



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

Township Manager Monthly Report September 2023/October 2023

Stormwater Management Program (MS4)

- MS4 Annual Report submitted electronically prior to September 30th deadline
- Finalized draft of Township's Operation & Maintenance Manual (MCM #6)
- Hosted Chiques Creek Partners semi-annual meeting on October 4th; involved local municipalities and state agencies regarding progress and efforts with watershed improvements

Regional Comprehensive Plan Update Committee

- Session #4 held on September 21st
- Forwarded notes to form a scope of work for MJT-specific strategic plan to committee; will be included in proposed budget for 2024
- Still awaiting coordination of regional public meeting in late October/November

Budget Process

- Assisting Sherri in budget preparation
- Coordinating road project and road machinery budgets for 2024 with Ken
- Receiving new budget numbers from vendors and area organizations

Misc

- Buildout of new permitting system ongoing – back office testing underway, updating in-house GIS capabilities to better maintain our property databases
- Campus Road roundabout – technical coordination meeting held on October 10th; agreements being finalized and forwarded to Josele for review
- Township Manager search – conducted 10 phone interviews, forwarded resumes and interview summaries to BOS to set up in-person interviews



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October 3, 2023

To: Mt. Joy Township Board of Supervisors
From: Daniel Ford- Code Compliance Official / Assistant Zoning Officer
Re: Monthly Report for September 2023

Dear Board Members:

19 rental properties were inspected in September.

Complaints and concerns:

- Report of unattended burning at 429 Mount Gretna Rd. Advised property owner of the ordinance.
- Letter to 1536 Cloverleaf Rd about an unmaintained swimming pool causing a hazard.
- Violation Notice to the owner of 411 Hershey Rd for Weeds, an unregistered vehicle and rubbish. Vehicle and rubbish removed.
- Magistrate hearing for accumulation of rubbish at 2355 Ridge Rd. Found guilty. (on-going issue)
- Met with Gary from Garys Garage about the condition of the property and multiple zoning violations. He agreed to start clearing out junked vehicles. (complaints)
- Letter to owner of 1913 Creek Rd about tall grass/ weeds. Grass cut. (ongoing/ annual issue)
- Letter to 1006 Hershey Rd about multiple unregistered/ uninspected vehicles. (complaint)
- Letter to 517 Aberdeen Rd for an uninspected vehicle. Vehicle removed.
- Letter to 2129 Cloverleaf Rd about renting without the required license and inspection.
- Letter to the owner of 901 N Hanover for failure to obtain a rental license. The license was revoked in May for not passing property maintenance and UCC inspections.

Completed final zoning inspections for building permits.



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PUBLIC WORKS DEPARTMENT OCTOBER 2023

COMPLETED:

- Base repairs
- Road bank mowing
- Guide rail spraying
- PA1 calls
- Picked up fall supply of yard waste bags
- Installed signs in park

FUTURE:

- Base repairs
- Shoulder restoration
- Trail N widening

***Road bank mowing is being done as a train with the use of Conewago Twp's boom mower, our road bank mower and our pull behind broom.

-Our base repair projects have been halted due to one of the crew being off from an injury suffered while on a fire call last month, another crew member was out for over a week for covid.

MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 9/1/2023 - 9/30/2023**Zoning Officers Report**

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
RoadOcc						
Cable						
Active						
230054	9/8/2023	SUKENIK ROBERT A & DENISE M Cable	2339 ANDREW AVE	4610576700000	\$0.00	\$50.00
Total Cable 1					\$0.00	\$50.00
Fiber Cable						
Active						
230052	9/5/2023	ROMAN CATHOLIC DIOCESE OF HARR Fiber Cable	904 MILL RD	4606010000000	\$0.00	\$70.00
230053	9/5/2023	FERRIS TODD P Fiber Cable	82 OLD ENGLISH LN	4608579400000	\$0.00	\$150.00
230056	9/28/2023	SHANK MICHAEL Fiber Cable	73 CREEK RD	4600973900000	\$0.00	\$180.00
Total Fiber Cable 3					\$0.00	\$400.00
Sidewalk						
Active						
230055	9/21/2023	HANECAK TALMA ANN Sidewalks Repair/Replace	327 DEERFIELD DR	4619348500000	\$0.00	\$50.00
Total Sidewalk 1					\$0.00	\$50.00
Total RoadOcc 5					\$0.00	\$500.00
StormWater						
Exemption						
Active						
230053	9/7/2023	BAILEY DONALD G & PATRICIA J Patio Extension	1865 RIDGE RD	4607598000000	\$0.00	\$50.00
230055	9/11/2023	ABEL PATRICK R Shed	2109 ANDREW AVE	4601516100000	\$0.00	\$50.00
230057	9/15/2023	MOZDYNIWICZ EDWARD II Patio	2232 RISSERMILL RD	4614434800000	\$0.00	\$50.00
230041	9/15/2023	MCGUIRT WILLIAM G & DONNA Kitchen Addition / Screened-In Porch	1926 MOUNT PLEASANT RD	4613185700000	\$0.00	\$50.00
230054	9/20/2023	KITCHEN ADAM M Patio	72 WATERFOWL WAY	4605163400000	\$0.00	\$50.00
230058	9/21/2023	FRANZE BRUCE P Shed	1715 CAMPUS RD	4604694800000	\$0.00	\$50.00
230060	9/22/2023	BUSHONG THEODORE M Patio	66 OLD ENGLISH LN	4606052200000	\$0.00	\$50.00
230056	9/26/2023	RICE GEORGE E Addition	201 ORCHARD RD	4618660900000	\$0.00	\$50.00
Total Exemption 8					\$0.00	\$400.00
Total StormWater 8					\$0.00	\$400.00
Use						
Fireworks						
Active						
230016	9/13/2023	Crowe Brian & Lucinda Fireworks - Professional Display	902 SUNNYBURN RD LT 2	4608900500000	\$0.00	\$10.00
230017	9/18/2023	PLEASANT ACRES REAL ESTATE LP Fireworks - Professional Display	338 SUNNYBURN RD	4607017400000	\$0.00	\$10.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Use						
Fireworks						
Total Fireworks 2					\$0.00	\$20.00
Gaming Machines						
Active						
230015	9/7/2023	RHEEMS RETAIL CENTER LLC Amusement Arcade	2046 W MAIN ST	4610286700000	\$0.00	\$10.00
Total Gaming Machines 1					\$0.00	\$10.00
Total Use 3					\$0.00	\$30.00
Zoning						
Addition						
Active						
230133	9/6/2023	EMLET SCOTT A JR Addition	901 MILL RD	4604041400000	\$125,000.00	\$859.00
230100	9/15/2023	MCGUIRT WILLIAM G & DONNA Kitchen Additon / Screened-in Porch	1926 MOUNT PLEASANT RD	4613185700000	\$187,000.00	\$1,231.00
230152	9/26/2023	RICE GEORGE E Addition	201 ORCHARD RD	4618660900000	\$109,000.00	\$763.00
Total Addition 3					\$421,000.00	\$2,853.00
Alterations						
Active						
230132	9/6/2023	STADDEN KENNETH C & MARY RANKIN Alterations	316 HILL ST	4614836600000	\$30,500.00	\$295.00
230151	9/26/2023	LONNY RAY TYRONE REVOCABLE TRUST Alterations	1128 RIDGE RD	4607420800000	\$60,000.00	\$469.00
Total Alterations 2					\$90,500.00	\$764.00
Deck						
Active						
230144	9/19/2023	MINNECI TAMI F deck	9 BROOKFIELD DR	4605647400000	\$48,795.00	\$403.00
Total Deck 1					\$48,795.00	\$403.00
Fence						
Active						
230146	9/7/2023	SNADER SCOTT L Fence	2074 RISSERMILL RD	4615413100000	\$600.00	\$50.00
Total Fence 1					\$600.00	\$50.00
Finish Basement						
Active						
230135	9/6/2023	INTEGRITY FIRST HOME BUYERS LLC Finish basement	1795 CAMPUS RD	4602608500000	\$15,000.00	\$184.00
Total Finish Basement 1					\$15,000.00	\$184.00
High Tunnel						
Active						
230148	9/8/2023	FULLERTON PHILIP E & SHARON L Hoop House	130 OBERHOLTZER RD	4606119900000	\$22,000.00	\$183.00
Total High Tunnel 1					\$22,000.00	\$183.00
Patio						
Active						
230142	9/7/2023	BAILEY DONALD G & PATRICIA J Patto Extension	1865 RIDGE RD	4607598000000	\$1,000.00	\$50.00
230153	9/15/2023	MOZDYNIEWICZ EDWARD II Patio & Steps	2232 RISSERMILL RD	4614434800000	\$7,950.00	\$85.00
230145	9/20/2023	KITCHEN ADAM M Patio / Hot Tub	72 WATERFOWL WAY	4605163400000	\$2,000.00	\$100.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
Patio						
Active						
230156	9/22/2023	BUSHONG THEODORE M Patio	66 OLD ENGLISH LN	4606052200000	\$30,000.00	\$239.00
Total Patio 4					\$40,950.00	\$474.00
Renewal						
Active						
230158	9/27/2023	COCKER DON & TRACY Renewal	493 OLD HERSHEY RD	4609649000000	\$0.00	\$50.00
Total Renewal 1					\$0.00	\$50.00
Screened-In Porch						
Active						
230141	9/6/2023	MARTIN BLAKE R & DIANA L Screened-In Porch	2372 RIDGE RD	4607951200000	\$67,000.00	\$511.00
Total Screened-In Porch 1					\$67,000.00	\$511.00
SFD						
Active						
230137	9/6/2023	LANCASTER CO VO-TECH SCH AUT 2-story single family dwelling	301 FAIRVIEW RD		\$300,000.00	\$1,909.00
Total SFD 1					\$300,000.00	\$1,909.00
Shed						
Active						
230147	9/8/2023	BARLEY RICHARD O Shed	2017 SHEAFFER RD	4600286900000	\$5,443.00	\$71.00
230149	9/11/2023	ABEL PATRICK R Shed	2109 ANDREW AVE	4601516100000	\$4,500.00	\$64.00
Total Shed 2					\$9,943.00	\$135.00
Shed & Fence						
Active						
230154	9/21/2023	FRANZE BRUCE P Shed & Fence	1715 CAMPUS RD	4604694800000	\$5,000.00	\$64.00
Total Shed & Fence 1					\$5,000.00	\$64.00
Solar						
Active						
230134	9/20/2023	BRUBAKER ROBERT L JR Solar roof mounted	2205 CAMP RD	4609212200000	\$250,700.00	\$1,615.00
230143	9/21/2023	CARLSON PAMELA K Solar roof mounted	2296 MOUNT PLEASANT RD	4610280500000	\$0.00	\$325.00
Total Solar 2					\$250,700.00	\$1,940.00
Sunroom						
Active						
230150	9/20/2023	CARR TRANG DUONG Sunroom	855 WESTBROOKE DR	4600094500000	\$46,000.00	\$3,400.00
Total Sunroom 1					\$46,000.00	\$3,400.00
Total Zoning 22					\$1,317,488.00	\$12,920.00
Total Permits: 38					\$1,317,488.00	\$13,850.00



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Minutes of the Regular Meeting of the Mount Joy Township Planning Commission Held on August 28, 2023

1. Chairman Rodney Boll 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. — Absent

Other Township Representatives Present: Justin S. Evans, Township Manager/Zoning Officer; Ben Craddock, Lancaster Civil Engineering (Township Engineer)

4. Public Comment: NONE
5. Consent Calendar:
 - a. Approve and ratify the minutes of the July 24, 2023 meeting
 - b. Accept the withdrawal of the Final Land Development Plan application for 283 Commerce Center – Building #1 (23-02-PLDP)
 - c. Accept additional time in which to take action on the Preliminary/Final Lot Consolidation and Land Development Plan for General RV Center (#22-13-FLDP); new deadline is October 24, 2023

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

6. Old Business:
 - a. Preliminary/Final Lot Consolidation and Land Development Plan for General RV Center (#22-13-FLDP) – Proposal to consolidate five tax parcels totaling 45.62 acres for use by a recreational vehicle sales and service business in the MU – Mixed Use District. Special exception approval was granted to expand the facility onto an undeveloped parcel for use as an inventory display lot. The site has primary access from Merts Drive and Cloverleaf Road, as well as a secondary/emergency access at the terminus of Merts Drive (to be renamed Eagle Parkway).

Greg Holtzman of BL Companies presented the plan to the Commission along with Kevin Schonscheck representing the applicant. Mr. Holtzman gave a brief overview of the project, including work done on the site to date. Some demolition has been performed and the tract formerly proposed to be Featherton Crossing Phase 5 was obtained for the inventory lot. A road vacation agreement is being executed to facilitate a small portion of eastern Merts Drive being added to the site. The agreement covers lost liquid fuel revenue and maintenance of the road. Mr. Boll expressed concern with not having an adequate turnaround for larger vehicles if the cul-de-sac is being eliminated.

The plan proposes 459 RV inventory spaces on the western portion of the site. Part of this lot will be paved, the other will be compacted stone that can be converted to pavement when needed. The facility accommodates both RV sales and RV service uses. An NPDES Individual Permit is required to develop the site due to wetlands and water resources present. Special consideration is required to maintain pre-development flow to the wetlands. Mr. McKinne questioned whether the project would create flooding issues to the tributary, however, Mr. Holtzman stated that the stormwater management plan will direct more runoff below ground.

A pickup truck turning template was provided to show that these movements can be made successfully around the northeast parking lot. This should satisfy the corresponding comment in the review letter. A 36' wide road section for Merts Drive is provided between the hotel driveway and gate to the facility for access to the snow stockpile area and to enable a turnaround.

Waiver requests were discussed. A 6" curb reveal was proposed to match the existing site features, as opposed to the 8" requirement. Since customers will be transported around the site and to the inventory lot via golf cart, sidewalks along the access drives are not necessary. A traffic impact study is not warranted since there will be no net increase in traffic compared to the former use. Additionally, stormwater dewatering relief is needed due to water resource considerations and NPDES requirements.

A discussion took place regarding the gated entrance to western Merts Drive (Eagle Parkway). Customers will not be allowed to enter or leave the site from there. However, it could be used by employees and for emergency access. Ultimately, they wish to have up to 100 employees working on staggered shifts. The planned use for this gated entrance is generally consistent with the applicant's Zoning Hearing Board testimony. The site is being combined into a single lot for compliance with lot coverage, working around sensitive features, and a holistic site design compared to the current individual lot configuration.

A motion was made by Gerald Cole and seconded by Michael McKinne to grant waivers of Chapter 119 of the Code of Ordinances of the Township of Mount Joy, i.e. the Mount Joy Township Subdivision and Land Development Ordinance as follows:

- (1) §119-32.C(2) – traffic impact study
- (2) §119-51.A(3) & §119-52.A – Official Map [approved 12/28/2022]
- (3) §119-52.M(5) – circular turnaround
- (4) §119-52.S(3)(f) – horizontal curve radius for access drives
- (5) §119-53.B(1) & §119-53.B(2) – sidewalks
- (6) §119-53.C(2)(a) – 8" concrete curb reveal
- (7) §113-31.L(1) – depth to limiting zone
- (8) §113-37.B(3)(d) – non-woven geotextile bottom of stormwater basin (subject to PaDEP approval; per manufacturer's specifications)

And having granted such waivers, grant approval of the Preliminary/Final Lot Consolidation and Land Development Plan for General RV Center (the "Plan") prepared by BL Companies, dated November 11, 2022, subject to the following conditions:

1. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Engineer's review letter dated August 24, 2023.
2. To the extent not otherwise provided in these conditions, Applicant shall address the comments of the Township Solicitor's review letter dated November 29, 2022, and any subsequent review comments issued by the Township Solicitor.
3. Applicant shall address and comply with all conditions contained in the Mount Joy Township Zoning Hearing Board (MJTZHB) decision dated August 8, 2022.

4. Applicant shall submit a fully executed Storm Water Management Agreement and Declaration of Easement, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
5. Applicant shall submit a fully executed agreement for the permanent maintenance of the wetland areas and riparian corridor, which shall be acceptable to the Township Solicitor and in recordable form. The Agreement, fully executed, shall be submitted and approved prior to the release of the final plan for recording.
6. Applicant shall record a deed with a perimeter legal description within 30 days after the plan is released for recording. Mount Joy Township reserves the right to not issue permits to allow construction of any building or addition to an existing building until provided with proof that the deed with perimeter legal description has been recorded.
7. Applicant shall submit a fully executed Land Development Agreement, which shall be acceptable to the Township Solicitor. Said Agreement shall be submitted and approved prior to the release of the final plan for recording.
8. Applicant shall submit financial security to guarantee the proper installation of all improvements associated with this land development project prior to the release of the final plan for recording and shall be in a form acceptable to the Township Solicitor. The amount of said financial security shall be in the amount consistent with the construction cost opinion approved by the Township Engineer.
9. Applicant shall apply for and obtain all necessary permits prior to commencing any construction activities.
10. Applicant shall reimburse the Township for all reasonable engineering and legal fees incurred in the review of plans under the Subdivision and Land Development Ordinance, Storm Water Management Ordinance, and other governing ordinances; review or preparation of documentation required in connection with the development; review and approval of financial security and other documentation; inspection of improvements; and for other costs as set forth in these Conditions within 30 days after receipt of an invoice for such fees. If Applicant fails to pay such costs within 30 days after the date of a written invoice for such costs, Applicant shall be in violation of this Condition.

All members present voted in favor of the motion.

7. New Business:

- a. Land Development Plan Waiver for 1267 Risser Mill Road/Jay Garman (#23-11-WAIV) – Proposal to construct a 9,600-sf. barn as part of a farm-related business at 1267 Risser Mill Road. A zoning hearing is scheduled for September 6, 2023 to hear the special exception application for the business.

Landowner Jay Garman and John Williamson of TeamAg presented the waiver request. Mr. McKinne asked about demands for on-lot water and sewer. Will the proposed driveway location impact the Township's headwall and storm sewer pipe under Rissermill Road? He also expressed concerns with the proposed farm-related business turning into a different type of business.

Mr. Garman stated that one tractor trailer is expected in and out of the site on a typical day. The mobile grinding business equipment is used seasonally and at different frequencies depending on the time of year. Cleaning and repair of the business equipment would take place in the proposed pole building. Mr. McKinne asked how the wash water would be handled. This is an issue with another operation on Grandview Road that the applicant's brother runs. Mr. Garman intends to store trucks and equipment indoors, including three trucks and grinding rigs. Part of the building will be used for hay storage.

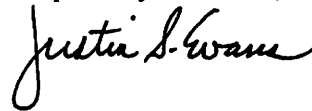
The Commission was concerned with the scope of the proposed business expanding beyond the stated intent. A full land development plan will address water, sewer, wash water, and truck volume associated

with the operation. Mr. Oberholtzer did not want to see this become a truck repair garage for the general public. Additionally, it was noted that Mr. Garman's family has multiple businesses and other trucks associated with them. Will all of those trucks be sent to this site for repair? That could create issues with the surrounding property owners. Mr. Garman stated that his father is looking to build a commercial garage on his property elsewhere to maintain those other businesses' fleets.

A motion was made by Gerald Cole and seconded by Michael McKinne to deny the land development plan waiver request. All members present voted in favor of the motion.

8. Initial View: NONE
9. Correspondence: NONE
10. Other Business: NONE
11. The next regular meeting of the Mount Joy Township Planning Commission is scheduled to be held on **Monday, September 25, 2023** beginning at 7:00 P.M.
12. A motion was made by Gerald Cole and seconded by Kevin Baker to adjourn the meeting at 8:45 p.m. All members present voted in favor of the motion.

Respectfully Submitted,

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

Justin S. Evans
Township Manager/Zoning Officer



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Minutes of a Special Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, July 26, 2023

1. Chairman Gregory R. Hitz, Sr. called the meeting to order at 6:00 P.M. in the Elizabethtown Area Middle School Auditorium at 600 East High Street, Elizabethtown, PA 17022.
2. Meeting Attendance:
 - Members Present: James E. Hershey, Gregory R. Hitz, Sr., and Robert F. Newton, Jr.
 - Members Absent: None
 - Alternate Member Present: Roni K. Clark
 - Township Representatives: Josele Cleary, Esq., Township Solicitor and Justin S. Evans, Township Manager/Zoning Officer
 - Lancaster County Court Reporter: Ray Danyo
 - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
3. A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to approve and ratify the minutes of the June 7, 2023 and June 20, 2023 meetings. All members present voted in favor of the motion.
4. Render a decision on the following case:
Zoning Case #230006: [Hearings held May 3, 2023 and June 20, 2023]
 - a. Applicant/Landowner: David E. Glick
 - b. Property Location: 2233 Cloverleaf Road, Elizabethtown, PA 17022; Tax Parcel ID #461-29803-0-0000
 - c. Zoning District: A – Agricultural District
 - d. Variance Request:
 - 1) Chapter 135, Article XXII, §135-212.A(1) regarding the minimum setback for a poultry barn to an existing dwelling unit

Solicitor Henry gave a brief background of the case and prior hearings, noting that a written decision was prepared for the Board after consulting with each member individually.

Mr. Newton stated that the testimony shows that the applicant satisfied all of the criteria requirements for a de minimus dimensional variance of a reduced setback for a poultry house. Furthermore, an opponent to the application testified and agreed that moving the barn an additional 60 feet to the east would not change the situation.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to grant approval of the requested variance of §135-212.A(1). All members present voted in favor of the motion.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to accept the written decision for the case. All members present voted in favor of the motion.

5. Zoning Case #230003: [Hearing continued from June 7, 2023]

- a. Applicant/Landowner: Elizabethtown Mount Joy Associates, L.P. (a.k.a. Elizabethtown Associates, Inc. and Elizabethtown Associates)
- b. Property Location: Generally located at the northeast corner of the intersection of Cloverleaf Road and West Main Street, consisting of the following two tax parcels:
 - 1) A parcel fronting upon Cloverleaf Road, Mount Joy, PA 17552; Tax Parcel ID #461-00486-0-0000
 - 2) A parcel fronting upon W. Main Street and Cloverleaf Road, Mount Joy, PA 17552; Tax Parcel ID #461-82176-0-0000
- c. Zoning District: C-1 – Limited Commercial District
- d. Variance Requests:
 - 1) Chapter 135, Article XIII, §135-122 to permit a shopping center in the C-1 District
 - 2) Chapter 135, Article XIII, §135-122 to permit vehicular fuel pumps in the C-1 District
 - 3) Chapter 135, Article XXII, §135-256.A(1) to permit a shopping center in excess of 50,000 sf. in the C-1 District
 - 4) Chapter 135, Article XXII, §135-256.A(3) to permit vehicular fuel pumps in the C-1 District

Solicitor Henry provided a procedural briefing for the continued case. The hearing resumed from the June 7, 2023 meeting with Attorney Craig (Rob) Lewis and witness Brian Seidel providing testimony.

- 135-256.B: Buffer and landscaping requirements – The plan complies with the provisions of this section, although the buffer requirements for a shopping center adjacent to a residential district are not applicable. The landscaping plan is found in Exhibit A-9.
- 135-256.C: Traffic control, access and study requirements – Most of this section was discussed with Mr. Creasy at the previous meeting. The subject property is adjacent to a collector or arterial road and will be served by at least two points of access. A bus shelter is proposed in the application and preliminarily approved by the Southcentral Transit Authority. Exhibit A-11 depicts these improvements. The project satisfies the park-and-ride requirement since it is located within one mile of the Route 283 interchange. Pedestrian corridors are shown on the plans in front of and adjacent to the proposed buildings. Sidewalks are shown along the access drives and parking areas.
- 135-236.D: Building design and architectural considerations – The application addresses these criteria and complies with the code provisions as shown on Exhibits A-13, A-14, and A-15. Architectural renderings depict the elevations of the in-line shopping center and two individual tenants.
- Mr. Seidel spoke to the planning perspective on transportation improvements and the Township's Act 209 Traffic Impact Fee program. Act 209 enables municipalities to collect fees from developers for traffic improvements beyond the scope of an individual project. The land use assumptions component identifies future growth of the Township and the resultant vehicle trips. This project would be subject to Mount Joy Township's Impact Fee program. Existing problems including congestion on Cloverleaf Road and traffic affecting local neighborhoods can be addressed with these fees. The Norlanco Drive extension is part of implementing the Act 209 and other plans.
- Granting the requested relief would provide for the reasonable development of the property. The uses proposed in the application are either permitted in the underlying C-1 District or the MU and C-2 Districts adjacent to the parcel.
- The physical conditions of the property warrant relief from the strict application of the district regulations. C-1 permits a minimum lot size of 10,000 sf. while the subject property is over 960,000 sf. The property is surrounded by commercial uses in the corridor and is within a growth area on the Township and regional planning maps. Those physical conditions were not created by the applicant, and the applicant is requesting the minimal amount of relief to develop the property. Building coverage is substantially less than what is permitted in the C-1 District.

- The Norlanco Drive extension will help with traffic flow in the area. Additionally, the Township's Act 209 documents projected building area approximately four times the amount being proposed.
- If granted, the requested relief would not be detrimental to the public health, safety, and welfare. The ordinance contemplates shopping centers in the C-1 District and development of the property as such would enable a more cohesive design versus fragmented development on smaller parcels. The application does not propose a connection to Ridge Run Road, which was identified in the prior meeting as a concern.
- If granted, the requested relief would not impair the use of surrounding properties. A survey conducted for the regional comprehensive plan identified the desire for more modern-day shops and dining without making a long drive. The survey also pointed out the need for traffic improvements.

Mr. Hitz referenced page 6 of the application addendum, which states that adult-oriented uses and mobile home parks are not being proposed. Can the statement be amended to say they will never be proposed? Attorney Lewis concurred.

Carol Hess, party to the hearing, asked Mr. Seidel to clarify statements about the C-2 and Mixed Use Districts surrounding the property. What parcels of land surround the property? What about the surrounding agricultural uses? Mr. Seidel stated that the property to the north is the MU District, on the other side of Cloverleaf Road is C-2 General Commercial District, opposite Route 230 is the C-2 District, and agricultural property to the east at the proposed Norlanco Drive extension. He clarified that the C-1 District contemplates shopping centers while also prohibiting them, which is a discrepancy in the Zoning Ordinance.

Ms. Hess asked for the source of the survey he cited. It is found on the Township website and is approximately 8 pages, titled Northwest Lancaster County Regional Plan Public Survey Comments from May 1, 2023. It is a summary of 92 comments received during the survey period per the document. Otherwise, Mr. Seidel did not have further information about the survey.

Jay Brubaker, party to the hearing, asked if the traffic impact fees would be used on Ridge Run Road since it may be impacted by the development. It connects Route 230 with Cloverleaf Road. Mr. Seidel stated that the developer is obligated to pay the fees to the Township, which goes into a fund allocated for traffic improvements as seen appropriate by the Township.

Mr. Brubaker asked if there is a guarantee that the agricultural ground will not be developed. Mr. Seidel said that this application does not propose to develop the Agriculturally-zoned property and there are no current plans to do so.

Ms. Hess asked for further clarification on the hardship criteria for the requested variances. Mr. Seidel reiterated the applicant's position that the site's large size and limited lot frontage is a physical constraint to creating multiple individual lots under the C-1 District standards. Additionally, the C-1 District is intended to be located in non-growth areas while the subject tract is in a growth area. He noted that the survey being referenced was prepared by the Lancaster County Planning Department for the regional plan.

Mr. Newton asked the applicant to comment whether the site could be developed as a bank or other financial institution per the C-1 District's list of permitted uses. Mr. Seidel said that it could, but such a use would occupy less than an acre of the entire property. A bank use could be integrated into a shopping center as well. Mr. Newton asked the same question about business or professional offices, municipal uses, and personal service shops. He spoke to concerns with use variances where the ordinance permits retail sales in the subject tract's zoning district. Mr. Seidel reiterated that the shopping center standards reference the C-1 District and that the site's characteristics are more suitable for the C-2 District. It is adjacent to C-2 where vehicular fueling stations are permitted, which is part of the requested relief for the proposed development.

Mr. Hershey asked if testimony was given regarding compliance with Section 135-256.A(4). Attorney Lewis noted that the plans reference compliance with the 20' setback between buildings and that Mr. Smeigh testified as much at the previous hearing.

The applicant concluded its testimony. The Township did not present any witnesses.

Carol Hess, 210 Ridge Run Road, provided testimony as a party to the hearing. Her family's farm adjoins the applicant's agricultural property to the east of the site. As a lifetime member of the community and owner of a preserved farm, she expressed opposition to the application. This agricultural area is a buffer between Mount Joy and Elizabethtown. Further development is contrary to this principle. Specifically, the application is contrary to the purpose of the C-1 District as stated in the Zoning Ordinance. Residential neighborhoods and working farms surround the site to the east.

She outlined the hardship criteria for variances and how the applicant has not adequately addressed them. The property can be developed with strict conformity to the ordinance standards. Impacts to the surrounding area include noise, traffic, crime, pollution, and chain stores competing with existing neighborhood stores. Additionally, the requested relief is not the minimum necessary to develop the site. It is more like a request to rezone the property to C-2. Ms. Hess' position is that the applicant has not demonstrated adequate hardship for the requested variances.

Neither the applicant nor the Township cross-examined Ms. Hess.

Jay Brubaker, 382 Ridge Run Road, provided testimony as a party to the hearing. He is also a lifelong resident of the area and opposed granting the variances.

Carol Hess spoke about the proposed traffic signal in Rheems and the potential for more backups at these key intersections.

Testimony was concluded for the hearing. Attorney Lewis requested that applicant's exhibits A-1 through A-22 be entered into the record. A-22 is a large aerial map on poster board used as a demonstrative exhibit.

The Board entered into a period of public comment with the following:

- Jan Parola, 1449 Ridge Road – Felt that the contents of the shopping center is a redundancy of what exists in the area and will only contribute to more traffic congestion. Also, she did not feel that the public survey comments were fully representative of the community's sentiments.
- Donna Bucher, 680 Cloverleaf Road – Concerned with adding more traffic to Cloverleaf Road where her small business is located. It is already very difficult to make a left turn out of her property at the corner of Cloverleaf Road and Schwanger Road.
- Hope Wisler, 317 Ridge Run Road – Questioned how many times the applicant has made applications for this property over the years of owning it. Opposed to allowing C-2 development on the site due to impacts on the surrounding area. She also challenged the applicant letting the property go fallow and felt that the proposal is more appropriate for the C-2 land they own on the other side of Cloverleaf Road.
- Gary Luft, 2588A Mount Pleasant Road – Questioned why the traffic study stopped at Ridge Run Road versus going into Mount Joy Borough. What will the impacts be on the Ridge Run Road/Schwanger Road intersection, water quality, and flooding?
- Courtney Ranck-Cameron, 2151 Sheri Lane – Believes that the applicant's intent for their remaining agricultural lands should be considered in this application. She provided the example of a day care or recreation facility as uses permitted in the C-1 District that are needed in the community. The survey results referenced in the testimony could be interpreted differently while stating that one of the top recommendations for making great places is improving downtown Elizabethtown and promoting redevelopment and infill.
- Kevin Brubaker, 382 Ridge Run Road – Concerned that local businesses will not be in the C-2 development as opposed to C-1. He was also unsure how the storm sewer pipe under Route 230 can convey another 22 acres of development.
- Hope Wisler, 317 Ridge Run Road – Returned to speak about the applicant's business track record per online research. Attorney Lewis objected to Ms. Wisler's attack on the applicant's reputation.

Mr. Hitz asked about receiving copies of Exhibit A-22. Attorney Lewis stated that there is a single copy of this large illustration but would send the township an electronic version.

Attorney Lewis provided closing statements, including assurance that many of the public's concerns will be addressed during the land development process. He reiterated the position that the subject property contains unique features upon which the Zoning Ordinance imposes a hardship. The applicant's testimony establishes a case for the development of a shopping center as a reasonable use of the property. This is a scaled-down version of what could be developed on the applicant's contiguous properties and is less than projected in the Township's Land Use Assumptions Reports. Furthermore, all of the bulk and area requirements have been met by the proposal.

Solicitor Cleary provided closing statements, beginning with a thank you from the Board of Supervisors for the Zoning Hearing Board's hard work. The Township is not taking a position on the application because of their trust in the Board conducting their proper diligence. In case the Board grants relief to the applicant, the Township requests that the proposed conditions in Exhibit A-6, at minimum, be imposed upon the decision so they cannot be challenged by the applicant. The Township wished to clarify statements that the municipality is at fault for not fixing the issues on

Cloverleaf Road and at the Route 283 interchange, both of which are PennDOT highways. Considerable time and resources were expended over the years to pursue a remedy.

Carol Hess also thanked the Zoning Hearing Board for their time on the case. She reiterated the importance of the word hardship in making a decision. If the application is approved, the hardship then becomes the community's to bear.

The record was closed for a brief recess to coordinate the procedure leading up to and a date at which to render a decision on the case at 7:46 p.m. The Board came back on the record at 8:03 p.m.

It was announced that the parties must submit their Findings of Fact and Conclusions of Law by Tuesday, September 5, 2023. A decision will then be rendered at the Board's October 4, 2023 regular meeting held at the Mount Joy Township Municipal Building at 7:00 p.m. Attorney Lewis granted an extension to the statutory deadline by which the decision must be rendered to the October 4, 2023 meeting date.

6. Next regularly scheduled meeting will be held Wednesday, September 6, 2023, beginning at 7:00 p.m.
7. A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to adjourn the meeting at 8:06 p.m. All members present voted in favor of the motion.

Respectfully Submitted,



Justin S. Evans, AICP
Township Manager/Zoning Officer

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



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022
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Minutes of a Special Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, September 13, 2023

1. Chairman Gregory R. Hitz, Sr. 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. Meeting Attendance:
 - Members Present: Gregory R. Hitz, Sr., James E. Hershey, and Robert F. Newton, Jr.
 - Members Absent: None
 - Alternate Member Present: None
 - Township Representatives: Justin S. Evans, Township Manager/Zoning Officer
 - Lancaster County Court Reporter: Veronica Gouck
 - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
3. Mr. Evans, Township Zoning Officer, stated that a Public Notice was published in the August 24, 2023 and August 31, 2023 editions of the LNP. The subject properties were posted on August 28, 2023.
4. Procedural briefing by the Zoning Hearing Board Solicitor
5. Swearing-in of all potential witnesses by the Court Reporter
6. ZHB Case #230010
 - a. Applicant/Landowner: 1475 Gretna LLC, c/o Judy Grillo
 - b. Property Location: 1475 Mount Gretna Road, Elizabethtown, PA 17552; Tax Parcel ID #460-68590-0-0000
 - c. Zoning District: R-2 – Medium Density Residential District
 - d. Variance Requests:
 - (1) Chapter 135, Article XI, §135-105.H: maximum lot coverage for the R-2 District
 - (2) Chapter 135, Article XXII, §135-262.C: public water service for townhouses
 - (3) Chapter 135, Article XXII, §135-262.K: minimum lot area for townhouses
 - (4) Chapter 135, Article XXIII, §135-295.A: minimum lot size for more than one principal use on a lot
 - (5) Chapter 135, Article XXIII, §135-295.C: demonstration that multiple principal uses on a lot can be subdivided onto individual lots
 - (6) Chapter 135, Article XXIII, §135-299.D(3): parking lot screening
 - (7) Chapter 135, Article XXIII, §135-325.D(1): side yard dumpster setback

Penny Pollick spoke on behalf of Gary Ruth, property owner of 1491 Mount Gretna Road, requesting party status as an adjoiner to the subject property. A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to grant Mr. Ruth party status in the case. All members present voted in favor of the motion.

Applicant Judy Grillo and consultant Steve Gergely from Harbor Engineering presented the application. Mr. Gergely provided an overview of the property that currently contains a 2-story, 4-unit apartment building with a garage in the

rear. It has 27% lot coverage with the structures and parking lot along the frontage. The applicant proposes to construct a building containing 4 townhouses to the north of the garage, which is downhill and behind the apartment building. The site plan shows the front parking lot being removed and replaced between the apartments and proposed townhouses. This will improve the property frontage and create safer access. 11 parking spaces are shown as compared to the existing 8-space parking lot. Townhouse units will have garages and parking spaces in front of them.

The entire site containing eight total dwelling units will remain under common ownership. Most of the townhouse standards prescribed in the Zoning Ordinance are satisfied by the proposal. However, public water service is not provided in the vicinity of the property as opposed to public sewer, to which the apartment house is already connected.

Mr. Gergely noted that the minimum lot size required for 4 townhouses can be met, but the 2-acre minimum for the use cannot. Total lot coverage would increase to 47%, exceeding the R-2 District's 30% maximum. Due to the lot's dimensions, the only way to subdivide it is to create a flag lot that is not permitted in this district. The applicant intends to keep the entire property under common ownership.

A single dumpster for all 8 units is provided instead of having individual curbside trash pickups. The dumpster location on the west side does not meet the 50' setback, though the applicant intends to install a fenced enclosure and landscape screening to mitigate the proximity. Screening is proposed for the west side of the new parking lot but cannot be added on the east side due to the access drive configuration.

Mr. Gergely had the property boundary and topography surveyed in order to prepare rough grading and a preliminary stormwater management design. This is more than what is typically done for a zoning hearing but they wanted to ensure the proposed layout was feasible. Ms. Grillo acknowledged receipt of the August 21, 2023 letter from the Zoning Officer and agreed to the proposed conditions therein.

He clarified the lot size, which will decrease from 1.022 acres net of the Mount Gretna Road right-of-way to 0.982 net acres once additional right-of-way is dedicated during land development. Public water service does not extend east of the Route 283 bridge, which is approximately 0.5 miles away. A discussion took place regarding the dumpster location. The lot width is only 130', making adherence to the 50' setback difficult. It would require the dumpster to be in the center portion of the parking lot.

Exhibit A-1 was submitted into the record, a zoning exhibit containing two plan sheets. The Board and applicant discussed shifting the driveway and parking lot to reduce the dumpster setback encroachment. A landscape buffer should be installed for the neighboring homes. Mr. Gergely proposed to add screening on both sides of the driveway and/or parking lot in the upper portion of the property near the joiners.

On behalf of Mr. Ruth, Ms. Pollick cross-examined the applicant.

- Is the proposed lot coverage 47%? Yes. What is the maximum lot coverage allowed? 30%
- Will grinder pumps be needed to convey sewage to the main in Mount Gretna Road? Each dwelling unit's sewer lateral will feed into one pump. A backup pump may be needed.
- Is the property served by a single well? Yes, though they may need to drill another. Is there enough water pressure for fire suppression? This will be evaluated during the land development process and a cistern can be installed if needed.
- How will the stormwater management basin infiltrate with ironstone in the area? This has not yet been evaluated but the stormwater facilities will be designed to meet the Township's standards.

Mr. Gergely noted that the Zoning Ordinance has two different lot coverage maximums applicable to this situation. The R-2 District maximum is 30% but the townhouse use has a 60% maximum. The applicant discussed their basis for the variance requests, referring to the long and narrow lot configuration that creates design challenges.

Ms. Pollick and Mr. Ruth made their statements regarding the proposal. Concerns include stormwater runoff, fire suppression, the lack of green space for children, potential low infiltration rates due to ironstone, and noise from additional dwellings. They did not believe that the applicant proved a hardship for the variance requests. The lot is simply not large enough to accommodate what the applicant wants to build.

The Board went into Executive Session at 8:04 p.m. then returned at 8:31 p.m.

Robert Miller of Stauffer Road asked for a general orientation of where the property is located.

Jesse Crum of 1518 Mount Gretna Road expressed concerns for the existing wells in the area losing capability with more dwellings drawing from the underground water supply.

A motion was made by Robert F. Newton, Jr. and seconded by James E. Hershey to deny the request for variances from Sections 135-262.K, 135-295.A, and 135-295.C due to the failure to meet the general variance criteria. All members present voted in favor of the motion.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to deny the request for variances from Section 135-105.H, 135-262.C, 135-299.D(3), and 135-325.D(1) as moot. All members present voted in favor of the motion.

7. ZHB Case #230011

a. Applicant/Landowner: Timothy Taylor

b. Property Location: 1458 Cloverleaf Road, Mount Joy, PA 17552; Tax Parcel ID #461-05543-0-0000

c. Zoning District: LI – Light Industrial District

d. Variance Request:

- (1) Chapter 135, Article XVII, §135-165.E(4): minimum side and rear yard setback from lots used for residential purposes

Applicant Timothy Taylor and consultant Charles Hurst presented the application. The proposal is to replace an existing 30' x 30' nonresidential building with a larger 52' x 52' building for the storage of vehicles and equipment used by Mr. Taylor's tree service. They acknowledged receipt of the Zoning Officer's August 21, 2023 letter and agreed to the proposed conditions.

The existing building is only 14' high as opposed to the proposed 25'4" building, which will meet the Ordinance's 20' minimum building height. The applicant's hardship pertains to the lot being 0.49 acres in the Light Industrial District. Properties to the north and east are used residentially, so a greater 80' setback from those boundaries is required. The 25' setback to the south will remain, but the larger building will be between 28.2' and 35' from the eastern boundary and 33.5' to the northern boundary. These meet the base standards but not the additional setback. The 127' distance to the centerline of Cloverleaf Road will stay the same. They demonstrated that the building envelope constrained by these setbacks is less than 1,000 sf. and not suitable for a nonresidential building in the LI District.

A discussion took place regarding the proposed setbacks and whether the new building could be shifted to the south more so the northern encroachment can be reduced. Since the applicant needs to circle around the building with his equipment, the 25' separation from the southern boundary is needed. Mr. Taylor presented letters of affirmation from three adjoining residential property owners and confirmed the existing landscaping screen to the north and woodlands to the east creating a suitable buffer.

A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to grant a variance from Section 135-165.E(4) of the Ordinance to encroach upon the minimum side and rear yard setback from lots used for residential purposes, subject to the following conditions:

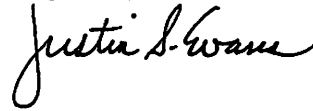
1. The Applicant shall comply with all materials and representation submitted with the Application, including, without limitation, the site plans and correspondence with the Zoning Officer.
2. The Applicant and/or the owner(s) of the Property shall comply with all other provisions contained in the Ordinance for which relief has not been requested or granted.
3. The Applicant shall file and obtain approval of a land development plan, or waiver thereof, from the Mount Joy Township Planning Commission.
4. The Applicant and any representative of the Applicant shall comply with and adhere to the testimony and any evidence presented to the Board at the hearing held on September 13, 2023 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

8. Next regularly scheduled hearing will be held Wednesday, October 4, 2023, beginning at 6:00 P.M.

9. A motion was made by James E. Hershey and seconded by Robert F. Newton, Jr. to adjourn the meeting at 9:00 p.m. All members present voted in favor of the motion.

Respectfully Submitted,

A handwritten signature in black ink, reading "Justin S. Evans". The signature is written in a cursive style with a large, looping initial "J".

Justin S. Evans, AICP
Township Manager/Zoning Officer

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



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Minutes of the Regular Meeting of the Mount Joy Township Park & Recreation Board Held on September 12, 2023

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

Others in attendance – Patricia J. Bailey, Township Secretary.

3. Public Comment:

Robert Miller, 2625 Stauffer Road, Mount Joy, PA 17552, provided copies to the Board members of damage done to Pavilion #4 at Cove Outlook Park. The pavilion has been vandalized multiple times over the past several years. The roof is in bad shape. Mr. Miller stated people are not following the rules that are listed at the park. People drink alcohol and are there after dark. He asked if the CTC students would be able to put a new roof on the pavilion. The Board thanked Mr. Miller for attending and expressing his concerns.

4. Approval and ratification of the minutes of the August 8, 2023 meeting:

A motion was made by John L. Felix, Jr. and seconded by Donald Bush to approve the meeting minutes for August 8, 2023 as written. All members present voted in favor of the motion.

5. Old Trolley Line Park – Pavilion #4:

Discussion on the future of Pavilion #4 at Cove Outlook Park continued. Mr. Miller proposed a dusk to dawn light to be installed, mainly for security. The Township Roadmaster submitted a memo to the Board members and feels the pavilion should be torn down and replaced with a new pavilion at another location. The main problem with the area is the fact that it is constantly damp. It does not get any sunshine during the days. Mr. Felix stated Pavilion #4 has only been rented 37 times out of 431 reservations since 2011. There are plenty of places within Cove Outlook Park to place another pavilion. This pavilion has the fewest number of rentals but the most amount of work. All of the Township parks have experienced vandalism. Mr. Felix stated that we want to maintain the parks that we have. Mr. Bush wants to dig into this personally. He does not want to put money into the pavilion until a decision is made. Further discussions will be held prior to any decisions being made.

6. Parks:

a. Wolgemuth Park – Tree Plan.

Mr. Bush obtained quotes for new trees to be planted at Wolgemuth Park. He put orange ribbons around the ones that need to be removed. The quote from Root's Nursery in the amount of \$4,400.00 is for the trees as well as planting them. It does not include the removal, which may need to be contracted out since Root's Nursery is not equipped to handle this type of work. This does include the dedication area, but not the mulch.

b. Old Trolley Line Park – Tree Plan Update.

The quote for Old Trolley Line Park came in at \$9,375.00 for the 17 trees to be planted in the area of the playgrounds.

A motion was made by John L. Felix, Jr. and seconded by Karen Boyer to approve the quotes and to recommend to the Board of Supervisors to approve quotes from Root's Nurseries for Wolgemuth Park and Old Trolley Line Park.

c. Old Trolley Line Park – Horses in the park.

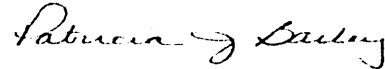
Ms. Boyer witnessed 7-8 horses in the area of the fence to the ballfields. There were no horse trailers, so she is thinking they came off the Conewago Trail. There is no signage, coming off of the trail, that horses are not allowed in the park. Ms. Bailey will check with Carper signs about making signs and the cost.

7. Correspondence:

8. The next meeting of the Park and Recreation Board is scheduled to be held on **October 10, 2023 at 7:00 P.M.**

9. A motion was made by John L. Felix, Jr. and seconded by Donald Bush to adjourn the meeting at 8:32 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Patricia J. Bailey".

Patricia J. Bailey, Secretary

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

Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on August 22, 2023

1. Doug Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Doug Hottenstein led the pledge of allegiance.
2. Roll Call: Present – Douglas A. Hottenstein, Ralph Horne, Debra Dupler, David W. Sweigart II and Eric Kreider were in attendance.
3. Public Comment: None.
4. Consent Calendar:
 - a. Approval and ratification of the minutes of the July 25, 2023 meeting.
 - b. Accept and ratify the Treasurer's Report for the period of January 1 to July 31, 2023, subject to audit.
 - c. Approve payment of all bills via Bill Lists #14 and #15 in the amount of \$23,760.02. Ratify payment of all payrolls for the period of 7/13/23 and 7/27/23, inclusive, in the amount of \$184,767.80, which represents two (2) pay periods.
 - d. Raymond James Pension Account summary from June 30 to July 31, 2023.
 - e. Approval of MMO Report to Conrad Siegel.

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

5. Old Business:

The 2023 Chevrolet Tahoe is now in service. Car 10, the Ford SUV was delivered on August 11, however 911 Rapid Response will be unable to upfit the vehicle until October.

The Chief reported that the first National Night Out held at the Mount Joy Township complex went very well. There was cooperation between the police department, Mount Joy Township and West Donegal Township. The Mount Joy Township road crew was very helpful.

6. New Business:

October will mark the 20th Anniversary of the Northwest Regional Police Department. The Association would like to celebrate the event with a get together for the Department, past and present officers, supervisors, commission members. It would be held at the Wolgemuth Park Pavilion (in case of inclement weather, the Mount Joy Township meeting room). The thought was that there would be a pot luck luncheon. Marc Hershey suggested that the Commission provide funding to have the event catered. After discussion, it was agreed to look into catering options for the event.

Chief Mayberry reported that Officer Aaron McCoy will resign from his position with the Lancaster County Drug Task Force at the end of the year. Officer McCoy has been assigned to the DTF since September 2020. Officer Seth Arnold and Officer Gavin Kline are interested in being assigned to the DTF. The position assignment will be handled by the Command Staff of the Drug Task Force and they will make the final decision as to which officer is assigned.

Marc Hershey relayed that he investigated a new short-term disability and life insurance policy for the department to replace the one that is not meeting our needs. A quote was obtained from Hess Insurance Agency that will meet all the necessary criteria, and the cost is somewhat less than our current policy. A motion was made by Debra Dupler, seconded by David W. Sweigart II to transfer the short-term disability policy to the Hess Agency/Hartford. A motion was made by David W. Sweigart II, seconded by Ralph Horne to transfer our current life insurance policy to the Hess Agency/Hartford. All members present voted in favor of both motions.

7. Advisements:

Drug Take Back Event is scheduled for October 28, 10 to 2, at the Giant Food Store.

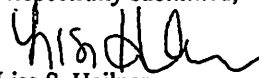
Chief Mayberry related the Cones With A Cop event was held on August 17 at Udder Bliss. This was the final event of the summer. It provided a very good opportunity for the Department to interact with members of the community, and was very well received.

Sergeant Mike Bryant and Sergeant Adam Shope attended a two-week FBI NAA Leadership Certification Program.

8. Correspondence:

- a. Calls for Service – July 2023
 - b. Police Activity Report – July 2023
 - c. Overtime Report – July 2023
 - d. Police Cruiser Mileage Chart – July 2023
9. The next scheduled meeting of the Northwest Regional Lancaster County Police Commission is to be held on Tuesday, September 26, 2023 beginning at 7:00 P.M., at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.
10. A motion was made Ralph Horne, seconded by Eric Kreider to adjourn the meeting at 7:27 P.M.

Respectfully submitted,



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

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

August 16, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, August 16, 2023, at 7:00 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, Justin Risser, Jeffrey Butler, J. Marc Hershey, Rodney May, Jeffrey Hudson, and Roger Snyder were present. Benjamin Bruckhart was absent. Also present was David Jones, Authority Solicitor and Benjamin Ried, Special Counsel.

Ms. Dupler opened the meeting for public comment.

Mr. Frank Splain, East Donegal Township resident, inquired about the fee imposed on municipalities for road miles with the municipality. He also inquired about any reduction in fee based on age or income.

Mr. Splain also expressed his belief that social media should be used to inform the public about the work of MESA.

The Board unanimously approved the minutes for the August 2, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. Hershey, with Mr. Risser abstaining from the vote.

West Donegal Township Manager John Yoder, representing the Revenue Fee Model Committee, indicated that the Public Hearing mailer will include the fee calculation approved by the Board at the August 2, 2023 meeting.

Mr. Hershey, representing the Finance Committee, reported that the proposed budget used in the fee model has not been revised. The proposed budget will be further refined following the public hearing.

Scott Kingsboro, Executive Director, Northwest EMS, reported that the Norlanco station is up and running.

Mr. Jones indicated he has reviewed the Application to Withdraw prepared by Penn Township. His firm is also working with paperwork for the D.B.A. as part of a transfer of assets from Northwest EMS.

Scott Kingsboro, Implementation Manager, reported that the establishment of a 457 Plan is completed with Lincoln Financial. He indicated that a new work schedule is being prepared without the use of the Manheim Station, since Manheim is not part of MESA.

He will be meeting with the Continuing Care Retirement Communities in the area to discuss the potential fees imposed by the Authority.

He indicated that James Leaming, MD has agreed to serve as Medical Director. He is currently the Medical Director for Northwest EMS.

Mr. Kingsboro suggested that the Board prepare a Request for Proposals for billing services for MESA in the first or second quarter of 2024.

Mr. Jason Kirsch reported on MESA communication efforts. He stated that a few Northwest EMS staff questions have been received and responded to. It was suggested that the next 411 Newsletter include some information from the mailer sent as part of the Public Hearing process.

There was general discussion regarding firms contacted to host the new .gov website of MESA. Only one of the three firms contacted met the requirements for hosting a .gov website and the email requirements of MESA.

On a motion of Mr. Hershey, seconded by Mr. Snyder, the Board unanimously agreed to select Higher Information Group to provide website hosting and IT services.

Mr. Hershey provided the Board with copies of an updated, and color-coded, project timeline. It was discussed that all critical items are on-target.

The Board discussed the presentation materials for the September 28, 2023 Public Hearing. It was suggested that the presentation have more graphics than text to help explain the fee calculation process.

After discussion, it was agreed that the legal notice for the hearing should be placed in LNP. In addition, Mr. Jones will arrange for a stenographer to be present for the hearing.

The Board discussed the process for the public to provide comments at the hearing and if there should be limitations on time and duplicate comments. It was suggested that a time limit should be given, but that everyone wanting to comment should be given the opportunity, even if the

comments duplicate those of another. Mr. Jones indicated he will have a public comment policy drafted for the Board's review.

The Board agreed to refine the presentation format at the upcoming September Board meetings.

On a motion of Mr. Hershey, seconded by Mr. Snyder, the Board unanimously agreed to join Penn Township's Application to Withdraw from the Joint Municipal Authority.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously agreed to accept the resignation of Benjamin Bruckhart from the MESA Board.

On a motion of Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved the establishment of a second checking account for MESA. It was indicated that the new account is needed as part of MESA's Medicare application.

Ms. Dupler informed the Board of an upcoming meeting with State Representative Tom Jones. Representative Jones would like to discuss issues associated with mutual aid between emergency services providers.

On a motion of Mr. Snyder, seconded by Mr. May, the Board unanimously approved the payment of bills totaling \$12,529.69 presented for payment.

The next regular meeting of the Board is scheduled to be held on Wednesday, September 6, 2023, beginning at 7:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. Hudson, to adjourn the meeting at 8:35 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary

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

September 6, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, September 6, 2023, at 7:00 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, Justin Risser, Jeffrey Butler, J. Marc Hershey, Rodney May, Jeffrey Hudson, and Roger Snyder were present. Also present was David Jones, Authority Solicitor.

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

The Board unanimously approved the minutes for the August 16, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. May.

Mr. Hershey, representing the Finance Committee, reported that the proposed budget will be further refined as operational costs are further refined.

Scott Kingsboro, Executive Director, Northwest EMS, reported that the re-chassis project should start in the next few month. This would be the first MESA-branded rig. He also indicated that 10 new portable radios were purchased in cooperation with Cumberland County. Working with Cumberland County saved approximately \$50,000.00.

Mr. Jones reported that work continues with legal counsel to Northwest EMS to establish D.B.A. It appears that a D.B.A. will be established for both entities to keep the process moving forward.

Mr. Jones indicated that his firm has started to review and update the current Northwest EMS personnel manual. It's anticipated that work will be completed mid-October.

Mr. Jones circulated the legal advertisement for the September 28, 2023 public hearing to be placed in LNP.

Scott Kingsboro, Implementation Manager, reported that mutual aid agreements with other agencies are being reviewed and updated. Board members expressed an interest in reviewing

agreements to determine the need to include provisions for billing agencies for excessive mutual aid calls.

Mr. Kingsboro announced the Northwest EMS annual banquet will be held on Friday, October 27, 2023

Copies of the latest staff newsletter, The 411, were circulated to Board members. A second Northwest EMS staff/MESA Board meet and greet was discussed. It was suggested that multiple days/times be offered to accomodate staff working schedules.

The Board reviewed the draft PowerPoint presentation for the September 28, 2023 public hearing. Mr. Hershey stated that he would relay the proposed revisions to the presentation to Jason Kirsch.

The Board reviewed the implementation timeline. It was suggested that the task of selecting a billing company be added to the timeline.

Mr. Jones indicated that he is reviewing the Authority by-laws for further refinement. Of particular interest is the process for a municipality to join the Authority and the process should a municipality want to exit the Authority. Also, he indicated that the bylaws should address the complete dissolution of the Authority. Work on the bylaws should be completed within 45 days of the public hearing.

Mr. Robert Enck, representing the Northwest EMS Board of Directors, asked the Board for reimbursement of costs related to the formation of the Authority that were in excess of grant funds received.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the payment of \$69,018.76 to Northwest EMS as reimbursement of costs associated with the formation of the Authority.

On a motion of Mr. Snyder, seconded by Mr. May, the Board unanimously approved the payment of three bills totaling \$8,840.45, as presented.

Mr. May stated that Elizabeth Township has met with Warwick Community Ambulance Association and another EMS agency regarding serving the Township in lieu of MESA. Mr. May indicated that no decision has been made by the Elizabeth Township Board of Supervisors.

Ms. Dulper announced that the Board would meet in an executive session following the meeting to consult with its solicitor regarding information in connection with potential litigation.

The next regular meeting of the Board is scheduled to be held on Wednesday, September 20, 2023, beginning at 7:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. May, to adjourn the meeting at 8:30 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary

**EAWA BOARD MEETING MINUTES
SEPTEMBER 11, 2023 - 6:30 PM**

- 1. CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 P.M. by Keith Murphy, Vice Chairman. Members present: Jeff McCloud, Rich Sheidy, Rick Erb, John O'Connell and Chuck Brewer. Also present were: Del Becker, Authority Manager, George Alspach, Solicitor; Jason Boch, Operations Manager and Jill Gebhart, Admin. Assistant. Not Present: Dale Treese, Chairman; Cindy Zawrotuk, Engineer; Michele Powl, Business Manager and Donna Bissinger, Admin. Assistant.
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG:** Before the pledge of allegiance, a moment of silence was observed in remembrance of those who lost their lives on 9/11.
- 3. PUBLIC COMMENT:** None
- 4. APPROVAL OF PREVIOUS MINUTES:**

Action: "That the Board approves the WS Meeting Minutes of 08/02/2023 and Board Meeting Minutes of 08/14/2023, as presented."

Motion: J O'Connell

Second: C Brewer

Approved

5. REPORTS:

a. Manager's Report:

- i. **Quarry Recreational Access:** see attached letter. Based on discussion with Solicitor Alspach, Becker allow scuba diving at the Cornwall Quarry would increase the liability of the Authority. The Board consensus was that no scuba diving should be allowed at the quarry.

b. Operations Manager's Report: Bock presented monthly operations report to the Board.

c. Engineer's Report: Was presented at Work Session Meeting.

d. Financial Reports:

- i. Paid Bills Detail (*Operating Fund*) (08/23/23) distributed with package (\$46,216.04 for balance);
- ii. Paid Bill Detail (*Capital Fund*) (08/23/23) distributed with package (\$22,454.00 for balance);
- iii. Statement of *Operating* Revenues & Expenditures for period of AUGUST YTD, distributed with package. Balance: \$1,802,171.06, Expenditures: \$161,131.51 & Income: \$126,319.99;

- iv. Statement of *Capital* Revenues & Expenditures for period of AUGUST YTD, distributed with package. Balance: \$8,888,836.58, Expenditures: \$54,416.73 & Income: \$37,262.62.

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

Motion: J McCloud **Second:** J O'Connell **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 \$67,298.66 (09/11/23) and Unpaid *Capital* Fund Bills Detail totaling \$66,151.13 (09/11/23)."

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

9. BOARD MEMBER'S REMARKS:

O'Connell asked with the bridge work finishing up on S Market St, does Members 1st feel ok that their wall is intact? Becker said since agreement was signed between Penn DOT and Members 1st we haven't been a part of meetings and have not heard any issues. Bock noted that Members 1st had their own inspector there.

Sheidy asked the status of the water supply. Bock responded that it getting low again. If the creek keeps dropping, we will have to look to the Cornwall Quarry again. We are still in a drought watch.

Brewer praised the response by all to manage the S Market St water main break. He suggested buying lunch for all that chipped in to help – EAWA, Mt Joy Twp., Boro Police and Fire police. The Board agree.

10. EXECUTIVE SESSION:

11. ADJOURN: 6:45 PM

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

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

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 10/9/2023 Meeting

**EAWA WORK SESSION MEETING MINUTES
SEPTEMBER 6, 2023 - 6:30 PM**

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

2. PUBLIC COMMENT: None

3. REPORTS:

a. Manager's Report:

- i. **Cost Share for ERSA Campus Road Repairs:** ERSA completed and paid for all repairs for the Campus Road repair and has requested that EAWA consider a cost share. ERSA had recommended the cost be split three ways. EAWA share of the cost is \$37,487.61. Mount Joy Township contributed \$20,000 to the total cost.

Action: "That the Board approves ERSA's request to pay \$37,487.61 for repairs to Campus Road".

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

- ii. **Personnel Qualification – Recognition of Andy Anderson for passing subclass Inorganic Removal and Chemical Addition exams;**

Action: "That the Board recognizes the professional achievements of Andy Anderson and approves an increase in hourly rate of \$1.00 per hour.

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

- iii. **Personnel Qualification – Recognition of Sean Harnish for passing General Knowledge and Distribution exam and Class E license;**

Action: "That the Board recognizes the professional achievements of Sean Harnish and approves an increase in hourly rate of \$0.50 per hour.

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

- b. **Operations Manager's Report:** Report will be available at the Monday Board Meeting.

- c. **Engineer's Report:** Zawrotuk reported the Chlorination System Improvement Project pre-construction meeting was held 8/7/23. PSI's schedule is anticipating being on site in October. This is a 6-week project, which includes the plant being shut down for 12 hours. The Water Main Replacement Project design is ongoing, with the finalization of construction drawings, permits and specs. NPDES permit renewal was submitted

8/16/23 to DEP. For the Well 6 & 7 Study, a Report draft was sent to Becker 8/31/23 for review and finalization for the budget meeting on 9/23/23.

4. **UNFINISHED BUSINESS:** ARPA grant funding application decisions appear to have been delayed until November.

5. **NEW BUSINESS:** None

6. **BOARD MEMBER'S REMARKS:** Dr Treese requested an update of the water main break on S Market Street. Becker replied that machinery at the bridge construction hooked the water line and separated the coupling causing a water pressure wave or vacuum that created a 10ft break in the line further up the street. Approximately 18 businesses were without water. The break did not affect any residences. Repairs were made and the road was reopened at 7:00pm. Estimate of water lost may approach 500,000 gallons. Asked if there can be a claim on the PENNDOT contractor, Becker stated he will discuss this with EAWA's insurance company.

O'Connell inquired if PENNDOT needs to inspect the road repairs and if there has been any further communication with the Masonic Village. Becker indicated that the PENNDOT inspection is to be determined. EAWA has been in communication with the Masonic Village. Currently they and EAWA do not have their permits from DEP to move forward with the Masonic Village relocating their point of treatment and for EAWA to supply them with supplemental water.

Sheidy praised the teamwork between the Borough, Northwest Police, PENNDOT, ERSA and EAWA to resolve the issues created by the S Market Street main break.

Murphy inquired about the Cornwall Quarry water level. Becker stated that the quarry has recovered from when we were pumping water from that location and that additional signs will be installed around the quarry. Murphy also asked about the construction of the warehouses in Rheems. Becker stated construction had started and we have received drawings for the water connections.

Status of the Bowl Mor account was discussed. Becker and Alspach have taken additional steps to address the account.

7. **EXECUTIVE SESSION:** None

8. **ADJOURN: 7:29 PM**

Action: "That the Board adjourns the work session meeting."

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

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at the 10/9/2023 Meeting



Elizabethtown Regional Sewer Authority Minutes

July 11, 2023

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

It was motioned by Snyder and seconded by Sollenberger to approve the minutes of the June 13, 2023 meeting. Motion carried.

General Business:

1. **It was motioned by Snyder and seconded by Sollenberger to accept the proposal from John Yoder to design the Authority's storage building on a time and materials basis estimated to be between \$2,000-\$3,000. Motion carried.**
2. **It was motioned by Snyder and seconded by Sollenberger to approve a builder's risk policy for the Miller Road project at a cost of \$4,706. Motion carried.**

Engineer Report

King discussed the following:

1. **Miscellaneous Development Activity –**
380 Hershey Road – ERSA was contacted by Glace Associates about the potential construction of a commercial building with a projected sewage generation of 1 EDU. The existing single-family dwelling connected to the Authority's system would be demolished resulting in no additional projected sewage flows. This parcel is within the sewer shed tributary to the Authority's Hershey Road Pumping Station. CDM Smith issued a collection and conveyance capacity certification for this project on 7/6/23.
ERSA was contacted by the owner of 2095 S Market Street about the potential addition of two laterals for future subdivision of the property, CDM Smith provided preliminary feedback to ERSA staff. This parcel is within the sewer shed tributary to the Authority's Colebrook Road Pumping Station.
The Authority received an inquiry regarding the ability to serve a parcel along Mill Road (1753 Mill Road), CDM Smith provided preliminary feedback to the owner and ERSA staff. This parcel is within the sewer shed tributary to the Authority's Aberdeen Pumping Station.
The Authority received an inquiry regarding the ability to serve a parcel along Schwanger Road (1342 Schwanger Road), CDM Smith provided preliminary feedback to ERSA staff. This parcel is within the sewer shed tributary to the Authority's Schwanger Road Pumping Station.

The Authority received an inquiry regarding the ability to serve a parcel along Hershey Road (467 Hershey Road), CDM Smith provided preliminary feedback to ERSA staff. This parcel is within the sewer shed tributary to the Authority's Hershey Road Pumping Station.

ERSA was contacted by multiple residents along Maytown Road about the potential connection of the property to the recently constructed main in Masonic Drive. One owner is pursuing an agreement with an adjacent property to share a common service line, but that agreement has not been shared with ERSA, and ERSA will need to determine if concept to use shared facilities is acceptable. Another owner would connect to a lateral stub that was installed as part of the Conoy Crossing project.

2. Miller Road Pumping Station – CDM Smith continues to review contractor submittals, including requests for information. CDM Smith held a pre-construction meeting on 7/6/23 with the three primes (general, electrical and HVAC). Latest draft of the construction schedule from the General Contractor has mobilization early August with a substantial completion projected in late December/January. Once the updated draft schedule has been submitted for review, a change order to extend the completion date of the contract will be issued.
3. Schwanger Road Force Main Repair- Permanent repair of the force main was completed on June 20 by S.A.Way Plumbing and Heating. The force main was successfully lowered and able to achieve 17-inches of clearance between the top of the force main and bottom of the water main. The force main was additionally encased in concrete where it is crossed under the existing water main.
4. Miller Road Outfall Sewer – The contractor, Anrich, was given a deadline of July 31, 2023 to complete the project including final paving, removing the silt sock and other repairs.

Treasurer Report

Shaffer reviewed his report. Tapping fees so far this year are \$192,072 which exceeds the budgeted amount. Our ending cash and investments exceed the budgeted amount by \$1,219,439 due to the late start of the Miller Road Station.

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

Bills payable

It was motioned by Snyder and seconded by Sollenberger to pay the monthly bills in the amount of \$420,018.82. Motion carried.

The meeting adjourned at 8:00 PM.



Elizabethtown Regional Sewer Authority Minutes

August 8, 2023

The Elizabethtown Regional Sewer Authority (ERSA) met at 6:30 PM at the public meeting room located at 235 Ersa Drive, Elizabethtown, PA with the following members in attendance: John O'Connell, Roger Snyder and Ken Shaffer. Dave Sweigart, Al Sollenberger and Rick Erb were absent. The Board did not have a quorum. Also present were ERSA Manager, Nick Viscome; Engineer, Adam Minichelli; and Solicitor, George Alspach.

General Business:

1. Viscome presented the list of escrow letters that have been sent to the largest and most active developments. The letters indicate that \$66,453 is owed to ERSA. Viscome said that he has heard from a number of developers who have requested additional back up for the amounts owed. Two developers have paid the outstanding amounts. Viscome will continue to follow this issue and update the Board.
2. Viscome presented a drawing of the proposed storage building that was drawn by John Yoder of West Donegal Township. He also handed out a list of materials/vehicles that would be put into the new building. From this plan, CDM Smith will take this information and develop bids using Pennbid to request bids for this project. Viscome will make sure a bid request is sent to the contractor who built the current ERSA building.
3. Viscome reported on the expenses for the Campus Road water/sewer project. The expenses total \$94,975.21 which will be split evenly with Mount Joy Township and Elizabethtown Area Water Authority (EAWA). Viscome also discussed the report received from CDM Smith which shows the four other places on Campus Road where the water line crosses the sewer line. It was suggested that four test pits be dug to learn about the separation between the two pipes. Each of the test pits should cost between \$2,500-\$3,500. EAWA is interested in moving forward with the test pits.

Engineer Report

Minichelli discussed the following:

1. Landmark contacted ERSA and requested an update on scheduling on the required interceptor and indicated that they may be purchasing the development from the current owners (Hershey Developers) in the next 60 days.
2. CDM Smith provided documentation to Keystone Custom Homes of the initial calculations of the low-pressure system as well as the revised calculations reducing the number of positive displacement pumps needed. CDM Smith recommended that Keystone Custom Homes reach out to the developer, and or Mid-Atlantic/Meyers with these concerns/issues. The developer should be involved as it may be appropriate to have Meyers to reevaluate the system based off the as-built drawings.
3. CDM Smith met with ERSA staff on 8/2/2023 and provided training on the new GIS online database. CDM Smith will continue to update the GIS system based on Authority comments as

well as begin incorporate recent developments in which record drawings were approved and CADD files have been received (Bishop Woods, Stoneybrook, ect).

4. CDM Smith has reviewed the Southside Water System record drawings and determined five additional locations where the 10-inch DICL force main and 12-inch or 8-inch DICL water main cross. CDM Smith recommends that four test pits be made along the alignment of the water main and sewage force main to confirm adequate separation is provided between the utilities. Additionally, these four test pits would need to be supplemented with EAWA verifying the depth of 10 water valves (from grade to top of valve system) and ERSA verifying the depth of ARV-3 (from grade to top of pipe).
5. Abraham King resigned from CDM Smith, effective 8/4/23, to pursue another opportunity. CDM Smith developed a transition plan which outlines staff who will handle ongoing projects. This plan was provided to the Authority.

Treasurer Report

Shaffer highlighted his revenue and expenditures budget performance summary. Total revenues for the month exceeded the budget by 2.8% and net operating income exceeded the monthly budget by 14.2%. Shaffer told the Board that he posted three months of interest for our investments which amounted to \$68,000. Tapping fees hit the budgeted mark for July. Total investments amount to \$10,106,374 which is 20.8% higher than expected.

Bills payable

The monthly bills were paid in the amount of \$108,284.38.

The meeting adjourned at 8:00 PM.



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING MINUTES
MOUNT JOY TOWNSHIP OFFICES
AUGUST 15, 2023 AT 7:00 PM**

BOARD MEMBERS

IN ATTENDANCE:

Gerald Cole, Chairman, Mount Joy Township
Jay Hynicker, Elizabethtown Borough
Scott Kingsboro, East Donegal Township
Rick Gobble, West Donegal Township
Alan Kaylor, East Donegal Township
Alexander Shubert, Mount Joy Township
David Grey, Elizabethtown Borough
Linda Good, East Donegal Township

BOARD MEMBERS ABSENT: Howard Kroesen, Vice Chair, Elizabethtown Borough
Barry Garman, Treasurer, West Donegal Township
Jayne Duncan, Mount Joy Township
Logan Hoover, West Donegal Township

VISITORS IN ATTENDANCE: None

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

1. CALL TO ORDER

Chairman Cole called the meeting to order at 7:00 pm.

2. PUBLIC COMMENT

No public comment

3. Board Minutes

Mr. Kingsboro moved to approve the July 18, 2023 Board Minutes. Mr. Gobble was second. Motion unanimously carried. The July 18, 2023 Board Minutes approved as submitted.



4. FINANCIAL REPORT

Mr. Wendel noted that the third quarter contributions from our municipal partners is reflected under admin revenues for the month of July. As of 8/10/2023, GEARS has a balance of \$1,145,052 in our ENB and Truist bank accounts.

Mr. Kaylor moved to approve the July 2023 Financial Report. Mr. Kingsboro was second. Motion unanimously carried. The July 2023 Financial Report approved as submitted.

Mr. Wendel reported that our contractor, as requested at our June meeting, will provide an updated quote for padding along the edge of the stage and include the lower area of the stage in the gym to provide greater safety for users when playing basketball or other activities in the gym. The original quote for just padding along the edge was \$3,511.80. The updated quote will be presented at our September meeting.

5. COMMITTEE REPORTS

- **Executive Committee:** No report
- **Finance Committee:** Meeting scheduled on Thursday, September 14 at 6 pm at the GEARS Community Center
- **Personnel Committee:** No Report
- **Program Committee:** Meeting scheduled on Thursday, September 7 at 6 pm at the GEARS Community Center
- **Facilities Committee:** No Report
- **Sponsorship Committee:** No report

Mr. Kingsboro moved to approve the minutes from the Finance and Facilities Committee Meeting on July 18, 2023. Ms. Good was second. Motion unanimously carried.

6. EXECUTIVE DIRECTOR REPORT

- **Recreation:** Mr. Wendel reported that summer playground and Camp Ladybug ended. We had over 400 participants and was deemed a very successful summer. Upcoming programs include Mother/Daughter Paint Night, Mother/Son Fall Ball, and Father/Son Laserdome Blast to name a few. Our annual Fall Festival is scheduled on October 21 and our Holiday Parade is scheduled on



December 9. The fall brochure was recently mailed. This coincided with the launch of our new recreation software management system. And, in an effort to expand our programs we have entered into a lease agreement with Community Place on Washington Street to use their facility for fitness classes.

- **Kids Center:** Mr. Wendel reported that summer camp at East High is winding down. Enrollment still stands at 120. Currently, we have 158 enrolled for the 2023-2024 school year including 114 in before-and after school, 20 in preschool and 24 in kindergarten. Staff training and classroom preparations will occur on August 24-25.
- **Senior Center:** Mr. Wendel reported that there were 20 service days in July with 120 different seniors served including 6 new seniors. The average daily attendance was 34 and the average lunch attendance was 23. The August meal and activities schedules were shared with the board along with several positive comments from our senior center participants.

7. BOARD COMMENTS

Mr. Kingsboro expressed East Donegal Township's satisfaction with the summer playground program held at their location and invited GEARS to participate in their open house on October 11.

Mr. Cole reported that at the EACSA meeting it was suggested that GEARS consider developing a capitalization plan for large scale projects like the roof, parking lot, HVAC systems and gym floor.

8. EXECUTIVE SESSION

None scheduled

9. NEXT MEETING:

The GEARS Board will meet on Tuesday, September 19 at 7 pm at the Elizabethtown Borough Offices.

10. ADJOURNMENT

Chairman Cole adjourned the meeting at 7:36 pm.

Respectfully submitted,

David A. Wendel

Executive Director

Northwest EMS Inc.
Agency Incident Report
Call Totals by Class
September 2023

Municipality	Class 1	Class 2	Class 3	Other	Total
Akron Borough	0	0	0	0	0
Berks County	1	0	0	0	1
Clay Township	17	4	12	0	33
Columbia Borough	18	0	1	0	19
Conoy Township	5	2	6	1	14
Dauphin County - Conewago Township	3	1	1	0	5
Dauphin County - Londonderry Township	2	0	0	0	2
Dauphin County - Other	1	1	0	0	2
Denver Borough	3	0	0	0	3
East Cocalico Township	0	0	0	0	0
East Donegal Township	29	6	29	3	67
East Hempfield Township	6	0	0	0	6
East Petersburg Borough	1	0	1	0	2
Elizabeth Township	6	2	2	5	15
Elizabethtown Borough	60	7	57	16	140
Ephrata Borough	1	0	0	0	1
Ephrata Township	0	0	0	0	0
Lancaster Township	0	0	0	0	0
Lancaster City	1	0	0	0	1
Lebanon County	4	2	2	0	8
Lititz Borough	3	0	1	0	4
Manheim Borough	16	4	9	4	33
Manheim Township	2	0	0	0	2
Manor Township	2	0	2	0	4
Marietta Borough	9	2	12	0	23
Millersville Borough	0	0	0	0	0
Mount Joy Borough	16	1	2	0	19
Mount Joy Township	54	8	27	9	98
Mountville Borough	0	0	0	0	0
Penn Township	34	10	26	0	70
Rapho Township	32	5	12	1	50
Warwick Township	3	1	0	0	4
West Cocalico Township	1	0	0	0	1
West Donegal Township	47	22	35	0	104
West Hempfield Township	3	0	0	0	3
West Lampeter Township	1	0	0	0	1
York County	2	1	1	0	4
Total Dispatches	383	79	238	39	739

Other Dauphin Co: Middletown Borough, Lower Swatara Township, South Londonderry Township

**Northwest EMS Agency Incident Breakout
September 2023**

Incident Type

Medical	637
Public Service	13
Cardiac Arrest (class 1)	14
Vehicle Accident	34
Fire call	8
Gas leak	0
EMS activity	12
Routine Transport	21

<u>Mututal Aid</u>	<u>Covered</u>	<u>Assisted</u>	<u>Assisting Unit</u>
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Dauphin Medic 4	0	0	0
Dauphin Medic 7-3 (SCEMS)	1	0	0
Ephrata (Amb 01)	3	0	0
Ephrata Medic 4	0	0	5
Lancaster EMS (06)	2	0	1
Lebanon County	2	1	0
Manheim Township (82)	1	0	0
Rothsville (24)	0	0	0
Penn State Life Lion EMS (formerly SVEMS)	30	6	1
Warwick (85)	0	1	13

Receiving Facility

Penn Medicine Lancaster General	246
Penn State - Hershey	99
Penn State - Lancaster	95
Reading Hospital - Tower Health	0
UPMC - Community Osteopathic	2
UPMC - Lititz	35
UPMC - Harrisburg	1
UPMC - York Memorial	0
Wellspan Ephrata Community Hospital	24
Wellspan Good Samaritan Hospital	4
Wellspan York	1
Other	0

Disposition

Cancelled	57
DOA	6
No patient found	23
Recalled	47
Refusal	55
Standby (fire)	11
Transported	507
Treat/no transport	0
Other	33

Northwest EMS Inc.
Agency Incident Report
Call Totals by Class
January 1 – September 30, 2023

Municipality	Class 1	Class 2	Class 3	Other	Total
Akron Borough	1	0	0	0	1
Berks County	3	0	0	0	3
Clay Township	100	20	74	0	194
Columbia Borough	175	4	18	0	197
Conoy Township	81	18	57	1	157
Dauphin County - Conewago Township	25	7	7	0	39
Dauphin County - Londonderry Township	47	6	16	0	69
Dauphin County - Other	6	2	4	0	12
Denver Borough	5	0	0	0	5
East Cocalico Township	1	0	0	0	1
East Donegal Township	267	56	170	45	538
East Hempfield Township	53	3	9	0	65
East Petersburg Borough	13	0	7	0	20
Elizabeth Township	91	18	37	26	172
Elizabethtown Borough	588	117	442	193	1,340
Ephrata Borough	9	0	1	1	11
Ephrata Township	2	0	1	0	3
Lancaster City	4	1	1	0	6
Lancaster Township	1	0	0	0	1
Lebanon County	59	18	28	0	105
Lititz Borough	32	3	4	0	39
Manheim Borough	185	38	138	28	389
Manheim Township	13	3	4	0	20
Manor Township	12	0	6	0	18
Marietta Borough	81	17	79	0	177
Millersville Borough	0	0	1	0	1
Mount Joy Borough	147	11	46	0	204
Mount Joy Township	367	64	168	20	619
Mountville Borough	1	0	1	0	2
Penn Township	342	87	217	3	649
Rapho Township	235	43	141	3	422
Warwick Township	55	1	3	0	59
West Cocalico Township	4	0	1	0	5
West Donegal Township	503	117	351	4	975
West Hempfield Township	30	4	5	0	39
West Lampeter Township	1	0	0	0	1
York County	48	4	8	0	60
Total Dispatches	3,587	662	2,045	324	6,618

Other Dauphin Co: Middletown Borough, Lower Swatara Township, South Londonderry Township

Northwest EMS Agency Incident Breakout
January 1 – September 30, 2023

Incident Type

Medical	5,637
Public Service	125
Cardiac Arrest (class 1)	121
Vehicle Accident	349
Fire call	83
Gas leak	0
EMS activity	77
Routine Transport	226

<u>Mututal Aid</u>	<u>Covered</u>	<u>Assisted</u>	<u>Assisting Unit</u>
Dauphin Medic 4	0	0	0
Dauphin Medic 7-3 (SCEMS)	13	0	5
Ephrata (Amb 01)	0	2	0
Ephrata Medic 4	4	0	49
Lancaster EMS (06)	4	3	9
Lebanon County	29	4	4
Manheim Township (82)	10	2	7
Rothsville (24)	1	7	1
Penn State Life Lion EMS (formerly SVEMS) (77)	407	135	48
Warwick (85)	33	19	96

Receiving Facility

Penn Medicine Lancaster General	2,119
Penn State - Hershey	981
Penn State - Lancaster	730
Reading Hospital - Tower Health	1
UPMC - Osteo (Harrisburg)	17
UPMC - Lititz	410
UPMC - Harrisburg	18
UPMC - York Memorial	6
Wellspan Ephrata Community Hospital	151
Wellspan Good Samaritan Hospital	37
Wellspan York	13
Other	12

Disposition

Cancelled	421
DOA	70
No patient found	289
Recalled	362
Refusal	549
Standby (fire)	95
Transported	4,495
Treat/no transport	8
Other	329



RHEEMS FIRE DEPARTMENT

Monthly Report - September 2023

<u>Incident Type</u>	<u>Month</u>	<u>Year</u>	<u>Municipality</u>	<u>Month</u>	<u>Year</u>
Vehicle Accidents	4	48	Conewago Township		2
Vehicle Entrapments	1	11	Conoy Township	2	10
Vehicle Fire		5	East Donegal Township	2	12
Building Fire	11	58	Elizabethtown Borough	1	17
Chimney Fire		2	Londonderry Township		3
Brush/Trash Fire	3	30	Marietta Borough	1	7
Rescue - Other	1	6	Middletown Borough		
CO Incident	1	9	Mount Joy Borough	5	11
Gas Leak	2	9	Mount Joy Township	11	133
HAZMAT/Spill Control		2	Rapho Township	1	6
Investigations		18	West Donegal Township	5	65
Automatic Fire Alarm	2	22	West Hempfield Township		
Assist EMS	1	15	Other		3
Assist PD					
Good Intent Call		12			
Public Service	2	8			
Other		6			
Transfers/Standbys		8			
TOTAL	28	269	TOTAL	28	269

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>YEAR</u>		
	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>
Response to Alarms	185	240.09	72.19%	1760	1067.06	27.53%
Station Level Training	23	63.50	19.09%	386	880.50	22.71%
Certified Training			0.00%	125	804.00	20.74%
Administration	8	14.20	4.27%	96	168.00	4.33%
Fund Raising	4	1.60	0.48%	39	43.80	1.13%
Fire Prevention			0.00%	9	25.00	0.64%
Funeral Details			0.00%	36	161.00	4.15%
Meetings	2	3.00	0.90%	120	184.10	4.75%
Rig Checks	6	8.20	2.47%	78	97.10	2.50%
Apparatus Maintenance			0.00%	28	59.30	1.53%
Equipment Maintenance			0.00%	1	0.30	0.01%
Facilities Maintenance			0.00%	2	1.30	0.03%
Municipal Meetings	2	2.00	0.60%	12	12.70	0.33%
Public Relations			0.00%	78	232.50	6.00%
Work Detail			0.00%	34	139.70	3.60%
TOTAL	230	332.59	100.00%	TOTAL	2804	3876.36

INCIDENT #	DATE	ALARM TIME	INCIDENT TYPE	ADDRESS	CROSS STREET	CITY	ZIP CODE	STATE	MUNICIPALITY
2023-217	9/5/2023	10:18:46 AM	FIRE ALARM-HIGH OCCUPANCY; 745-Alarm system activation, no fire - unintentional	1234 Cloverleaf Rd		Mount Joy	17552	PA	Mount Joy Township
2023-218	9/5/2023	3:10:11 PM	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	NORLANCO DR	CLOVERLEAF RD	Elizabethtown	17022	PA	Mount Joy Township
2023-219	9/6/2023	8:18:54 PM	BUILDING-DWELLING-1A; 111-Building fire	125 Fuhrman Rd		Marietta	17547	PA	East Donegal Township
2023-220	9/7/2023	2:58:47 PM	VEHICLE ACCIDENT-ENTRAPMENT; 352-Extrication of victim(s) from vehicle	152 ROUTE 283 E		Mount Joy	17552	PA	Mount Joy Township
2023-221	9/7/2023	4:21:51 PM	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	1580 Strickler Rd		Manheim	17545	PA	Rapho Township
2023-222	9/7/2023	4:56:44 PM	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	1502 Mill Rd		Elizabethtown	17022	PA	Mount Joy Township
2023-223	9/7/2023	9:52:51 PM	UTILITY/WIRES; 440-Electrical wiring/equipment problem, other	2147 S Market St		Elizabethtown	17022	PA	Mount Joy Township
2023-224	9/8/2023	6:52:34 AM	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	1451 N Market St		Elizabethtown	17022	PA	Mount Joy Township
2023-225	9/9/2023	8:29:24 AM	PUBLIC SERVICE-FIRE; 553-Public service	34 S 2nd St		Bainbridge	17502	PA	Conoy Township
2023-226	9/10/2023	12:26:21 AM	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	200 Chocolate Ave		Mount Joy	17552	PA	Mount Joy Borough
2023-227	9/11/2023	5:06:30 PM	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	905 W Main St		Mount Joy	17552	PA	Mount Joy Borough
2023-228	9/14/2023	3:24:38 PM	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	2590 Bainbridge Rd		Bainbridge	17502	PA	Conoy Township
2023-229	9/15/2023	12:41:59 AM	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	130 W Front St		Marietta	17547	PA	Marietta Borough
2023-230	9/15/2023	12:56:11 AM	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	1595 Maytown Rd		Elizabethtown	17022	PA	West Donegal Township
2023-231	9/15/2023	10:31:28 AM	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	1023 Hillside Ave		Elizabethtown	17022	PA	Elizabethtown Borough
2023-232	9/15/2023	2:58:20 PM	BUILDING-BARN-2A; 111-Building fire	493 Musser Rd		Mount Joy	17552	PA	East Donegal Township
2023-233	9/15/2023	11:48:51 PM	BUILDING-DWELLING-1A; 111-Building fire	500 Donegal Springs Rd		Mount Joy	17552	PA	Mount Joy Borough
2023-234	9/18/2023	11:45:58 AM	BUILDING-DWELLING-2A; 111-Building fire	1235 Bossler Rd		Elizabethtown	17022	PA	West Donegal Township
2023-235	9/19/2023	11:15:02 AM	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	418 Cloverleaf Rd		Elizabethtown	17022	PA	Mount Joy Township
2023-236	9/20/2023	3:19:44 AM	MEDICAL ASSIST; 311-Medical assist, assist EMS crew	1252 Schwanger Rd		Mount Joy	17552	PA	Mount Joy Township
2023-237	9/21/2023	5:00:14 PM	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	140 ROUTE 283 E		Elizabethtown	17022	PA	Mount Joy Township
2023-238	9/22/2023	9:44:15 AM	PERSON STRUCK; 321-EMS call, excluding vehicle accident with injury	130 Anchor Rd		Elizabethtown	17022	PA	West Donegal Township
2023-239	9/23/2023	9:39:55 AM	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	203 Stoneybrook Ln		Elizabethtown	17022	PA	West Donegal Township
2023-240	9/23/2023	11:09:53 PM	CO ALARM; 424-Carbon monoxide incident	867 Schwanger Rd		Elizabethtown	17022	PA	Mount Joy Township
2023-241	9/25/2023	3:41:04 AM	VEHICLE ACCIDENT-CLASS 1; 322-Motor vehicle accident with injuries	MANHEIM ST	OLD MARKET ST	Mount Joy	17552	PA	Mount Joy Borough
2023-242	9/25/2023	5:43:48 PM	BUILDING-DWELLING-1A; 111-Building fire	2163 Cloverleaf Rd		Mount Joy	17552	PA	Mount Joy Township
2023-243	9/27/2023	8:09:25 PM	BUILDING-HIGH OCCUPANCY 1A; 111-Building fire	607 Hearthstone Ln		Mount Joy	17552	PA	Mount Joy Borough
2023-244	9/28/2023	6:44:31 AM	BUILDING-HIGH OCCUPANCY 1A; 111-Building fire	45 Freeman Dr		Elizabethtown	17022	PA	West Donegal Township

FDMJ Monthly Incident Report Summary

August 2023

Responded to **54** alarms for the month of August 2023 – **391** total alarms for 2023.

Time in service for month: **37 hours and 17 minutes**

Average manpower per incident: **9 members per call for month - (6a-4p 24 calls/5.5 members per call) – response time – 5 min & 8 sec. and arrival time - 10 min & 35 sec. (w/FP calls)**

Total Man-hours: **299 hours & 4 minutes**

Calls by Municipality First Due: **33** first due alarms – **21** mutual aid alarms

- Mount Joy Borough - 12
- Rapho Township - 14
- Mount Joy Township – 3
- East Donegal Township – 6

Apparatus used:

- Engine 75-1 - 18
- Engine 75-2 - 14
- Truck 75 - 21
- Squad 75-1 - 5
- Traffic 75 – 13
- POV (Fire Police) - 20
- Duty Chief Vehicle - 22
- Duty Officer Vehicle – 19

Property pre-incident value: \$ 1,119,000.00

Property fire loss: \$499,000.000

Property post incident saved: \$620,000.00

2023 FDMJ responded to a call on average every - 14 hours & 54 minutes

Total Training hours of 27 members trained for 123 hours & 15 minutes

Fire Prevention Details – 1 smoke detector installation for the month of August

Community Service Details for the month – FDMJ members assisted with Elizabethtown fair (Fire police), 1 fireworks standby, 23 duty crew events and 3 knox box inspections and attended the national night out event in August

Notable First Due Calls: -

- 8/5 – Dwelling fire – RT - Oak Leaf Dr - \$49,000.00
- 8/5 – Apartment building fire – MJB – W Main St - \$450,000.00

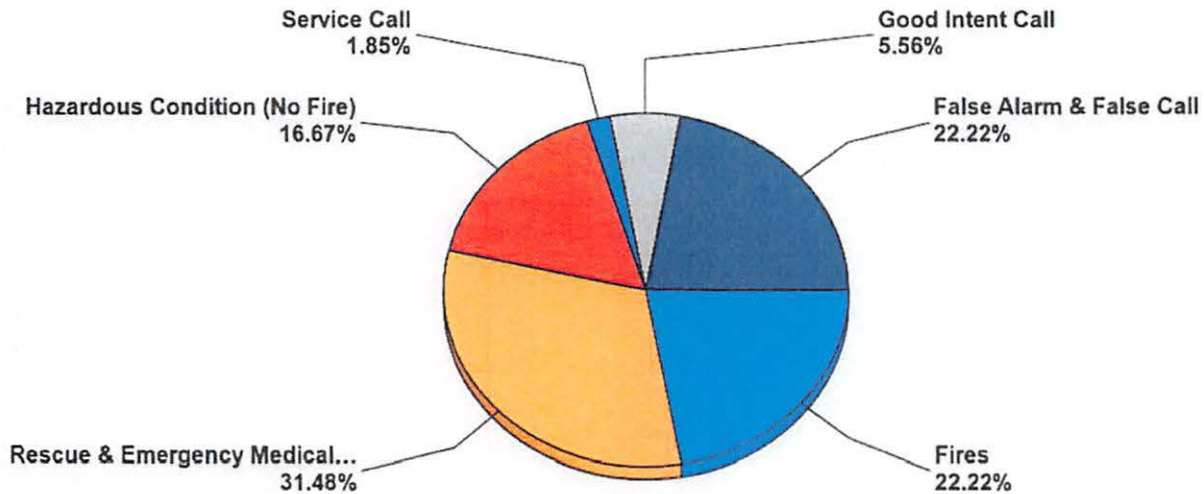
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:25:51 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	12	22.22%
Rescue & Emergency Medical Service	17	31.48%
Hazardous Condition (No Fire)	9	16.67%
Service Call	1	1.85%
Good Intent Call	3	5.56%
False Alarm & False Call	12	22.22%
TOTAL	54	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Doc Id: 553
Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	11	20.37%
131 - Passenger vehicle fire	1	1.85%
311 - Medical assist, assist EMS crew	2	3.7%
322 - Motor vehicle accident with injuries	6	11.11%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.85%
324 - Motor vehicle accident with no injuries.	5	9.26%
352 - Extrication of victim(s) from vehicle	2	3.7%
353 - Removal of victim(s) from stalled elevator	1	1.85%
412 - Gas leak (natural gas or LPG)	6	11.11%
440 - Electrical wiring/equipment problem, other	1	1.85%
444 - Power line down	2	3.7%
550 - Public service assistance, other	1	1.85%
611 - Dispatched & cancelled en route	1	1.85%
651 - Smoke scare, odor of smoke	2	3.7%
730 - System malfunction, other	2	3.7%
733 - Smoke detector activation due to malfunction	1	1.85%
735 - Alarm system sounded due to malfunction	1	1.85%
736 - CO detector activation due to malfunction	1	1.85%
745 - Alarm system activation, no fire - unintentional	7	12.96%
TOTAL INCIDENTS:	54	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Fire Department Mount Joy

Mount Joy, PA

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Incident Statistics

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		17	
FIRE		37	
TOTAL		54	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$1,119,000.00		\$499,000.00	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
Aid Given		21	
Aid Received		8	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		3.7	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 75	0:10:52	0:10:01	
AVERAGE FOR ALL CALLS		0:10:35	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 75	0:05:52	0:04:44	
AVERAGE FOR ALL CALLS		0:05:08	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Fire Department Mount Joy		41:44	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



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Doc Id: 1645
Page # 1 of 1

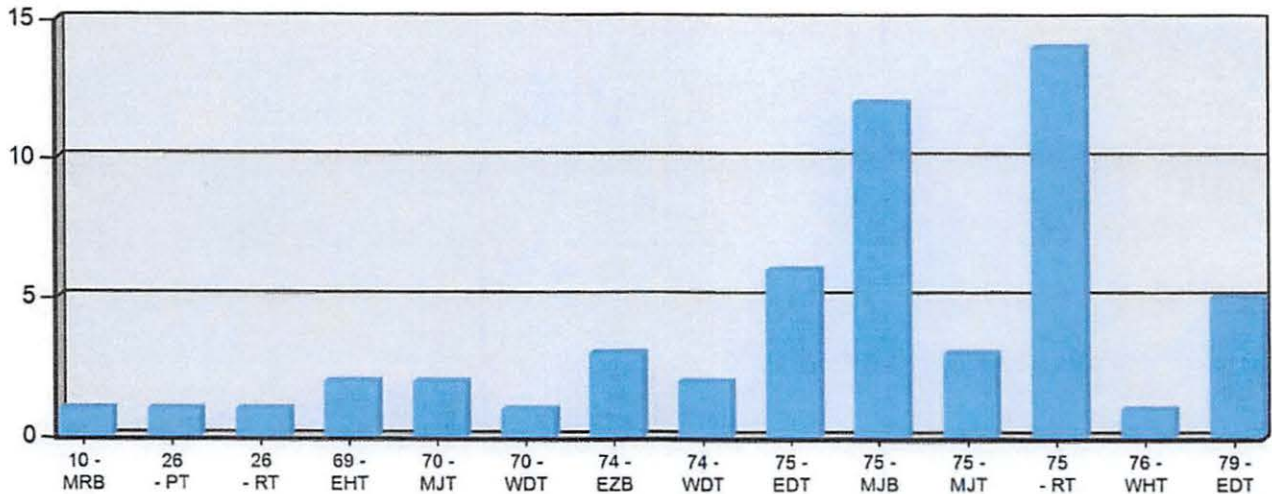
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:24:38 PM

Incident Count per Zone for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023



ZONE	# INCIDENTS
10 - MRB - 10 Marietta Borough	1
26 - PT - 26 Penn Township	1
26 - RT - 26 Rapho Township	1
69 - EHT - 69 East Hempfield Township	2
70 - MJT - 70 Mount Joy Township	2
70 - WDT - 70 West Donegal Township	1
74 - EZB - 74 Elizabethtown Borough	3
74 - WDT - 74 West Donegal Township	2
75 - EDT - 75 East Donegal Township	6
75 - MJB - 75 Mount Joy Borough	12
75 - MJT - 75 Mount Joy Township	3
75 - RT - 75 Rapho Township	14
76 - WHT - 76 West Hempfield Township	1
79 - EDT - 79 East Donegal Township	5
TOTAL:	54

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.



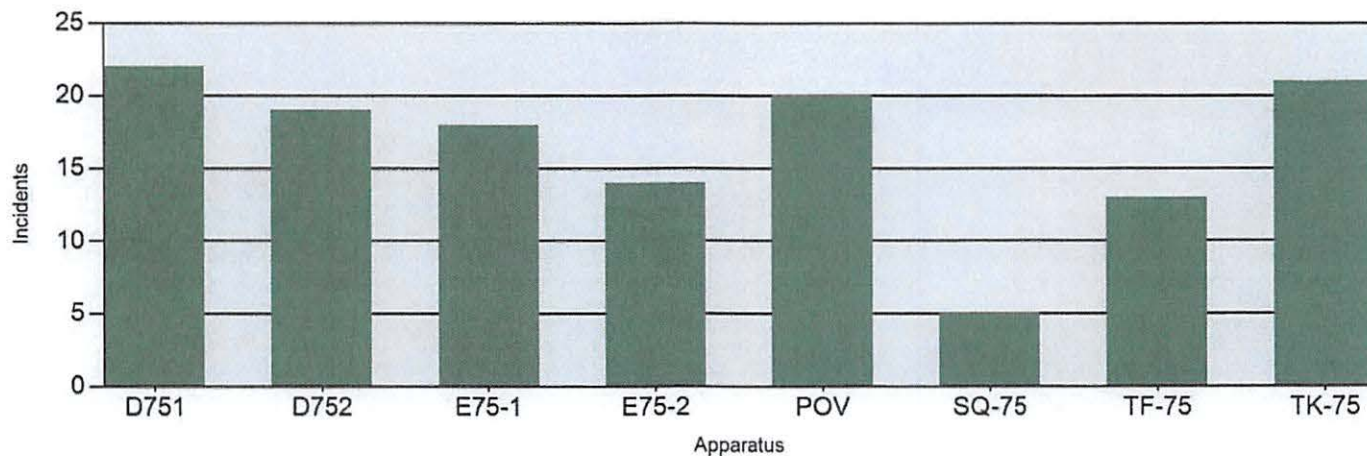
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:27:32 PM

Incident Count per Apparatus for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023



APPARATUS	# of INCIDENTS
D751	22
D752	19
E75-1	18
E75-2	14
POV	20
SQ-75	5
TF-75	13
TK-75	21

Canceled apparatus (per the THIS APPARATUS WAS CANCELLED checkbox on Basic Info 4) not included.
Only REVIEWED incidents included.



Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:28:56 PM

Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 08/01/2023 | End Date: 08/31/2023

ZONE	INCIDENT COUNT	MAN-HOURS
10 - MRB - 10 Marietta Borough	1	5:44
26 - PT - 26 Penn Township	1	0:00
26 - RT - 26 Rapho Township	1	0:00
69 - EHT - 69 East Hempfield Township	2	13:50
70 - MJT - 70 Mount Joy Township	2	1:26
70 - WDT - 70 West Donegal Township	1	0:00
74 - EZB - 74 Elizabethtown Borough	3	7:21
74 - WDT - 74 West Donegal Township	2	6:23
75 - EDT - 75 East Donegal Township	6	19:09
75 - MJB - 75 Mount Joy Borough	12	71:18
75 - MJT - 75 Mount Joy Township	3	37:48
75 - RT - 75 Rapho Township	14	76:37
76 - WHT - 76 West Hempfield Township	1	21:12
79 - EDT - 79 East Donegal Township	5	38:19
TOTAL	54	299:07

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



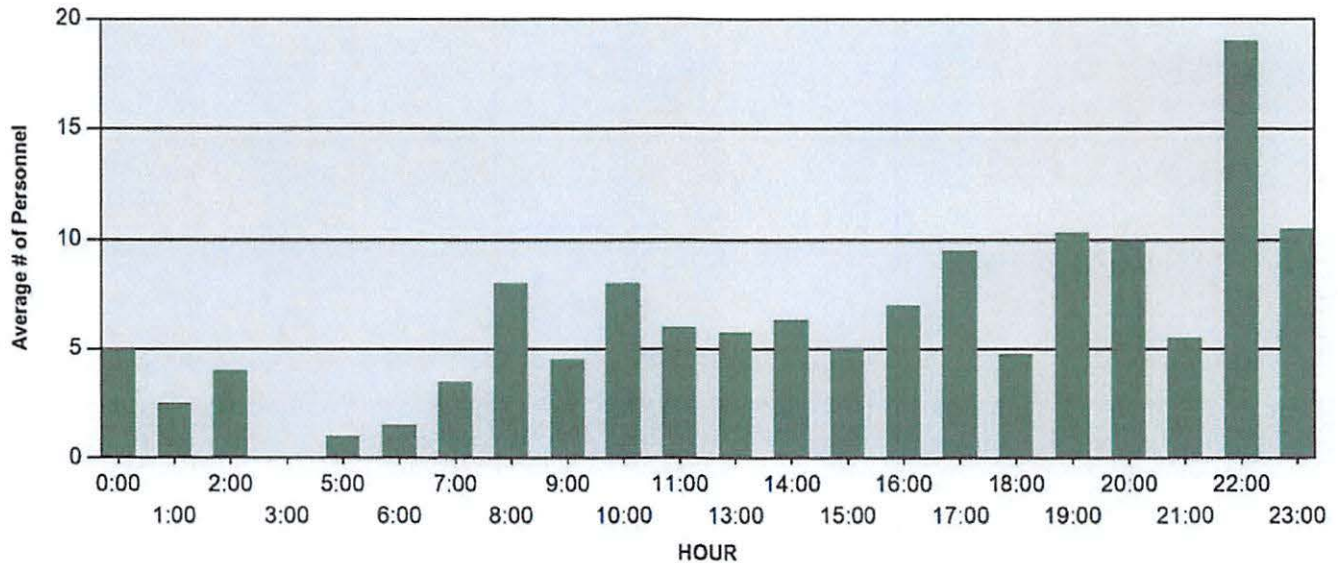
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:33:08 PM

Average Number of Responding Personnel per Hour for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023



HOUR	AVG. # PERSONNEL
00:00 - 00:59	5.00
01:00 - 01:59	2.50
02:00 - 02:59	4.00
03:00 - 03:59	0.00
04:00 - 04:59	0.00
05:00 - 05:59	1.00
06:00 - 06:59	1.50
07:00 - 07:59	3.50
08:00 - 08:59	8.00
09:00 - 09:59	4.50
10:00 - 10:59	8.00
11:00 - 11:59	6.00
12:00 - 12:59	5.75
13:00 - 13:59	5.75
14:00 - 14:59	6.33
15:00 - 15:59	5.00
16:00 - 16:59	7.00
17:00 - 17:59	9.50
18:00 - 18:59	4.75
19:00 - 19:59	10.33
20:00 - 20:59	10.00
21:00 - 21:59	5.50
22:00 - 22:59	19.00
23:00 - 23:59	10.50

AVE. # PERSONNEL calculated from total number of personnel responding to incidents begun at the HOUR divided by total number of REVIEWED incidents for that HOUR. Includes personnel that responded both on or off apparatus.



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Doc Id: 997
Page # 1 of 1

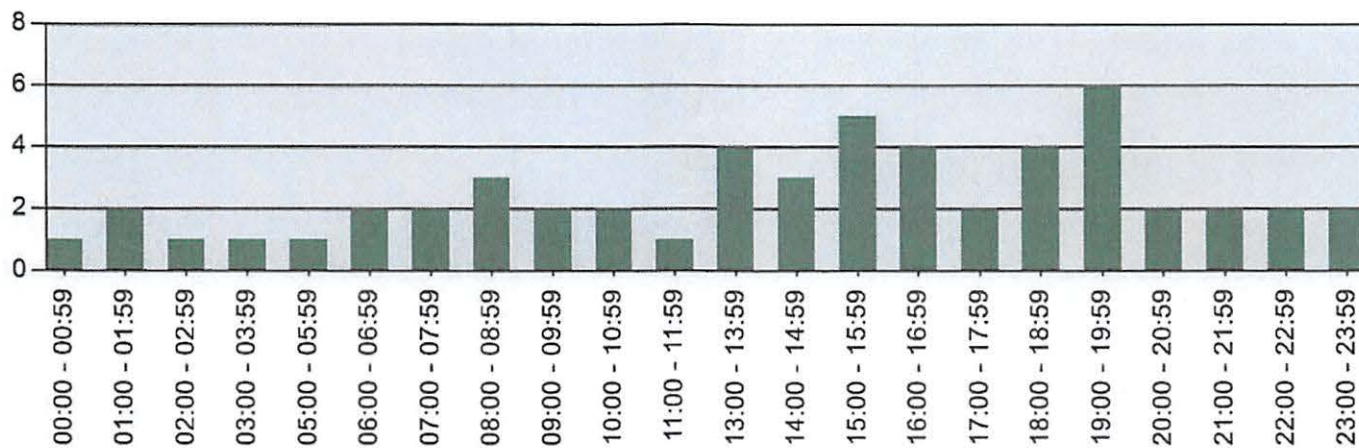
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:32:25 PM

Incidents by Hour for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023



Hour	# of Calls
00:00 - 00:59	1
01:00 - 01:59	2
02:00 - 02:59	1
03:00 - 03:59	1
04:00 - 04:59	1
05:00 - 05:59	1
06:00 - 06:59	2
07:00 - 07:59	2
08:00 - 08:59	3
09:00 - 09:59	2
10:00 - 10:59	2
11:00 - 11:59	1
12:00 - 12:59	4
13:00 - 13:59	4
14:00 - 14:59	3
15:00 - 15:59	5
16:00 - 16:59	4
17:00 - 17:59	2
18:00 - 18:59	4
19:00 - 19:59	6
20:00 - 20:59	2
21:00 - 21:59	2
22:00 - 22:59	2
23:00 - 23:59	2

Only REVIEWED incidents included



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Doc Id: 19
Page # 1 of 1

Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:31:34 PM

Losses for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
2	\$305,000.00	\$194,000.00	\$499,000.00	\$249,500.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2023-341	08/02/2023	131 - Passenger vehicle fire	\$5,000.00	\$44,000.00	\$49,000.00	9.82%
2023-342	08/02/2023	111 - Building fire	\$300,000.00	\$150,000.00	\$450,000.00	90.18%

Only REVIEWED incidents included



Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/11/2023 7:26:21 PM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/01/2023	2023-338	170 283 RT W	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	70 - MJT - 70 Mount Joy Township	2	5
08/01/2023	2023-339	RISSERMILL RD	322 - Motor vehicle accident with injuries		75 - MJT - 75 Mount Joy Township	1	1
08/01/2023	2023-340	126 LANCASTER EST	412 - Gas leak (natural gas or LPG)	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	6	21
08/02/2023	2023-341	5265 OAK LEAF DR	131 - Passenger vehicle fire	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	7	23
08/02/2023	2023-342	206 W MAIN ST	111 - Building fire	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	7	17
08/03/2023	2023-343	126 LANCASTER EST	412 - Gas leak (natural gas or LPG)	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	7	20
08/04/2023	2023-344	2778 HOSSLER RD	550 - Public service assistance, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	4	13
08/04/2023	2023-345	1303 W MAIN ST	352 - Extrication of victim(s) from vehicle	Active Firefighters & Fire Police	75 - MJT - 75 Mount Joy Township	5	16
08/05/2023	2023-346	MILTON GROVE RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - MJT - 75 Mount Joy Township	6	15
08/06/2023	2023-347	5121 FIELD VIEW DR	733 - Smoke detector activation due to malfunction	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	5	17
08/06/2023	2023-348	970 COLEBROOK RD	352 - Extrication of victim(s) from vehicle	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	3	12
08/06/2023	2023-349	Union School Rd.	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	1	2
08/07/2023	2023-350	2600 MOUNT JOY RD	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	6
08/08/2023	2023-351	7 N MARKET ST	444 - Power line down	Active Firefighters & Fire Police	74 - EZB - 74 Elizabethtown Borough	1	1
08/08/2023	2023-352	2618 MOUNT JOY RD	444 - Power line down	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	10
08/08/2023	2023-353	724 HILL ST	311 - Medical assist, assist EMS crew	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	6

Only REVIEWED incidents included.



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Page # 1 of 3

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/08/2023	2023-354	400 JAMES BUCHANAN DR	111 - Building fire	Active Firefighters & Fire Police	74 - WDT - 74 West Donegal Township	2	11
08/09/2023	2023-355	675 DONEGAL SPRINGS RD	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	9
08/09/2023	2023-356	2050 STATE RD	111 - Building fire	Active Firefighters & Fire Police	69 - EHT - 69 East Hempfield Township	2	15
08/09/2023	2023-357	824 COLONY LN	651 - Smoke scare, odor of smoke	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	11
08/10/2023	2023-358	2344 BACK RUN RD	651 - Smoke scare, odor of smoke	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	7
08/10/2023	2023-359	134 LAUVER DR	412 - Gas leak (natural gas or LPG)	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	5	13
08/11/2023	2023-360	601 STONY BATTERY RD	111 - Building fire	Active Firefighters & Fire Police	69 - EHT - 69 East Hempfield Township	2	15
08/12/2023	2023-361	1550 E MAIN ST	353 - Removal of victim(s) from stalled elevator	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	2	4
08/13/2023	2023-362	2015 MEADOW RD	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	70 - WDT - 70 West Donegal Township	1	9
08/13/2023	2023-363	1005 KOSER RD	735 - Alarm system sounded due to malfunction	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	4	10
08/13/2023	2023-364	1300 COLEBROOK RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	79 - EDT - 79 East Donegal Township	1	1
08/13/2023	2023-365	5101 PADDLE WAY	111 - Building fire	Active Firefighters & Fire Police	10 - MRB - 10 Marietta Borough	2	10
08/16/2023	2023-366	4075 OLD HARRISBURG PIKE	730 - System malfunction, other	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	4
08/16/2023	2023-367	215 BLOSSOM TRL	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	10
08/16/2023	2023-368	61 E PARK ST	111 - Building fire	Active Firefighters & Fire Police	74 - EZB - 74 Elizabethtown Borough	2	8
08/17/2023	2023-369	454 ROCKWOOD DR	736 - CO detector activation due to malfunction	Active Firefighters & Fire Police	74 - EZB - 74 Elizabethtown Borough	1	1
08/17/2023	2023-370	151 ORANGE ST	412 - Gas leak (natural gas or LPG)	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	5	7
08/18/2023	2023-371	COLEBROOK RD	322 - Motor vehicle accident with injuries	Active Firefighters & Fire Police	79 - EDT - 79 East Donegal Township	1	2
08/18/2023	2023-372	1180 STELLAR DR	111 - Building fire	Active Firefighters & Fire Police	79 - EDT - 79 East Donegal Township	4	16
08/19/2023	2023-373	102 N MARKET ST	440 - Electrical wiring/equipment problem, other	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	6

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/20/2023	2023-374	COLEBROOK RD	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	79 - EDT - 79 East Donegal Township	1	1
08/20/2023	2023-375	1507 RIVER RD	111 - Building fire	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	1	10
08/20/2023	2023-376	200 BIRCHLAND AVE	311 - Medical assist, assist EMS crew	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	5
08/20/2023	2023-377	1507 RIVER RD	111 - Building fire	Active Firefighters & Fire Police	79 - EDT - 79 East Donegal Township	2	12
08/23/2023	2023-378	2056 SHADY OAK DR	730 - System malfunction, other	Active Firefighters & Fire Police	70 - MJT - 70 Mount Joy Township	1	6
08/23/2023	2023-379	155 ARROWHEAD DR	412 - Gas leak (natural gas or LPG)	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	5	13
08/25/2023	2023-380	E MAIN ST	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	3	9
08/25/2023	2023-381	64 TIMBER VILLA	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	74 - WDT - 74 West Donegal Township	1	8
08/26/2023	2023-382	763 E MAIN ST	412 - Gas leak (natural gas or LPG)	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	5	12
08/26/2023	2023-383	702 STEEPLECHASE RD	111 - Building fire	Active Firefighters & Fire Police	76 - WHT - 76 West Hempfield Township	3	14
08/27/2023	2023-384	3186 PLEASANT VIEW DR	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	2	11
08/28/2023	2023-385	Hossler RD	611 - Dispatched & cancelled en route	Active Firefighters & Fire Police	26 - RT - 26 Rapho Township	1	8
08/29/2023	2023-386	1000 STRICKLER RD	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	12
08/30/2023	2023-387	915 ANDERSON FERRY RD	745 - Alarm system activation, no fire - unintentional	Active Firefighters & Fire Police	75 - EDT - 75 East Donegal Township	3	6
08/30/2023	2023-388	19 N MARKET ST	745 - Alarm system activation, no fire - unintentional		75 - MJB - 75 Mount Joy Borough	2	7
08/31/2023	2023-389	596 AUCTION RD	111 - Building fire	Active Firefighters & Fire Police	26 - PT - 26 Penn Township	1	4
08/31/2023	2023-390	NEW HAVEN ST	324 - Motor vehicle accident with no injuries.	Active Firefighters & Fire Police	75 - MJB - 75 Mount Joy Borough	2	2
08/31/2023	2023-391	MCKINLEY DR	323 - Motor vehicle/pedestrian accident (MV Ped)	Active Firefighters & Fire Police	75 - RT - 75 Rapho Township	3	14

TOTAL # INCIDENTS: 54

Only REVIEWED incidents included.



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

September 2023 - Compiled by Joseph McIlhenney, Executive Director
Contributors: Susan Craine, Kim Beach, Jan Betty, Stephanie Funk & Kirstin Rhoads

August 1-31, 2023 Statistics	2023	2022	2021	2020	2019
TOTAL CIRCULATION	17,023	18,155	16,198	15,387	17,577
YTD CIRCULATION	125,049	124,815	122,864	73,565	132,621
OVERDRIVE & E-formats	1,506	1,666	1,408	1,104	919
NEW PATRONS	108	89	60	52	94
YTD NEW PATRONS	754	628	461	284	648
PATRON COUNT	7,049	6,676	4,900	4,000*	7,883
YTD PATRON COUNT	49,628	43,329	34,051	24,383	53,896
PASSPORTS	124	73	85	50	91
YTD PASSPORTS	1,197	719	640	-	924
WIFI USERS	710	358	301	261	-
PC USERS	412	331	390	298	-

*number reported is approximate

Hoopla!	Aug'23	Jul'23	Jun'23	May'23	Apr'23	Mar'23	Feb'23
Number of Hoopla items used	365	311	307	268	232	266	241

ITEMS SOLD IN LOBBY	\$951.85
YTD TOTAL \$	\$8,091.22
TOTAL \$ ADDED DONATIONS	\$334.00
TOTAL \$ DONATIONS as PRIZES	\$330.00
TOTAL	\$1,615.85

Executive Summary

- **MSL's Love Your Library Benefit Bash** brought 430 visitors and raised just above \$12,500
- **Annual Patron Appeal for 2023**, sent out in March, has realized \$31,291.70 [2022=\$33,911.38]
- MSL changed over to **School Year hours as of September 8, 2023**.
- MSL for Summer Reading Programs, and 712 kids completed the program. [2022 = 638 kids]



PROGRAMMING / CLUBS / PROCTORS NUMBERS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	3	45	28	543
Club Meetings/Participants	6	61	39	380
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	14	409	154	4093
Off-site Programs	7	401	56	4014
Virtual Programs	0	0	-	-

Volunteer	Month Total	2022 YTD Totals		
Volunteer Hours	115.75	837.00		

Joseph

- Interview **Stephanie Funk** for **Coordinator's position** Aug 1
- Attended **LSLC Director's Meeting**, August 4
- Met with **Sean Smith -Ross Buehler Falk & Co.** new CPA, Aug 7
- Attended **Mount Joy Borough Council Meeting**, August 7
- Attended **Mount Joy Chamber Meeting** on August 9
- Attended **Friends Meeting** & accepted \$23,000 check August 14
- Submitted **2023 Plan for Use of State Aid**, Aug 21
- Had a great time at the **Library's Benefit Bash** on August 25
- Met with **Historic Preservation Trust of Lancaster County**, Aug 31



Community/Service Point (Susan)

- Bash meeting and planning
- Weeding in fiction area
- Organizing new ways to fit shelves for more space
- Creating fall schedule for staff

Youth Services (Jan)

- We had 30 book bundles for July; still so busy that we can't keep book bundles on the shelves.
- 2 new 1000 books participants and one who finished.
 - With Megan's help I put together another 90 bags of info and fun for Summer students at DPS. We had 1 student redeem his coupons for Bingo books.
- Our Summer Reading Program was another success, with the following results:
 - 0-4: 276 out 178 returned
 - 5-9: 467 out 347 returned
 - 10-12: 220 out 104 returned
 - 13-19: 147 out 83 returned
 - 1110 out 712 returned a 64% return rate
- Had a short round of programs in August as I attempted 2 weeks of staycation, but the numbers were still decent. Ryan the Bug Guy came and was our largest program for the summer at 224.
- I set up and attending 2 open houses at Donegal (DIS and DPS) which overlapped during my staycation, but it was definitely worth it as the primary school was inundated with families. I met quite a few new families as I walked the halls with Super Chicken.
- Helped out with kids games during Bash.

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - September 2023 Enews: sent to 3642 contacts; 1396 opens (41.6%), 21clicks (.6%), 1 unsubscribe
- **"SOCIAL MEDIA:**
 - Facebook – Total Page Followers 2,582 (35 new); 11,442 reached; Created 7 Events.
 - Instagram – 1,074 followers (12 new)
 - Created/posted Promos for special programs
- 2 Press Releases - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
 - Updated weekend hours
 - 3,381 users; 5,813 page views
 - Highest Website view counts: 298 views End of Summer Bash; 235 views Passports
- **BASH**
 - Attended meetings
 - Promoted event on social media
 - Helped reorganize event when weather threatened
- **MISC**
 - Food Truck Thursdays: set up/put away cones, sponsor sign; greeted vendors; updated signs when trucks canceled; found replacements for canceled trucks; communicated through email with businesses
 - Continued the emptying of the book donation shed 5 days a week and gathering books for sale in lobby, which made over \$951 in August
 - Added more photos to our Google page.
 - Updated August print calendar and calendar for Lobby/kids area

Volunteers/Programming/Fundraising (Kim/Stephanie)

- **Annual Patron Appeal 2023**
 - As of August 31: \$31,291.70
- **Legacy Bricks**
 - Bricks ordered as of August 31: 136 of 392. We're at 35% sold.
- **Adult Summer Reading Program**
 - Over 325 game sheets were taken by patrons and almost 100 entries were received!
 - Received 18 entries in August.
- **Family Lego Contest**
 - 28 families signed up; 23 participated.
 - Total raised in first 2 weeks: \$494.29.
 - Kept it going during "Bash Week". Raised \$335.62 more.
 - Total: \$829.91.
- **Love Your Library Benefit Bash - Friday, August 25; 4 – 7 pm**
 - Moved inside at 2 pm Thursday because of anticipated terrible weather.
 - Although the move inside did cost us some revenue, the party was fantastic!
 - Approximately 430 people came through the library doors that day; about 300 more than usual for a Friday.
 - Current net income is \$12.5k.
- **Miscellaneous Projects**
 - Met with a new patron about possibility of doing a program.
 - Began working with Stephanie to prepare for transition of duties.