Stoltzfus as a neighbor. Mr. Stoltzfus stated he's lived at the property for 2 years. Mr. Wagner said he's lived at his property for 8 years noting that the prior owners of the subject property operated a crane business there.

Mr. Stoltzfus offered to put up a fence to shield the mulch piles from Mr. Updegraff's property, extending from the wooded area to the barn. Mr. Updegraff stated he doesn't have a problem with what Mr. Stoltzfus is doing, but is concerned everything was done before going through the approval process, noting they should have gotten permits ahead of time. He said he can see the tractor trailer deliveries and stated another neighbor told him the road was blocked on one occasion. He also inquired if the business would be expanded. Mr. Stoltzfus stated he plans to stay small, that he might get another truck and maybe grow strawberries there.

Robert F. Newton, Jr. made the motion, seconded by Roni K. Clark, to approve the special exception request §135-83.J and variance from §135-240.C, conditioned upon the following:

1. Applicant shall comply with all other provisions contained in Chapter 135 of the Code of Ordinances of the Township of Mount Joy for which relief has not been requested or granted.
2. Applicant shall apply for and obtain the appropriate permits from Mount Joy Township to operate the landscaping business on the property.
3. Applicant and any representatives of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Mount Joy Township Zoning Hearing Board at the hearing held on March 5, 2025 and any continued hearings, if applicable, except to the extent modified by the conditions imposed by the Mount Joy Township Zoning Hearing Board herein.
4. Applicant shall construct a 6' tall privacy fence, 20' in length from the woods to the barn.

All members present voted in favor of the motion.

9. Zoning Case #250009

- a. Applicant/Landowner: Hunter King & Shaina Kulp/Gregory & Melody Kulp
- b. Property Location: 673 Church Road, Manheim, PA 17545; Tax Parcel ID #460-67851-0-0000
- c. Zoning District: A – Agricultural
- d. Variance Request:

- 1) Chapter 135, Article IX, §135-85.G – a variance from the minimum 20' side yard setback.

The applicant proposes to construct a residential addition encroaching 10' into the side yard setback. Hunter King testified that the Greg Kulp, present, is in the process of transferring the property to he and his fiancé. They would like to open the house up with a 400 SF addition on the North side, stating the East, South and West sides would be difficult to expand that way due to a steep embankment to the South and woods to the West. There is an easement for the septic field going onto Mr. Kulp's property next door. Only the North side is flat and accessible, and no one will see it except for Greg and Melody Kulp, the Applicant's future in-laws.

Robert F. Newton, Jr. made the motion, seconded by Roni K. Clark, to approve a variance from §135-85.G, conditioned upon the following:

1. Applicant shall comply with all other provisions contained in Chapter 135 of the Code of Ordinances of the Township of Mount Joy for which relief has not been requested or granted.
2. Applicant shall apply for and obtain applicable permits from Mount Joy Township to construct the addition.
3. Applicant and any representatives of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Mount Joy Township Zoning Hearing Board at the hearing held on April 2, 2025 and any continued hearings, if applicable, except to the extent modified by the conditions imposed by the Mount Joy Township Zoning Hearing Board herein.

All members present voted in favor of the motion.

9) Next regularly scheduled hearing will be held Wednesday, May 7, 2024, beginning at 6:00 p.m.

10) A motion was made by Robert F. Newton, Jr. and seconded by Roni K. Clark to adjourn the meeting at 7:14 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Jackie Wilbern
Zoning Officer

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



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Minutes of a Regular Meeting of the Mount Joy Township Planning Commission Held on March 24, 2025

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

Kevin Baker — Present

Rodney Boll — Present

Gerald Cole — Present

Michael McKinne — Present

Arlen Mummau — Present

Delmar Oberholtzer — Present

Bill Weik, Jr. — Present

Other Township Representatives Present: Jackie Wilbern - Zoning Officer, Ben Craddock, PE – Twp. Engineer, and Kim Kaufman - Township Manager

4. Public Comment: NONE
5. Consent Calendar:
 - a. Approve and ratify the minutes of the February 24, 2025 meeting
 - b. Accept additional time in which to take action on the Preliminary Land Development Plan for Westmount Development (#24-19-PLDP) – New deadline is May 27, 2025.
 - c. Grant additional time in which to record the conditionally-approved Final Land Development Plan for Store-It, LLC (21-16-FLDP) – new deadline December 31, 2025.
 - d. Signing of the Bear Creek Estates Final Land Development Plan – 24-23-FLDP

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

6. Old Business:
 - a. Tiny Estates: A request was made by Kim Fasnacht of Rettew to amend the conditions of approval requiring a traffic impact fee. Ben Craddock confirmed that a fee was not required but erroneously existed within the conditions of approval. Jackie Wilbern advised that the Township Solicitor advised that the Planning Commission will have to amend the conditions of approval.

A motion was made by Gerald Cole and seconded by Arlen Mummau to amend the conditions of approval, striking condition number 6. All members present voted in favor of the motion.

7. New Business:
 - a. Sketch Plan for Sloan's Pharmacy (25-04-SLDP): Proposal to construct a new pharmacy, access drive, parking lot, stormwater facilities, sidewalks, and other site improvements on Eagle Parkway in the C-2 Zoning District.

Todd Smeigh from DC Gohn presented the plan and introduced the property owner, Duane Hernley, the pharmacy owner, Jake Shirk, and the architect, John Yoder. He explained the layout is similar to the existing pharmacy and will have a pickup window. The 3.8-acre parcel was previously subdivided with approximately 1.8-acres left for the pharmacy.

Gerald Cole asked where the parking area for Century Spouting will be relocated. Mr. Shirk advised they currently have a handshake agreement to use their lot for parking. Mr. Smeigh advised that at some point they may subdivide a piece of land off to sell to Century Spouting. Mr. Shirk stated that on peak days, Mondays, there are a maximum of 11 employees, that their lease has expired, and the new building will not expand in the number of employees, but that the additional 1,000 SF of space will be used for storage and a separate office and meeting room. Mr. Smeigh confirmed that the of the 6,840 SF footprint, 5,862 SF is usable space, and the plan meets the Ordinance's parking requirement.

Bill Weik Jr, inquired about the navigation of the drive-through. Mr. Smeigh stated 3-4 cars comfortably fit in the queue. A height-marked canopy will be erected at the drive-through window. He further answered that the cross-hatched area shown on the plan is an area for truck turnaround and dumpster removal. Mr. Shirk said daily deliveries are done by van, with one straight truck delivery per month. Mr. Smeigh explained stormwater will be placed at the back of the property with part of the parking lot going to a rain garden in the front. He noted the location of existing water and sewer laterals.

Mr. Smeigh addressed the Township Engineer's March 20, 2025 plan review letter, stating that he does not want to do a shared access as recommended in zoning comment number 3. SALDO comments 19 and 22 concerning sidewalks and curbing were discussed with Mr. Smeigh explaining he would look more closely into those when submitting stormwater. Traffic comments were discussed, specifically pertaining to the Planning Commission's concern regarding an increase in traffic. Mr. Smeigh stated the increased traffic would be negligible due to the current pharmacy being $\frac{3}{4}$ mile away, already having a customer base; maybe only 10 more peak trips per day. Delmar Oberholtzer questioned if anyone goes out a year or so after build-out to perform counts and Mr. Craddock confirmed there's a process where a study could be done a year later. Mr. Oberholtzer said he was reluctant to trade traffic counts from one property to another. Mr. Smeigh asked if Eagle Parkway is an arterial street. Mr. Craddock and Gerald Cole recall the Comp Plan showing it as an arterial street.

- b. Request for Waiver of Land Development - Savaland, LLC for the property located at 933 Campus Road: Proposal to construct two semi-detached residential units in addition to the existing dwelling unit located on the property. Property is located in the R-2 Zoning District.

Dave Bitner from Bitner Engineering explained that the waiver request was presented in June of 2024, but needed zoning relief. He stated a field survey was done and that the ZHB approved several variances at the March 5, 2025 ZHB meeting, most of the Township Engineer's comments from their 2024 review memo have been addressed, that they will be asking DEP for a waiver of planning, and a deferral of sidewalks.

Michael McKinne said he remembered discussions of a trail being considered at the location. Gerald Cole said no and Ben Craddock confirmed that the Borough is working with the College to extend a trail on College property, but that it stops at the Township line. Mr. Bitner explained the waiver was being requested due to it being a fairly minor plan. Gerald Cole expressed concern about the comments in the Township Engineer's letter, and that they do not want to set a precedent for waivers.

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

8. Initial View: NONE
9. Correspondence: NONE
10. Other Business: NONE
11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on Monday, April 28, 2025 beginning at 7:00 P.M.
12. A motion was made by Kevin Baker and seconded by Bill Weik, Jr. to adjourn the meeting at 8:01p.m. All members present voted in favor of the motion.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jackie Wilbern". The signature is written in a cursive, flowing style.

Jackie Wilbern
Zoning Officer

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

Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on March 25, 2025

1. Chairman Doug Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township conference room, 8853 Elizabethtown Road, Elizabethtown, PA 17022.
2. Roll Call: Present – Douglas A. Hottenstein, John Rudy, Debra Dupler, Richard Gible were in attendance. Kevin Baker was absent. Also in attendance – Chief Mark Mayberry, Lisa Heilner, Marc Hershey.
3. Public Comment - none
4. Consent Calendar:
 - a. Approval and ratification of the minutes of the February 25, 2025 meeting.
 - b. Accept and ratify the Treasurer's Report for the period of January 1 through February 28, 2025, subject to audit.
 - c. Approve payment of all bills via Bill List #3, Bill List #4 and Bill List #5 in the amount of \$135,141.25. Ratify payment of all payrolls for the period of February 2025, inclusive, in the amount of \$191,678.94, which represents two (2) pay periods.
 - d. Raymond James Pension Account summary from January 31 to February 28, 2025.

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

5. New Business:

Chief Mayberry asked the Commission to consider approval of changing the Department shotguns to less lethal shotguns. Currently, officers carry their own personal rifles with them on patrol, and the shotguns are rarely used. To transition the shotguns to less lethal, the wood stocks would be removed and replaced with orange stocks. Either bean bag or rubber ball rounds would be used. The change will cost approximately \$80 per shotgun. We would consider transitioning 10 Remington shotguns. Debra Dupler made a motion to approve transitioning the shotguns. John Rudy seconded the motion. All members present voted in favor of the motion.

Chief Mayberry gave an update on the secure vehicle impound fencing. A small alcove area in the side of the building is now being considered instead of a separate fenced in area. This alcove would only require a gate, not a four-sided fence. Chief Mayberry will obtain a revised price from Security Fence Company.

6. Advisements:

- a. Sergeant Seth Arnold and Sergeant Aaron McCoy completed a week-long Gracie Defensive Tactics Training.
- b. Sergeant Mike Bryant and Sergeant Adam Shope attended a two-day Force Science Body Worn Camera training.
- c. Officer Brad Redinger and Officer Abby Shaeffer attended a two-day Interview and Interrogation Training.
- d. The Department finished 5th out of 13 Lancaster County Agencies in the Bleed Blue Challenge.
- e. An Aggressive Driving Enforcement Wave will run from March 17th to April 27th. We have received \$2000 in funding.

7. Correspondence:

- a. Calls for Service – February 2025
- b. Police Activity Report - February 2025
- c. Overtime Report – February 2025
- d. Police Cruiser Mileage Chart – February 2025

NRLCPC Minutes
March 25, 2025
Page 2 of 2

A motion was made by Richard Gible, seconded by Debra Dupler to adjourn the meeting at 7:20 p.m. All members voted in favor of the motion.

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held April 22, 2025 at 7 p.m. at the Mount Joy Township Municipal Building.

Respectfully Submitted,



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



**Elizabethtown Regional Sewer Authority Minutes
March 11, 2025**

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

It was **motioned** by Snyder and seconded by Shaffer to approve the minutes of the February 17, 2025, meeting. Motion carried.

Public Comments: None

General Business:

1. It was **motioned** by Shaffer and seconded by Viscome to approve Resolution 1-2025, Establishing sewer rates for 2025. Motion carried.
2. King explained that Resolutions 3-5 are for the Small Water and Sewer Grant Applications, certifying that the Authority has the funds for the match requirement. It was **motioned** by Snyder and seconded by Viscome to approve Resolution 3-2025; Cameron Pumping Station Improvements in the amount of \$467,500. Motion carried.
3. It was **motioned** by Snyder and seconded by Viscome to approve Resolution 4-2025; Colebrook Road Pumping Station Improvements in the amount of \$467,500. Motion carried.
4. It was **motioned** by Snyder and seconded by Shaffer to approve Resolution 5-2025; Nolt Road Pumping Station Improvements in the amount of \$450,500. Motion carried.
5. It was **motioned** by Snyder and seconded by Viscome to approve Resolution 6-2025; 2026 CCTV Inspection in the amount of \$263,500. Motion carried.
6. Rettew explained that the current crane is too heavy to move, posing a safety concern. It was **motioned** by Snyder and seconded by Shaffer to approve Gantry Crane Purchase for Miller Road \$9,280.20. Motion carried.
7. It was **motioned** by Snyder and seconded by Sweigart to approve 717 Mechanical Quote for AC in the existing garage in the amount of \$19,007.66. Motion carried. Rettew told the Board that the operations crew does extensive work and maintenance on vehicles in the garage. Additionally, a temperature-controlled garage protects valuable tools and other items stored in the garage from damage caused by extreme heat & cold.
8. It was **motioned** by Sweigart and seconded by Viscome to conditionally approve the Memo of Understanding for Campus Road Pumping Station and Maintenance Agreement subject to final edits by the Solicitor. Motion carried. Shank explained that the agreement will allow the Authority to manage the station until it is dedicated by the developer. The Authority will be compensated for the work performed.

9. It was **motioned** by Sweigart and seconded by Snyder to approve the pay application #5 for Garden Spot Mechanical in the amount of \$2,700. Motion carried.

Reports:

Engineer: King provided and reviewed his report

1. Stoneybrook - It was **motioned** by Sweigart and seconded by Snyder to conditionally approve Stony Brook Phase 4A Developer's Agreement subject to final edits by the Solicitor. Motion carried.
2. Trunk A
3. Miller Road
4. Wenger Feed Mill
5. Landfill

Treasurer:

Shaffer discussed his summary report noting that the Authority is running behind on revenue projections but has a healthy cash balance. He discussed updating liens in 2025. Shaffer informed the Board that the audit is underway and will be presented at the May 2025 meeting.

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

It was **motioned** by Snyder and seconded by Viscome to approve the bills in the amount of \$165,734.08. Motion carried.

Executive session was held at 7:25pm to discuss fees. Executive session ended at 7:43pm.

It was **motioned** by Sweigart and seconded by Shaffer to adjourn the meeting at 7:44pm.

**EAWA WORK SESSION MEETING MINUTES
MARCH 5, 2025 - 6:30 PM**

1. **CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 P.M. by Dale Treese, Chairman. Members present: Keith Murphy, Rich Sheidy, Jeff McCloud, 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: Rick Erb, Board member, Michele Powl, Business Manager; and Jill Gebhart, Admin Assistant. Members of the public: Jennifer Reese with GeoServices, Ltd.
2. **PUBLIC COMMENT:** None
3. **REPORTS:**
 - a. **Manager's Report:**
 - i. **Additional Water Source:** Jennifer Reese from GeoServices, Ltd. provided the Board with a geological map and report. A discussion followed on the locations with the best probability for a successful new well location based on their geological findings. An additional geographical electromagnetic surface study should be performed to find the optimum drilling location for test drilling. GeoServices, Ltd does not provide this service.
 - ii. **Revised Cornwall Quarry Parcel Sale Agreement:** A draft was provided to the Board for their review. Becker and Shank have a meeting scheduled with Cornwall for further clarification.
 - iii. **StoneyBrook Phase 4A Water Extension Agreement – Agreement signed by Developer (44 EDUs).**

Action: "That the Board contingently approves the Water Extension & Development Agreement for StoneyBrook Phase 4A, subject to receipt of Letters of Credit"

Motion: K Murphy **Second:** J O'Connell **Approved**
 - b. **Operations Manager's Report:** Bock reviewed his report for the Board, noting DEP gave a full inspection of EAWA's filter plant for performance. DEP rates plants as commendable, satisfactory or needs improvement. EAWA received a commendable rating. Out of approximately 300 plants only 31 have received a commendable rating. To enhance reporting on the Consumer Confidence Report, EAWA will be adding additional testing every quarter for sodium.
 - c. **Engineer's Report:**
 - i. **Updated Tapping Fee Calculation:** Draft provided by GHD. The updated tapping fees resolution will be available for approval at the regular board

meeting. A policy by the Board to review and update tapping fees on a regular schedule was recommended by GHD. The criteria needed to set up a policy by expenditures and or time frame for a tapping fee policy will be determine by the Board at a future date.

- ii. **Distribution System Study:** Comprehensive updated study of the Hydraulic Model with upgrades including the last 10 years and anticipating the next 20 years of customer growth. Potential storage alternatives, locations, updating and new demands on the system to be included.

Action: “That the Board approve the professional engineering agreement for the water storage and distribution system.”

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

- iii. **West High Street Water Main Project – Amtrak Crossing Options**
GHD proposed three options, directional drilling, aqua bore and open cutting. Their recommendation is to use directional drilling adjacent to the street contingent on discussions with Amtrak.

4. UNFINISHED BUSINESS: None

5. NEW BUSINESS: None

6. BOARD MEMBER’S REMARKS: None

7. EXECUTIVE SESSION: Was held after the regular meeting.

8. ADJOURN: 8:04 PM

9. Action: “That the Board adjourns the work session meeting.”

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

Respectfully submitted,

D. Becker, Authority Manager

Approved at 4/14/2025 Meeting

**EAWA BOARD MEETING MINUTES
MARCH 10, 2025 - 6:30 PM**

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

2. PLEDGE OF ALLEGIANCE TO THE FLAG:

3. PUBLIC COMMENT: None

4. APPROVAL OF PREVIOUS MINUTES:

Action: “That the Board approves the WS Meeting Minutes of 02/05/2025 and Board Meeting Minutes of 02/10/2025, as presented.”

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

5. REPORTS:

a. Manager’s Report:

i. Resolution 2025-7: – Amending Tapping Fee Rates, see attached Resolution; Discussion on EDUs determined as 171 gallons per day.

Action: “That the Board approves Resolution # 2025-7, Amending Tapping Fee Rates for the EAWA System.”

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

ii. Conewago Intake Emergency Power Connection – DEP noted during recent inspection that an emergency power connection should be provided, similar to the connections at the wells previously installed.

Action: “That the Board approves the installation by Hawthorne Electric for a price not to exceed \$20,900.00.”

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

iii. Buckingham Tank Rehabilitation – Bids were received on March 5, 2025, and are being evaluated by the engineering firm, Entech Engineering. A summary of the bids is provided. Entech Engineering will send a recommendation letter for April board meeting. Dr Treese asked to check with Del who we had previously.

- b. **Operations Manager's Report:** see report for March 5 meeting
- c. **Engineer's Report:** see report for March 5 meeting
- d. **Financial Reports:**
 - i. Paid Bills Detail (*Operating Fund*) (02/25/25) distributed with package (\$102,867.80 for balance);
 - ii. Paid Bill Detail (*Capital Fund*) (02/25/25) distributed with package (\$5,095.83 for balance);
 - iii. Statement of *Operating* Revenues & Expenditures for the period of FEBRUARY YTD, distributed with package. Balance: \$877,832.88, Expenditures: \$244,926.56 & Income: \$148,764.59;
 - iv. Statement of *Capital* Revenues & Expenditures for the period of FEBRUARY YTD, distributed with package. Balance: \$11,625,683.72, Expenditures: \$30,800.57 & Income: \$54,237.22.

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

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

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:

- i. **Motion by the Chair:** "MOTION: a motion to provide additional compensation to the Authority Manager in the amount of \$7,500.00"

Action: "That the Board approves the Motion for additional compensation."

Motion: D Treese **Second:** K Murphy **Approved**

8. BILLS PAYABLE: Refer to Unpaid Report

Action: "That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$53,575.08 (03/10/25), Unpaid *Capital* Fund Bills Detail totaling \$64,922.65 (03/10/25) and Unpaid *Developer Escrow* Fund Bills Detail totaling \$534.00 (03/10/25)."

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

9. BOARD MEMBER'S REMARKS: Dr Treese called for Executive Session after meeting.

10. EXECUTIVE SESSION:

11. ADJOURN: 7:09 PM

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

Motion: K Murphy **Second:** R Sheidy **Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at the 4 /14/2024 Meeting

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

March 26, 2025

A public meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, March 26, 2025, 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, Roger Snyder, Kenton Sweigart and Jeffrey Hudson were present. Justin Risser & Jeffrey McCloud were absent. Staff Members Wade Amick and Marc Hershey were present. Dave Jones, Stock and Leader, was also present.

Ms. Dupler opened the meeting for public comment. Frank Splain Sr., 125 Stirrup Lane (East Donegal Township) offered public comment. Mr. Splain presented his opinion and questions which were answered, related to the MESA Mutual Aid Cover Calls.

The Board unanimously approved items A thru D on the consent calendar on a motion by Mr. Snyder and seconded by Mr. Hudson. All members present voted in favor of the motion.

- a) Approval and ratification of the minutes of the February 26, 2025 meeting
- b) Accept and ratify the financial reports for the period of February 2025, subject to audit
- c) Approve and ratify the payment of all bills & payroll via Bill List 2025-03 in the amount of \$400,485.58
- d) Public Relations Report

Authority Manager Wade Amick provided a verbal report to the Board. Mr. Amick noted the following items:

- 1) The annual FEMA grant was approved at the end of 2024 which provides funding for all new mobile radios in the ambulances and new portable radios for the crews. The portable radios have arrived and have been placed into service. The mobile radios have been installed in the ambulances and are in service.
- 2) The annual state OSFC grant was recently approved. IV infusion pumps have arrived and will be placed into service as soon as training and programming are completed. MESA is one of the first EMS agencies in Lancaster County to have this tool available and another way that MESA remains on the leading edge of pre-hospital care.
- 3) Applications continue to be accepted and interviews are on-going to fill vacant provider positions.
- 4) Guide scopes have been ordered with no delivery date provided.

- 5) Statistics provided. MESA covered surrounding municipalities representing 12.7% of MESA's call volume.
- 6) Process of developing an Educational Financial Assistance Program to encourage staff to take advantage of learning opportunities.
- 7) MESA Education Institute has started with 14 high school students enrolled from both Elizabethtown and Donegal school districts.
- 8) A vending machine scheduled for installed in April. No cost to MESA for maintenance or to supply and stock.

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

- 1) Saxton & Stump has acquired Stock & Leader. Dave Joes will be working for Saxton & Stump effective April 1st. The fee structure remains unchanged. This is a noted action item below.
- 2) The Cub Cadet & Trailer will be posted on Municibid in April. Bids will be presented for approval on the April 23rd, board meeting.
- 3) Vehicle maintenance will be moved from Maguires in Hershey to Cocker's Towing in Elizabethtown. This will save in both repair costs and personnel time to travel to Hershey. Warranty related work will continue to be handled by Maguires.
- 4) We are aware that some residents in Mount Joy Township, West Donegal Township and East Donegal Township received subscription mailers from Penn State Life Lion. We are asking the municipalities to send Life Lion a letter asking them to discontinue this. It appears to be addresses with the 17552-zip code. A copy of the Mount Joy Township letter was provided. Jason Kirsch is creating a MESA Facebook post to alert our local communities.

No Solicitor report was provided

No Penn Medicine report was provided

Old Business

Mutual Aid Cover Calls: The Board was provided with an update on the quantity of cover calls to non-MESA municipalities thru February. For the month of February, MESA covered 86 calls in Mount Joy Borough, Rapho Township, Columbia Borough and West Hempfield Township. Patient care was provided by MESA on 48 of those calls. The solicitor provided an update that there is no law that requires a municipality to pay MESA for the services they are providing. The Board members shared that the plan is for each municipality to send a letter to the four municipalities that have the most cover calls and express their disappointment with the number of services being provided in place of Life Lion. The goal is to continue to educate them on the disparity and have them work with Life Lion to adequately service the 911 calls in their communities.

Insurance Billing RFP Update: A total of 10 proposals were submitted. Virtual meetings with potential vendors are scheduled for Q & A sessions in April.

2025 Billing – Parcels: The 2025 parcel billing and collection process has started well. There has been a low number of phone calls and inquiries. With about 7 weeks from the mailing, \$820,848

has been collected; which is about 45% of the parcel billings for 2025. Excluding Masonic Village, we are at 52%.

2025 Fee Billing – Business FTE Assessment: Business FTE data was received. Businesses with more than 3 employees and \$150,000 or more in payroll, will be mailed a self-reporting letter and form with a due date of June 1st. The current plan is to mail letters and forms by April 15th.

Insurance Billing Flyer: A copy of an insurance billing flow chart was shared with the board. This reference item would be helpful to the community to help them better understand the complexity of the insurance billing process. The board agreed to print as a tri-fold and include in the billing mailer.

On a motion by Mr. Snyder and seconded by Mr. Sweigart, the board unanimously agreed to move to Saxton & Stump as Authority Solicitor. Saxton & Stump has acquired Stock & Leader, there is no change to fee structure or representation.

The Board is scheduled to meet April 23rd, 2025 beginning at 6:00P.M.

A motion was made by Mr. Snyder, seconded by Mr. Hudson to adjourn the meeting at 7:00 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Becky Houser
Recording Secretary

Municipal Emergency Services Authority (MESA)
Agency Incident Report
Call Totals by Class
April 2025

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	24	3	6	0	33
Conoy Township	12	1	10	0	23
Dauphin County - Conewago Township	1	0	0	0	1
Dauphin County - Londonderry Township	5	1	0	0	6
Dauphin County - Other	0	0	0	0	0
East Donegal Township	24	5	33	1	63
East Hempfield Township	0	0	0	0	0
Elizabethtown Borough	54	21	63	28	166
Lebanon County	1	0	0	0	1
Manheim Borough	0	0	0	0	0
Manor Township	0	1	1	0	2
Marietta Borough	12	2	15	0	29
Mount Joy Borough	20	1	5	0	26
Mount Joy Township	51	7	37	4	99
Mountville Borough	0	0	0	0	0
Penn Township	0	0	0	0	0
Rapho Township	13	0	1	0	14
West Donegal Township	81	16	52	1	150
West Hempfield Township	7	2	2	0	11
York County	4	0	2	0	6
Total Dispatches	309	60	227	34	630

Dauphin County - other: Royalton Borough

**Municipal Emergency Services Authority (MESA)
Agency Incident Breakout
April 2025**

Incident Type

Medical	550
Public Service	10
Cardiac Arrest (class 1)	9
Vehicle Accident	22
Fire call	6
Gas leak	0
EMS activity	9
Routine Transport	24

<u>Mutual Aid</u>	<u>Covered</u>	<u>Assisted</u>
Dauphin Medic 4	0	0
Dauphin Medic 7-3 (SCEMS)	5	1
Lancaster EMS (06)	0	0
Lebanon County	1	0
Penn State Life Lion EMS (77)	50	8

<u>Receiving Facility</u>		<u>Disposition</u>	
Penn Medicine Lancaster General	226	Cancelled	27
Penn State - Hershey	119	DOA	5
Penn State - Lancaster	98	No patient found	24
UPMC - Community Osteopathic	1	Non-Treat/Transport	52
UPMC - Lititz	3	Recalled	28
UPMC - Harrisburg	2	Standby (fire, sporting/ special event)	6
UPMC - York Memorial	0	Transported	451
Wellspan Good Samaritan Hospital	0	Treat/no transport	4
Wellspan York	1	Other	33
Other	1		

Municipal Emergency Services Authority (MESA)
Agency Incident Report
Call Totals by Class
January 1 – April 30, 2025

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	104	12	36	0	152
Conoy Township	56	7	33	0	96
Dauphin County - Conewago Township	4	1	1	0	6
Dauphin County - Londonderry Township	18	3	6	0	27
Dauphin County - Other	2	0	0	0	2
East Donegal Township	124	29	104	11	268
East Hempfield Township	6	1	0	0	7
Elizabethtown Borough	251	66	209	95	621
Lebanon County	1	0	2	0	3
Manheim Borough	1	0	0	0	1
Manor Township	5	3	1	0	9
Marietta Borough	47	13	50	0	110
Mount Joy Borough	86	12	21	0	119
Mount Joy Township	214	44	136	18	412
Mountville Borough	1	0	1	0	2
Penn Township	1	0	0	0	1
Rapho Township	56	7	11	0	74
West Donegal Township	269	59	194	2	524
West Hempfield Township	30	7	14	0	51
York County	30	1	8	0	39
Total Dispatches	1306	265	827	126	2,524

Dauphin Co. "Other" = Royalton Borough

**Municipal Emergency Services Authority (MESA)
Agency Incident Breakout
January 1 – April 30, 2025**

Incident Type

Medical	2,205
Public Service	43
Cardiac Arrest (class 1)	34
Vehicle Accident	93
Fire call	24
Gas leak	0
EMS activity	49
Routine Transport	76

<u>Mutual Aid</u>	<u>Covered</u>	<u>Assisted</u>
Dauphin Medic 4	0	0
Dauphin Medic 7-3 (SCEMS)	21	1
Lancaster EMS (06)	4	0
Lebanon County	1	0
Penn State Life Lion EMS (77)	265	42

Receiving Facility

Disposition

Penn Medicine Lancaster General	906	Cancelled	112
Penn State - Hershey	464	DOA	21
Penn State - Lancaster	381	No patient found	111
UPMC - Osteo (Harrisburg)	2	Non-Treat/Transport	193
UPMC - Lititz	18	Recalled	134
UPMC - Harrisburg	5	Standby (fire, sporting/special event)	19
UPMC - York Memorial	2	Transported	1,798
Wellspan Ephrata Community Hospital	1	Treat/no transport	10
Wellspan Good Samaritan Hospital	1	Other	126
Wellspan York	12		
Other	6		



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING
GEARS COMMUNITY CENTER
MARCH 18, 2025 AT 7:00 PM**

**BOARD MEMBERS
IN ATTENDANCE:**

Howard Kroesen, Chair, Elizabethtown Borough
Adam Reed, Mount Joy Township
Alexander Shubert, Mount Joy Township
Jay Hynicker, Elizabethtown Borough
Jeb Musser, West Donegal Township
Phil Dunn, West Donegal Township
Linda Good, East Donegal Township
Alan Kaylor, East Donegal Township

BOARD MEMBERS ABSENT: Michael Brubaker, East Donegal Township
Lindsay Norris, West Donegal Township
Delmar Oberholtzer, Mount Joy Township

VISITORS IN ATTENDANCE: Mike Caulfield, Lobar Associates

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

1. CALL TO ORDER

Chair Kroesen called the meeting to order at 7:00 pm.

2. PUBLIC COMMENT

No public comment.

3. Board Minutes

Ms. Good moved to approve the February 18, 2025 Board Minutes. Mr. Hynicker was second. Motion unanimously carried. The February 18, 2025 Board Minutes approved as submitted.



4. FINANCIAL REPORT

Mr. Wendel reported that our Truist and ENB accounts have a total balance of \$1,365,094 as of 3/13/2025. Mr. Wendel also provided a copy of the Financial Review Engagement Letter we received from our accountant, White, Rudy for our 2024 Financial Review. The document was signed by Chair Kroesen.

Mr. Reed asked if GEARS had to be audited and if they charged more.

Mr. Wendel stated that GEARS undergoes an annual review not an audit.

Mr. Reed asked what internal controls are in place.

Mr. Wendel stated that we have two check signers from the board. The Business Manager or Executive Director do not sign checks made payable to them.

Mr. Reed moved to approve the February 2025 Financial Report. Mr. Kaylor was second. Motion unanimously carried. The February 2025 Financial Report approved as submitted.

Mr. Wendel addressed the "Assets" page of the February Financial Report with the board so they had a clear understanding of our existing accounts and the purpose of each. There was discussion at our January meeting about why we had so many active accounts. Mr. Wendel explained that some of them are accounts that are restricted and can only be used through board approval, while other need to remain separate since they can only be used for specific purposes. However, it was recommended that our CD's totaling about \$48,600 be used for our second floor renovations when they mature in December of this year. Additionally, it was recommended that we close one of our ENB accounts totaling about \$40,500 and transfer into our ENB money market so we can generate a higher level of interest. This account was used to deposit funds from our Penn Medicine partnership. It was recommended that these funds be used to cover expenses related to the construction of a pole barn for storage purposes.

Mr. Reed moved to approve the transfer of \$40,574 from our ENB account 7995 to our money market account 5216. Mr. Kaylor was second. Motion unanimously carried. Upon transferring these funds, account 7995 will be closed.



5. COMMITTEE REPORTS

- **Executive Committee:**
No report
- **Finance Committee:**
No Report
- **Personnel Committee:**
No report
- **Program Committee:**
No report
- **Facilities Committee:**

The Facilities Committee needs to schedule a meeting to address storage and the draft Facility Use Policy. Mr. Wendel will contact the committee to schedule a meeting before our April Board Meeting

- **Sponsorship Committee:**
No report

6. EXECUTIVE DIRECTOR REPORT

- **Gym Floor Replacement:** Mr. Wendel reported that the gym floor installation was completed on 3/14/2025. Unfortunately, while conducting the final walk through, we were alerted that we have termites. The cost of the gym floor replacement is \$198,532 made payable to Lobar Associates. A portion of this project will be funded through the AWIF Grant of \$100,000. The following transfers were made to the GEARS Reinvestment Fund to cover this expense:

Mr. Kaylor made a motion to transfer \$184,389 from the ENB Money Market Account to the GEARS Reinvestment Fund. Mr. Dunn was second. Motion unanimously carried.

Mr. Kaylor made a motion to transfer \$14,143 from the Maintenance Fund to the GEARS Reinvestment Fund. Mr. Hynicker was second. Motion unanimously carried.

Mr. Musser made a motion to pay the invoice from Lobar Associates in the amount of \$198,532 for the gym floor replacement from the GEARS Reinvestment Fund. Ms. Good was second. Motion unanimously carried.



- **Second Floor Renovations:** Mr. Wendel provided an update on the project which included changes to the Statement of Work. The project budget has been reduced with a few changes specifically to the HVAC system and flooring. The HVAC system has changed to a more traditional system, similar to what we have on the first floor, where roof top units are used to cover multiple spaces rather than with individual controls. The flooring will now include LVT rather than restoring the existing floors. The project could take up to 20 weeks to complete. Mr. Mike Caulfield from Lobar Associates was present to discuss each area of the project and answer questions.
- **GEARS Agreement:** Mr. Wendel reported that he met with our municipal partners on 3/12/2025 to discuss changes to the current GEARS Agreement that expires on 12/31/2025. There were no concerns expressed about the current term of five years or the contribution rate of 20%. They requested that agreement include steps on how a municipality joins GEARS and the time line for that process. The language for this section of the agreement will be drafted by our legal counsel, Jeff Shank.

Mr. Reed asked about our relationship with Conoy Township.

Mr. Wendel stated that Conoy Township was involved in the GEARS Agreement at its inception, but they decided to terminate the agreement at the end of their first 10-year term in 2009. However, Conoy has supported our Maintenance Budget and has committed funds to help with our second floor renovations. I plan to attend one of their supervisors meeting in April to provide an update on our projects and encourage them to consider rejoining GEARS as our agreement is updated.

Ms. Good asked when the agreement will go into effect.

Mr. Wendel stated that it will be effective on 1/1/2026.

Mr. Kroesen encouraged the board to review the draft agreement.

- **Recreation:** Mr. Wendel highlighted a few programs from the month including aquatics, basketball and volleyball clinics and our Mother/Son Bowling. Testimonials were also shared from participants in our swim and yoga classes. Our summer brochure will be mailed in early April. Upcoming events include Eggstravaganza on 4/12 and our golf tournament fundraiser on 4/25.
- **Kids Center:** Mr. Wendel reported that enrollment has remained consistent with a total of 148 children in our programs including the following: (26) Bainbridge, (30) East High, (48) Bear Creek, (24) Kindergarten and (20) Preschool. The Childcare Agreement was approved by the EASD Board. The only changes were a reduction in the use fee from 3% to 2%, a 5% use fee for summer camp participants who do not attend EASD and the ability to use EASD facilities on Fridays during summer camp. The agreement will be effective on July 1, 2025.



Ms. Good motioned to approve the Childcare Agreement. Mr. Hynicker was second. Motion unanimously carried.

- **Senior Center:** Mr. Wendel reported that there were 17 service days in February. We averaged 36 seniors a day with a total of 102 different seniors served during the month. Our lunch program served 27 seniors daily and we attracted seven new seniors during the month. Our Center without Walls program served 27 seniors. ECHOS was cancelled due to inclement weather. The lunch menu and program schedule for March was shared.

7. BOARD COMMENTS

Mr. Dunn inquired about the status of the Employee Handbook updates.

Mr. Wendel reported that we met with our personnel attorney at the end of 2024 and reviewed the entire book. We are still in the process of adding recommended items and a variety of edits. Plan to have a draft to share sometime in May.

Mr. Kaylor thanks Mr. Wendel for attending Jeff Butlers retirement party.

Mr. Kroesen inquired about the tree and plaque dedication for former board members Barry Garman.

Mr. Wendel indicated that the tree has been ordered. Working with vendor on the plaque design.

8. EXECUTIVE SESSION

None Requested.

9. NEXT MEETING:

The GEARS Board will meet on Tuesday, April 15 at 7 pm at West Donegal Township.

10. ADJOURNMENT

Chairman Kroesen adjourned the meeting at 8:30 pm

Respectfully submitted,

David A. Wendel

Executive Director

Greater Elizabethtown Area Recreation & Community Services
Balance Sheet
March 31, 2025

ASSETS

Current Assets

Ckg - Truist ...3077	\$	69,941.55
MM - Truist ...4799		104,014.85
MM - ENB ...5216		718,450.86
Ckg - ENB #1397986		368,485.41
Clearing - ACH & Credit Cards		9,400.97
MMB - ENB #1397995		0.00
Petty Cash		575.00
CRC - ENB #1398007		25,597.12
Grant - ENB #5098077		34,180.89
HRA - ENB #1398016		2,300.42
CARES Grant - ENB ...5460		2,505.00
Bequest - ENB #806751		23,120.90
Legal- ENB #806707		14,445.86
ENB-Maintenance Fund #1282		45,293.82
GEARS Reinvestment-ENB#7170		14,778.38
Clearing		0.00
Prepaid Expenses		0.00
Accounts Receivable		(5,540.03)

Total Current Assets

1,427,551.00

Property and Equipment

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)

Total Property and Equipment

224,228.00

Total Assets

\$ 1,651,779.00

Greater Elizabethtown Area Recreation & Community Services
Balance Sheet
March 31, 2025

LIABILITIES AND CAPITAL

Liabilities		
Deferred Revenue	\$	0.00
Accounts Payable		4,846.63
Accrued payroll		17,280.70
Civic Plus - Gift Cards		0.00
Civic Plus - Refunds		0.00
Civic Plus - User Credit		0.00
		22,127.33
Total Liabilities		
		22,127.33
Capital		
Capital Reserve		21,871.66
Grant STARS		13,289.74
Grant Armstrong gym floor		100,000.00
Grant Office of Aging		0.00
GEARS Reinvestment Fund-Disb		(257,301.22)
Grant Nutrition		4,782.81
Grant PA OCD-Workforce		0.00
Grant Continuous Quality		0.00
Grant PA Cares Funding		0.00
General Fund		1,557,947.74
Net Income		189,060.94
		1,629,651.67
Total Capital		
		1,629,651.67
Total Liabilities & Capital		\$ 1,651,779.00

Greater Elizabethtown Area Recreation & Community Services
Income Statement - Summary
For the Three Months Ending March 31, 2025

	Budget	Month	Year to Date	Variance
Revenues				
Administration	408,205.00	4,223.90	121,510.52	(286,694.48)
Recreation	434,000.00	34,472.25	141,199.95	(292,800.05)
Child Care	1,022,000.00	90,196.86	254,203.26	(767,796.74)
Senior Center	119,900.00	11,737.47	22,986.73	(96,913.27)
Poplar Street Park	42,350.00	675.00	24,875.00	(17,475.00)
Community Center	50,343.00	0.00	55,093.00	4,750.00
Fundraisers	0.00	0.00	0.00	0.00
Total Revenues	2,076,798.00	141,305.48	619,868.46	(1,456,929.54)
Expenses				
Administration	427,740.00	29,196.49	94,722.73	333,017.27
Recreation	441,615.00	32,529.15	83,869.03	357,745.97
Child Care	898,500.00	71,549.57	202,359.15	696,140.85
Senior Center	163,650.00	10,623.10	30,809.11	132,840.89
Poplar Street Park	47,950.00	5,721.34	7,947.01	40,002.99
Community Center	97,343.00	4,284.61	11,100.49	86,242.51
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Expenses	2,076,798.00	153,904.26	430,807.52	1,645,990.48
Net Income	0.00	(12,598.78)	189,060.94	(189,060.94)

Income Summary - By Department

Administration	(19,535.00)	(24,972.59)	26,787.79	(46,322.79)
Recreation	(7,615.00)	1,943.10	57,330.92	(64,945.92)
Child Care	123,500.00	18,647.29	51,844.11	71,655.89
Senior Center	(43,750.00)	1,114.37	(7,822.38)	(35,927.62)
Poplar Street Park	(5,600.00)	(5,046.34)	16,927.99	(22,527.99)
Community Center	(47,000.00)	(4,284.61)	43,992.51	(90,992.51)
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Net	0.00	(12,598.78)	189,060.94	(189,060.94)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Three Months Ending March 31, 2025

	Budget	Month	Year to Date	Variance	
Revenues					
Administration					
4000-00	Contribution/Munici	365,705.00	0.00	98,926.26	(266,778.74)
4003-00	Donations	20,000.00	0.00	8,264.46	(11,735.54)
4005-00	Brochure Advertisin	7,500.00	1,125.00	5,375.00	(2,125.00)
4008-00	Interest Income	15,000.00	3,098.90	8,944.80	(6,055.20)
	Total Administratio	408,205.00	4,223.90	121,510.52	(286,694.48)
Recreation					
4010-01	Registration Fees/Stu	125,000.00	7,601.50	43,777.98	(81,222.02)
4011-01	Registration Fees/Ad	110,000.00	10,046.00	38,676.24	(71,323.76)
4012-01	Summer Playground	34,000.00	3,460.00	11,700.00	(22,300.00)
4013-01	Summer Camp Fees	12,000.00	3,750.00	3,995.00	(8,005.00)
4014-01	Special Events	25,000.00	382.00	7,049.00	(17,951.00)
4015-01	Donations/Grants	80,000.00	7,331.24	22,701.24	(57,298.76)
4016-01	Bus Trips/Adult	30,000.00	1,164.99	10,006.99	(19,993.01)
4018-01	Credit Card transacti	18,000.00	736.52	3,293.50	(14,706.50)
	Total Recreation	434,000.00	34,472.25	141,199.95	(292,800.05)
Child Care					
4030-02	Summer Camp Fees	220,000.00	5,500.00	5,500.00	(214,500.00)
4031-02	Before/After School	440,000.00	45,520.10	144,544.07	(295,455.93)
4035-02	Preschool Fees	145,000.00	13,546.00	40,444.46	(104,555.54)
4036-02	Kindergarten Fees	180,000.00	16,883.80	50,956.32	(129,043.68)
4034-02	Fundraising	3,000.00	0.00	1,025.00	(1,975.00)
4037-02	EASD School Surch	15,000.00	1,326.96	4,313.41	(10,686.59)
4039-02	Activity Fee (Trips/E	19,000.00	7,420.00	7,420.00	(11,580.00)
	Total Child Care	1,022,000.00	90,196.86	254,203.26	(767,796.74)
Senior Center					
4050-03	Daily Senior Donatio	8,400.00	380.77	1,409.01	(6,990.99)
4051-03	Office of Aging	96,900.00	9,522.18	17,815.20	(79,084.80)
4052-03	Fundraising	12,000.00	1,637.50	1,807.50	(10,192.50)
4053-03	Donations	2,600.00	197.02	1,955.02	(644.98)
	Total Senior Center	119,900.00	11,737.47	22,986.73	(96,913.27)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Three Months Ending March 31, 2025

	Budget	Month	Year to Date	Variance
Poplar Street Park				
4080-06 Poplar St Park Fees	5,400.00	675.00	675.00	(4,725.00)
4081-06 Utilities Costs Reim	8,000.00	0.00	0.00	(8,000.00)
4083-06 Municipal Contributi	28,950.00	0.00	24,200.00	(4,750.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Poplar Street	42,350.00	675.00	24,875.00	(17,475.00)
Community Center				
4090-07 Municipal Contributi	50,343.00	0.00	55,093.00	4,750.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Poplar Street	50,343.00	0.00	55,093.00	4,750.00
Fundraisers				
	<hr/>	<hr/>	<hr/>	<hr/>
Total Fundraisers	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	2,076,798.00	141,305.48	619,868.46	(1,456,929.54)
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Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Three Months Ending March 31, 2025

		Budget	Month	Year to Date	Variance
Expenses					
Administration					
6000-00	Administration	174,940.00	13,977.81	45,296.14	129,643.86
6001-00	FT Admin Assistant	41,100.00	3,161.54	9,442.08	31,657.92
6002-00	Part-Time Facility St	21,600.00	946.08	4,406.03	17,193.97
6003-00	Accounting Compen	26,000.00	2,086.99	6,084.42	19,915.58
6005-00	Benefits	39,000.00	2,876.84	8,544.94	30,455.06
6006-00	Payroll Taxes/Admin	20,600.00	1,456.58	5,166.92	15,433.08
6007-00	Insurance	60,000.00	13,450.50	38,648.60	21,351.40
6008-00	Professional Services	11,000.00	525.00	1,150.00	9,850.00
6009-00	Staff Development	15,000.00	295.00	2,344.85	12,655.15
6011-00	Transportation	6,000.00	331.92	549.48	5,450.52
6012-00	Postage	10,000.00	0.00	3,115.68	6,884.32
6013-00	Printing	11,500.00	0.00	3,214.37	8,285.63
6015-00	Office Supplies	8,500.00	774.75	1,862.06	6,637.94
6016-00	Maintenance Service	10,000.00	764.06	1,785.90	8,214.10
6017-00	Computer Services/S	10,000.00	724.87	1,368.15	8,631.85
6018-00	Dues & Subscription	4,500.00	496.12	1,394.12	3,105.88
6019-00	Credit Card Transact	1,000.00	42.12	227.17	772.83
6021-00	Legal Fees	5,000.00	0.00	0.00	5,000.00
6022-00	Advertising/Marketi	3,000.00	396.92	550.80	2,449.20
6023-00	Telephone	10,000.00	918.79	1,997.58	8,002.42
6024-00	Office Equipment Le	10,500.00	0.00	2,633.40	7,866.60
6025-00	Office Equip Repairs	6,500.00	0.00	1,097.84	5,402.16
6026-00	Licenses & Fees	2,000.00	110.00	270.80	1,729.20
6090-00	Contribution from D	(80,000.00)	(14,139.40)	(46,428.60)	(33,571.40)
	Total Administratio	427,740.00	29,196.49	94,722.73	333,017.27
Recreation					
6100-01	Recreation Dir/Prog	113,000.00	8,669.24	25,881.19	87,118.81
6101-01	Benefits	12,000.00	842.22	2,534.08	9,465.92
6102-01	Payroll Taxes/Recrea	20,000.00	1,400.45	3,474.49	16,525.51
6103-01	Summer Playground	43,000.00	75.00	75.00	42,925.00
6104-01	Adult Programs	45,000.00	4,200.00	4,653.63	40,346.37
6105-01	Youth Programs	60,000.00	6,927.73	13,535.37	46,464.63
6106-01	Summer Camp Progr	12,000.00	0.00	0.00	12,000.00
6112-01	Adult & Youth: Facil	34,000.00	1,435.00	2,995.00	31,005.00
6113-01	Bus Trips/Adult	25,000.00	2,724.30	2,724.30	22,275.70
6114-01	Special Events/Adult	20,000.00	170.22	2,476.52	17,523.48
6116-01	Contribution to Adm	30,000.00	5,327.89	17,494.84	12,505.16
6117-01	CivicRec Annual Fee	6,615.00	0.00	6,615.01	(0.01)
6118-01	Credit Card Transact	18,000.00	757.10	1,409.60	16,590.40
6119-01	Overtime	3,000.00	0.00	0.00	3,000.00
	Total Recreation	441,615.00	32,529.15	83,869.03	357,745.97

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Three Months Ending March 31, 2025

		Budget	Month	Year to Date	Variance
Child Care					
6120-02	Kindergarten Staff	80,000.00	9,642.66	26,389.89	53,610.11
6121-02	Kindergarten Supplie	4,000.00	81.66	118.19	3,881.81
6122-02	Kindergarten Food S	4,000.00	501.81	1,271.50	2,728.50
6124-02	Kindergarten Transp	32,000.00	3,325.00	7,350.00	24,650.00
6125-02	Online Pymt fees/Sof	4,000.00	0.00	0.00	4,000.00
6130-02	Director/Asst Direct	113,000.00	8,657.08	25,846.87	87,153.13
6132-02	Summer Staff Wages	130,000.00	0.00	0.00	130,000.00
6133-02	Before/After School	230,000.00	20,380.95	61,390.05	168,609.95
6134-02	Benefits	48,000.00	3,898.81	11,372.55	36,627.45
6135-02	Payroll Taxes/Child	55,000.00	4,158.68	13,743.21	41,256.79
6136-02	Summer Supplies	4,000.00	0.00	0.00	4,000.00
6137-02	Summer Food Suppl	5,000.00	0.00	0.00	5,000.00
6138-02	Before/After Supplie	4,000.00	186.34	226.85	3,773.15
6139-02	Before/After Food S	8,000.00	495.61	1,265.29	6,734.71
6140-02	Summer/BA Field Tr	19,000.00	0.00	0.00	19,000.00
6141-02	Education	3,500.00	0.00	331.19	3,168.81
6142-02	Fundraising	3,000.00	0.00	733.00	2,267.00
6145-02	School Surcharge	15,000.00	4,313.41	4,313.41	10,686.59
6146-02	Preschool Staff Wag	80,000.00	6,029.58	17,095.84	62,904.16
6147-02	Preschool Supplies	4,000.00	111.26	147.78	3,852.22
6148-02	Preschool Food Supp	3,000.00	472.13	1,241.78	1,758.22
6149-02	Contribution to Adm	50,000.00	8,811.51	28,933.76	21,066.24
6150-02	Overtime	0.00	483.08	587.99	(587.99)
	Total Child Care	898,500.00	71,549.57	202,359.15	696,140.85
Senior Center					
6150-03	Director Compensat	82,000.00	6,355.80	18,936.41	63,063.59
6151-03	Part-Time Personnel	26,000.00	1,796.33	4,168.41	21,831.59
6152-03	Benefits	8,500.00	1,095.72	3,337.17	5,162.83
6153-03	Payroll Taxes/Senior	8,300.00	774.91	2,212.63	6,087.37
6154-03	Program Supplies	23,250.00	359.45	1,913.60	21,336.40
6155-03	Entertainment	5,800.00	0.00	0.00	5,800.00
6156-03	Fundraising Supplies	5,800.00	240.89	240.89	5,559.11
6157-03	Bus Trips	1,000.00	0.00	0.00	1,000.00
6158-03	Overtime	3,000.00	0.00	0.00	3,000.00
	Total Senior Center	163,650.00	10,623.10	30,809.11	132,840.89

Greater Elizabethtown Area Recreation & Community Services
Income Statement

For the Three Months Ending March 31, 2025

	Budget	Month	Year to Date	Variance
Poplar Street Park				
6180-06 Utilities	12,000.00	149.28	362.30	11,637.70
6181-06 Maintenance	28,950.00	5,400.00	7,412.65	21,537.35
6182-06 Improvements	7,000.00	172.06	172.06	6,827.94
Total Poplar Street	47,950.00	5,721.34	7,947.01	40,002.99
Community Center				
6210-07 Comm Center - Utilit	42,000.00	2,953.83	7,822.34	34,177.66
6211-07 Comm Center - Main	50,343.00	1,330.78	3,278.15	47,064.85
6212-07 Comm Center - Impr	5,000.00	0.00	0.00	5,000.00
Total Community C	97,343.00	4,284.61	11,100.49	86,242.51
Fundraisers				
Total Fundraisers	0.00	0.00	0.00	0.00
Capital Improvements				
Total Capital Impr	0.00	0.00	0.00	0.00
Total Expenses	2,076,798.00	153,904.26	430,807.52	1,645,990.48
Net Income	0.00	(12,598.78)	189,060.94	(189,060.94)



RHEEMS FIRE DEPARTMENT

Monthly Report - April 2025

<u>Incident Type</u>	<u>Month</u>	<u>2025</u>	<u>Municipality</u>	<u>Month</u>	<u>2025</u>
Vehicle Accidents	6	25	Conewago Township	0	0
Vehicle Entrapments	1	2	Conoy Township	0	2
Vehicle Fire	3	5	East Donegal Township	1	7
Building Fire	6	30	Elizabethtown Borough	1	7
Chimney Fire		0	Londonderry Township	0	2
Brush/Trash Fire		11	Marietta Borough	2	3
Technical Rescue		2	Middletown Borough	0	0
CO Incident		1	Mount Joy Borough	0	8
Gas Leak		3	Mount Joy Township	13	55
HAZMAT/Spill Control		1	Rapho Township	0	4
Investigations	1	13	West Donegal Township	5	24
Fire Alarm	1	5	West Hempfield Township	0	1
Assist EMS	2	10	Other	2	4
Assist PD		0			
Good Intent Call		0			
Public Service	1	2			
Fire or Rescue Other	1	2			
Transfers/Standbys	2	5			
TOTAL	24	117	TOTAL	24	117

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>2025</u>			
	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	
Response to Alarms	162	63:54:00	12.68%	874	485:06:00	19.59%	
Station Level Training	36	106:00:00	21.03%	179	414:45:00	16.75%	
Certified Training			0.00%	36	76:00:00	3.07%	
Training Preparation & Set-Up			0.00%	5	4:30:00	0.18%	
Duty Crew/Station Staffing	99	183:30:00	36.40%	347	813:20:00	32.85%	
Administration	12	20:00:00	3.97%	95	184:30:00	7.45%	
Fund Raising	5	2:45:00	0.55%	30	24:30:00	0.99%	
Fire Prevention			0.00%			0.00%	
Support Staff Functions			0.00%			0.00%	
Funeral Details			0.00%	5	10:00:00	0.40%	
Meetings	34	26:15:00	5.21%	104	148:45:00	6.01%	
Rig Checks	61	31:25:00	6.23%	225	153:10:00	6.19%	
Apparatus Maintenance			0.00%	3	8:00:00	0.32%	
Equipment Maintenance	3	2:00:00	0.40%	8	6:15:00	0.25%	
Facilities Maintenance	1	0:45:00	0.15%	18	34:45:00	1.40%	
Municipal Meetings	3	6:45:00	1.34%	3	6:45:00	0.27%	
Public Relations	18	44:00:00	8.73%	21	89:00:00	3.59%	
Work Detail	9	16:45:00	3.32%	9	16:45:00	0.68%	
TOTAL	443	504:04:00	100.00%	TOTAL	1962	2476:06:00	100.00%

Incident Number	Dispatch Notified Date/Time	Dispatched Incident Type	Address	Response Zone
2025-113	4/25/2025 15:10	BUILDING-DWELLING-1A; 111-Building fire	1315 Donegal Springs Rd	East Donegal Township
2025-103	4/13/2025 17:07	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	351 E High St	Elizabethtown Borough
2025-108	4/16/2025 16:18	BUILDING-DWELLING-1A; 111-Building fire	17 ESSEX ST	Marietta Borough
2025-100	4/9/2025 20:38	BUILDING-DWELLING-1A; 111-Building fire	104 E Front St	Marietta Borough
2025-115	4/27/2025 3:26	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	MILTON GROVE RD S	Mount Joy Township
2025-114	4/25/2025 17:13	BUILDING-DWELLING-1A; 111-Building fire	994 Milton Grove Rd S	Mount Joy Township
2025-112	4/22/2025 8:01	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	CLOVERLEAF RD	Mount Joy Township
2025-110	4/19/2025 14:47	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	51 Wigeon Wy	Mount Joy Township
2025-109	4/17/2025 20:06	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	S MARKET ST	Mount Joy Township
2025-107	4/15/2025 14:06	VEHICLE ACCIDENT-FIRE; 322-Motor vehicle accident with injuries	2179 Sheaffer Rd	Mount Joy Township
2025-106	4/14/2025 6:44	VEHICLE ACCIDENT-ENTRAPMENT; 352-Extrication of victim(s) from vehicle	ROUTE 283 W	Mount Joy Township
2025-105	4/14/2025 1:18	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	2178 Mill Rd	Mount Joy Township
2025-101	4/11/2025 9:32	UNKNOWN TYPE-FIRE; 150-Outside rubbish fire, other	355 Hershey Rd	Mount Joy Township
2025-099	4/9/2025 10:16	VEHICLE FIRE-COMMERCIAL; 132-Road freight or transport vehicle fire	121 ROUTE 283 E	Mount Joy Township
2025-096	4/6/2025 14:25	BUILDING-DWELLING-1A; 111-Building fire	18 Shybrook Ct	Mount Joy Township
2025-095	4/4/2025 17:44	VEHICLE FIRE; 131-Passenger vehicle fire	14.4 ROUTE 283 W	Mount Joy Township
2025-098	4/8/2025 1:16	VEHICLE FIRE; 131-Passenger vehicle fire	165 ROUTE 283 E	Mount Joy Township
2025-118	4/28/2025 8:13	PUBLIC SERVICE-FIRE; 553-Public service	24 Southwoods Dr	West Donegal Township
2025-116	4/27/2025 12:10	BUILDING-DWELLING-1A; 111-Building fire	398 Foreman Rd	West Donegal Township
2025-111	4/20/2025 8:49	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	MAYTOWN RD	West Donegal Township
2025-104	4/13/2025 20:17	MEDICAL ASSIST; 311-Medical assist, assist EMS crew	80 S Aspen Dr	West Donegal Township
2025-097	4/7/2025 16:02	FIRE ALARM-HIGH OCCUPANCY; 745-Alarm system activation, no fire - unintentional	141 Heisey Ave	West Donegal Township
2025-117	4/27/2025 12:37	STANDBY-TRANSFER-FIRE; 571-Cover assignment, standby, moveup	125 S 2nd St	Wrightsville Borough
2025-102	4/11/2025 13:59	STANDBY-TRANSFER-FIRE; 571-Cover assignment, standby, moveup	125 S 2nd St	Wrightsville Borough

Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Fundraising & Donations				
121 Annual Fund Drive	51,438.36	65,200.00	-13,761.64	78.89 %
123 Fire Division Services	2,880.00	1,000.00	1,880.00	288.00 %
124 Special Contributions	3,000.00	14,800.00	-11,800.00	20.27 %
126 Miscellaneous Contributions	1,778.73	1,000.00	778.73	177.87 %
127 Memorial Contributions	50.00	250.00	-200.00	20.00 %
150 Fundraising Event Proceeds	1,080.00	1,750.00	-670.00	61.71 %
Total Fundraising & Donations	60,227.09	84,000.00	-23,772.91	71.70 %
Grants				
184 PEMA Grants	16,322.02	16,000.00	322.02	102.01 %
Total Grants	16,322.02	16,000.00	322.02	102.01 %
Municipal Income				
101 MJT Operations		155,170.00	-155,170.00	
104 WDT Operations	87,205.00	163,000.00	-75,795.00	53.50 %
Total Municipal Income	87,205.00	318,170.00	-230,965.00	27.41 %
Other Revenue				
132 Sale of Fire Department Merchandise		1,000.00	-1,000.00	
140 Dues/Applications		250.00	-250.00	
160 Interest Earned	5,352.11	12,500.00	-7,147.89	42.82 %
Total Other Revenue	5,352.11	13,750.00	-8,397.89	38.92 %
Total Income	\$169,106.22	\$431,920.00	\$ -262,813.78	39.15 %
GROSS PROFIT	\$169,106.22	\$431,920.00	\$ -262,813.78	39.15 %
Expenses				
Administrative				
281 Paper/Copier/Office Supplies	166.76	1,275.00	-1,108.24	13.08 %
282 Office Equipment	127.53	500.00	-372.47	25.51 %
283 Computer & Network Expenses	836.69	2,000.00	-1,163.31	41.83 %
287 Postage & Shipping		150.00	-150.00	
288 Fund Raising Expenses	3,134.25	12,500.00	-9,365.75	25.07 %
290 Dues & Subscriptions	290.75	750.00	-459.25	38.77 %
292 Property & Liability Insurance	13,234.00	13,500.00	-266.00	98.03 %
293 Software	10,167.55	10,750.00	-582.45	94.58 %
294 Copier Lease	548.56	1,500.00	-951.44	36.57 %
295 Fire Department Web Site	5,211.50	5,700.00	-488.50	91.43 %
297 Legal & Accounting	1,250.00	1,250.00	0.00	100.00 %
299 Grant Preparation Expenses		2,500.00	-2,500.00	
332 Presidents Initiatives	218.80	1,500.00	-1,281.20	14.59 %
340 Social Functions	520.05	2,500.00	-1,979.95	20.80 %
341 Memorial Expenses	107.73	1,000.00	-892.27	10.77 %
342 Administrative Miscellaneous	2,528.79	5,000.00	-2,471.21	50.58 %
Total Administrative	38,342.96	62,375.00	-24,032.04	61.47 %

Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Apparatus				
242 Engine 70 Maintenance	4,871.90	16,500.00	-11,628.10	29.53 %
243 Rescue 70 Maintenance	302.09	11,500.00	-11,197.91	2.63 %
244 DC 70 Maintenance	2,395.00	3,150.00	-755.00	76.03 %
245 Squad 70 Maintenance	527.84	2,500.00	-1,972.16	21.11 %
246 Tanker 70 Maintenance		11,500.00	-11,500.00	
247 Fuel for Apparatus/Equipment	2,385.12	10,000.00	-7,614.88	23.85 %
249 Miscellaneous (Tools/Lubricants/Parts)	120.40	2,500.00	-2,379.60	4.82 %
250 C70 Maintenance	66.33	1,000.00	-933.67	6.63 %
Total Apparatus	10,668.68	58,650.00	-47,981.32	18.19 %
Capital & Debt Service				
613 KS State Bank Principle		36,977.63	-36,977.63	
614 KS State Bank Interest		15,367.79	-15,367.79	
Total Capital & Debt Service		52,345.42	-52,345.42	
Facilities				
301 Facilities Improvements	39,787.73	75,000.00	-35,212.27	53.05 %
302 Facilities Maintenance	4,050.19	10,000.00	-5,949.81	40.50 %
303 Snow Removal	3,465.70	2,500.00	965.70	138.63 %
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	1,368.93	8,000.00	-6,631.07	17.11 %
307 Contract Cleaning		500.00	-500.00	
308 Security System Maintenance		0.00	0.00	
309 Supplies	235.62	750.00	-514.38	31.42 %
310 HVAC Maintenance	2,060.00	2,000.00	60.00	103.00 %
311 Physical Fitness	156.94	2,000.00	-1,843.06	7.85 %
312 Pest Control		500.00	-500.00	
313 Emergency Generator Maintenance		1,500.00	-1,500.00	
314 Pond Maintenance	440.00	2,750.00	-2,310.00	16.00 %
315 Appliance Maintenance		750.00	-750.00	
316 Kitchen Supplies		500.00	-500.00	
Total Facilities	56,987.61	113,250.00	-56,262.39	50.32 %
Operations				
215 Equipment Purchases	8,468.97	52,500.00	-44,031.03	16.13 %
216 PPE		1,000.00	-1,000.00	
226 Equipment Repairs	6,158.19	6,000.00	158.19	102.64 %
231 Communications	1,495.00	10,000.00	-8,505.00	14.95 %
234 Chiefs Initiatives	76.34	1,500.00	-1,423.66	5.09 %
236 Miscellaneous	224.19	9,500.00	-9,275.81	2.36 %
296 I-Pads	239.40	1,500.00	-1,260.60	15.96 %
338 Food for Calls/Training		3,000.00	-3,000.00	
Total Operations	16,662.09	85,000.00	-68,337.91	19.60 %
Personnel				

Rheems Fire Department

Budget vs. Actuals: Rheems Fire Department 2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
213 Patches/Shirts/Hats/Jackets		2,000.00	-2,000.00	
217 Fire Department Uniforms	6,997.66	4,000.00	2,997.66	174.94 %
331 Fire Department Banquet	3,721.91	9,000.00	-5,278.09	41.35 %
335 Recruitment & Retention Incentive	2,174.34	8,000.00	-5,825.66	27.18 %
337 Water/Coffee Mess	440.93	1,700.00	-1,259.07	25.94 %
Total Personnel	13,334.84	24,700.00	-11,365.16	53.99 %
Utilities				
321 Electric	3,088.17	12,500.00	-9,411.83	24.71 %
322 Water	145.95	500.00	-354.05	29.19 %
323 Sewer	280.00	1,000.00	-720.00	28.00 %
324 Telephones	199.66	1,600.00	-1,400.34	12.48 %
326 Natural Gas	1,465.67	3,500.00	-2,034.33	41.88 %
327 Alarm System Monitoring	3,324.00	3,500.00	-176.00	94.97 %
329 Cable/Internet	95.84	300.00	-204.16	31.95 %
Total Utilities	8,599.29	22,900.00	-14,300.71	37.55 %
Total Expenses	\$144,595.47	\$419,220.42	\$ -274,624.95	34.49 %
NET OPERATING INCOME	\$24,510.75	\$12,699.58	\$11,811.17	193.00 %
NET INCOME	\$24,510.75	\$12,699.58	\$11,811.17	193.00 %

Rheems Fire Company Relief Association

Budget vs. Actuals: Relief Association 2025 - FY25 P&L

January - December 2025

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 Commonwealth Allocations				
1001 MJT Relief		23,500.00	-23,500.00	
1002 WDT Relief		28,000.00	-28,000.00	
1003 East Donegal Relief		3,100.00	-3,100.00	
Total 100 Commonwealth Allocations		54,600.00	-54,600.00	
110 Interest Income				
1101 Interest Earned on Accounts	1,165.94	2,500.00	-1,334.06	46.64 %
Total 110 Interest Income	1,165.94	2,500.00	-1,334.06	46.64 %
170 Equipment Sold Proceeds				
1701 Relief Equipment Sold		2,000.00	-2,000.00	
Total 170 Equipment Sold Proceeds		2,000.00	-2,000.00	
Total Income	\$1,165.94	\$59,100.00	\$ -57,934.06	1.97 %
GROSS PROFIT	\$1,165.94	\$59,100.00	\$ -57,934.06	1.97 %
Expenses				
510 - Insurance Premiums				
5101 Insurance Premiums	4,575.00	5,500.00	-925.00	83.18 %
Total 510 - Insurance Premiums	4,575.00	5,500.00	-925.00	83.18 %
520 - Equipment Purchased				
5207 Emergency Warning Devices		1,000.00	-1,000.00	
5218 Pager Purchases		4,000.00	-4,000.00	
5233 Fire Extinguishers		500.00	-500.00	
5238 Hose/Nozzles/Appliances		30,000.00	-30,000.00	
Total 520 - Equipment Purchased		35,500.00	-35,500.00	
530 - Equipment Maintenance				
5304 Cascade System Maintenance	25.00	1,500.00	-1,475.00	1.67 %
5309 SCBA Service	2,045.00	2,500.00	-455.00	81.80 %
5310 SCBA Parts	715.35	1,500.00	-784.65	47.69 %
5319 Pager Maintenance		1,000.00	-1,000.00	
5326 Miscellaneous Relief Expenditures		2,000.00	-2,000.00	
5349 Miscellaneous (Tools/Lubricants/Parts)		500.00	-500.00	
5360 Sprinkler System Maintenance		650.00	-650.00	
Total 530 - Equipment Maintenance	2,785.35	9,650.00	-6,864.65	28.86 %
560 - Training Expenses				
5601 Training Classes/Programs	-103.00	20,000.00	-20,103.00	-0.52 %
5602 Training Equipment		3,000.00	-3,000.00	
Total 560 - Training Expenses	-103.00	23,000.00	-23,103.00	-0.45 %
580 - Fire Prevention				
5801 Fire Prevention		2,500.00	-2,500.00	
Total 580 - Fire Prevention		2,500.00	-2,500.00	
590 - Administrative Expenses				

Rheems Fire Company Relief Association

Budget vs. Actuals: Relief Association 2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5907 Legal & Accounting	590.00	1,700.00	-1,110.00	34.71 %
Total 590 - Administrative Expenses	590.00	1,700.00	-1,110.00	34.71 %
Total Expenses	\$7,847.35	\$77,850.00	\$ -70,002.65	10.08 %
NET OPERATING INCOME	\$ -6,681.41	\$ -18,750.00	\$12,068.59	35.63 %
NET INCOME	\$ -6,681.41	\$ -18,750.00	\$12,068.59	35.63 %



District	Alarm Date	Addresses Combined More	Incident Type
Conewago Township			
	4/18/2025 7:23:09 PM	2000 MAPLE DALE RD	Dispatched & canceled en route
	4/23/2025 4:52:35 PM	HERSHEY RD	Extrication of victim(s) from vehicle
Conoy Township			
	4/6/2025 3:00:00 PM	3288 TURNPIKE RD	Dispatched & canceled en route
	4/29/2025 7:30:03 PM	TURNPIKE RD	Fire Police
	4/30/2025 11:53:34 AM	2420 RIVER RD	Dispatched & canceled en route
East Donegal Township			
	4/25/2025 3:10:54 PM	1315 DONEGAL SPRINGS RD	Building fire
Elizabethtown Borough			
	4/2/2025 3:28:28 PM	229 S POPLAR ST	Uncon. AED
	4/5/2025 4:57:08 PM	10 S MARKET ST	Alarm system sounded due to malfunction
	4/6/2025 4:39:15 PM	141 SHERFIELD CT	Carbon monoxide detector activation, no CO
	4/7/2025 3:57:41 PM	37 W SUMMIT ST	Gas leak (natural gas or LPG)
	4/9/2025 9:46:07 PM	300 S SPRUCE ST	Good intent call, other
	4/9/2025 10:47:12 PM	107 N HANOVER ST	Good intent call, other
	4/13/2025 9:35:51 AM	398 N LOCUST ST	Alarm system sounded due to malfunction
	4/13/2025 5:07:17 PM	E HIGH ST & N MOUNT JOY	Motor vehicle accident with injuries
	4/18/2025 3:57:26 PM	300 S SPRUCE ST	Fire Police
	4/20/2025 11:04:28 AM	540 E PARK ST	Alarm system sounded due to malfunction
	4/22/2025 2:25:17 AM	342 RIDGE RD	CO detector activation due to malfunction
	4/22/2025 1:43:00 PM	125 E HIGH ST ST	Chiefs Investigation
	4/24/2025 10:22:18 PM	90 SYCAMORE DR	Dispatched & canceled en route
	4/26/2025 7:47:39 AM	S MARKET ST & E CHERRY ST	Rescue, EMS incident, other
Middletown Borough			
	4/6/2025 5:53:59 PM	532 E EMAUS ST	Dispatched & canceled en route
	4/12/2025 11:34:10 PM	41 W PETERS AVE	Dispatched & canceled en route
	4/22/2025 6:32:51 AM	334 CARAVAN CT	Dispatched & canceled en route
	4/26/2025 4:54:40 AM	14 CARAVAN CT	Dispatched & canceled en route
	4/27/2025 4:49:03 PM	512 Canal ST	Dispatched & canceled en route
	4/28/2025 10:27:25 PM	55 W EMAUS ST	Good intent call, other
Mount Joy Township			
	4/5/2025 7:53:38 AM	1451 N MARKET ST	Chiefs Investigation

	4/6/2025 2:25:02 PM	18 SHYBROOK CT	Chimney or flue fire, confined to chimney or flue
	4/7/2025 11:53:30 PM	1138 RIDGE RD	Assist police or other governmental agency
	4/8/2025 1:11:07 PM	1453 N MARKET ST	Alarm system sounded due to malfunction
	4/9/2025 10:16:29 AM	121 ROUTE 283 E	Road freight or transport vehicle fire
	4/11/2025 9:32:48 AM	355 HERSHEY RD	Authorized controlled burning
	4/14/2025 1:18:51 AM	2178 MILL RD	HazMat release investigation w/no HazMat
	4/17/2025 8:06:38 PM	S MARKET ST	Motor vehicle accident with injuries
	4/17/2025 10:44:34 PM	844 MOUNT GRETNA RD	Water problem, other
	4/18/2025 4:09:54 PM	980 OLD ELIZABETHTOWN RD	Dispatched & canceled en route
	4/24/2025 12:16:05 PM	15 IRONSTONE DR	Good intent call, other
	4/25/2025 5:13:39 PM	994 MILTON GROVE RD S	Dispatched & canceled en route
South Annville Township			
	4/27/2025 12:40:12 AM	410 PALM CITY PARK	Dispatched & canceled en route
South Londonderry Township			
	4/24/2025 4:26:03 PM	1363 FOX HILL DR	Dispatched & canceled en route
West Donegal Township			
	4/20/2025 8:49:14 AM	MAYTOWN RD & BOSSLER RD	Motor vehicle accident with no injuries.
	4/27/2025 12:10:10 PM	398 FOREMAN RD	Dispatched & canceled en route
	4/30/2025 5:23:54 PM	TURNPIKE RD	Extrication of victim(s) from vehicle
Wrightsville Borough			
	4/27/2025 12:37:53 PM	125 S 2ND ST	Dispatched & canceled en route



District	2025-01-01	2025-02-01	2025-03-01	2025-04-01	Total
Conewago Township	0	2	1	2	5
Conoy Township	3	0	8	3	14
Derry Township	0	1	0	0	1
East Donegal Township	3	1	2	1	7
East Hempfield Township	1	0	1	0	2
Elizabethtown Borough	19	18	20	14	71
Harrisburg Bureau of Fire	0	1	0	0	1
Londonderry Township	2	2	2	0	6
Lower Paxton Township	0	1	0	0	1
Manheim Township	0	0	1	0	1
Marietta Borough	0	1	0	0	1
Middletown Borough	1	2	9	6	18
Mount Joy Borough	2	3	2	0	7
Mount Joy Township	11	18	15	12	56
Rapho Township	2	2	0	0	4
South Annville Township	0	0	0	1	1
South Londonderry Township	1	1	2	1	5
West Donegal Township	12	9	5	3	29
Wrightsville Borough	0	0	1	1	2
Total	57	62	69	44	232



Incident Type Details	2025-01-01	2025-02-01	2025-03-01	2025-04-01	Total
111 - Building fire	3	2	6	1	12
113 - Cooking fire, confined to container	0	1	0	0	1
114 - Chimney or flue fire, confined to chimney or flue	0	0	0	1	1
116 - Fuel burner/boiler malfunction, fire confined	1	0	0	0	1
118 - Trash or rubbish fire, contained	0	0	1	0	1
120 - Fire in mobile prop. used as a fixed struc., other	0	0	1	0	1
132 - Road freight or transport vehicle fire	0	0	0	1	1
135 - Aircraft fire	0	0	1	0	1
142 - Brush or brush-and-grass mixture fire	0	1	4	0	5
151 - Outside rubbish, trash or waste fire	0	1	0	0	1
161 - Outside storage fire	1	0	0	0	1
300 - Rescue, EMS incident, other	0	0	0	1	1
311 - Medical assist, assist EMS crew	2	4	0	0	6
3211 - Uncon. AED	2	1	1	1	5
322 - Motor vehicle accident with injuries	5	5	3	2	15
324 - Motor vehicle accident with no injuries.	1	4	1	1	7
352 - Extrication of victim(s) from vehicle	0	0	0	2	2
353 - Removal of victim(s) from stalled elevator	1	0	1	0	2
400 - Hazardous condition, other	1	0	0	0	1
411 - Gasoline or other flammable liquid spill	0	0	1	0	1
412 - Gas leak (natural gas or LPG)	3	2	3	1	9
413 - Oil or other combustible liquid spill	0	0	1	0	1
424 - Carbon monoxide incident	1	0	1	0	2
440 - Electrical wiring/equipment problem, other	1	0	0	0	1
444 - Power line down	2	0	0	0	2
463 - Vehicle accident, general cleanup	0	1	0	0	1
500 - Service Call, other	0	0	1	0	1
520 - Water problem, other	0	0	0	1	1
522 - Water or steam leak	0	1	0	0	1
5501 - Chiefs Investigation	1	2	0	2	5
5503 - Fire Police	1	0	0	2	3
551 - Assist police or other governmental agency	0	2	2	1	5
571 - Cover assignment, standby, moveup	0	2	1	0	3
600 - Good intent call, other	3	1	4	4	12
611 - Dispatched & canceled en route	12	15	23	15	65
6112 - Failed to Respond - Fire Police	0	6	0	0	6
631 - Authorized controlled burning	0	0	1	1	2
651 - Smoke scare, odor of smoke	3	1	1	0	5
652 - Steam, vapor, fog or dust thought to be smoke	0	0	1	0	1
671 - HazMat release investigation w/no HazMat	0	0	0	1	1

700 - False alarm or false call, other	7	2	2	0	11
710 - Malicious, mischievous false call, other	0	0	1	0	1
733 - Smoke detector activation due to malfunction	0	2	2	0	4
735 - Alarm system sounded due to malfunction	2	1	0	4	7
736 - CO detector activation due to malfunction	0	0	0	1	1
743 - Smoke detector activation, no fire - unintentional	0	2	0	0	2
745 - Alarm system activation, no fire - unintentional	3	2	2	0	7
746 - Carbon monoxide detector activation, no CO	1	1	1	1	4
813 - Wind storm, tornado/hurricane assessment	0	0	1	0	1
900 - Special type of incident, other	0	0	1	0	1
Total	57	62	69	44	232

**Fire Department Mount Joy
Monthly Incident Report Summary
March 2025**

Total Incidents March 2025 - 68

Total incidents 2025 as of 3/31/25 - 170

2025 FDMJ responded to a call on average every - 12 hours & 42 minutes

Training hours for month - 103 members trained for 180.5 hours.

Community Service Details for the month;

Fire Prevention Details - No events for the month.

Fire Department - FDMJ members performed 4 Duty Crew events, 1 Transfer/Stand by event.

Fire Police - FDMJ Fire Police - No scheduled activities.

Meetings for month - Board of Fire Chief/Officer meeting, Executive Board meeting, By-law Committee meeting, Uniform committee meeting and FDMJ monthly business meeting. Attended MJB Public Safety and Rapho Twp BOS meeting.

Notable First Due Calls:

3/10/25 - Detached Garage Fire - MJB - East Donegal St - \$45,000.00 fire loss

Additional Items of Note:

New Traffic Unit - upfitting near completion, anticipate unit completion in April. In-service date TBD.

New Squad 751 - upfitting in progress, anticipate return from upfitter in April-May. In-service date TBD.

Fire Department Mount Joy

Incident Summary Report

03/01/2025 through 03/31/2025

Incidents

Total Incidents: **68**

Total First Due: **46**

Total Mutual Aid: **22**

Total Time In Service **30:33:57**

Average Time to Respond **00:03:54**

Average Time to Scene: **00:05:41**

Personnel Response

Total Personnel: **625**

Avg. Personnel Per Incident: **9.19**

Total Personnel Hours: **269:01**

Estimated Property Value / Loss / Saved

Pre Incident Value **\$80,100.00**

Loss: **\$45,000.00**

Value Saved: **\$35,100.00**

Apparatus Response

Engine 75-1: **33**

Engine 75-2: **20**

Truck 75: **30**

Squad 75: **10**

Duty Veh 75-1: **30**

Duty Veh 75-2: **28**

Traffic 75: **10**

Municipal Responses - First Due

Mount Joy Borough: **23**

Rapho Township: **11**

Mount Joy Township: **7**

East Donegal Twp: **5**

Municipalities - Mutual Aid

Conoy Township	1
East Donegal Township	2
East Lampeter Township	1
Elizabethtown Borough	4
Manheim Borough	4
Mount Joy Township	4
Rapho Township	1
West Donegal Township	1
West Hempfield Township	2
XX - Out of County	2

Fire Department Mount Joy

Incident Summary Report

03/01/2025 through 03/31/2025

Incident Type - First Due

Alarm system activation, no fire - unintentional	2
Alarm system sounded due to malfunction	1
Arcing, shorted electrical equipment	1
Assist police or other governmental agency	2
Authorized controlled burning	4
Brush or brush-and-grass mixture fire	3
Building fire	1
Chemical spill or leak	1
Dispatched & canceled en route	3
Electrical wiring/equipment problem, other	2
Emergency medical service incident, other	1
False alarm or false call, other	1
Gas leak (natural gas or LPG)	1
Good intent call, other	6
Lock-out	1
Medical assist, assist EMS crew	5
Motor vehicle accident with injuries	2
Motor vehicle accident with no injuries.	1
Natural vegetation fire, other	1
No incident found on arrival at dispatch address	1
Power line down	1
Smoke detector activation, no fire - unintentional	2
Unauthorized burning	1
Unintentional transmission of alarm, other	2

Incident Type - Mutual Aid

Brush or brush-and-grass mixture fire	1
Building fire	2
Dispatched & canceled en route	15
Failed to Respond	2
Motor vehicle accident with injuries	1
Removal of victim(s) from stalled elevator	1

Fire Department Mount Joy

Incident Summary Report

03/01/2025 through 03/31/2025

Incident List

2025-03-01 15:33:55	2025-103	Conoy Township	S 2nd St	Dispatched & canceled en route
2025-03-01 16:11:34	2025-104	Rapho Township	Strickler Rd	Natural vegetation fire, other
2025-03-01 17:18:52	2025-105	Mount Joy Borough	E Main St	Alarm system activation, no fire - unintentional
2025-03-02 07:49:38	2025-106	Elizabethtown Borough	E High St	Dispatched & canceled en route
2025-03-02 14:51:44	2025-107	Mount Joy Borough	E Donegal St	Building fire
2025-03-04 03:29:44	2025-108	Elizabethtown Borough	E High St	Dispatched & canceled en route
2025-03-04 08:39:21	2025-109	XX - Out of County	Mount Pisgah	Failed to Respond
2025-03-05 03:43:54	2025-110	Mount Joy Borough	W Main St	Good intent call, other
2025-03-05 17:03:40	2025-111	Mount Joy Township	Ridge Rd	Dispatched & canceled en route
2025-03-06 16:00:18	2025-112	Mount Joy Borough	Wood St	Dispatched & canceled en route
2025-03-06 16:10:03	2025-113	Mount Joy Borough	Wood St	Lock-out
2025-03-07 03:37:08	2025-114	Mount Joy Township	Bradfield Dr	Dispatched & canceled en route
2025-03-07 19:55:05	2025-115	Mount Joy Borough	S Barbara St	Medical assist, assist EMS crew
2025-03-07 20:58:59	2025-116	East Donegal Township	Pinkerton Rd	Motor vehicle accident with no injuries.
2025-03-07 22:51:00	2025-117	Mount Joy Borough	Donegal Springs Rd	No incident found on arrival at dispatch address
2025-03-08 11:33:50	2025-118	West Hempfield Townshi	Sycamore Dr	Building fire
2025-03-08 15:37:48	2025-119	XX - Out of County	Cool Creek Rd	Dispatched & canceled en route
2025-03-08 18:38:12	2025-120	Rapho Township	Iron Bridge Rd	Emergency medical service incident, other
2025-03-08 19:24:41	2025-121	Mount Joy Borough	Manheim St	Motor vehicle accident with injuries
2025-03-09 09:40:10	2025-122	East Donegal Township	Coffee Goss Rd	Dispatched & canceled en route
2025-03-09 11:48:41	2025-123	Mount Joy Borough	S Angle St	Arcing, shorted electrical equipment
2025-03-10 20:00:38	2025-124	Mount Joy Borough	E Donegal St	Unauthorized burning
2025-03-11 09:53:00	2025-125	Manheim Borough	W Colebrook St	Dispatched & canceled en route
2025-03-11 12:25:25	2025-126	Mount Joy Township	Milton Grove Rd	Authorized controlled burning
2025-03-11 13:21:24	2025-127	Mount Joy Borough	W Main St	Dispatched & canceled en route
2025-03-11 21:20:32	2025-128	Mount Joy Township	Route 283 E	Good intent call, other
2025-03-12 04:46:35	2025-129	Rapho Township	Ridgewood Mnr	Medical assist, assist EMS crew
2025-03-12 12:47:50	2025-130	Rapho Township	Fieldstone Dr	Good intent call, other
2025-03-12 13:52:40	2025-131	Rapho Township	Milton Grove Rd	Authorized controlled burning
2025-03-13 10:49:48	2025-132	Mount Joy Township	Range Rd	Authorized controlled burning
2025-03-13 16:47:43	2025-133	Mount Joy Borough	Wood St	Gas leak (natural gas or LPG)
2025-03-14 05:28:02	2025-134	Rapho Township	Oak Leaf Dr	Medical assist, assist EMS crew
2025-03-14 08:11:46	2025-135	Mount Joy Borough	Hearthstone Ln	Good intent call, other
2025-03-15 14:46:44	2025-136	East Donegal Township	Donegal Springs Rd	Brush or brush-and-grass mixture fire
2025-03-15 16:06:15	2025-138	Manheim Borough	W High St	Dispatched & canceled en route
2025-03-15 16:08:51	2025-137	Mount Joy Township	Ammon Ave	Dispatched & canceled en route
2025-03-16 14:31:22	2025-139	Rapho Township	Four Star Dr	Alarm system sounded due to malfunction
2025-03-16 14:47:22	2025-140	Mount Joy Borough	Route 230	Electrical wiring/equipment problem, other
2025-03-16 14:52:09	2025-141	Mount Joy Borough	S Barbara St	Good intent call, other
2025-03-16 14:52:43	2025-142	Mount Joy Borough	S Barbara St	Electrical wiring/equipment problem, other

Fire Department Mount Joy

Incident Summary Report

03/01/2025 through 03/31/2025

Incident List

2025-03-16 15:18:12	2025-143	Mount Joy Borough	E Main St	Assist police or other governmental agency
2025-03-17 10:16:35	2025-144	Manheim Borough	S Penn St	Dispatched & canceled en route
2025-03-17 10:24:26	2025-145	Mount Joy Borough	New Haven St	Power line down
2025-03-17 11:21:52	2025-146	Manheim Borough	S Main St	Dispatched & canceled en route
2025-03-17 17:57:35	2025-147	Mount Joy Borough	Staufer Ct	Unintentional transmission of alarm, other
2025-03-17 20:28:31	2025-148	West Hempfield Townshi	Summit Dr	Dispatched & canceled en route
2025-03-17 23:42:51	2025-149	East Donegal Township	Janet Dr	Smoke detector activation, no fire - unintentional
2025-03-18 00:28:43	2025-150	West Donegal Township	Village Green Dr	Dispatched & canceled en route
2025-03-18 03:46:42	2025-151	East Donegal Township	Maytown Rd	Failed to Respond
2025-03-19 08:53:22	2025-152	Rapho Township	Woodcrest Ct	Good intent call, other
2025-03-19 09:36:10	2025-153	Mount Joy Borough	Wood St	Dispatched & canceled en route
2025-03-20 15:55:23	2025-154	Rapho Township	Mount Joy Rd	Brush or brush-and-grass mixture fire
2025-03-20 19:38:15	2025-155	Mount Joy Borough	S Angle St	Chemical spill or leak
2025-03-20 21:27:38	2025-156	Rapho Township	Lancaster Est	Medical assist, assist EMS crew
2025-03-22 09:06:52	2025-157	Elizabethtown Borough	E High St	Removal of victim(s) from stalled elevator
2025-03-22 09:16:43	2025-158	Mount Joy Township	W Main St	False alarm or false call, other
2025-03-24 19:43:50	2025-159	Mount Joy Township	Wissler Ln	Authorized controlled burning
2025-03-25 13:20:12	2025-160	Rapho Township	Shumaker Rd	Brush or brush-and-grass mixture fire
2025-03-27 14:55:58	2025-161	East Donegal Township	Melissa Ln	Smoke detector activation, no fire - unintentional
2025-03-27 16:15:05	2025-162	East Donegal Township	Oak Ln	Brush or brush-and-grass mixture fire
2025-03-28 11:16:03	2025-163	Mount Joy Township	Grandview Rd	Motor vehicle accident with injuries
2025-03-28 11:46:00	2025-164	Mount Joy Township	Grandview Rd	Assist police or other governmental agency
2025-03-28 16:23:07	2025-165	Mount Joy Township	Schwanger Rd	Building fire
2025-03-29 05:03:26	2025-166	Mount Joy Borough	S Market St	Alarm system activation, no fire - unintentional
2025-03-29 05:55:58	2025-167	Elizabethtown Borough	E Park St	Dispatched & canceled en route
2025-03-29 17:18:00	2025-168	East Lampeter Township	Lincoln Hwy E	Motor vehicle accident with injuries
2025-03-31 10:54:07	2025-169	Rapho Township	Strickler Rd	Unintentional transmission of alarm, other
2025-03-31 17:34:29	2025-170	Mount Joy Borough	N Market Ave	Medical assist, assist EMS crew



MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.653.4030

www.mslibrary.org

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

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

April 2025 - Compiled by Joseph McIlhenney, Executive Director
Contributors: Susan Craine, Jan Betty, Jazmynn Whitney & Kirstin Rhoads

March 1-31, 2025 Statistics	2025	2024	2023	2022	2021
TOTAL CIRCULATION	14,495	14,411	15,765	15,910	15,544
YTD CIRCULATION	40,623	43,400	44,406	41,654	44,098
OVERDRIVE & E-formats	1,280	1,421	1,473	1,344	1,398
NEW PATRONS	85	71	73	70	39
YTD NEW PATRONS	260	223	237	183	139
PATRON COUNT	6,524	5,691	6,335	5,094	3,983
YTD PATRON COUNT	16,297	16,810	16,683	13,689	10,845
PASSPORTS	291	187	244	98	111
YTD PASSPORTS	672	497	601	273	254
WIFI USERS	521	611	672	292	278
PC USERS	233	270	265	329	356

Hoopla!	Mar'25	Feb'25	Jan'25	Dec'24	Nov'24	Oct'24	Sep'24
Number of Hoopla items used	621	580	595	538	596	639	574

ITEMS SOLD IN LOBBY	\$1,140.05
YTD TOTAL \$	\$2,804.40
TOTAL \$ ADDED DONATIONS	\$138.00
TOTAL \$ DONATIONS as PRIZES	\$?
TOTAL	\$1,278.05



Executive Summary

- **MSL celebrated Susan Crane’s 30th anniversary at MSL** on April 2! How amazing is that?
- Staff replaced shelving in the Children’s Area finishing just in time to open! Mar 27
- Volunteers from **Design Data Technology** [designdatacorp.com], mulched the front lawn, Apr 7

PROGRAMMING & CLUBS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	3	110	8	140
Club Meetings/Participants	10	96	26	218
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	25	655	72	1590
Off-site Programs	13	645	34	1558

Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	57.5	210.75		

Joseph

- Attended Mount Joy Borough Council, Mar 3
- Attended MSL Friends, Mar 10
- Attended Mount Joy Chamber, Mar 12
- Picked-up shelves from Strasburg Library, Mar 18
- Staff and I replace shelving in Children’s Area, Mar 25
- Held Core4 meeting, Mar 27

Easy Reader	29%
Adult Fiction	18%
Juv Fiction	16%
DVD	9%

Community/Service Point (Susan)

- A student from Janus school is doing an internship with us. He started on March 11 and will be here through May 22nd. He’s been trained to shelve and is doing a great job.
- A **new staff member**: Diana Abreu, started on Mar 17th.
- Diana and Katelyn had their **formal Sierra Training** on March 27th.
- **Passports** have been booming with Rachel and I doing all the processing
- Did complete processing on 28 items that Joseph ordered

Youth Services (Jan)

- We had a nice turnout for **MSL Storytimes** with plenty of new faces and close to 350 attending.
- The **Winter Reading Bingo** wrapped up on March 15. We had 557 participate and 287 finish (52%). Not huge, but the participants were enthusiastic!
- Started a 6 week **Homeschool Spanish class** with about 30 enrolled. They are a fun class and there are some new faces.
- Alysa had a good turnout for **Adventures with Baby**...22 babies and their caregivers.
- **Continuing to schedule Summer events**. The new LSLC Youth coordinator comes from one of the libraries in the system, already has experience and should be excellent in her position.
- Had a nice visit with the many children at **Kinderhook Learning Center**. We talked about Spring and kites. Kirstin, of course, provided me with wonderful bear and kite bookmarks for the kids to take home and color, with an invitation to visit the library on the back.

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - April Enews: sent to 3915 contacts; 1814 opens (47%), 71 clicks (1.8%)
 - March “Welcome” email: sent to 148 people, 84 opens (62%); 9 clicks (7%)

- **SOCIAL MEDIA:**
 - **Facebook** – Total Page Followers 3,019 (31 new); 69.1K views; 14.2K reached; Content Interactions 1.1K; 4 unfollows. Link clicks 120; Page Visits 2.7K; Post about having public computers, copiers, fax was highest reach (4,025) with 27 interactions; Laura former intern reached 998 with 48 interactions; Annual Appeal post reached 889 with 36 interactions.
 - **Instagram** – 1,313 followers (20 new); 13.6K views; 2.3K reach; 426 content interactions; 140 profile visits. Adam Zurn Petroglyphs post highest with 821 views and 25 interactions; recycled coffee pods for kids program had 820 views; Laura former Intern 429.
 - Created/posted Promos for special programs
 - Post at least once a day on both platforms
 - Created short videos for Seuss event and new bookshelves installation.
 - 1 PRESS RELEASE - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
 - 4,921 total sessions
 - These are the highest view counts: 624 sessions of Passports; 141 visits to Children & Family
 - Received training by Richard from the system regarding editing our website after the new software migration.
 - Updated sections of the website as per Joseph.
 - Entered all programs to March online calendar.
- **ADULT PROGRAMS**
 - Ran “Petroglyphs” program with Jazmyynn
 - Emailed 3 professors in Millersville Univ. History department looking for possible program presenters for the PA250 celebration. No responses yet.
- **GOOGLE**
 - 1037 website clicks made from our Business Profile
 - 421 inquiries for directions
 - 1701 Business Profile Interactions
 - 243 calls were made from our Business Profile
 - Added more photos to our Google page.
- **PANGO**
 - 6 books sold in March - \$74
- **EBAY**
 - Took over Ebay – photography, listing, mailing.
 - Listed 19 books in March
 - 3 books sold in March = \$57.81
- **MISC**
 - Continued the emptying of the book donation shed 5 days a week and gathering books for sale in lobby, which made over \$1140 in March.
 - Food trucks were scheduled for August 9 “Bash” “Retirement Party”
 - Met with Alex from Design Data who will bring a group to clean up outside and spread mulch.
 - Reached out to the Boro for mulch delivery
 - Attended Core 4 meeting.
 - Change the sign by the road weekly now that we don’t have a volunteer to do it.

Volunteers/Programming/Fundraising (Jazmyynn)

- **Annual Appeal 2025**
 - 2025 Annual Appeal was sent out in February via letter to the same segments of our population as 2024, which included patrons and prior donors but did NOT include the larger mailing list of all residences which Engle would pull.

- Very strong response to Annual Appeal throughout March. Over \$29,000 in the first 4 weeks. Incoming donations starting to slow down.
- **Volunteers**
 - Total hours in December: 57.5 hours
- **Anne's Circle**
 - One individual has continued donating for Anne's Circle, with a donation of \$25/month with donor's employer matching donation amount
 - One new individual donating \$5/month
- **Programs (3 programs; 110 total attendees)**
 - Petroglyphs of Safe Harbor
 - 52 attendees
 - This program went really well, the audience was energetic and seemed to have a lot of fun. I think attendance would have been even higher if it hadn't been one of the first nice weather days of the season!
 - Jigsaw Puzzle Team Showdown
 - 44 attendees
 - Stephanie came and helped me run this program so I could learn the flow
 - Make-It Monday: Sun Catchers
 - 14 attendees
 - Patrons made stained glass styled sun catchers with black hot glue and markers. Everyone seemed to have fun and many people were interesting in next month's make it Monday.
- **Upcoming Programs in March**
 - Basic Bicycle Maintenance & Flat Tire Repair, Presentation by Kurt Enck
 - Movie Matinee: Emma (1996)
 - AI: Past, Present and Practical Uses - Partnering with the Mount Joy Chamber of Commerce; Donegal teacher Justin Hill will be presenting
 - Make-it Monday: Hand painted Flowerpots
- **Clubs**
 - 10 clubs met in March, with total attendance of 96.
- **Room Rentals**
 - Local Girl Scouts will be renting the medium room on April 29th for an informational session open to the public
- **Transition of staffing and Ongoing Tasks**
 - Stephanie and I met Wednesday, March 5th to go over some odds and ends.
 - Stephanie and I met Saturday, March 29th to go over how to pull "smartlists" in Giftworks.
 - Prepped the Milanof-Schock Mile, launched April 1st
 - Working on a "Passport: Read Your World" themed adult summer reading program