



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022

717.367.8917 • 717.367.9208 fax

www.mtjoytwp.org

November 4, 2025

To: Mt. Joy Township Board of Supervisors

From: Daniel Ford- Code Compliance Official / Assistant Zoning Officer

Re: Monthly Codes Summary Report for October 2025

Dear Board Members:

44 rental properties were inspected in October 2025.

194 Rental licenses were created and mailed in October 2025

Complaints and concerns:

- As per SEO, I condemned 1104, 1106, 1108 Bellair Rd because the building cannot be occupied with the current sewer system. Posted signs on the building, which is currently empty and for sale.
- Letter to the owner of property at the intersection of Schwanger and Sheaffer Rd about an abandoned vehicle partially in the woods. (complaint)
- Letter to 1831 Bradfield about an uninspected vehicle. (owner removed vehicle)
- Spent considerable time working on a solution and communicating with neighbors about concerns on Creek Rd due to Heritage Center events.
- Complaint from 444 Hereford Rd about a neighbor having structures too close or over the property line.
- Complaint from the HOA about a house on Westbrook that has "junk" outside.
- Inspected a large shed on Hereford that was built close to the property line. (complaint)
- Complaint about an uninspected vehicle on Andrew Ave. The vehicle is only there in the evening and leaves during the day. Turned over to the Police Department.



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PUBLIC WORKS DEPARTMENT

NOVEMBER 2025

COMPLETED:

- Base repairs on Homestead and Aberdeen
- Pave area for Conewago's new building
- PA1 calls
- Water testing
- Budget
- Storm/wind cleanup
- Topsoil and hydroseeded OTLP ditches for cameras
- Topsoil for shoulder backup on Creek and Cold Spring

FUTURE:

- Base repairs
- Snow fence



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Zoning Officer Report – October/November 2025

Planning Commission

- Prior 10/27 meeting:
 - Minor Subdivision Plan for Ironwood Real Estate, LLC – Proposal to subdivide a 1-acre lot containing a commercial structure from a 3.6-acre shopping center property located at 1551 S. Market Street.
 - Discussed participation in the Donegal Region Comprehensive Plan with Mount Joy Borough Planning Commission Chair
- Upcoming 11/24 meeting: TBD

Zoning Hearing Board

- Prior 11/5 meeting:
 - Case #250016: Jacob & Ruth Huyard – **APPROVED** Variance to convey a 0.88-acre parcel from 1501 Valleyview Road to 1835 Rissermill Road without creating a new building lot.
 - Case #250017: Bailey Family Limited Partnership – **APPROVED** Variance to subdivide a single-family home and a manufactured home park containing 6 units onto separate lots. The manufactured home park lot does not meet the minimum lot size requirement.
- Upcoming 12/10 (rescheduled from 12/3) meeting:
 - Case #250018: Benjamin Lauver – Special exception & variance to permit a detached ECHO housing unit at 2422 Cloverleaf Road.
 - Case #250019: Etown IRE Associates, LLC – Variance to exceed the maximum lot coverage associated with a subdivision at 1551 S. Market Street. The subdivision will subdivide the former Taco Bell building from the CVS shopping center.

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Stormwater Permit						
Small Project						
250133	10/13/2025	GLASS, MICHAEL T & JANET E	2139 ASHWOOD LN	Driveway Expansion	\$0.00	\$175.00
250121	10/17/2025	RAGAN, ROGER M	1650 CLOVERLEAF RD	Pole Barn	\$0.00	\$175.00
Total Small Project:				2	Est. Cost:	\$0.00
Total Stormwater Permit:				11	Est. Cost:	\$0.00
					Fees:	\$350.00
					Fees:	\$800.00
Road Occupancy Permit						
Driveway						
250077	10/7/2025	MCMINN RYAN &, WRIGHT KATHE...	2 QUARRY RD	Driveway for new single family dwell...	\$0.00	\$50.00
250081	10/13/2025	GLASS, MICHAEL T & JANET E	2139 ASHWOOD LN	Driveway expansion	\$0.00	\$50.00
250079	10/17/2025	1376 CAMPUS ROAD ASSOCIATES...	72 SARAH DR	Driveway for new single family dwell...	\$0.00	\$50.00
250080	10/17/2025	1376 CAMPUS ROAD ASSOCIATES...	111 SARAH DR	Driveway for new single family dwell...	\$0.00	\$50.00
250078	10/17/2025	1376 CAMPUS ROAD ASSOCIATES...	70 SARAH DR	Driveway for new single family dwell...	\$0.00	\$50.00
Total Driveway:				5	Est. Cost:	\$0.00
Total Road Occupancy Permit:				5	Est. Cost:	\$0.00
					Fees:	\$250.00
					Fees:	\$250.00
Zoning Permit						
Addition						
250274	10/17/2025	KLINE, ROBERT J	9506 ELIZABETHTOWN RD	Addition	\$0.00	\$841.00
Total Addition:				1	Est. Cost:	\$0.00
					Fees:	\$841.00
Com-Signage						
250276	10/27/2025	AIRPORT VILLAGE GP LLC	1635 S MARKET ST	Signage	\$21,700.00	\$250.00
Total Com-Signage:				1	Est. Cost:	\$21,700.00
					Fees:	\$250.00
Deck						
250255	10/3/2025	WENGER, JAMES D	1018 SUNNYBURN RD	Deck / Roof	\$20,000.00	\$219.00
Total Deck:				1	Est. Cost:	\$20,000.00
					Fees:	\$219.00
Deck/Patio						
250269	10/17/2025	HENTGES TRUST, Harold A & Shar...	444 HILL ST	Deck/Patio	\$21,000.00	\$226.00
Total Deck/Patio:				1	Est. Cost:	\$21,000.00
					Fees:	\$226.00
Driveway						
250278	10/13/2025	GLASS, MICHAEL T & JANET E	2139 ASHWOOD LN	Driveway Expansion	\$8,700.00	\$92.00
Total Driveway:				1	Est. Cost:	\$8,700.00
					Fees:	\$92.00
Mobile home						
250259	10/8/2025	CUSTER, CHRISTOPHER M	349 RADIO RD	Mobile Home	\$20,000.00	\$219.00
Total Mobile home:				1	Est. Cost:	\$20,000.00
					Fees:	\$219.00
Pole Building						
250252	10/17/2025	RAGAN, ROGER M	1650 CLOVERLEAF RD	Pole Building	\$40,000.00	\$299.00

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Zoning Permit						
Pole Building						
Renewal						
250283	10/30/2025	HELFRICK, CHRISTINA L	2135 CLOVERLEAF RD	Finish basement	\$0.00	\$50.00
Total Pole Building: 1 Est. Cost: \$40,000.00 Fees: \$299.00						
Total Renewal: 1 Est. Cost: \$0.00 Fees: \$50.00						
SFD						
250268	10/7/2025	MCMINN RYAN &, WRIGHT KATHE...	2 QUARRY RD	SFD	\$500,000.00	\$3,109.00
250271	10/17/2025	1376 CAMPUS ROAD ASSOCIATES...	72 SARAH DR	SFD	\$253,517.00	\$1,633.00
250270	10/17/2025	1376 CAMPUS ROAD ASSOCIATES...	70 SARAH DR	SFD	\$233,039.00	\$1,513.00
250273	10/17/2025	1376 CAMPUS ROAD ASSOCIATES...	111 SARAH DR	SFD	\$229,000.00	\$1,483.00
Total SFD: 4 Est. Cost: \$1,215,556.00 Fees: \$7,738.00						
Shed						
250277	10/17/2025	GEORGE, CHRISTOPHER M	595 WESTBROOKE DR	Shed	\$5,050.00	\$71.00
250281	10/22/2025	MALONEY, BRIAN P & SHERRY L	362 ABERDEEN RD	Shed	\$4,900.00	\$64.00
250279	10/22/2025	SHEARER, MANDI L &, TROUT, LO...	693 TRAIL RD N	Shed	\$3,500.00	\$57.00
Total Shed: 3 Est. Cost: \$13,450.00 Fees: \$192.00						
Solar						
250262	10/3/2025	SCHLICHER, DARRYL & CAROLYN	535 RIDGE RD	Solar roof mounted	\$41,000.00	\$355.00
250260	10/8/2025	FRAIN, JONATHAN W. & SHONA	530 N PLUM ST	Solar roof mounted	\$10,000.00	\$149.00
250264	10/8/2025	BOYER, SELENA L & WANCZYK, J...	2164 SHEAFFER RD	Solar	\$42,086.00	\$367.00
250258	10/8/2025	ALBERT, PAUL J & KATHERINE A	51 WIGEON WAY	Solar roof mounted	\$0.00	\$343.00
250272	10/17/2025	DUNKLEBERGER, JAMIE R	1876 MOUNT GRETNA RD	Solar roof mounted	\$22,176.00	\$240.00
250275	10/27/2025	REIDER, JOHN TREVOR	355 OLD HERSHEY RD	Solar	\$7,580.00	\$135.00
Total Solar : 6 Est. Cost: \$122,842.00 Fees: \$1,589.00						
Total Zoning Permit: 21 Est. Cost: \$1,483,248.00 Fees: \$11,715.00						
Total Permits: 65 Est. Cost: \$11,661,548.00 Fees: \$12,775.00						



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Minutes of a Regular Meeting of the Mount Joy Township Planning Commission Held on September 22, 2025

1. 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: Justin Evans, Assistant Zoning Officer; Ben Craddock, Township Engineer

4. Public Comment: NONE

5. Consent Calendar:

- a. Approve and ratify the minutes of the August 25, 2025 meeting

- b. Sign the Minor Land Development Plan for Bob Brubaker Ag Operation (#24-21-MLDP)

- c. Accept a time extension in which to record the Final Land Development Plan for Cloverleaf Self Storage (23-12-FLDP); new deadline to be September 29, 2026

David Bitner was present on behalf of the Cloverleaf Self Storage project to clarify the purpose of the time extension request. The current deadline to record the plans is September 26, 2025 but additional time will give his client an opportunity to complete final compliance steps and transfer ownership to a different entity.

A motion was made by Kevin Baker and seconded by Jerry Cole to approve the Consent Calendar. All members present voted in favor of the motion.

6. Old Business:

- a. Final Subdivision & Land Development Plan for 1376 Campus Road Phase 3 (#25-05-FLDP): Proposal to develop Phase 3 of the residential development located at 1376 Campus Road. This phase consists of 47 single-family dwelling units which is located in the R-2 Zoning District. The dwellings will be served by public water and sewer facilities.

- b. Final Subdivision & Land Development Plan for 1376 Campus Road Phase 4 (#25-06-FLDP): Proposal to develop Phase 4 of the residential development located at 1376 Campus Road. This phase consists of 65

single-family dwelling units which is located in the R-2 Zoning District. The dwellings will be served by public water and sewer facilities.

Mr. Evans noted that the applicant for 1376 Campus Road Phases 3 and 4 requested to pull the requests for conditional plan approval from the agenda. A time extension in which to take action on the plans was provided with a new deadline of December 23, 2025.

Mr. McKinne asked whether e-bikes are allowed to use the non-motorized pathways open to the public. Mr. Evans did not have a copy of the draft agreement on hand to determine what the terms and restrictions are for this purpose.

A motion was made by Michael McKinne and seconded by Bill Weik to accept the time extensions for Phases 3 & 4. All members present voted in favor of the motion.

7. New Business:

- a. Lot Line Change Plan for Westmount (#25-11-LLCP) – Proposal to convey a 1.8-acre tract from a 5.4-acre residential lot to the 14.5-acre lot to be developed as the Westmount residential development. The properties are located in the R-2 – Medium-Density Residential District. No improvements are proposed as part of this plan.

Henry and Kristina Werner at 1759 Harrisburg Pike addressed the Commission as a neighbor of the proposed Westmount development as well as a party involved in the lot line change plan. They expressed concern with the timing of their contractual obligation to sell a portion of their property to the developer and not being aware of this plan coming before the Commission. The Werners requested not to take action on the plan based on the terms of their agreement with the developer.

Brandon Conrad from Vistablock, developer of Westmount, stated his team has been working on addressing stormwater management comments on the preliminary land development plan for the past seven months. Their intent is to subdivide the agreed-to portion of the Werner property while finalizing these technical changes. He took responsibility for not keeping the Werners in the loop with where things stand.

Mr. Cole preferred to table action on this plan until Vistablock addresses the timing issues with the Werners. A motion was made by Jerry Cole and seconded by Arlen Mummau to table action on the plan. All members present voted in favor of the motion.

Mr. Boll noted that the right-of-way at the rear of the existing residential lots along Harrisburg Avenue does not appear to be on the plan. This was discussed while reviewing the full development plan at a prior meeting.

- b. Final Land Development Plan for Rheems Quarry Expansion (#25-15-WAIV) – Proposal to expand the Pierson Rheems Quarry by 30 acres generally located to the southwest of the existing quarry. The proposed activity is entirely located within West Donegal Township. A portion of the entire 120.77-acre quarry facility is located within Mount Joy Township.

Rick Caranfa of Akens Engineering presented the request to defer plan approval to West Donegal Township since the quarry expansion area is not located in Mount Joy Township. A portion of the entire quarry property extends into Mount Joy Township; however, no changes to that area are proposed by this plan.

A motion was made by Kevin Baker and seconded by Jerry Cole to defer plan approval to West Donegal Township. All members present voted in favor of the motion.

- c. Proposed Rezoning of 2843 Mount Pleasant Road – Proposal by the Board of Supervisors to rezone approximately 106.5 acres from the LI – Light Industrial District to the A – Agricultural District.

Resident Bobbi Thompson supported the rezoning to avoid development on that property. Resident Michelle Kennedy, who lives near the property, expressed concern for her well, septic system, and animals if a large development is located there. Resident Randy Stevens appreciated the consideration to rezone this land back to Agricultural. He noted the property is no longer part of the Greiner Industries facility and that farmland in the township should not be expendable.

The Commission felt that the landowner should be notified as soon as possible if not already. A motion was made by Jerry Cole and seconded by Arlen Mummau to recommend that the Board of Supervisors adopt the proposed ordinance to rezone 2843 Mount Pleasant Road from (LI) Light Industrial to (A) Agricultural. All members present voted in favor of the motion.

8. Initial View:

- a. Minor Subdivision Plan – 1501 Mill Road (#25-14-MSDP) – Proposal to subdivide a 4.28-acre tract into two lots; one containing an existing single-family dwelling and the other containing 6 mobile home units. The property is located in the R – Rural District and is served by public sewer and private water supply system.

Blake Zortman and Aaron Navarro of Landworks presented the project on behalf of the Bailey family. The objective is to create two lots where a single property contains a single-family home and 6 mobile homes that are not physically connected to the main mobile home park property to the east. They understand that Zoning Hearing Board relief is required since the zoning ordinance requires 5 acres or more for a lot containing a mobile home park. No new improvements are proposed with this minor subdivision.

They requested action on three waivers associated with the plan. A wetlands study is required with subdivision plans but there are no watercourses or water features on the site. No indication of hydric soils is on the NRCS soil survey, and no wetlands are identified on the national wetland inventory map. A deferral of road frontage improvements is requested since no improvements are proposed. Additionally, the applicant requested to waive the requirement to show existing features within 200' of the subject property. The Township Engineer supported all three requests.

A motion was made by Rodney Boll and seconded by Jerry Cole to grant a waiver of §119-31.C(3) to show existing features within 200' of the site; §119-32.B & §119-34.E(3)(c) regarding a wetland study; and §119-52.J(3)(a) to defer the required road frontage improvements. All members present voted in favor of the motion.

9. Correspondence: NONE

10. Other Business:

- a. Presentation by Pennmark Management Company re: proposed development at the northeast corner of West Main Street & Cloverleaf Road. The landowner was represented by attorney Matthew McKeon of MacElree Harvey, planner Brian Seidel of Seidel Planning & Design, designer Thomas Knab of Bohler Engineering, and traffic engineer Cory Greene of Kimley-Horn. The team presented a revised concept plan for the proposed shopping center.

Key updates include more land proposed to be rezoned from the (A) Agricultural District to the (C-2) General Commercial District along the site's West Main Street frontage. In turn, the landowner proposes to preserve the remaining agricultural lands. The signalized intersection for Norlanco Drive extended must move further to the east because of a conflict with a permitted driveway across West Main Street. The agricultural lands are under a lease to be farmed and not left wild like the current condition. This will also serve as a buffer for the neighbors and farms to the east.

Wawa is requiring the developer to gain approval for a left turn lane from Cloverleaf Road into the site. PennDOT does not have a formal response to this left turn lane request, and it is not shown on the updated concept plan. Mr. Cole asked if this would impact the nearby access point into the Norlanco medical facility adjacent to the site. Mr. Greene noted that Cloverleaf Road would have to be widened to accommodate both properties' access points with Cloverleaf Road. Mr. Cole expressed safety concerns with the new left turn being situated between Norlanco's driveway and the Route 230 signalized intersection. His recommendation was to move Wawa away from this busy intersection.

Mr. McKinne asked if PennDOT provided a rationale for requiring the Norlanco Drive extended intersection to be moved from the original proposed location. Mr. Greene said they will not permit a gated access point for the proposed self-storage facility across West Main Street at a signalized intersection. It needs to move eastward to align with the bowling alley's access point. The applicant wanted to get the Township's perspective on the proposed roadway changes before approaching PennDOT.

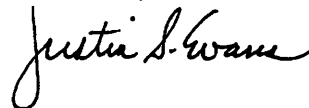
Mr. Boll expressed concern about encroaching further east into the ag-zoned lands considering that Mount Joy Township is supportive of agriculture. He was also disappointed that the landowner left the property fallow with weeds for close to two years in the meantime.

A public comment period for this matter was opened. Donna Bucher stated that traffic continues to be a major issue on Cloverleaf Road, specifically on the residential section going northward to the Route 283 interchange. Randy Stevens echoed the traffic issues in the greater Elizabethtown area. Blake Sweigart said his family recently began to farm this property and is generally okay with the Aldi and Wawa being built. Michelle Kennedy was concerned with additional traffic conflicting with an increased Amish population in the township. Bobbi Thompson spoke about losing more local businesses due to the shopping center.

Mr. Seidel concluded that this site is within the path of growth and should be allowed to develop. Mount Joy Township and Lancaster County have designated it within the growth area per the regional comprehensive plan.

11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Monday, October 27, 2025** beginning at 7:00 P.M.
12. A motion was made by Gerald Cole and seconded by Bill Weik to adjourn the meeting at 8:40 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Justin S. Evans, AICP
Assistant Zoning Officer



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Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, September 3, 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., Robert F. Newton Jr., & Roni K. Clark
 - Members Absent: James E. Hershey
 - Township Representatives: Justin Evans, Assistant Zoning Officer
 - Lancaster County Court Reporter: Angela Kilby
 - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
- 3) A motion was made by Robert F. Newton Jr. and seconded by Roni K. Clark to approve the minutes of the August 6, 2025 meeting. All members present voted in favor of the motion.
- 4) Mr. Evans confirmed that the public notice was published in the Thursday, August 14th and Thursday, August 21st editions of the LNP. The property was posted on Friday, August 22nd.
- 5) Solicitor John P. Henry provided a procedural briefing for the meeting.
- 6) Zoning Case #250013
 - a. Applicant/Landowner: RVTS Enterprises, LLC
 - b. Property Location: 1054 Dairy Lane, Elizabethtown, PA 17022; Tax Parcel ID #460-68253-0-0000
 - c. Zoning District: (C-1) Limited Commercial District
 - d. Special Exception Request:
 - (1) Chapter 135, Article I, §135-7 – uses not specifically provided for

The application was presented by Attorney Beau Hoffman, Scott Shambach, PLS, and landowner representative Keith Hill. The following exhibits were presented at the hearing:

- Ex. A-1: application
- Ex. A-2: site plan
- Ex. A-3: narrative
- Ex. A-4: letter from Zoning Officer

Attorney Hoffman noted that the Zoning Ordinance provides for ground-mounted solar arrays as a principal use covering greater than 1 acre. Solar arrays are also permitted as an accessory use; however, the proposal is to construct one as a principal use covering less than 1 acre. The applicant acknowledged receipt of the Zoning Officer's letter dated August 8, 2025 and had no objections to the proposed conditions.

The array would be located approximately 250' from Route 283. The applicant addressed concerns about glare for motorists, noting that current solar panel technology produces little to no glare. A 6-foot high vinyl privacy fence will surround the facility, and no lighting or signage will be present. The surface will have a weed barrier underlaying a clean 2B stone surface.

A cutoff will enable emergency responders to shut the system down in case of incident. Although not submitted with the application, a decommissioning plan was presented at the hearing to address the system's 25-year life span. Energy

will be sent to the PPL grid at Ridgeview Road. The switch gear should not create noise, and the system is three-phase at 320 kW.

Mr. Shambach clarified his earlier comment about distance from Route 283. After checking Google Earth, the array is more like 700' – 750' away.

A motion was made by Robert F. Newton Jr. and seconded by Roni K. Clark to grant approval of the application subject to the following conditions:

1. The Applicant shall apply for and obtain all appropriate permits from Mount Joy Township for the proposed improvements.
2. The Applicant shall obtain Land Development Plan approval from the Mount Joy Township Planning Commission, or a waiver thereof.
3. The Applicant shall gain approval of a Stormwater Management Site Plan or demonstrate to the Township Engineer's satisfaction that stormwater will infiltrate into the ground beneath the solar panels at a rate equal to that of the infiltration rate prior to placement of the panels.
4. The Applicant shall submit to the Township Zoning Officer a Decommission Plan with respect to the proposed use.
5. The Applicant shall comply with all other provisions contained in the Zoning Ordinance for which relief has not been requested or granted.
6. The Applicant and any representative of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Board at the hearing held on September 3, 2025, except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

7) Zoning Case #250014

- a. Applicant/Landowner: IES PA RE, LLC
- b. Property Location: 1650 Steel Way Drive, Mount Joy, PA 17552; Tax Parcel ID #461-15379-0-0000
- c. Zoning District: (LI) Light Industrial District
- d. Special Exception Request:
 - (1) Chapter 135, Article XVII, §135-163.C – expansion of an industrial use not specifically referenced by Section 135-162.E
- e. Variance Requests:
 - (2) Chapter 135 Article XVII, §135-166.A – residential buffer strip
 - (3) Chapter 135, Article XVII, §135-166.B – landscaping strip
 - (4) Chapter 135, Article XXIII, §135-299.B(1) – landscape strip
 - (5) Chapter 135, Article XXIII, §135-299.B(3) – tree planting in landscape strip

Rick Sine of Greiner Industries was joined by Brian Cooley of DC Gohn Associates to present the application. The following people requested party status:

- Joelle Myers, 2706 Mount Pleasant Road – lives near the site
- Michele Myers, 1128 Miller Road – adjoins the site
- Randy Stevens, 2541 Mount Pleasant Road – lives approximately ¼-mile from the site

The applicant did not object to the request of Joelle Myers and Michele Myers to become parties to the case. They did object to Randy Stevens' request due to the greater distance between his home and the site. A motion was made by Robert F. Newton Jr. and seconded by Roni K. Clark to grant party status to Joelle Myers, Michele Myers, and Randy Stevens. All members present voted in favor of the motion.

Mr. Cooley reviewed the application narrative that proposes construction of a gravel outdoor storage area for use by Greiner Industries. Typical materials to be stored there are products for customers, cranes, and similar equipment to

free up space on the main site and improve efficiency. The application package also included three prior Zoning Hearing Board decisions for the Greiner Industries site.

The proposed outdoor storage area will not create new employees or generate additional truck traffic to and from the facility. The gravel pad is situated in such a way that accommodates a future public road along the Township's right-of-way between Steel Way Drive and Mount Pleasant Road. Two rows of trees will be planted along the Strickler and Myers properties as a buffer. Although they will not be utilized by this project, the site is served by public sewer and on-lot water. Adjoining properties are zoned (LI) Light Industrial. No toxic or hazardous materials will be stored on site.

Mr. Cooley clarified the design with respect to the future public road crossing the Greiner Industries site. Traffic flow will not change as vehicles will continue to enter and exit from Steel Way Drive. The applicant worked with Township staff to plan the site around the future street and/or the subdivision of the Greiner Industries property along the right-of-way. He discussed the existing woodlands on the perimeter, noting the lack of lighting and signage since the gravel lot will be surrounded by a fence. There is no access from the storage area to Mount Pleasant Road.

The applicant requests a variance to install two rows of evergreens to ensure better year-round screening with the adjoining residential properties. The Zoning Ordinance specifies one row of evergreens and one row of deciduous trees. A variance from installing the landscape strip is specific to a small section along Miller Road across from the agricultural field and along Mount Pleasant Road across from the Hershey Excavating site. No trees are proposed in the strip adjacent to the Freedom Outfitters warehouse. Some areas of existing woodlands will be kept as shown on the site plan.

36,000 sf of landscape strip equates to a requirement of 48 trees per the Zoning Ordinance. 36 trees will be planted adjacent to the two residential properties. Norway Spruce is specified; however, ongoing conversations with Michele Myers may lead to alternative species. Mr. Hitz expressed concern with certain species and the maintenance of evergreens, especially regarding resistance to disease. Mr. Cooley requested to amend the application, changing Norway Spruce to another suitable species in its place.

Michele Myers confirmed the conversation with Mr. Sine and Mr. Cooley. Her desire is for the buffer along her property to be planted after the facility is in place so that it fits better with the surroundings.

Joelle Myers asked if the current Light Industrial zoning is not being changed. Mr. Cooley confirmed.

Randy Stevens made comments about the applicant's uncertainty in the use of the site before questioning the applicant.

- What is the existing impervious coverage? 17% building coverage; 60.4% impervious coverage. The project will result in 69% impervious coverage.
- Is stone considered impervious coverage? Yes, both in the existing and proposed conditions.
- Will there be hazardous materials? No. Only storage of finished products and equipment; no outdoor manufacturing.

Mr. Clark asked if there would be any gridding or similar processes conducted outdoors on the storage lot. No. The applicant confirmed receipt of the Zoning Officer's letter dated August 8, 2025. They have no concerns about the proposed conditions.

Neither Joelle Myers nor Michele Myers provided testimony. Mr. Stevens did provide testimony. He was unhappy with the application stating, "see narrative". Mr. Cooley noted the narrative contains seven pages of detailed information. No objections were made by Joelle Myers or Michele Myers. Mr. Stevens was concerned with the vagueness of the application, with specific mention to health, safety, and welfare.

A motion was made by Robert F. Newton Jr. and seconded by Roni K. Clark to grant approval of the application subject to the following conditions:

1. With respect to all trees to be planted in connection with the Application, Applicant shall actively maintain said trees in good order and condition, and shall immediately replace any of said trees that die or lose the majority of their coverage.

2. Applicant shall obtain Land Development Plan approval from the Mount Joy Township Planning Commission, or a waiver thereof. If a waiver is granted by the Planning Commission, Applicant shall gain approval of a Stormwater Management Site Plan.
3. Applicant shall apply for and obtain the appropriate permits from Mount Joy Township for the proposed improvements.
4. Applicant shall comply with all other provisions contained in Chapter 135 of the Code of Ordinances of Mount Joy Township for which relief has not been requested or granted herein.
5. Applicant and any representatives of Applicant shall comply with and adhere to the testimony and any evidence presented to the Board at the Hearing held on September 3, 2025, except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

8) Zoning Case #250015

- a. Applicant/Landowner: Crystal & Mark Underkoffler
- b. Property Location: 1270 Mount Gretna Road, Elizabethtown, PA 17022
- c. Zoning District: (OS) Open Space and Conservation District
- d. Variance Request:
 - (1) Chapter 135, Article IV, §135-32 – to increase enrollment of a home day care service to 10 individuals

Landowners Crystal & Mark Underkoffler were present with Attorney Sheila O'Rourke. Childcare consultant Barb Green was also present. The following exhibits were submitted at the hearing:

- Ex. A-1: LanCo View Parcel Map
- Ex. A-2: Certificate of Compliance from PA Department of Human Services
- Ex. A-3: Certificate of Occupancy from Mount Joy Township
- Ex. A-4: daily schedule of childcare activities
- Ex. A-5: interior and exterior photos of the premises
- Ex. A-6: reference letters from clients
- Ex. A-7: letters from nearby property owners and reference map
- Ex. A-8: Chapter 135-232 (home day-care service) standards from the Mount Joy Township Zoning Ordinance

Prior to testimony, Mr. Newton stated he knows the applicant but can hear the case without bias. Attorney O'Rourke introduced Ms. Underkoffler and her childcare business that began in 2011 with three children, which then grew to six children. Now she seeks an increase to ten children.

Referring to Exhibit A-1, she confirmed that the property is narrow but deep and has woodlands at the rear. It is zoned (OS) Open Space and Conservation and is improved with a 2,900-sf dwelling and a garage. The property is served by public sewer and well water. Her current certificate through the state permits up to six unrelated children. This certification includes a site inspection, other assessments, and confirmation that employees have valid clearances.

Current enrollment is six and Ms. Underkoffler is the sole employee. She has worked in childcare since 2011 and detailed a typical daily routine as laid out in Exhibit A-4. Operating hours are 6:30 am – 5:00 pm, Monday through Friday. Drop off and pickup takes just less than four minutes with minimal overlap between parents in the driveway. Mount Gretna Road has a speed limit of 35 mph and visibility from the driveway is good. It can accommodate five vehicles.

Photos found in Exhibit A-5 were reviewed to demonstrate the suitability of areas inside and outside the home for children. She also provided insight into the costs of materials, supplies, and training. Exhibit A-9 was submitted, detailing the financials of the business. Tuition is \$70/week and the business is running close to cost right now. Increasing enrollment to ten will help spread costs across more children. She currently has a waiting list of 25. No additional staff are needed and there should not be a change to operations or increased impacts to neighbors. The increase will change the business status from home day care to group day care per PA DHS standards. There will be no change in the outward appearance of the home.

Multiple parents provided reference letters for Ms. Underkoffler's day care, which were provided in Exhibit A-6 and read aloud. Letters from nearby neighbors were compiled in Exhibit A-7 with no negative feedback therein.

The applicant confirmed receipt of the Zoning Officer's letter dated August 8, 2025 and agreed with the proposed conditions. Mr. Hitz then asked several questions of the applicant. The back yard has a fence on the left-hand side, trees to the rear, and a driveway to the right. PA DHS does not have a requirement for fencing. There is a small splash pad with no more than 3" of water that does not require a lifeguard. The well has not been tested and is not a requirement for facilities with less than 16 children. Monthly fire drills are conducted as are annual emergency disaster drills.

A motion was made by Robert F. Newton Jr. and seconded by Roni K. Clark to grant approval of the application subject to the following conditions:

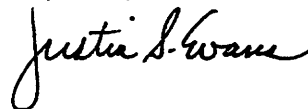
1. The Applicant shall apply for and obtain a use and occupancy permit for the expanded home day care use. Proof of licensure through the Pennsylvania Department of Human Services shall be provided with the permit application, as applicable.
2. The Applicant shall comply with all other provisions contained in the Zoning Ordinance for which relief has not been requested or granted.
3. The Applicant and any representative of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Board at the hearing held on September 3, 2025, except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

9) Next regularly scheduled meeting will be held October 1, 2025 beginning at 6:00 P.M.

10) A motion was made by Roni K. Clark and seconded by Robert F. Newton Jr. to adjourn the meeting at 7:54 P.M. All members present voted in favor of the motion.

Respectfully Submitted,



Justin S. Evans, AICP
Assistant Zoning Officer

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

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 September 23, 2025

1. Chairman Douglas Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township conference room, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Present were Douglas A. Hottenstein, Kevin Baker, John Rudy, Debra Dupler and Rick Gibble. Also in attendance – Chief Mark Mayberry, Sgt. Mike Bryant, and Lisa Heilner.
2. Public Comment: None.
3. Consent Calendar:
 - a. Approval and ratification of the minutes of the August 26, 2025 meeting.
 - b. Accept and ratify the Treasurer's Report for the period of January 1 through August 31, 2025, subject to audit.
 - c. Approve payment of all bills via Bill List #20 through #22 in the amount of \$166,318.12. Ratify payment of all payrolls for the period of August 2025, inclusive, in the amount of \$195,688.19, which represents two (2) pay periods.
 - d. Raymond James Pension Account summary from July 31 to August 29, 2025.
 - e. NRLCPC Non-Uniformed Employee Pension Plan/Fund – 2026 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the 2026 Minimum Municipal Obligation Worksheet to the Pennsylvania Municipal Retirement System, P.O. Box 1165, Harrisburg, PA 17108-1154, for non-uniformed employees.
 - f. NRLCPC Uniformed Employee Pension Plan/Fund – 2026 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the 2026 Minimum Municipal Obligation Worksheet to Conrad Siegel Actuaries, 501 Corporate Circle, P.O. Box 5900, Harrisburg, PA 17110-0900, for uniformed employees

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

4. New Business:

Chief Mayberry asked the Commission to approve the hiring of Officer Patrick Giberson and Officer Solomon Myers. Their official start date would be October 10, 2025 when they will be sworn in by District Judge Randall Miller. Debra Dupler made a motion to approve the hiring of Officer Giberson and Officer Myers. The motion was seconded by John Rudy. All members present voted in favor of the motion.

The first draft of the 2026 budget was presented. Treasurer Marc Hershey was unable to be present for the meeting but had e-mailed a memo and the proposed budget to the Commission members. Further discussion and consideration of the budget will continue at the October Commission meeting.

5. Old Business:

Chief Mayberry advised that the Department patrol phones have been ordered and received. The initial quote was \$42.99 per line, per month, however Officer Redinger was able to negotiate a lower price of \$32.99 per line which will result in a savings of \$210 per month for the 21 lines. Total yearly savings will be \$2520.

Advisements:

- a. National Drug Take Back Event will be held on October 26, 2025 from 10 a.m. to 2 p.m. at the Giant Food Store.
- b. Faith & Blue Event will be held on Saturday, October 11 from 11 a.m. to 1 p.m. at the Elizabethtown Grace Church.
- c. Sergeant Aaron McCoy completed a five-day commercial vehicle crash investigation training.
- d. NRPD will be participating in the Pink Patch program. Officers will be wearing a pink department patch in support of Suzanne H. Arold Center for Breast Health. October is Breast Cancer Awareness month.
- e. On September 7th, Officer Carl Bergmark participated in West Hempfield Township Police's car show and Pink Patch event.
- f. Officer Wade Gernert attended a three-day Safe Streets Drug Conference.
- g. Sergeants Arnold, McCoy and Shope attended Police Supervisor In Service Training (POSIT).

h. Officers Cleland, Bergmark and Gordon received medical commendations for actions they took during a cardiac medical event in July 2025.

7. Correspondence:

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

8. Other Business: None.

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held October 28, 2025 at 7 p.m. at the Mount Joy Township Municipal Building.

A motion was made by John Rudy, seconded by Rick Gible to adjourn the meeting at 7:45 p.m. All members voted in favor of the motion.

An executive session was held immediately following the meeting. Any official action to be taken based upon discussion will occur at an open public meeting.

Respectfully Submitted,



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

EAWA WORK SESSION MEETING MINUTES
October 1, 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, Rob Reale Jr and Chuck Brewer. Also present were: Austin Calaman, Authority Manager; Michele Powl, Business Manager; Jason Bock, Operations Manager; Bernadette Hohenadel, Solicitor; and Jill Gebhart, Admin Assistant. Not present: Michael Krieger, Engineer; Donna Bissinger, Admin Assistant. Members of the Public: Jonathan Byler and Mike Swank from Cornwall Properties; Daniel Olk, HACC student.

2. **PUBLIC COMMENT:**

3. **REPORTS:**

a. **Manager's Report:**

- i. **Cornwall Quarry:** EAWA has been approached by an interested purchaser to sell approximately 8 acres of the quarry property in Cornwall Borough. The Board referred the matter to its solicitor and special counsel.

Action: "As to the purchaser's interest in approximately 8 acres of the quarry property, the Board A) directs negotiations of terms of sale or B) that the interested purchaser is informed EAWA does not wish to sell any part of the quarry property."

Action was decided on: B) That the interested purchaser is informed EAWA does not wish to sell any part of the Quarry property.

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

- ii. **EAWA Personnel Policy Manual Review:** Back in April/May, the Board decided to look at the Personnel Policy Manual to make some updates, revisions, etc. A small committee was formed which met on several occasions to review the entire manual while also sharing it with Mike Miller of Eckert Seamans who is EAWA's labor attorney. Included in September work session agenda was a copy of the DRAFT manual. No comments were received since the September work session meeting. We'll confirm with our labor attorney on any outstanding questions/comments, should there be any.

Board discussed wording of accrued days payout upon resignation and details for length of service award. A current list of employees' length of service was requested for board's review and will be needed annually for budget meetings.

This was tabled to 11/5/25 meeting for Resolution.

iii. Bill of Sale for Stoneybrook Phase 3A:

Action: “The Board approves the conditional bill of sale for Stoneybrook Phase 3A, pending execution and receipt of all necessary documentation and financial security.”

EAWA will hold 10% of the overall financial project cost for warranty period. Streets were dedicated and West Donegal approved. Third paragraph wording “sewer disposal system” should be “domestic water system.”

Motion: K Murphy

Second: R Reale, Jr

Approved

- iv. Proposal for LCR Support – 120Water:** As part of the Federal Governments new regulations concerning lead and copper, EAWA and other water systems must adhere to the new guidelines. They include many things with the top items being service line inventory (both public and private, testing, replacement and communication). 120Water is one of the top companies to help systems adhere and maintain compliance with DEP and the EPA. They manage inventory, mapping and assistance with submissions, mailings, etc... when those milestones arise. Included are two proposals, one for a single year and one for two years. For context, Del and I had lengthy conversations about this, and he also suggested that we move to a system like 120water and that he would have done it if he knew the hoops he needed to jump through to submit the initial inventory back in October 2024. Additionally, 120Water offers a service called predictive modeling which can be used to satisfy unknown services without having to field verify with excavation. This would be in addition to the proposal amount and can be evaluated after the inventory is built and updated.

Calaman is working with a collective group in Lancaster County utilizing services paid for by DEP through the University of Pennsylvania. They are discussing a collective bargaining agreement with a firm using technology called Swordfish, detecting the difference between sound waves or composition of the material type lead and copper. The collective group is exploring all the options beyond just doing predictive modeling.

Action: “The Board accepts the 2-year and 3-month proposal from 120water for a price of \$56,700.”

Motion: J McCloud

Second: R Reale, Jr

Approved

- b. Operations Manager’s Report:** Bock presented report. Fall flush completed, and flow tested new hydrants, had one new hydrant fail and is being replaced, repaired section from Cornwall hit when crews ran new cable, telephone and gas lines. Creek and wells are low. Treese asked if there were any customer comments coming in. Customers call in asking if Kentrel call for meter replacement appointment is legitimate. Customers

will also call if there is an issue with meter after Kentrel completes replacement. Discussion ensued on communication flow between Customer, EAWA and Kentrel; and logging issues that arise. By mid-November the Borough meter replacements should be about 90% complete and moving to West Donegal Township.

- c. **Engineer's Report:** Water Distribution study and Hydraulic Modal Update: Reservoir to plant study is just starting, flow testing data will be used for hydraulic model. Well 6 & 7 upgrade: GHD started design on new well station. Membrane Replacement Project: EAWA meeting with DEP and new modules for membranes work should start 10/20/25. Reservoir getting the solar bees next week.

4. UNFINISHED BUSINESS: None

5. NEW BUSINESS: None

- 6. BOARD MEMBER'S REMARKS:** Reale asked if there was any feedback from the rate study company. Questions came back about when 2026 rates go in effect, first quarter billed in March 2026, but rates plugged in for January; debt service components; bond for PENNVEST; existing amortization schedule for 2020 refinance of bond for this building, revenue and expense reports for 2023 to current. Rate model for 2026 budget will say what we need to add to current rates. Treese said 10/13/25 board meeting will mostly be dedicated to reviewing the budget and the estimated rate impact on our customers.

7. EXECUTIVE SESSION: None

8. ADJOURN: 7:55 PM

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

Motion: K Murphy

Second: J McCloud

Approved

Respectfully submitted,

A Calaman, Authority Manager

Approved at 11/10/2025 Meeting

EAWA BOARD MEETING MINUTES
October 13, 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: Rick Erb, Rich Sheidy, Jeff McCloud, Chuck Brewer and Rob Reale, Jr. Also present: Austin Calaman, Authority Manager; Michele Powl, Business Manager; and Donna Bissinger, Admin Assistant; Not present: Keith Murphy, Board member; Jeffrey Shank, Solicitor; Jason Bock, Operations Manager, Michael Krieger, Engineer and Jill Gebhart, Admin Assistant. Members of the public: None

2. PLEDGE OF ALLEGIANCE TO THE FLAG:

3. PUBLIC COMMENT: None

4. APPROVAL OF PREVIOUS MINUTES:

Action: "That the Board approves the Work Session minutes of 9/3/2025, Board Meeting Minutes of 9/8/2025, and Special Meeting minutes of 9/20/25, as presented."

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

5. REPORTS:

a. Manager's Report:

- i. Request for relief from leaking service at Pizza Town – 50 Veterans Dr.**
 - a.** We first reported a potential leak (4x normal usage for the quarter) last billing and the owner of the property worked with a leak detection agency and plumber to try and identify the leak on the property. Our staff ran several puck reports and worked with the property owner to identify the cause and eliminate the leak but not before a bill of \$4259.93 accumulated. The owner is asking for relief as the leak was an old water line that is underneath a concrete slab and no leak was visible. For context, this leak was more than 10X the normal usage for the quarter.

Action: "The Board votes to approve/deny relief consistent with average previous usage from prior years billings."

The consensus of the board was to table this until they receive further documentation from Pizza Town.

- ii. Discussion of DRAFT UPDATED 2026 Operations and Maintenance Budget (Notes/Summary Provided)**
- iii. Discussion of DRAFT 2026-2030 DRAFT UPDATED Capital Improvement Plan (Notes/Summary Provided)**

iv. **Discussion of Cash Flow Graph**

The board has requested from the authority manager further analysis reports by percentages.

b. **Operations Manager's Report:** Was presented at the Work Session meeting

c. **Engineer's Report:** Was presented at the Work Session meeting.

d. **Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (09/25/25) distributed with package (\$94,070.32 for balance);
- ii. Paid Bills Detail (*Capital Fund*) (09/25/25) distributed with package (\$163,950.10 for balance);
- iii. Paid Bills Detail (*Developers Escrow*) (09/25/25) distributed with package (\$2,427.50 for balance);
- iv. Statement of *Operating* Revenues & Expenditures for period of September YTD, distributed with package. Balance: \$1,195,386.43, Expenditures: \$208,428.06 & Income: \$60,749.27;
- v. Statement of *Capital* Revenues & Expenditures for period of September YTD, distributed with package. Balance: \$8,396,599.40, Expenditures: \$1,177,897.54 & Income: \$560,836.29.

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

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

6. **UNFINISHED BUSINESS:** None

7. **NEW BUSINESS:** None

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

Action: "That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$44,020.31 (10/13/25), Unpaid *Capital* Fund Bills Detail totaling \$85,124.71 (10/13/25) and Unpaid *Developers Escrow* Fund Bills Detail totaling \$11,184.99 (10/13/25)."

Motion: R Reale Jr **Second:** R Sheidy **Approved**

9. **BOARD MEMBER'S REMARKS:** Sheidy inquired about the water main replacement phase II. Brewer asked if EAWA should follow up with Colebrook and see if they have a

plan B for their development. He also expressed his concern for past board member O'Connell's family. Dr Treese was glad to see Erb was back and recovered from his injuries. He also apprised the board of Murphy's recovery from surgery.

10.EXECUTIVE SESSION: Was held after the main meeting.

11.ADJOURN: 7:52 PM

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

Motion: R Sheidy

Second: R Erb

Approved

Respectfully submitted,

A.Calaman, Authority Manager

Approved at 11/10/2025 Meeting



ELIZABETHTOWN REGIONAL SEWER AUTHORITY

235 ERSA Drive, Elizabethtown, PA 17022

Phone: 717-367-5947 • www.ersapa.com • Fax: 717-367-4622

Elizabethtown Regional Sewer Authority Minutes September 9, 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: Dave Sweigert, Ken Shaffer, Roger Snyder, Rick Erb, Keith Murphy, Nick Viscome. Also, present were ERSA Manager Steve Rettew, Engineer Clayton Bubeck, solicitor Jeff Shank and Bookkeeper Michele Range.

It was **motioned** by Snyder and seconded by Murphy to approve the minutes of the August 12, 2025, meeting. Motion carried.

General Business:

1. It was **motioned** by Snyder and seconded by Murphy to approve Rettew's Amendment No. 4 for the Turnpike Rd No. 2 Pumping Station expansion project in the amount of \$124,400.00. Motion carried.
2. It was **motioned** by Snyder and seconded by Viscome to approve Change Order 2-03 for Miller Rd Pumping Station expansion project with PSI Pumping Station. Motion carried.
3. It was **motioned** by Viscome and seconded by Snyder to approve the Application for Payment #8 for Miller Rd Pumping Station Expansion Project payable to PSI Pumping Station in the amount of \$25,628.12. Motion carried. This is the final payment to PSI Pumping Station.
4. Shank discussed the review and modification requests done by Jill Nagy. It was **motioned** by Snyder and seconded by Murphy to approve Change Order 1-12 for Miller Rd Pumping Station Expansion project with Blooming Glen Contractors.
5. It was motioned by Snyder and seconded by Viscome to approve the Application for Payment #13 for Miller Rd Pumping Station Expansion Project payable to Blooming Glen Contractors in the amount of \$265,127.50. Motion carried.
6. It was motioned by Snyder and seconded by Murphy to approve SA Way for paving on Harrisburg Avenue and Scott Avenue in the amount of \$10,763.22. Motion carried.

Reports:

Engineer:

Bubeck provided and reviewed his engineering report as well discussing the following:

- a. RETTEW and ERSA staff met with State Representative Tom Jones to discuss and build support for the various grant applications submitted. There are currently 8 grants under review.
- b. RETTEW has prepared an update to the Authority's 10-year Capital Improvement Plan and circulated it to ERSA staff for review and comment. In addition, RETTEW and ERSA staff met with Chris Gibbons of Concord Public Finance to review the Authority's upcoming capital projects and to evaluate the overall financial health of the Authority.

Treasurer:

Shaffer discussed the financial reports, highlighting the budget variances for net ordinary income, tapping fees, and administrative expenses. Shaffer also discussed the meeting with Chris Gibbons and RETTEW and the action to obtain a proposal from Concord Public Finance to conduct a rate study.

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

It was **motioned** by Snyder and seconded by Murphy to approve the bills payable in the amount of \$561,183.04. Motion carried.

It was **motioned** by Snyder and seconded by Murphy to adjourn the meeting at 7:32pm. Motion carried.

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
August 27th, 2025**

A public meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, August 27th, 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, Justin Risser, Kenton Sweigart, Jeffrey Hudson, Jeffrey McCloud were present. Dave Jones, Saxton & Stump, was also present.

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

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

- a) Approval and ratification of the minutes of the July 23, 2025 meeting.
- b) Accept and ratify the financial reports for the period of July 2025, subject to audit.
- c) Approve and ratify the payment of all bills & payroll via Bill List 2025-08 in the amount of \$575,416.88 representing the period July 19 – August 22.
- d) July Activity Report.
- e) Public Relations Report.

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

- 1) As MESA continues our commitment to exceptional patient care, MESA staff are now equipped with top-tier tools. *Video Laryngoscopes* have been upgraded improving the first pass success rate from 60% to 78%, and allowing staff to enhance patient care; *Check and Inject Epi Kits* have been installed in all ambulances, allowing staff to administer epinephrine for allergic reactions and to address life threatening situations promptly; and the *Handtevy EMS App* has been installed on ambulance tablets to assist in medication dosing, equipment sizing and CPR prompts reducing potential errors and provider stress.
- 2) Edna Kline and Kenny Barton are now car seat certified, enabling them to inspect car seats and educate new users. Through the American Trauma Society, MESA has received 10 car seats to provide for families in need financially, or due to post accident needs.
- 3) Staff openings continue. All trucks remain fully operational. MESA continues to maintain our excellent record of covering our area calls while also covering neighbor municipalities.
- 4) The MESA Policy, Guideline and Procedure manual is being reviewed and updated. Target roll out is October.
- 5) On August 1st all external contracted cleaning services were discontinued at MESA Stations. MESA crews have excelled at maintaining the upkeep of the stations.

- 6) MESA continues to operate smoothly, receiving positive feedback from both the community and other organizations. Staff morale remains high contributing to a positive and productive work environment with no major concerns to report.

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

- 1) Erosion and sink holes around three stormwater basins at the Elizabethtown Station have been repaired. A larger sinkhole and damage at one of the basins was discovered requiring full replacement. The final cost was approx. \$4,000 higher for the additional repairs.
- 2) Rig -2 is scheduled for repair early November, and will remain out of service until all repair work is completed. This repair work is due to the minor accident on July 19th.
- 3) The annual 2025-2026 State Fire / EMS Grant opens in September. MESA plans to submit an application for up to \$15,000 of eligible funding to use towards the replacement of KNOX boxes. KNOX boxes provide secure access to controlled narcotics as required by the DEA. MESA current KNOX boxes are outdated and use old technology.
- 4) The MESA FEMA grant application is pending approval with hope to receive a decision by the end of September. The grant will provide helmets, coats, gloves and other necessary PPE and safety equipment for staff when operating on scene of vehicle accidents.

Dave Jones, Saxton & Stump provided a verbal report to the Board:

- 1) The CPI-U 12-month adjustment was not previously clearly defined, so a resolution will be written to clarify the exact definition of 12-month time frame.
- 2) No response or movement has been made from neighboring municipalities regarding the coverage acknowledgement letter.

Brendan Mulcahy, Penn Medicine provided a verbal report to the Board:

- 1) MESA providers are providing care extremely well, and are very engaged with a vested interest in using their skills, their personal career and MESA.
- 2) The MESA QA team is doing great work in following up with providers, reviewing charts and reviewing provider skills. The MESA QA team is leading the way, and the most robust Brendan has seen in Lancaster County.

Old Business

Insurance Billing RFP Update: Four vendors were invited to continue into the second round of interviews. Meetings are currently on-going with other EMS agencies for feedback on their experiences with these vendors. The hope is to have a recommendation to the Board for a new vendor by September; with implementation and transition in the 4th quarter, to use the new billing services effective January 1, 2026.

2025 Parcel Billing: The 2025 parcel billing and collection process has been going well. The total received is \$1,469,135; which is about 91% of the Diversified Parcel billings for 2025. As a comparison, MESA collected \$1,430,415 by August 31st, 2024. Including Masonic Village, \$1,718,020 has been collected, vs. the budget amount of \$1,741,165 which is about 99%. The 2025 second round of final / late notices were mailed to all accounts on June 27th. Since that mailing, an additional \$58,018 has been collected. Plans are to mail a second "final" notice the week of September 8th.

2025 FTE Billing: Businesses with more than 3 employees and \$150,000 or more in payroll, were mailed a self-reporting letter and form on April 8th, with a due date of June 15, 2025. Reminders were sent in July. To date, \$88,115 has been collected, which is about (95%), while \$93,000 was budgeted for 2025.

New Business:

The first draft of the 2026 Budget was presented with a fee increase recommendation of \$2.00 or 2.4% per SDU. This is slightly below the current CPI-U index of 2.7%. Other classifications (except business FTE) would also increase by 2.4%. The operating fund draft is pending on the 2026 rates for employee health and Workers Compensation insurance, along with the new insurance billing vendor proposal.

The Ambulance Replacement Committee consisting of 1 provider from each platoon, has met to discuss the design of an interior layout of a new Medix Ford F550 ambulance. The current estimate is \$325,000. There has been a recommendation to apply for the DCED Local Share Account Grant and finance any balance with the Office of the State Fire Commissioners - Fire and EMS Loan Program, which can fund up to 50% at 2% interest. Any remaining balance will be funded by capital reserve funds. Final cost is pending. A proposal to the board will be made at the September meeting, to approve the order and two funding resolutions with a delivery date of early summer 2026.

On a motion made by Mr. Snyder, seconded by Mr. Risser, the Board unanimously agreed to the partnership with Elizabethton Borough to list MESA as an additional service address to their IGS Energy Natural Gas Supplier contract. This contract is a 30-month agreement at \$6.67 MCF and MESA will be directly billed.

On a motion made by Mr. Snyder, seconded by Mr. Risser, the Board unanimously agreed to cancel the Wednesday, September 10th Board meeting. After discussion there will be no new additional information to present or discuss.

Deb Dupler and Marc Hershey are finalizing and preparing to mail a letter to neighboring municipalities for their review of MESA's cover call numbers, and for the acknowledgement of the number of calls MESA has taken for those municipalities.

Deb Dupler and Marc Hershey have been in discussions with municipalities from Delaware County to discuss the closure of the local facility, their future and current ambulance services and the framework of creating an EMS Authority Model.

The Board is scheduled to meet on Wednesday, September 24th, 2025 beginning at 6:00PM.

A motion was made by Mr. Snyder, seconded by Mr. Risser to adjourn the meeting at 7:16 PM. All members present voted in favor of the motion.

Respectfully Submitted,

Becky Houser
Recording Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
September 24th, 2025**

A public meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, September 24th, 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, Justin Risser, Jeffrey Hudson, Jeffrey McCloud were present. Kenton Sweigart was absent. Dave Jones, Saxton & Stump, was also present. MESA staff present: Wade Amick, Marc Hershey, Becky Houser.

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

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

- a) Approval and ratification of the minutes of the August 27, 2025 meeting.
- b) Accept and ratify the financial reports for the period of August 2025, subject to audit.
- c) Approve and ratify the payment of all bills & payroll via Bill List 2025-09 in the amount of \$322,743.29.
- d) August Activity Report.
- e) Public Relations Report.

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

- 1) Staff openings continue. Interviews are on-going for both Full-Time and Part-Time staff. Current openings include 3 ALS and 2 BLS positions. All trucks continue to remain fully operational and MESA continues to maintain our excellent record of covering our area calls while also covering neighbor municipalities.
- 2) MESA will be participating in Maytown Community Day on Sunday, October 5th being held at Lloyd H. Fuhrman Memorial Park. Final preparations are underway.
- 3) Both JV and Varsity Football game standbys for both Donegal and Elizabethtown School Districts are ongoing. No incidents thus far.
- 4) The Elizabethtown Fair was held August 18th through August 23rd. The event was conducted smoothly with no reported issues or disruptions.

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

- 1) The FEMA grant application has received conditional approval with hope to receive the final award letter by the end of September. This grant will provide helmets, coats, gloves and other necessary PPE and safety equipment for staff when operating on scene of vehicle accidents. The total grant project is \$38,615 with \$35,105 funded by this grant.
- 2) MESA participated in a FAA drill at Harrisburg International Airport on Saturday, September 20th. Four MESA staff members, and two MESA ambulances, along with other emergency responders were present to administer triage and care in a simulated plane crash. The participants achieved 100% compliance on triage, and 96% compliance on transport which exceeded the goal of 90%. This also allowed participants to try the new electronic triage system.
- 3) The annual PEMA 2025-2026 State Fire / EMS Grant for \$15,000 was submitted to offset the cost of the MedVaults and a RealTi training simulator. This simulator mimics a cardiac monitor showing vitals and rhythms.

No report provided from Saxton and Stump

No Penn Medicine report was provided

Old Business

2025 Parcel Billing: The 2025 parcel billing and collection process has been going well. The total received is \$1,477,342; which is about 92% of the Diversified Parcel billings for 2025. As a comparison, MESA collected \$1,458,008 by September 30th, 2024. Including Masonic Village, \$1,726,227 has been collected, vs. the budget amount of \$1,741,165 which is about 99% and coming in on budget. The second "final" mailing was sent the week of September 8th. An uptick of payments has been received as a result of the mailing.

2025 FTE Billing: Businesses with more than 3 employees and \$150,000 or more in payroll, were mailed a self-reporting letter and form on April 8th, with a due date of June 15, 2025. Reminders were sent in July. To date, \$88,585 has been collected, which is about (95%), while \$93,000 was budgeted for 2025.

The second draft of the 2026 Budget was presented with a fee increase recommendation of \$2.00 or 2.4% per SDU. This is slightly below the current CPI-U index of 2.65%. Other classifications (except business FTE) would also increase by 2.4%. The final draft will be presented in October, following the public inspection period and hoping to adopt at the November meeting. The operating fund draft is pending on the 2026 rates for employee health and Workers Compensation insurance. Resolution (2025-03) is on the agenda to further define the CPI-U 12-month average index as was discussed at the August meeting.

On a motion made by Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved a 5-year contract at a 4.75% commission rate with Insurance Billing Vendor DIGITECH located in Chappaqua, NY. The plan is to go live January 1, 2026. After starting with a total of 10 proposals, the list was reduced to 4 potential vendors. Several virtual meetings, phone calls and reference

checks were completed. DIGITECH offers a commission rate of \$4.75% vs. our current rate of 7.25% with Cornerstone. Cornerstone responded to the proposal with an offer of 6.95%. Annualized, this will save approximately \$75,000 per year in fees.

On a motion made by Mr. Hudson, seconded by Mr. McCloud, the Board unanimously approved the purchase agreement with FESCO Emergency Sales to purchase a new Medix Ford F550 ambulance at the cost of \$334,821.00, with an estimated delivery of Spring 2026., along with an estimate of \$25,000 - \$35,000 of residual value on the ambulance to be sold.

New Business:

On a motion made by Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved to move forward with the Personnel Memo dated September 24th, 2025 and the 3-month offer of severance. The Administrative Restructuring involves eliminating 3 positions and reducing the hours of another position.

On a motion made by Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved Resolution 2025-03: CPI-U Index for Fee Schedule defining the 12-month period.

The MESA 2026 Benefit Schedule is being reviewed. The Health Plan is being reviewed for possible plan design changes as renewal rates are coming in.

On a motion made by Mr. McCloud, seconded by Mr. Hudson, the Board unanimously agreed to cancel the Wednesday, October 8th Board meeting.

Manheim Township is looking for a provider to staff ambulance services. An RFP was received and reviewed. MESA's ability to geographically and operationally accommodate this proposal is limited.

Deb Dupler announced that an executive session was held after the August 27th meeting to discuss a personnel matter.

After the September 24th meeting was adjourned, an executive session was held to discuss a real-estate matter.

The Board is scheduled to meet on Wednesday, October 22nd, 2025 beginning at 6:00PM.

A motion was made by Mr. Snyder, seconded by Mr. McCloud to adjourn the meeting at 7:10 PM. 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
October 2025

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	22	3	3	0	28
Conoy Township	9	1	6	0	16
Dauphin County - Conewago Township	0	0	2	0	2
Dauphin County - Londonderry Township	0	0	0	0	0
Dauphin County - Other	0	1	2	0	3
East Donegal Township	22	12	21	6	61
East Hempfield Township	0	0	0	0	0
Elizabethtown Borough	57	15	40	19	131
Lebanon County	1	0	0	0	1
Manheim Borough	0	0	0	0	0
Manor Township	1	0	1	0	2
Marietta Borough	12	3	12	0	27
Mount Joy Borough	15	2	8	0	25
Mount Joy Township	55	10	29	2	96
Mountville Borough	0	0	0	0	0
Penn Township	0	0	0	0	0
Rapho Township	10	5	3	0	18
West Donegal Township	63	19	43	0	125
West Hempfield Township	6	0	1	0	7
York County	11	1	1	0	13
Total Dispatches	284	72	172	27	555

Dauphin County - other: Middletown Borough, Royalton Borough

Municipal Emergency Services Authority (MESA)
Agency Incident Breakout
October 2025

Incident Type

Medical	479
Public Service	15
Cardiac Arrest (class 1)	5
Vehicle Accident	30
Fire call	5
Gas leak	0
EMS activity	2
Routine Transport	19

<u>Mututal Aid</u>	<u>Covered</u>	<u>Assisted</u>
Dauphin Medic 4	0	0
Dauphin Medic 7-3 (SCEMS)	3	0
Lancaster EMS (06)	0	1
Lebanon County	0	0
Penn State Life Lion EMS (77/41)	45	2

Receiving Facility

Disposition

Penn Medicine Lancaster General	199	Cancelled	19
Penn State - Hershey	100	DOA	3
Penn State - Lancaster	81	No patient found	39
UPMC - Community Osteopathic	0	Recalled	39
UPMC - Osteo (Harrisburg)	2	Non-Treat/Transport	33
UPMC - Lititz	2	Standby (fire, sporting/ special event)	8
UPMC - Harrisburg	0	Transported	391
UPMC - York Memorial	0	Treat/no transport	0
Wellspan Good Samaritan Hospital	1	Other	23
Wellspan York	3		
Other	0		

Municipal Emergency Services Authority (MESA)
Agency Incident Report
Call Totals by Class
January 1 – October 31, 2025

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	262	22	77	0	361
Conoy Township	111	23	70	1	205
Dauphin County - Conewago Township	14	3	4	0	21
Dauphin County - Londonderry Township	25	7	11	0	43
Dauphin County - Other	5	1	4	1	11
East Donegal Township	295	96	257	47	695
East Hempfield Township	9	2	1	0	12
Elizabethtown Borough	619	155	524	236	1534
Lebanon County	6	1	2	0	9
Manheim Borough	2	0	0	0	2
Manor Township	14	4	4	0	22
Marietta Borough	106	41	117	0	264
Mount Joy Borough	215	22	52	0	289
Mount Joy Township	493	119	346	41	999
Mountville Borough	3	0	1	0	4
Penn Township	4	0	0	0	4
Rapho Township	111	19	31	1	162
West Donegal Township	626	167	480	6	1279
West Hempfield Township	58	11	27	0	96
York County	85	4	14	0	103
Total Dispatches	3063	697	2022	333	6,115

Dauphin Co. "Other" = Middletown Borough, Royalton Borough

Municipal Emergency Services Authority (MESA)
Agency Incident Breakout
January 1 – October 31, 2025

Incident Type

Medical	5,307
Public Service	140
Cardiac Arrest (class 1)	75
Vehicle Accident	244
Fire call	53
Gas leak	0
EMS activity	105
Routine Transport	191

Mutual Aid

Covered

Assisted

Dauphin Medic 4	0	0
Dauphin Medic 7-3 (SCEMS)	39	1
Lancaster EMS (06)	5	1
Lebanon County	1	0
Penn State Life Lion EMS (77/41)	533	89

Receiving Facility

Disposition

Penn Medicine Lancaster General	2,112	Cancelled	301
Penn State - Hershey	1,090	DOA	37
Penn State - Lancaster	905	No patient found	318
UPMC - Osteo (Harrisburg)	11	Non-Treat/Transport	493
UPMC - Lititz	40	Recalled	355
UPMC - Harrisburg	14	Standby (fire, sporting event,	
UPMC - York Memorial	4	special event)	70
Wellspan Ephrata Community Hospital	1	Transported	4,217
Wellspan Good Samaritan Hospital	3	Treat/no transport	19
Wellspan York	26	Other	305
Other	11		

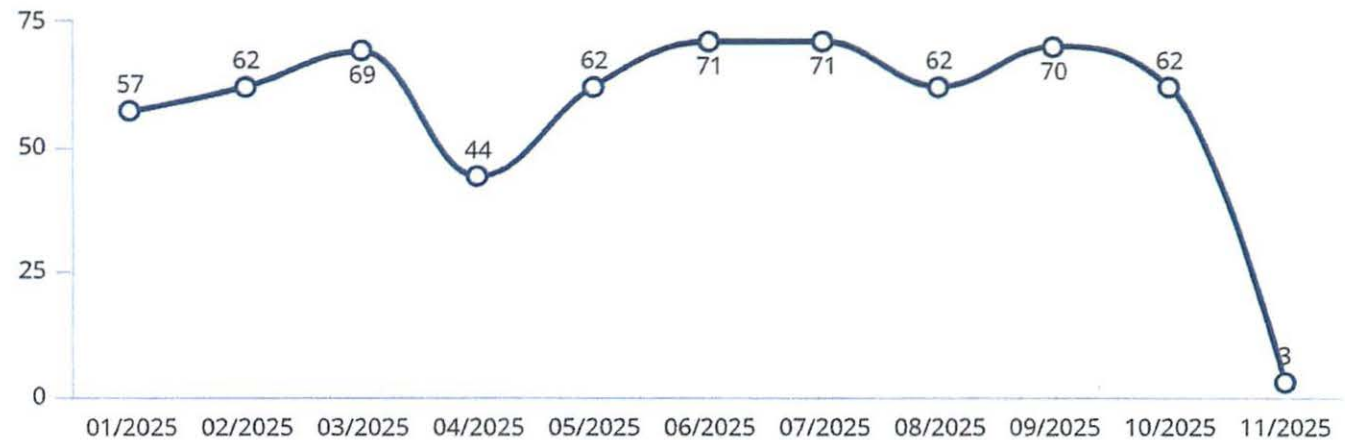
Elizabethtown Fire Department

Monthly Report
October 2025

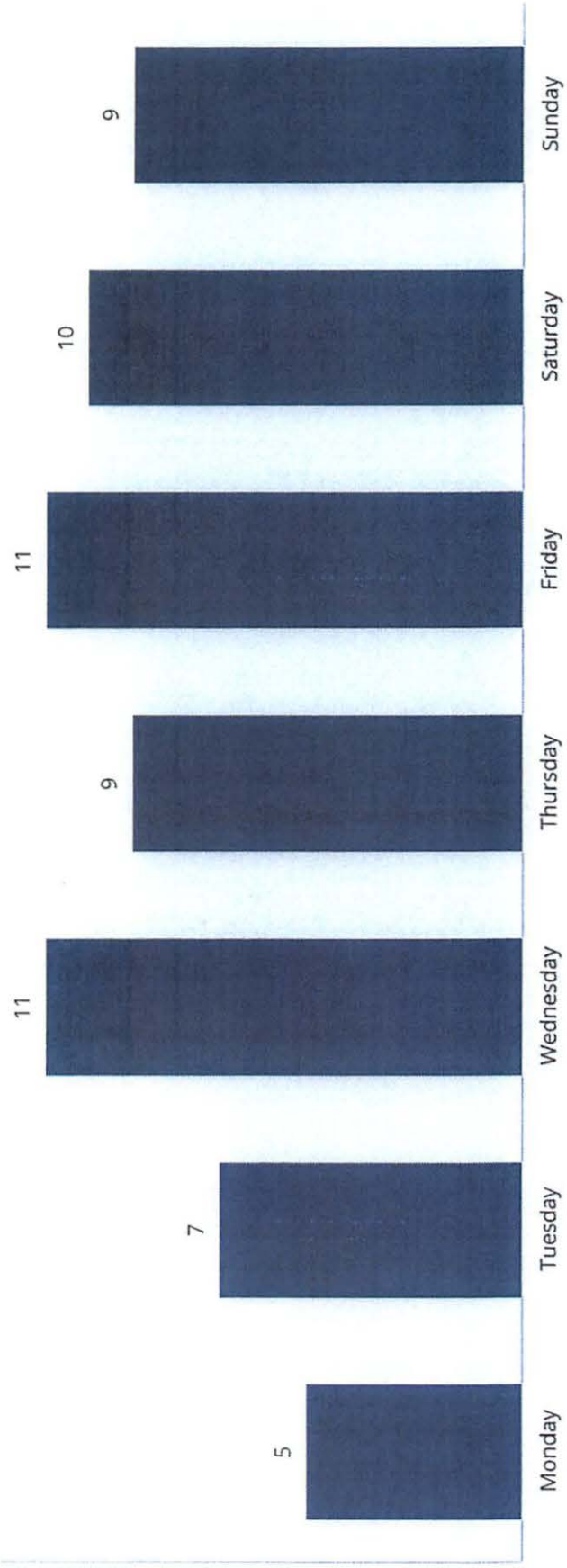
Incident Count this Month

Count of Incidents
62

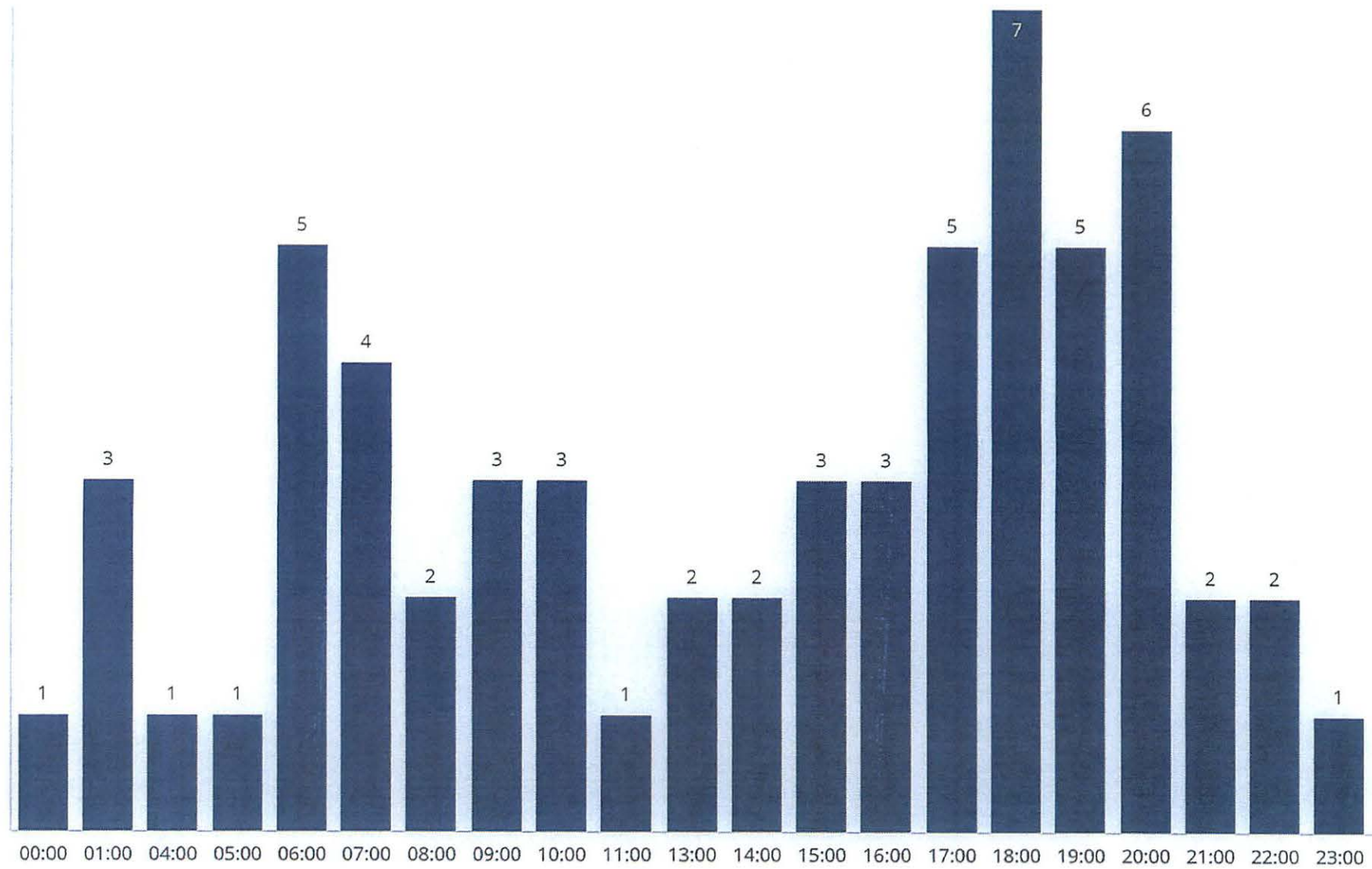
Incident Count by Month (This Year)



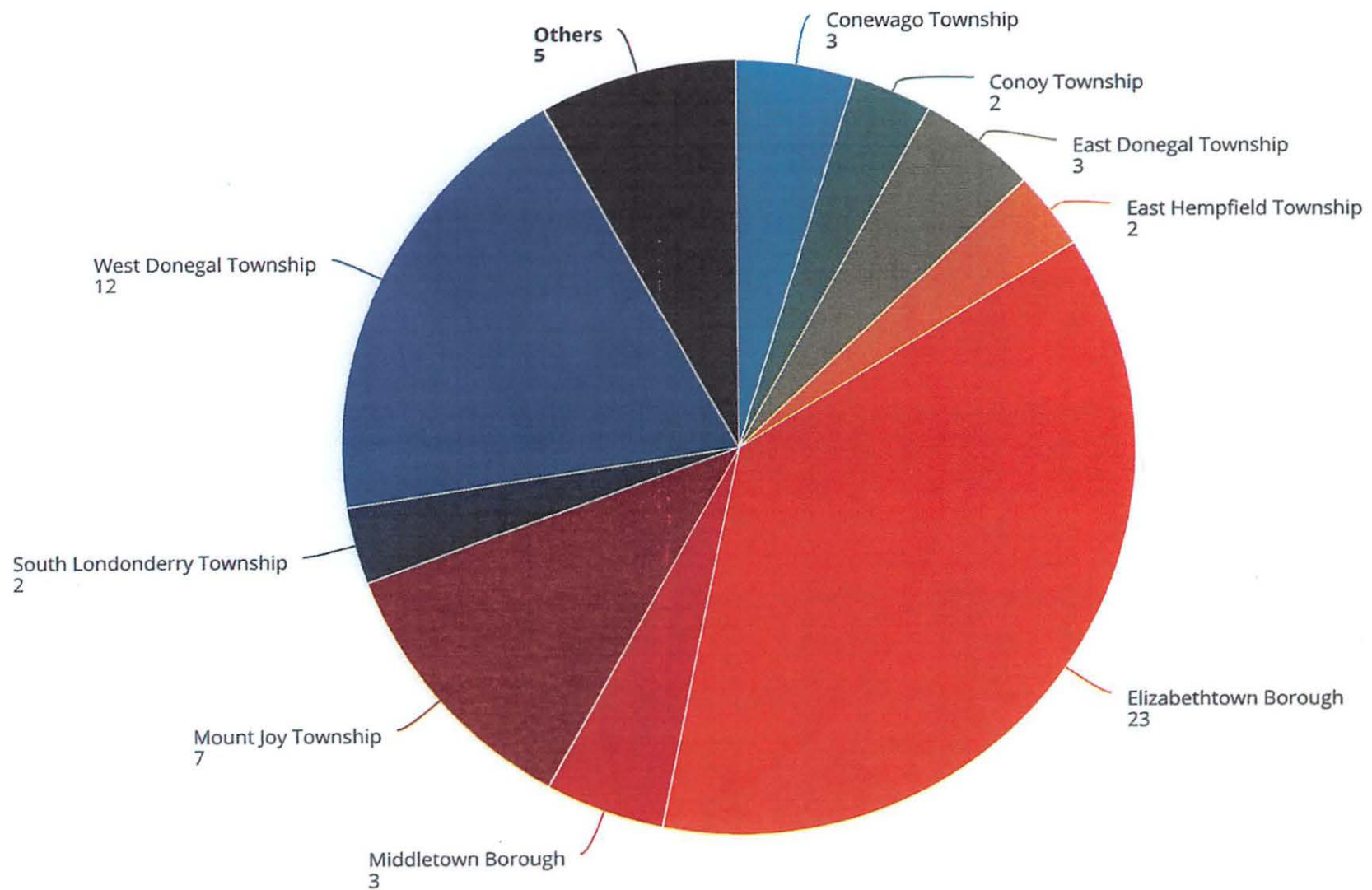
Incident Count by Day of Week



Incident Count by Hour of Day



Incident Responses by District



Incident Responses by Incident Type

Incident Type Group	Incident Type	Incident Number
100 - Fire	Building fire	5
300 - Rescue & EMS	Extrication of victim(s) from vehicle	1
	Medical assist, assist EMS crew	1
	Motor vehicle accident with injuries	3
	Motor vehicle accident with no injuries.	1
	Motor vehicle/pedestrian accident (MV Ped)	1
	Uncon. AED	2
400 - Hazardous Condition	Carbon monoxide incident	1
	Oil or other combustible liquid spill	1
	Power line down	1
	Vehicle accident, general cleanup	1
500 - Service Call	Chiefs Investigation	1
	Cover assignment, standby, moveup	2
	Fire Police	8
	Police matter	1
600 - Good Intent Call	Authorized controlled burning	1
	Dispatched & canceled en route	11
	Failed to Respond - Fire Police	1
	Good intent call, other	4
	Smoke scare, odor of smoke	2
	Steam, vapor, fog or dust thought to be smoke	1
700 - False Alarm	Alarm system activation, no fire - unintentional	2
	Alarm system sounded due to malfunction	3

Incident Responses by Incident Type

Incident Type Group	Incident Type	Incident Number
700 - False Alarm	Carbon monoxide detector activation, no CO	2
	CO detector activation due to malfunction	1
	Detector activation, no fire - unintentional	1
	False alarm or false call, other	1
	Smoke detector activation due to malfunction	2

Incident Responses by Address

District	Location Street Address	Incident Type
Columbia Borough	LANCASTER AVE & S NINTH Street	Fire Police
Conewago Township	1265 MAPLEDALE Road	Authorized controlled burning
	1688 HERSHEY Road	Uncon. AED
	HERSHEY RD & VALLEY RD	Power line down
Conoy Township	213 North FRONT Street	Dispatched & canceled en route
	34 South 2ND Street	Fire Police
East Donegal Township	1800 LANDIS Road	Fire Police
	344 WILD CHERRY Lane	Building fire
	MUSSER RD & GIBBLE RD	Dispatched & canceled en route
East Hempfield Township	101 CHAMP Boulevard	Cover assignment, standby, moveup
Elizabethtown Borough	1 ALPHA Drive	Fire Police
	1312 South MOUNT JOY Street	Medical assist, assist EMS crew
	171 North MOUNT JOY Street	Fire Police
	2 BRIARCLIFF Road	Alarm system sounded due to malfunction
	303 East PARK Street	Police matter
	309 North HOLLY Street	Smoke detector activation due to malfunction
	320 South MARKET Street	Chiefs Investigation
		Good intent call, other
	33 East HIGH Street	Alarm system activation, no fire - unintentional
	346 East PARK Street	Carbon monoxide detector activation, no CO
	517 East HIGH Street	Good intent call, other
	520 SNYDER Avenue	Good intent call, other
	573 East COLLEGE Avenue	CO detector activation due to malfunction
	584 East WILLOW Street	Detector activation, no fire - unintentional

Incident Responses by Address

District	Location Street Address	Incident Type
Elizabethtown Borough	600 East HIGH Street	Fire Police
	800 East HIGH Street	Alarm system sounded due to malfunction
	E HIGH ST & HICKORY LN	Fire Police
	E HIGH ST & S SPRUCE ST	Motor vehicle accident with injuries
	MASONIC DR & W BAINBRIDGE Street	Motor vehicle accident with injuries
	S MARKET ST & E HIGH ST	Motor vehicle/pedestrian accident (MV Ped)
	S SPRUCE ST & E BAINBRIDGE ST	Oil or other combustible liquid spill
	W HIGH ST & S MARKET ST	Dispatched & canceled en route
Londonderry Township	89 ROUTE 283 West	Motor vehicle accident with injuries
Middletown Borough	1 LYNWOOD BLDG	Dispatched & canceled en route
	455 CEDAR Avenue	Building fire
	9 KNOLLWOOD BLDG	Smoke scare, odor of smoke
Mount Joy Borough	512 FLORIN Avenue	Dispatched & canceled en route
Mount Joy Township	1218 MERGANSER Lane	Building fire
	1574 COUNTRY SQUIRE Road	Dispatched & canceled en route
	2199 North MARKET Street	Good intent call, other
	2395 South MARKET Street	Failed to Respond - Fire Police
	804 ROCKWOOD Drive	Carbon monoxide detector activation, no CO
	CAMPUS RD & SHEAFFER Road	Dispatched & canceled en route
	ROUTE 283 W & ROUTE 743	Motor vehicle accident with no injuries.
Rapho Township	2652 PENNSYLVANIA Turnpike East	Dispatched & canceled en route
Royalton Borough	134 RIFE Street	Dispatched & canceled en route
South Londonderry Township	172 North VILLAGE Circle	Building fire
	700 JUBILEE Lane	Building fire

Incident Responses by Address

District	Location Street Address	Incident Type
West Donegal Township	1000 North MARKET Street	Smoke detector activation due to malfunction
	103 ROOSEVELT Drive	Dispatched & canceled en route
	126 VILLAGE GREEN Drive	Dispatched & canceled en route
	1405 ZEAGER Road	Alarm system activation, no fire - unintentional
	1670 North MARKET Street	Extrication of victim(s) from vehicle
	19 WOODVIEW Drive	Uncon. AED
	2006 BAINBRIDGE Road	Vehicle accident, general cleanup
	32 VILLAGE GREEN Drive	Alarm system sounded due to malfunction
	4 OAKBROOK Lane	Smoke scare, odor of smoke
	68 INDUSTRIAL Road	Carbon monoxide incident
	8 OAKBROOK Lane	False alarm or false call, other
	99 INDUSTRIAL Road	Steam, vapor, fog or dust thought to be smoke

Mastersonville Fire Co

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
Direct Public Support				
Contributions	36,911.00	40,000.00	3,089.00	7.72 %
Total Direct Public Support	36,911.00	40,000.00	3,089.00	7.72 %
Government Grants				
State Grants	14,385.41	20,000.00	5,614.59	28.07 %
Total Government Grants	14,385.41	20,000.00	5,614.59	28.07 %
Investments				
Interest-Savings, Short-term CD	975.86	1,500.00	524.14	34.94 %
Total Investments	975.86	1,500.00	524.14	34.94 %
Other Types of Income				
County of Lancaster	560.00	160.00	-400.00	-250.00 %
Miscellaneous Revenue	240.00	1,500.00	1,260.00	84.00 %
Mount Joy Township	36,000.00	36,000.00	0.00	0.00 %
Capital Fund	135,000.00		-135,000.00	
Total Mount Joy Township	171,000.00	36,000.00	-135,000.00	-375.00 %
PA Turnpike	1,200.00		-1,200.00	
Rapho Township				
Capital Fund Building	41,250.00	55,000.00	13,750.00	25.00 %
Operations	104,992.02	139,989.00	34,996.98	25.00 %
Total Rapho Township	146,242.02	194,989.00	48,746.98	25.00 %
Reimbursement	142.66		-142.66	
Total Other Types of Income	319,384.68	232,649.00	-86,735.68	-37.28 %
Program Income				
Membership Dues	261.00	250.00	-11.00	-4.40 %
Total Program Income	261.00	250.00	-11.00	-4.40 %
Special Events Income				
Breakfast	9,858.40	7,500.00	-2,358.40	-31.45 %
Chicken Bar-b-que	12,537.55	13,000.00	462.45	3.56 %
Community Events	500.00		-500.00	
Pig Roast	12,200.00	12,000.00	-200.00	-1.67 %
Reflective Signs	252.35	250.00	-2.35	-0.94 %
T Shirts	990.09	500.00	-490.09	-98.02 %
Total Special Events Income	36,338.39	33,250.00	-3,088.39	-9.29 %
Transfer	75,051.71		-75,051.71	
Total Revenue	\$483,308.05	\$327,649.00	\$ -155,659.05	-47.51 %
GROSS PROFIT	\$483,308.05	\$327,649.00	\$ -155,659.05	-47.51 %
Expenditures				
Administrative				
Advertising Expenses	2,652.57	1,500.00	-1,152.57	-76.84 %
Bank Fees	1.20	1,000.00	998.80	99.88 %

Mastersonville Fire Co

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Fundraiser Expense				
Breakfast	2,418.70	2,000.00	-418.70	-20.94 %
Chicken BBQ	5,239.79	8,000.00	2,760.21	34.50 %
Community Events	217.64	1,000.00	782.36	78.24 %
Pig Roast	680.00	3,500.00	2,820.00	80.57 %
Reflective Sign expense		500.00	500.00	100.00 %
T-shirts/Sweatshirts	3,029.00	2,000.00	-1,029.00	-51.45 %
Total Fundraiser Expense	11,585.13	17,000.00	5,414.87	31.85 %
Insurances	20,048.00	20,000.00	-48.00	-0.24 %
Memberships and Dues	80.00	100.00	20.00	20.00 %
Office Supplies	1,357.11	3,000.00	1,642.89	54.76 %
Postage, Mailing Service	1,839.00	4,500.00	2,661.00	59.13 %
Professional Fees		1,000.00	1,000.00	100.00 %
Accounting Fees	3,417.00	2,500.00	-917.00	-36.68 %
Legal		2,500.00	2,500.00	100.00 %
Total Professional Fees	3,417.00	6,000.00	2,583.00	43.05 %
Technology		600.00	600.00	100.00 %
Technology-IT	5,590.61	10,000.00	4,409.39	44.09 %
Web Site	1,312.98	3,000.00	1,687.02	56.23 %
Total Technology-IT	6,903.59	13,000.00	6,096.41	46.90 %
Total Administrative	47,883.80	66,700.00	18,816.40	28.21 %
Capital Expenses				
State Grants - spent	20,099.32	20,000.00	-99.32	-0.50 %
Total Capital Expenses	20,099.32	20,000.00	-99.32	-0.50 %
Chaplain	844.55	1,500.00	655.45	43.70 %
Criminal Record and Fingerprint		250.00	250.00	100.00 %
Facilities				
Bldg Maintainance	41,832.84	45,000.00	3,167.16	7.04 %
Janitor	3,700.00	4,400.00	700.00	15.91 %
Janitorial Supplies	497.18	1,000.00	502.82	50.28 %
Kitchen Supplies	304.08	1,000.00	695.92	69.59 %
Licenses & Permits	174.30	300.00	125.70	41.90 %
Utilities				
Electric	4,880.60	8,000.00	3,119.40	38.99 %
Propane	4,245.27	6,000.00	1,754.73	29.25 %
Trash Removal	1,344.00	1,800.00	456.00	25.33 %
Utilities/Internet/Phone	3,398.00	5,000.00	1,602.00	32.04 %
Total Utilities	13,867.87	20,800.00	6,932.13	33.33 %
Total Facilities	60,376.27	72,500.00	12,123.73	16.72 %
Facilities and Equipment				
Install Radio	1,575.76		-1,575.76	
Total Facilities and Equipment	1,575.76		-1,575.76	

Mastersonville Fire Co

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Operations				
Apparatus Maintenance	3,221.23	4,500.00	1,278.77	28.42 %
Equipment & Tool Repairs	8.29	500.00	491.71	98.34 %
Equipment / Radio's	29,755.97	20,000.00	-9,755.97	-48.78 %
Fuel	6,064.52	11,000.00	4,935.48	44.87 %
Medical/1st Aid Supplies	3,155.52	3,500.00	344.48	9.84 %
Repairs				
Duty Vehicle		1,500.00	1,500.00	100.00 %
Engine 1	6,306.59	6,000.00	-306.59	-5.11 %
Fire Chief Vehicle	746.21	500.00	-246.21	-49.24 %
QRS		500.00	500.00	100.00 %
Squad's 1-2		2,000.00	2,000.00	100.00 %
TAC 27	165.58	4,000.00	3,834.42	95.86 %
Tanker		10,000.00	10,000.00	100.00 %
Total Repairs	7,218.38	24,500.00	17,281.62	70.54 %
Total Operations	49,423.91	64,000.00	14,576.09	22.78 %
Other Types of Expenses				
Building Committee				
New Building				
KSB-Loan	69,179.30	83,016.00	13,836.70	16.67 %
PHEMA-Loan	22,258.83	24,283.00	2,024.17	8.34 %
Total New Building	91,438.13	107,299.00	15,860.87	14.78 %
Total Building Committee	91,438.13	107,299.00	15,860.87	14.78 %
Total Other Types of Expenses	91,438.13	107,299.00	15,860.87	14.78 %
Recruitment & Retention	9,790.02	10,000.00	209.98	2.10 %
Banquet - Awards	9,139.10	10,000.00	860.90	8.61 %
Total Recruitment & Retention	18,929.12	20,000.00	1,070.88	5.35 %
Relief Purchase	43.68		-43.68	
Rental Income - Fire Hall		600.00	600.00	100.00 %
Travel and Meetings				
Conference, Convention, Meeting		100.00	100.00	100.00 %
General Meeting	552.23	1,500.00	947.77	63.18 %
Refreshments	1,927.01	2,000.00	72.99	3.65 %
Total General Meeting	2,479.24	3,500.00	1,020.76	29.16 %
Travel	19.64		-19.64	
Total Travel and Meetings	2,498.88	3,600.00	1,101.12	30.59 %
Uncategorized Expenses	92.67		-92.67	
Total Expenditures	\$293,205.89	\$356,449.00	\$63,243.11	17.74 %
NET OPERATING REVENUE	\$190,102.16	\$ -28,800.00	\$ -218,902.16	760.08 %
Other Expenditures				
Capital Purchases				

Mastersonville Fire Co

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Grant Capital Purchase - Equip	75,031.71		-75,031.71	
Grant Capital Purchase- Vehicle	200,000.00		-200,000.00	
Total Capital Purchases	275,031.71		-275,031.71	
Reconciliation Discrepancies-1	711.68		-711.68	
Total Other Expenditures	\$275,743.39	\$0.00	\$ -275,743.39	0.00%
NET OTHER REVENUE	\$ -275,743.39	\$0.00	\$275,743.39	0.00%
NET REVENUE	\$ -85,641.23	\$ -28,800.00	\$56,841.23	-197.37 %



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING MINUTES
EAST DONEGAL TOWNSHIP OFFICES
SEPTEMBER 16, 2025 AT 7:00 PM**

BOARD MEMBERS

IN ATTENDANCE:

Howard Kroesen, Chair, Elizabethtown Borough
Delmar Oberholtzer, Treasurer, Mount Joy Township
Jay Hynicker, Elizabethtown Borough
Alissa Eby, Elizabethtown Borough
Jeb Musser, West Donegal Township
Phil Dunn, West Donegal Township
Alan Kaylor, East Donegal Township
Linda Good, East Donegal Township
Adam Reed, Mount Joy Township

BOARD MEMBERS ABSENT:

Michael Brubaker, East Donegal Township
Alexander Shubert, Mount Joy Township
Lindsay Norris, Vice Chair, West Donegal Township

VISITORS IN ATTENDANCE: None.

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 pm.

2. PUBLIC COMMENT

No public comment.

3. Board Minutes

Mr. Kaylor moved to approve the August 19, 2025 Board Minutes. Ms. Good was second. Motion unanimously passed.



4. FINANCIAL REPORT

Mr. Wendel shared the July Financial Report including updates on our current balances. He reported that our Truist and ENB accounts have a total balance of \$1,236,951 as of 9/11/2025.

Mr. Hynicker moved to approve the August 2025 Financial Report. Mr. Kaylor was second. Motion unanimously passed.

Mr. Wendel reported that our 2024 Financial Review will be presented by our accountant at our 10/21/2025 Board Meeting. Additionally, Mr. Wendel presented the proposed 2026 GEARS Operating Budget. The presentation included an overview of our current fund balances, budget impacts including the second floor renovations and our proposed budget. The overview included the following highlights:

Current Fund Balances

- *ENB Checking: \$256,630
- *Truist Checking: \$46,610
- *ENB Money Market: \$906,385
- *CD Bequest: \$23,120
- *CD Legal: \$15,478
- *DCNR \$125,211 (Can only be used for project)

GEARS Reinvestment Fund (Expenses)

- *Shed: \$29,700
- *Gym Floor: \$84,000
- *Second Floor Design Plan: \$50,000
- 9.6% Change from 2024 (\$1,381,343)

Second Floor Renovations

Funding Sources

- *GEARS: \$824,929 (Does not include \$80,000 for Design Plan covered by GEARS)
- *EACSA: \$300,000, DCNR: \$250,000, DCED: \$250,000
- Total Project Cost: \$1,624,929

GEARS Operating Budget

2025 Approved Budget: \$1,997,505

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

2026 Proposed Budget: \$2,097,000

- *Municipal Contribution: \$376,400 (17.95%)
- *Maintenance Fund: \$79,595
- *Contribution Rate Increase: 2.9%

2026 Budget Impacts

- *Medical Insurance Increase: 15.5%
- *Commercial Insurance Increase: 10%
- *PT Admin Assistant (Finance/HR)
- *Janitorial Services
- *Childcare Tuition Increase

Mr. Wendel shared charts showing our budget and contribution rates from the past five years. Although our overall budget has increased annually, municipal contribution rates decreased by about \$10,000 for each municipal partner starting in 2023 when East Donegal Township joined GEARS. 2026 rates are now more reflective of 2022 rates before East Donegal Township joined GEARS showing stability in the contribution rate increases over the past four years.



Mr. Oberholtzer indicated that the budget was reviewed with the Finance and Program Committee's and approved for board consideration.

Mr. Reed moved to approve the 2026 GEARs Operating Budget as presented. Mr. Kaylor was second. Motion unanimously passed.

Mr. Kroesen commented that it was good to meet the directors at the committee meeting.

Mr. Oberholtzer indicated that it was the first time he had met them.

Mr. Wendel discussed with the board that we have two maturing CD's in the coming weeks totaling about \$37,000. If we keep the funds in CD's we limit access as the penalty for early withdrawal is six months of interest. If we transfer to our existing money market account totaling over \$900,000, we can generate more interest and have complete access without penalty. This will be important as we move forward with the second floor renovations. And, we can still take advantage of higher interest at about 3.5%.

Mr. Oberholtzer moved to approve the transfer of two maturing CD's (account #806751 and #806707) to the ENB money market account. Mr. Hynicker was second. Motion unanimously passed.

5. COMMITTEE REPORTS

- **Executive Committee:**

No report.

- **Finance Committee:**

Mr. Oberholtzer moved to approve the 9/11/2025 Finance Committee Minutes. Ms. Good was second. Motion unanimously carried.

- **Personnel Committee:**

No report.

- **Program Committee:**

No report.



- **Facilities Committee:**

No report.

- **Sponsorship Committee:**

No report.

6. EXECUTIVE DIRECTOR REPORT

- **Second Floor Improvements:** Mr. Wendel participated in a conference call with DCNR and our attorney Jeff Shank on 9/15/2025. We discussed our grant application and how to change the grant source from Keystone Recreation, Park and Conservation Fund to the Environmental Stewardship Fund, which is for non-profit organizations. An amendment request was made by Mr. Wendel and submitted to DCNR on 9/16/2025. The change will take place in a few weeks and our funding will not be compromised.

Mr. Reed asked about the Armstrong donation for ceiling tiles and grids.

Mr. Wendel reported that after several conversations with Armstrong, it appears they will not be able to provide a donation of material for our project due to the current economic climate.

- **GEARS Mission Statement:** Mr. Wendel presented the final two mission statement options discussed at our August meeting for review. The board selected the following as our new mission statement: GEARs connects people of all ages through recreation, learning, childcare, senior center services that strengthen the community and the quality of life. Our website, social media and all literature will reflect this change.
- **Recreation:** Mr. Wendel provided a few program highlights and enrollment figures for fall soccer (77 enrolled), fitness classes (284 enrolled), swim lessons (86 enrolled), youth basketball (33 enrolled). Additionally, several testimonials were shared from customers related to their high level of satisfaction towards our programs.
- **Kids Center:** Mr. Wendel reported that enrollment for the 2025-2026 school year currently stands at 152. Upcoming events include our Grandparents Luncheon on 10/26/2025. Board members were encouraged to volunteer.
- **Senior Center:** Mr. Wendel reported that there were 21 service days during the month of August. We averaged 35 seniors a day with a total of 99 different seniors served during the month. Our lunch program served 25 seniors daily and we attracted 5 new seniors during the month. Our Center without Walls Program served 35 seniors. The Garden Club attracted 36 participants while



100 seniors attended the 50 and Up Expo. The September activities calendar and lunch menu was shared with the board. The Senior Center's 40th Anniversary is scheduled on 9/22/2025 from 10:30 am to 1 pm. The board was encouraged to volunteer.

7. BOARD COMMENTS

No Board comments.

8. EXECUTIVE SESSION

None requested.

9. NEXT MEETING

The GEARS Board will meet on Tuesday, October 21 at 7 pm at the Elizabethtown Borough Offices.

10. ADJOURNMENT

Chair Kroesen adjourned the meeting at 8:01 pm

Respectfully submitted,

David A. Wendel

Executive Director

South Penn Code Consultants LLC

Keith J. Hunnings - SEO

1382 Seven Valleys Rd., York, PA 17408

Invoice # 002829

To: Mount Joy Township

Month: Aug. - Sept. 2025

RECEIVED

OCT 17 2025

MOUNT JOY TOWNSHIP

<u>Date</u>	<u>ADDRESS</u>	<u>Description</u>	<u>Total Hrs.</u>	<u>Rate</u>	<u>SEO Fee</u>
07/29/2025		Pre-permit admin. - 2 Quarry Road re: phone & email w/owner re: submitted paperwork to previous SEO. Went over process, application & fees. Set up file as pending	0.25	\$70.00	\$17.50
08/05/2025		Phone w/Allen re: 1056 Bellaire Road - trying to purchase a house that has sewage issues. Questions about replacing it due to the small lot size	0.25	\$70.00	\$17.50
08/15/2025	2 Quarry Rd.	New System - print 2 copies of septic design - check mailed			\$499.50
08/15/2025	120 Quarry Road	New System - paid Twp. 10/3/25 - Permit issued 8/15/25, Interim (#1) 8/18/25, Interim (# 2) 9/4/2025 & Final 9/30/25			\$490.00
08/21/2025		Pre-permit admin. - 2489 Mount Gretna Road re: emailed app and fees to property owner	0.25	\$70.00	\$17.50
08/21/2025		Phone w/Christin Landis re: 243 Boulder Lane - wants to put a new SFD and will need soil testing on property. Emailed fees and soil testing process	0.50	\$70.00	\$35.00
08/21/2025		Email w/ Steve Martin re: 1054 Milton Grove Road - needs septic permit. Discussed property & will need verification of prior testing	0.25	\$70.00	\$17.50
08/26/2025	2489 Mount Gretna Rd.	Verification of prior testing - New System - print 2 copies septic design - Check mailed			\$593.00
08/27/2025		Phone w/Dan Ford re: 1104 Bellaire Rd. - 4th apartment & needing planning	0.25	\$70.00	\$17.50

09/02/2025		1104 Bellaire Rd. - Phone calls & site visit w/Connie Shay to look at property - Twp. requested - email w/Dan Ford re: 1104 Bellaire Rd. sewage issues	2.50	\$70.00	\$175.00
09/05/2025		Phone w/Twp. re: Connie Shay property, Amish School house & vopt for trucking company	0.25	\$70.00	\$17.50
09/15/2025		2528 Mount Pleasant Road re: phone w/Nelson Ziegler & emailed app and fees to contractor per request	0.25	\$70.00	\$17.50
09/16/2025	243 Boulder Lane	Soil Testing - check mailed			\$905.00
09/24/2025	2091 Miton Grove Rd.	Soil Testing - check received at Twp.			\$905.00
09/25/2025	2528 Mount Pleasant Rd.	MRP - check mailed			\$270.00
08/01/2025 - 09/30/2025	583 Trail Road N	Work completed to be billed to applicant by SPCC			
08/01/2025 - 09/30/2025	2489 Mount Gretna Road/Phase II	Phase II project - Work completed to be billed to applicant by SPCC			
08/01/2025 - 09/30/2025		Administration - review timesheets, phone & email log for MJT items - review for any checks collected - prepare for delivery - update check log list	2.5	\$70.00	\$175.00

\$4,170.00

Total due to South Penn Code Consultants LLC = \$ 4,170.00

Thank you, Keith J. Hunnings



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

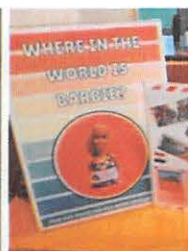
October 2025 - Compiled by Joseph McIlhenney, Executive Director
Contributors: Susan Craine, Laura Bear, Jazmynn Whitney & Kirstin Rhoads

September 1-30, 2025 Statistics	2025	2024	2023	2022	2021
TOTAL CIRCULATION	13,225	13,662	13,570	13,312	12,747
YTD CIRCULATION	128,611	137,698	138,619	138,127	135,611
OVERDRIVE & E-formats	1,126	1,327	1,369	1,425	1,298
NEW PATRONS	73	63	67	84	45
YTD NEW PATRONS	800	774	821	712	506
PATRON COUNT	5,130	5,082	4,870	4,817	3,789
YTD PATRON COUNT	52,325	53,188	54,498	48,146	37,840
PASSPORTS	82	88	67	66	42
YTD PASSPORTS	1,432	958	1,264	785	682
WIFI USERS	468	457	536	326	283
PC USERS	199	217	319	*	267

*error in data

Hoopla!	Sept'25	Aug'25	Jul'25	Jun'25	May'25	Apr'25	Mar'25
Number of Hoopla items used	364	334	371	431	543	592	621

Donations Lobby Books	2025	2024	2023	2022
This Month	\$831.78	\$717.34	\$968.50	789.10
YTD	\$7,929.03	\$8,718.08	\$9,059.72	7,761.09



PROGRAMMING & CLUBS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	3	40	25	425
Club Meetings/Participants	9	80	71	550
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	20	393	200	4,849
Off-Site Programs	7	382	52	3,027
Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	65.75	555.73		

Joseph

- Visited Members1st Credit Union and Northwest Bank -- Sept 3
- Attended Mount Joy Borough Council Meeting -- Sept 8
- Attended Friends Group Meeting -- Sept 8
- Attended Mount Joy Area Chamber meeting -- Sept 10
- Met with Paul Gardner, Buch Funeral Home, Bookpage donation -- Sept 10
- Met with Heather Strunk and Brenda Keller from Janus School to discuss partnerships - Sept 15
- Met with two Handyman services about small jobs - Sept 29
- A significant amount of time spent on moving staff workspaces



Community/Service Point (Susan)

- Attended STIG via ZOOM
- Weed collection to ensure space for new items
- Rework service desk schedule to ensure Children's programs and include Megan

Youth Services (Laura)

Our first month without Miss Jan had new programs and some new program times. When we had a question Jan was always more than happy to support. We're so very lucky to have her!

- Miss Alyssa and Miss Katelyn have really stepped up to run the programs in the library. It is well attended each week with 30-40 people. **Miss Alyssa has renamed "Adventures with Baby" to "Wiggle and Giggle Story Time"**. It averages about 15-20 each week. Miss Katelyn has a monthly **"Craft Night with Katelyn"** the first Tuesday of every month. Miss Alyssa has a love for trivia and does a **monthly Trivia night** on the third Tuesday of every month. There are books given away as prizes for trivia: 4 valued at \$5 each and 4 valued at \$7 each.
- **LEGO Challenge** is enjoyed by families, and their creations are on display in the library.
- Miss Jan's tradition of a monthly **"Fun Fort Friday"** will continue.
- Miss Katelyn and Miss Alyssa offer a **Family Story Time** and a **Wiggle and Giggle Story Time on Saturdays** now.
- Miss Jan still supports the library by going to **read to kindergarteners at DPS!** She had story time with 213 on September 29th!
- Rachel Gable put together a **Teen Survey** for our Teen Zone.

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - Oct Enews: sent to 4,025 contacts; 1884 opens (48%), 120 clicks (3%)
 - Looking into bounced emails to verify correct email addresses

- **SOCIAL MEDIA:**
 - Facebook – Total Page Followers 3,178 (12 new, 6 unfollow); 57.5 views; 18.1K reached; Content Interactions 1K; 5 unfollows. Link clicks 43; Page Visits 2.4K; 37 posts
 - Instagram – 1,402 followers (9 new); 18.8K views; 1.5K reach; 341 content interactions; 324 profile visits, 32 posts
 - Post at least once a day on both platforms.
 - 2 PRESS RELEASE - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
 - 3,422 total sessions, highest view counts: 240 sessions of Passports; 98 visits to Children & Family; 51 Adult Page; 35 Library News; 45 Contact Us
- **GOOGLE**
 - 868 website clicks made from Business Profile, 1,365 Business Profile Interactions, 134 calls.
- **FOOD TRUCKS**
 - W Donuts truck will be here the first Thursday of the month to the end of the year.
- **BOOK SALES**
 - Lobby Books: Earned \$831.78
 - Pango Books: 6 books sold in September = \$36
 - eBay Books: Listed 60, sold 40 = \$1,038.20
- **MISC**
 - Emptied book donation shed, gathered books for sale in lobby.
 - Spoke to Nicole about having a box for **Gregory Frey Memorial Coat Drive**
 - Cleaned out old office of all books and organized supply in “Board Room”

Volunteers/Programming/Fundraising (Jazmynn)

- **ExtraGive**
 - Page is set up and ready to go
 - Kirstin will be working on advertising
 - An ExtraGive page on MSL’s website coming soon
- **#GivingTuesday 2025**
 - Started the process to participate in GivingTuesday
- **Annual Appeal 2025**
 - Need to decide on a target date for next year’s letters
- **BookPage 2025 Annual Donation**
 - Paul Gardner of Buch Funeral Homes donated \$450 to sponsor the monthly BookPage
- **Volunteers**
 - Total hours in September: 65.75 hours
 - Onboarded 2 teen volunteers in September
- **Programs (3 programs; 50 total attendees)**
 - Learn to Waltz, led by Jazmynn and her husband, Harrison Whitney, 17 attendees
 - Adult Book Bingo, led by the Friends Group, 5 attendees
 - Make-It Monday: Bookish Earrings, Led by Jazmynn, 18 attendees
- **Clubs**
 - 9 clubs met in September, with total attendance of 80.
- **Adult Summer Reading Program**
 - Wrapped up on September 2nd, 147 prize entries



Patricia Bailey

From: Joseph McIlhenney <jmcllhenney@mslibrary.org>
Sent: Monday, October 20, 2025 12:51 PM
To: Patricia Bailey
Subject: Milanof-Schock Library Municipal Report for October 2025
Attachments: MSL Municipal Oct 2025 Report jmc.pdf

Good afternoon Pat

Attached please find the Milanof-Schock Library Municipal Report for October 2025.

Let me share a couple stats with you -- MSL is on pace to circulate around 180,000 books and DVDs this year -- that's enough to fill 6 U-Haul trucks. By the end of the year more than 1,000 people will have signed up for a new library card, and 1,500 people will have visited MSL for Passport Services. Attendance at Children's Programs is going to be over 5,000 this year. I could go on and on.

The work at Milanof-Schock Library could not happen without the support of Mount Joy Township and the community we serve.

Thank You!

Joseph

Joseph McIlhenney
Executive Director, Milanof-Schock Library
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