



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

Community Development Director/Zoning Officer Monthly Report for May/June 2024

Planning Commission

- Last meeting: 5/29 (Pat covered for me while on vacation)
 - Waiver to Begin Site Work on Phase 1A of the 1376 Campus Road Land Development – Plan recordation delayed due to Authority coordination; waiver granted to allow site work prior to Phase 1A plan recordation; no permits may be issued until recordation.
 - Reviewed Minor Land Development Plan for Jay Garman – Proposal to construct a 9,600-sf. building for agricultural purposes and a farm-related business; tabled action to June meeting.
 - Revised Sketch Plan for Westmount – Residential development proposal on East Harrisburg Avenue; requested waivers associated with revised layout.
 - Lot Line Change Plan for Kleinfelter/Libertore – Proposal to enlarge two residential lots with property from a 100+ acre parent tract on Trail Road North; conditional approval anticipated at June meeting.
 - Raffensperger Subdivision (Horst) Phase 1 Final Plan – Initial view presentation made for Phase 1 plan as part of the approved two-phase preliminary plan.

Zoning Hearing Board

- 6/3 ZHB meeting:
 - Case #240006 Bailey Family Limited Partnership – APPROVED setback variance to accommodate lot line reconfiguration for an existing manufactured home park at 1501 Mill Road.
 - Case #240007 General RV Center – APPROVED area and height variances for a new freestanding business sign located at 187 Merts Drive to be located along the Route 283 frontage.
- 7/3 ZHB meeting cancelled (no new applications):
 - NOTE: anticipating receipt of special exception application for the Pennmark shopping center in time for a mid-to-late July hearing

MS4 Program

- Digitized new storm sewer infrastructure in Featherton Crossing Phase 4 for MS4 program
- To complete MS4 outfall inspections by end of June (annual reporting period)

Misc

- Working with IT consultant on server migration project
- Coordinating with developers of 1376 Campus Road and 1925 Sheaffer Road (Meridian Heights) projects for Phase 1 Final plan document execution and plan recording
- Regrouped with Brightly to resume testing on SmartGov software build
- Beginning training on ArcGIS and ArcOnline applications
- Remotely attended first meeting of Lancaster County's Traffic Safety Action Plan Task Force



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

8853 Elizabethtown Road, Elizabethtown, PA 17022

717.367.8917 • 717.367.9208 fax

www.mtjoytwp.org

PUBLIC WORKS DEPARTMENT

JUNE 2024

COMPLETED:

- Trail Rd N widening
- Parks maintenance
- Place multiple big rocks at OTLP to keep vehicles out
- Road bank mowing first round and started second round
- Replaced broken equipment in Wolgemuth Park
- Fixed road bank mower
- Continued base repair on Trail Rd N
- PA1 calls
- Cold patched potholes
- Add two triaxle loads of Dynatec to one of the ball fields at OTLP
- Truck maintenance
- Campus Rd sewer trench settlement

FUTURE:

- Trail Rd N base repair
- Tree trim Trail N
- Cold Spring/Creek widening project
- Trail Rd N overlay project
- Misc. weekly jobs



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

June 3, 2024

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

Dear Board Members:

21 rental properties were inspected in May 2024. (vacation month)

Complaints and concerns:

- Letter to the new owner of 855 Cloverleaf about the need to obtain a rental license.
- Letter to the new owner of 1060 Schwanger about the need to obtain a rental license.
- Letter to the new owner of 749 Schwanger about the need to obtain a rental license.
- Letter to 441 Deerfield about an uninspected/unregistered vehicle. (Vehicle removed)
- Letter to 745 Westbrook Dr. about tall grass. (complaint) (Grass cut)
- Enforcement Notice to the owner of the land at Veterans and Old Hershey Rd about tall weeds (ongoing)
- Working with Midus Capital LP to clean up 670 Greentree Rd and pay off the liens. The property was abandoned in bad shape by the tenant.
- Letter to 749 Schwanger Rd about tall grass. (Cut)
- Letter to 964 Hershey Rd about tall grass/weeds. (complaint)
- Letter to Pennmark about tall grass/weeds on their property at 2269 S Market St
- Enforcement Notice to 1913 Creek Rd about tall grass. (complaint, ongoing)

MOUNT JOY TOWNSHIP-MultiSelect Permits Issue Date: 5/1/2024 - 5/31/2024**Zoning Officers Report**

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
RoadOcc						
Driveway						
Active						
240029	5/1/2024	BAILEY BILLIE JANE Driveway expansion	2144 SHERI LN	4614453300000	\$0.00	\$50.00
240028	5/7/2024	GRH 1 LLC Driveway	110 BROOKFIELD DR	4608749400000	\$0.00	\$50.00
Total Driveway 2					\$0.00	\$100.00
Fiber Cable						
Active						
240031	5/23/2024	SPAHR JUSTIN A & LAURA A Fiber Cable	977 HAMPDEN RD	4607421400000	\$0.00	\$70.00
Total Fiber Cable 1					\$0.00	\$70.00
Gas						
Active						
240030	5/6/2024	PERUGINI JULIE & THOMAS Gas Service	612 RADIO RD	4606569700000	\$0.00	\$280.00
240032	5/29/2024	COULTER DAVID C Mechanical Tee	1970 MISTY DR	4618169800000	\$0.00	\$60.00
240033	5/29/2024	OLGUIN JOSE L Mechanical Tee	1918 MISTY DR	4611690000000	\$0.00	\$60.00
Total Gas 3					\$0.00	\$400.00
Total RoadOcc 6					\$0.00	\$570.00

StormWater**Exemption**

Active						
240033	5/1/2024	BAILEY BILLIE JANE Driveway Expansion	2144 SHERI LN	4614453300000	\$0.00	\$50.00
240036	5/7/2024	ADHIKARI CHHABI & PAUDEL, INDRA Shed	840 WESTBROOKE DR	4600517900000	\$0.00	\$50.00
240029	5/7/2024	GRH 1 LLC 2-story single family dwelling	110 BROOKFIELD DR	4608749400000	\$300,000.00	\$50.00
240030	5/7/2024	SECORD DANIEL & BRIANNA Patio	1188 MOUNT GRETN A RD	4606081000000	\$0.00	\$50.00
240034	5/7/2024	BAILEY FAMILY LTD PARTNERSHIP Mobile Home	22 SUMMER DR	4600553430130	\$0.00	\$50.00
240035	5/7/2024	PAUDEL CHHATRA B & TAMANG, PHUL Shed	838 WESTBROOKE DR	4600588200000	\$3,000.00	\$50.00
240037	5/15/2024	BRENNER LISA D Pool - Above ground	225 CLIFF LN	4602405500000	\$0.00	\$50.00
240040	5/22/2024	SCOTT KENNEDY L & BRANDY L BETZ Patio - Stamped Concrete	7 WATERFOWL WAY	4602868200000	\$0.00	\$50.00
Total Exemption 8					\$303,000.00	\$400.00
Total StormWater 8					\$303,000.00	\$400.00

Use**Fireworks**

Active						
240003	5/20/2024	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						
Active						
240004	5/20/2024	MOUNT JOY TOWNSHIP Fireworks - Professional Display	8853 ELIZABETHTOWN RD	4606685900000	\$0.00	\$10.00
Total Fireworks 2					\$0.00	\$20.00
Temporary						
Active						
240005	5/24/2024	ALLEN DOUGLAS R & DELORIS RUTH Roadside Produce Stand	9418 ELIZABETHTOWN RD	4602535900000	\$0.00	\$10.00
Total Temporary 1					\$0.00	\$10.00
Total Use 3					\$0.00	\$30.00
Zoning						
Deck/Patio						
Active						
240068	5/7/2024	SECORD DANIEL & BRIANNA Deck / Patio	1188 MOUNT GRETNA RD	4606081000000	\$27,500.00	\$275.00
Total Deck/Patio 1					\$27,500.00	\$275.00
Driveway						
Active						
240073	5/1/2024	BAILEY BILLIE JANE Driveway Expansion	2144 SHERI LN	4614453300000	\$3,000.00	\$50.00
Total Driveway 1					\$3,000.00	\$50.00
Fence						
Active						
240078	5/9/2024	ZELLER TRAVIS M & KYLEE A Fence	1026 CREEK RD	4602012300000	\$11,000.00	\$106.00
240079	5/20/2024	ROSBOROUGH JAMES R Fence	545 WESTBROOKE DR	4600762800000	\$7,719.00	\$85.00
Total Fence 2					\$18,719.00	\$191.00
Generator						
Active						
240069	5/7/2024	ABEL RICHARD Z & SUSAN M Generator	1537 COUNTRY SQUIRE RD	4602652400000	\$22,483.00	\$50.00
Total Generator 1					\$22,483.00	\$50.00
Patio						
Active						
240082	5/22/2024	SCOTT KENNEDY L & BRANDY L BETZ Patio - Stamped Concrete	7 WATERFOWL WAY	4602868200000	\$12,000.00	\$113.00
Total Patio 1					\$12,000.00	\$113.00
Pool						
Active						
240077	5/15/2024	BRENNER LISA D Pool - Above Ground	225 CLIFF LN	4602405500000	\$4,500.00	\$114.00
Total Pool 1					\$4,500.00	\$114.00
SFD						
Active						
240066	5/7/2024	GRH 1 LLC 2-story single family dwelling	110 BROOKFIELD DR	4608749400000	\$300,000.00	\$1,909.00
240067	5/20/2024	GISH MARTIN S & ROBIN D 2-story single family dwelling	370 GREENTREE RD	4605041500000	\$943,000.00	\$5,767.00
Total SFD 2					\$1,243,000.00	\$7,676.00
SFD-MH						

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
SFD-MH						
Active						
240070	5/7/2024	BAILEY FAMILY LTD PARTNERSHIP Mobile Home	22 SUMMER DR	4600553430130	\$125,000.00	\$859.00
Total SFD-MH 1					\$125,000.00	\$859.00
Shed						
Active						
240076	5/7/2024	ADHIKARI CHHABI & PAUDEL, INDRA Shed	840 WESTBROOKE DR	4600517900000	\$3,000.00	\$50.00
240075	5/7/2024	PAUDEL CHHATRA B & TAMANG, PHUL Shed	838 WESTBROOKE DR	4600588200000	\$3,000.00	\$50.00
Total Shed 2					\$6,000.00	\$100.00
Solar						
Active						
240065	5/7/2024	HANEY JOSEPH & KIMBERLY Solar roof mounted	2138 ASHWOOD LN	4600496000000	\$44,422.00	\$379.00
Total Solar 1					\$44,422.00	\$379.00
Total Zoning 13					\$1,506,624.00	\$9,807.00
<hr/>						
Total Permits: 30					\$1,809,624.00	\$10,807.00



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, May 1, 2024

1. Chairman Gregory R. Hitz, Sr. called the meeting to order at 6:00 P.M. in the Mount Joy Township Municipal Building located at 8853 Elizabethtown Road, Elizabethtown, PA 17022.
2. Meeting Attendance:
 - Members Present: Gregory R. Hitz, Sr. and James E. Hershey
 - Members Absent: Robert F. Newton, Jr.
 - Alternate Member Present: Roni K. Clark
 - Township Representatives: Justin S. Evans, Zoning Officer
 - Lancaster County Court Reporter: Angela Kilby
 - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
3. A motion was made by James E. Hershey and seconded by Roni K. Clark to approve and ratify the minutes of the April 3, 2024 meeting. All members voted in favor of the motion.
4. Mr. Evans, Township Zoning Officer, stated that a Public Notice was published in the April 11, 2024 and April 18, 2024 editions of the LNP. The subject property was posted on April 22, 2024.
5. Procedural briefing by the Zoning Hearing Board Solicitor
6. Old Business
 - a. Request for Extension of Time of Prior Approval – Case #210006: Serreh, LLC (1113 & 1195 W. Main Street, Mount Joy). Approvals expire on May 4, 2024.

Steve Gergely from Harbor Engineering requested additional time on behalf of his client, Serreh, LLC. Another year is needed to submit and process the land development plan associated with the zoning approvals.

A motion was made by Roni K. Clark and seconded by James E. Hershey to extend the prior approvals for this case by a period of one year to May 4, 2025. All members present voted in favor of the motion.
7. Zoning Case #240004
 - a. Applicant/Landowner: Giuseppe & Anna Conigliaro
 - b. Property Location: 840 N. Hanover Street, Elizabethtown, PA 17022; Tax Parcel ID #460-12848-0-0000
 - c. Zoning District: C-2 – General Commercial District
 - d. Special Exception Request:
 - 1) Chapter 135, Article XIV, §135-133.L – shopping centers in excess of 10,000 sf.
 - e. Variance Requests:
 - 2) Chapter 135, Article XXII, §135-256.A(2) – building coverage
 - 3) Chapter 135, Article XXII, §135-256.B(1) – residential buffer

- 4) Chapter 135, Article XXII, §135-256.B(2) – parking within buffer strip
- 5) Chapter 135, Article XXIII, §135-325.D(1) – dumpster within 50' of a residential use
- 6) Chapter 135, Article XXIII, §135-326.D – shipping and receiving within 600' of a residential use

Landowner Giuseppe Conigliaro and consultant Keith Good from CGA Architects presented the application. Mr. Good provided an overview of the proposed commercial addition to an existing shopping center building:

- Existing building contains approximately 18,000 sf. of commercial space.
- Current tenants are Dollar General, Davita, and a church.
- The original building was approved around 1995.
- The site contains excess parking per the current zoning requirements, most likely because a restaurant was an original tenant.
- A dumpster is located near the property line adjoining a residential property.
- The proposed 7,000-sf. addition will be located on existing parking lot area.
- Surrounding parking areas will be slightly reconfigured.
- The expanded building will block view of the dumpster and loading dock from the adjoining residence to the south.
- The rear of the property is heavily screened by woods from an adjoining neighborhood.
- Additional screening is proposed along the southern property line nearest the adjoining dwelling.

The applicant submitted the following exhibits:

- A-1: Existing Conditions Plan
- A-2: Proposed Site Plan (in color)
- A-3: 3D Renderings of the proposed building expansion

Mr. Good's testimony continued:

- The building expansion will be divided into up to 5 tenant spaces.
- Landowner has prospective tenants but no signed leases; uses will comply with zoning ordinance standards.
- Total building area of 25,700 sf. exceeds the 15% maximum building coverage for a shopping center, though the covered area is currently a parking lot.
- There is a shopping cart area used by Dollar General, however, none of the new tenant spaces will need cart parking areas.
- New lighting will have cutoff collars to protect adjoining properties.
- Existing woods at the rear serve as an effective buffer.
- Additional landscaping islands in the parking lot will reduce the site's impervious coverage.
- Sidewalks are provided along the new building frontage.
- No density increases are being requested under the shopping center standards.

Mr. Good addressed the criteria for variances, noting that the large site is nearly covered by impervious surfaces even though the building area will exceed the 15% maximum. Relief from the residential buffer requirements is based on maintaining the current perimeter condition, which includes existing woods. The loading area and dumpster are currently within the applicable setback but will be screened from the adjoining residence by the building expansion.

The Board asked several questions of the applicant, receiving the following information in response. New signage will be on the building, but no additional freestanding signage is proposed beyond what exists. The current access point onto N. Hanover Street will continue to be used. Landscaping islands will be constructed to improve traffic flow throughout the site.

Box trucks will make deliveries to the new, smaller tenant spaces. These are less impactful than the Dollar General deliveries via tractor trailer. Deliveries will go to the rear doors where the Dollar General loading dock is. A 24' drive aisle is proposed between the building expansion and parking lot. This is a typical width to accommodate cars backing out of spaces while allowing for cars to pass by.

The adjoining dwelling to the south is approximately 17' from the common property line. The required setback is 15' for the building expansion. An evergreen landscaping buffer will be added to the space between them.

The applicant acknowledged receipt of the Zoning Officer's April 4, 2024 letter and did not object to the proposed conditions. Mr. Good hinted they may request a waiver of land development, questioning whether this is contrary to the condition for land development plan approval. It will not be. When asked about a traffic impact study, Mr. Good noted that the study is not required for a nonresidential project of this size. 130 parking spaces are required for the total proposed commercial square footage with 132 proposed spaces provided after the reduction in parking lot area. A lighting plan will be prepared to meet the Zoning Ordinance requirements. No drive-through is proposed.

A motion was made by James E. Hershey and seconded by Roni K. Clark to approve the application as requested, subject to the following conditions:

1. The Applicant shall obtain approval of a Land Development Plan, or a waiver therefrom, from the Mount Joy Township Planning Commission;
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 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 May 1, 2024 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

8. Zoning Case #240005

- a. Applicant: Lancaster County Career & Technology Center – Mount Joy Campus
- b. Landowner: Lancaster County Career & Technology Center Authority
- c. Property Location: 432 Old Market Street, Mount Joy, PA 17552; Tax Parcel ID #461-59458-0-0000
- d. Zoning District: R-1 – Low-Density Residential District
- e. Variance Request:
 - 1) Chapter 135, Article XXIII, §135-320.A – creation of a flag lot

Dr. Stuart Savin of the Lancaster County Career & Technology Center was joined by Todd Smeigh of D.C Gohn & Associates to present the application. The following exhibits were submitted prior to testimony being given:

- A-1: TCA Idea Plan
- A-2: Layout/Exhibit Plan
- A-3: Layout Exhibit

Jeffrey Chaby, adjoining resident at 324 Old Market Street, requested party status to the hearing. Mr. Chaby pointed out his lot on the displayed map. Mr. Evans then noted where the subject property was posted and where the nearest posting was in relation to Mr. Chaby's home. The applicant did not object to the party status request.

A motion was made by Roni K. Clark and seconded by James E. Hershey to grant party status to Jeffrey Chaby, resident at 324 Old Market Street. All members present voted in favor of the motion.

Mr. Smeigh began testimony, noting that the proposed subdivision of a residential lot is part of an ongoing project since the mid-2000's to create lots for the construction of single-family homes along the perimeter of the campus. Construction is part of the LCCTC's curriculum. Thomas Comitta & Associates were retained in 2023 to assess the planning performed to date that furthers the mission of the building program. The plan submitted as Exhibit A-1 proposes a 600' cul-de-sac, a departure from previous plans' through street on which to divide off lots for construction. The school is evaluating a plan that balances these lots and the needs of the school itself. Access from the campus to Rotary Park through the R-1 District may be needed for stormwater conveyance associated with development or redevelopment of the school.

He noted that the Board of Supervisors granted relief from the Official Map on July 27, 2023 pertaining to construction of a cul-de-sac street instead of a through street. Lots 3-11 as depicted on Exhibit A-2 have not been subdivided and are shown as a conceptual layout. Their location and configuration are consistent with the established zoning district boundary. This request to subdivide Lot 2 as a flag lot uses a common driveway between two houses currently under

construction consistent with Exhibit A-1. The adjoining homes being built are on lots subdivided in 2022. A 50' wide flag pole leads to the proposed lot that is just under 1 acre in size. The layout complies with the Zoning Ordinance's dimensional requirements for a flag lot. Flag lots are permitted to enable preservation of agricultural land, while this request would help the LCCTC conserve land for future consideration of the campus. This would be the third and final lot to be divided in this specific area along Fairview Road. Stormwater management has been designed and approved for all three lots.

Mr. Hitz asked about the space between the two proposed dead-end segments. It will remain open space attached to the campus property for future stormwater management considerations. Mr. Hitz called attention to the standards for flag lots in Section 135-320. Mr. Smeigh noted that Exhibit A-3 demonstrates dimensional compliance with Section 135-320 as well as the joint use driveway criteria in Section 135-321, specifically:

- 135-320.F(1) – 50' wide flag pole, in excess of the 25' minimum
- 135-320.F(2) – 300' long flag pole, less than the 600' maximum
- 135-320.F(3) – lots are served by public water and sewer
- 135-320.F(4) – cartway located approximately 18' from the adjoining lots, greater than the 6' minimum
- 135-320.F(5) – no other flag poles within 200'
- 135-321.A – access is via a PennDOT road; permits required for driveway connection and utility installation
- 135-321.B – driveway cartway will be 18', greater than the 16' minimum
- 135-321.C – an easement will be created and recorded for the common drive and utilities serving all three lots

All three lot owners will collectively own and maintain the shared driveway. The next subdivision plan to be filed after this will extend a cul-de-sac street from Old Market Street. It will be offered for public dedication and more lots can be subdivided off of it. Public utilities are provided by the Mount Joy Borough Authority.

Mr. Smeigh provided justification for the relief, citing the need to use the least amount of land to accommodate the residential lots. This helps preserve as much land as possible for the school campus. Adjoining land to the south in Mount Joy Borough is zoned Conservation.

Mr. Hershey asked how large of a house can be built on the proposed lot. Exhibit A-2 depicts an example, which is a mirror of the house built on Lot 14 but it may have a different floor plan. Mr. Clark asked if there will be enough room to back out onto the shared driveway as required by Section 135-320.E. The existing driveway stub will likely be extended further to the east to enable this safely.

Mr. Chaby questioned the applicant. Why is the Mount Joy Campus the applicant and the Authority the landowner on the hearing application? Dr. Savin stated that the Authority is the landowner that enabled the school to make the application. When does the cul-de-sac street extension from Old Market Street get approved? It will go before the Planning Commission and Board of Supervisors. Mr. Chaby noted he does not oppose the application. He wanted more information about the proposal. No testimony was provided. There was no additional public comment.

A motion was made by James E. Hershey and seconded by Roni K. Clark to approve the application for the variance as requested, subject to the following conditions:

1. The Applicant shall obtain approval of a Subdivision Plan from the Mount Joy Township Planning Commission;
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 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 May 1, 2024 except to the extent modified by conditions imposed by the Board herein.

All members present voted in favor of the motion.

9. Next regularly scheduled hearing will be held Wednesday, June 5, 2024, beginning at 6:00 p.m.

10. A motion was made by James E. Hershey and seconded by Roni K. Clark to adjourn the meeting at 7:25 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
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

717.367.8917 • 717.367.9208 fax

www.mtjoytwp.org

Minutes of the Regular Meeting of the Mount Joy Township Park & Recreation Board Held on April 9, 2024

1. Karen L. Boyer, Chairperson, called the meeting to order at 7:00 P.M. in the Mount Joy Township Fairview Municipal Building at 8853 Elizabethtown Road, Elizabethtown, PA 17022.

2. Roll call: Present – Karen L. Boyer, William Duncan, John L Felix, Jr. and Adam Reed.
Absent – Donald Bush.

Others in attendance – Patricia J. Bailey, Township Secretary and Kenneth L. Ebersole, Township Roadmaster.

3. Public Comment: None

4. Approval and ratification of the minutes of the March 12, 2024 meeting.

A motion was made by Adam Reed and seconded by William Duncan to approve the minutes from March 12, 2024 as written. All members present voted in favor of the motion.

5. Old Trolley Line Park:

- a. Benjamin Dice from Troop 117 was in attendance to give the Board members a 2nd look at his proposed Eagle Scout project. He is looking to install roofs (dugouts) on the large baseball field at Old Trolley Line Park. He presented updated engineered plans that will be suitable for permitting. Mr. Ebersole has been in contact concerning stormwater management, so everyone is on the same page. A plaque will be put on one of the posts at the end to identify the project as an Eagle Scout project. His timeline still is to have it completed by the beginning of fall ball. The footers should be able to be installed this summer. Cost estimate remains to be in the \$4,000.00 to \$5,000.00 range. The Board members are very excited about this and expressed their gratitude to Benjamin for taking on this project.

A motion was made by John L. Felix, Jr. and seconded by William Duncan to recommend to the Board of Supervisors that the Eagle Scout project for dugouts at Old Trolley Line Park be approved. All members present voted in favor of the motion.

- b. Planning – Phase 3: Chuck Strodoski, YSM Landscape Architect, was in attendance to talk about the Wetland Study that was completed and to preview what possibilities there are for the “middle section” of the property. Mr. Strodoski stated at it stands now, about the only thing that can be done in the “middle section” is an elevated boardwalk that would connect the two ends, mode (grass) trails and native plantings. He talked to Rettew Associates again about the wetland study. They will be going back out late this week for next week to re-delineate the wetlands. Due to snow melt and rain at the time the original study was done they feel they may get some better results where something will at least be able to be constructed. Rettew will go out for a 2nd time at no additional cost to the Township. Mr. Strodoski will have more information on the wetlands for next month’s meeting. If elevated boardwalks are to be installed, permits would be required. Enhancing the wetland with vegetation and elevated boardwalk would work well with the work being done across the street by the Lancaster Conservancy. For the lower section, nearest Koser

Road, Mr. Strodoski provided a very rough draft that showed 2 multi-purpose fields, tot lot, youth lot, 4 pickle ball courts, pavilion, and parking for 50 cars. This area is approximately 5 acres. There was also a walking path around the perimeter of the area with a connection to the Lancaster County Conewago Trail. Mr. Duncan asked if it is feasible to apply for a grant in 2025. Both Mr. Strodoski and Ms. Bailey feel it is doable. First, we will update the master plan. Then Mr. Strodoski will provide alternative designs. Once the Board settles on a preliminary plan, we will then present it to the public. The DCNR grant cycle opens in January with the applications due sometime in April.

6. Wolgemuth Park:

Ms. Bailey reported that several rails are broken in the split rail fence at the upper section of Wolgemuth Park. This fence is a barrier from the playground to the driveway for the public works trucks to travel. There have been other rails that have been broken and have been fixed over time. Staff is recommending the split rail fence be replaced with the same type of fence that are installed at the other parks.

A motion was made by John F. Felix, Jr and seconded by William Duncan to recommend the split rail fence at Wolgemuth be replaced with a 4' high aluminum fence. All members present voted in favor of the motion.

7. Other Business:

Mr. Felix stated he knows the mowing is done by a subcontractor but wondered if we need a "Park Ranger" or someone responsible for tree trimming, general clean-up of the parks. Mr. Ebersole stated it will be before the Board of Supervisors to hire a seasonal part-time person to do just that type of work. The person will be checking the playgrounds, power washing pavilions, tree trimming, clean-up, trash and doggie stations, etc.

Mr. Ebersole reported he had to replace several of the trash cans at the doggie stations due to damage.

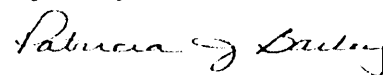
Mr. Duncan stated the batting cage at Wolgemuth Park is in disrepair and should be looked at.

8. Correspondence: None

9. The next meeting of the Park and Recreation Board is scheduled to be held on **May 14, 2024** at **7:00 P.M.**

10. A motion was made by William Duncan and seconded by John L. Felix, Jr. to adjourn the meeting at 8:20 P.M. All members present voted in favor of the motion.

Respectfully Submitted,



Patricia J. Bailey, Secretary

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

Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on April 23, 2024

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

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

2. Public Comment: None

3. Consent Calendar:

- a. Approval and ratification of the minutes of the March 26, 2024 meeting.
- b. Accept and ratify the Treasurer's Report for the period of January 1 through March 31, 2024, subject to audit.
- c. Approve payment of all bills via Bill List #6, 7 and 8, in the amount of \$85,415.36; ratify payment of all payrolls for the period of March 2024, inclusive, in the amount of \$202,214.87, which represents two (2) pay periods.
- d. Raymond James Pension Account summary from February 29 to March 28, 2024.

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

4. New Business:

Representatives from Waste Management were present to present a donation check towards the purchase of a new Department drone. The check was in the amount of \$14,188.83. Officer Aaron McCoy gave a summary of the many capabilities of the new drone versus the one the department originally purchased. There are many new features which will provide increased assistance in various scenarios the officers encounter. The original drone is now three years old and will continue to be used by the Department.

Chief Mayberry discussed the proposal to purchase two new Kenwood portable radios for \$8,622.28. These new radios will replace Realm radios that have been in use since 2013. These monies have been included in the 2024 budget. Debra Dupler made a motion, seconded by David W. Sweigart II to purchase the radios. All members present voted in favor of the motion.

Officer Aaron McCoy was presented with the VFW John Radko Award.

5. Old Business:

Officer Brad Redinger gave an update on the search for backup IT Services. The "snowball" from Amazon Web Services has been shipped and received by Amazon. Officer Redinger has met with Point Solve, the IT company that services Mount Joy Township, and they have proposed to provide IT back up charging for time and materials in the event of an emergency where Officer Redinger is not available. After some discussion, Doug Hottenstein made a motion, seconded by John Rudy, to meet with Point Solve and pursue more specific information as far as costs for their services. All members present voted in favor of the motion.

6. Advisements:

The Department will be participating in the National Drug Take Back event on Saturday, April 27 from 10 a.m. to 2 p.m. at the Elizabethtown Giant.

Boy Scout Troop #97 was given a tour of the Police Department and a K9 Demonstration.

Officer Tyler Seidel and K9 Arlo did a K9 Demonstration for the Tiny Timbers Daycare. Tiny Timbers donated \$100 to the K9 Program.

Sergeant Adam Shope completed a one-day DUI Checkpoint Training.

7. Correspondence:

- a. Calls for Service – March 2024

- b. Police Activity Report – March 2024
- c. Overtime Report – March 2024
- d. Police Cruiser Mileage Chart – March 2024

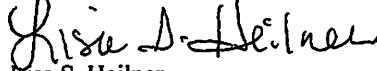
8. Other Business:

Chief Mayberry informed the Commission that Car 8, a 2019 Dodge Charger, was involved in a vehicle accident in April. Another vehicle pulled from a driveway in front of the officer driving Car 8. An estimate found that there was \$3851.09 worth of damages done to the cruiser. Chief Mayberry asked the Commission for their thoughts on repairing the vehicle due to it being scheduled for replacement this year. All members were in agreement not to fix the vehicle since it is drivable, and will be traded in later this year.

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on May 28, 2024 at 7 p.m. at the Mount Joy Township Municipal Complex.

A motion was made by Debra Dupler, seconded by John Rudy to adjourn the meeting at 7:25 p.m. All members voted in favor of the motion.

Respectfully submitted,



Lisa S. Heilner

Assistant Secretary/Treasurer
Northwest Regional Lancaster
County Police Commission

**EAWA WORK SESSION MEETING MINUTES
MAY 1, 2024 - 6:30 PM**

1. **CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 P.M. by Dale Treese, Chairman. Members present: Keith Murphy, Jeff McCloud, Rich Sheidy, Rick Erb, Chuck Brewer, John O'Connell. Also present were: Del Becker, Authority Manager; Jeffrey Shank, Solicitor; Jason Bock, Operations Manager; Michael Krieger, Engineer; and Jill Gebhart, Admin Assistant. Not present: Michele Powl, Business Manager; Donna Bissinger, Admin. Assistant. Members of the public: None.
2. **PUBLIC COMMENT:** None
3. **REPORTS:**
 - a. **Manager's Report:**
 - i. **Service Line Replacement – Impact of LCR:** There are some provisions of the Lead and Copper Rule revisions for Service Line Replacement that may impact what the utility is responsible for regarding lead and galvanized pipe materials. In the past the utility was responsible from water main to the curb box and property owner responsible from curb box into home. If the utility is replacing pipe from street to curb on a water main project and we come across a service line that is lead or galvanized going from the curb box to the house, and given access to replace a lead or galvanized service line; then the utility is responsible to pay for the replacement into the house. This may yield increased costs of water main and service line projects. After service line pipe identifications are complete there is a 10 year window to replace suspect pipes. Triggers are based on the lead concentrations found in the system. If we are over the trigger level the first step is corrosion control, which we already do that. That could affect whether we actually need to replace the service lines or not. PENNVEST funding will cover service line replacement from main to the curb box. Authority can consider having a contractor on standby for customer side of replacement from curb to house. Lead or galvanized pipes typically found in 80 – 100 year old homes. Assumptions that no lead/ galvanized piping in houses built after 1986, need to be verified via the Pipe Survey and responses returned to EAWA by customers. Treese summarized points: Contractor standby for curb box to home replacement, Policy in place as projects start. Becker will work on drafting a project policy by fall; goal is for Sept Budget Meeting.
 - ii. **PENNVEST Cast Iron Pipe Replacement Update:** Different elements of the application are being reviewed and submitted to the state by HRG.
 - iii. **Campus Road Development Update:** Property changed hands. Total units will be slightly less than 500 units. Water connections will be from 2 points on Campus Rd and one on Groff Ave. As soon as crops are off the field, Phase 1 will start with streets installed for apartments and single family units. Becker said there was a pre-construction meeting with developer. Becker sent a draft agreement to solicitor for review. Developer needs agreement with ERSA and EAWA. Preliminary approval was given by Mount Joy Township.

- iv. **Employment Opportunities Update:** New technician hired, and looking at a couple other candidates identified for other positions to be filled. Also sorting through large response for Assistant Business Manager position.
- v. **Masonic Village Interconnection:** MV interconnection should be wrapped up this week. They are filling their tank with their own wells. Billing will go out next quarter for their water used.
- b. **Operations Manager's Report:** Jason Bock presented report: noting work on water main break at E High St, work on chlorine treatment system, started up reservoir bypass, repairing Conewago Creek valve, training on GIS units. Planning to do spring flush and flow test.
- c. **Engineer's Report:** Michael Krieger reported Poplar St project complete on design, ready to bid for project, just waiting on response from one property owner by May 7th. High St project: the surveyors were out last month, starting layouts for that project. Wells 6 & 7 project: Survey was started and took a site visit with GHD engineers and Becker. Treatment Plant rehab: Survey completed, internal meeting to discuss incorporating issues with surface water allocation permit and DEP comments into design.

4. UNFINISHED BUSINESS: None

5. NEW BUSINESS: None

6. BOARD MEMBER'S REMARKS:

Brewer asked about May 15 rates meeting. Becker confirmed. Brewer also asked about the Conewago Creek level strategy. Becker said when the draft permit is issued then we will have ability to comment on it.

O'Connell expressed that the recent regulatory developments mentioned, will factor into how much commitment the Authority can make to service all these housing developments.

7. EXECUTIVE SESSION: None

8. ADJOURN: 7:31 PM

"That the Board adjourns the regular meeting."

Action:

Motion: K Murphy

Second: J McCloud

Approved

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 6/10/2024 Meeting

**EAWA BOARD MEETING MINUTES
MAY 13, 2024 - 6:30 PM**

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

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

3. **PUBLIC COMMENT:** None

4. **APPROVAL OF PREVIOUS MINUTES:**

Action: "That the Board approves the WS Meeting Minutes of 04/03/2024 and Board Meeting Minutes of 04/08/2024, as presented."

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

5. **REPORTS:**

a. **Manager's Report:**

- i. **Quarry Access Request:** Lebanon County Department of Emergency Services request to use Quarry for water search and rescue training. Solicitor Jeffrey Shank made suggestions for agreement: individual participant signed releases, check with our carrier if that type of release is sufficient for coverage, and possibly include a provision requiring that EAWA is an additional insured under the LCDES policy. Moving forward with this, other points to define would be how often this training takes place, add notification to EAWA of training events, and it would not be for untrained personnel. Note that agreement and release should be made with Elizabethtown Area Water Authority, and not Elizabethtown Borough as mentioned in the correspondence.
- ii. **Poplar Street Water Main Replacement:** Easement request update. Property owner's attorney is in conversation with Solicitor Jeffrey Shank. Finding resolution and agreement for easement appears to be of mutual best interest. As the fine points are settled, hopefully agreement will be presented to the Board by next meeting. The agreement will enable the project to move forward with GHD to solicit bids for the Poplar St project.

b. **Operations Manager's Report:** Presented at WS meeting.

c. **Engineer's Report:** Presented at WS meeting.

d. **Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (04/23/24) distributed with package (\$66,930.87 for balance);
- ii. Paid Bill Detail (*Capital Fund*) (04/23/24) distributed with package (\$1,170.00 for balance);
- iii. Statement of *Operating* Revenues & Expenditures for period of APRIL YTD, distributed with package. Balance: \$1,591,528.46, Expenditures: \$174,064.52 & Income: \$843,124.33; Note: Over budget for Filter Plant Electricity was due to providing water for Masonic Village. Conversely, wells are underbudget.
- iv. Statement of *Capital* Revenues & Expenditures for period of APRIL YTD, distributed with package. Balance: \$9,909,580.91, Expenditures: \$127,675.87 & Income: \$43,648.77.

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

Motion: J McCloud **Second:** K Murphy **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 \$23,939.05 (05/13/24) and Unpaid *Capital* Fund Bills Detail totaling \$172,121.03 (05/13/24)."

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

9. BOARD MEMBER'S REMARKS: Brewer asked if the wells look better with all the rain. Becker responded that the wells are producing well, and with the recent rain they potentially will go back up.

10. EXECUTIVE SESSION: None

11. ADJOURN: 6:51 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 6/10/2024 Meeting



Elizabethtown Regional Sewer Authority Minutes

April 9, 2024

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

It was motioned by Erb and seconded by Sollenberger to approve the minutes of the March 12, 2024 meeting. Motion carried.

General Business

1. **It was motioned by Erb and seconded by Sollenberger to approve the final pay application for Anrich in the amount of \$502,373.32 provided that the close and contract in question is submitted within 10 days. If it is not received, a 2% hold back amount will be deducted from the pay application amount. Motion carried.**
2. **It was motioned by Erb and seconded by Sollenberger to authorized the execution of contract No. 4 certificate of Substantial Completion for the Miller Road pump station and force main project. Motion carried.**
3. Rettew discussed the need for a vactor truck. He told the Board that ERSA has spent over \$200,000 in the past few years on work that could have been completed by a vactruck. Shaffer asked a number of questions which Rettew will research. This model will vac out pumpstations and jet sewer lines. The machine comes in 2 parts: The chassis is ordered (before a price increase in June) what will cost \$171,000 then the truck is ordered and will be received sometime in 2026. The total cost will be \$585,440. The Board will act on this issue in May.
4. Rettew provided final design plans for the storage garage. The Board reviewed the plans and agreed that the project should move forward.

Engineer Report

King provided a report for March:

1. General Engineering - On 3/26/2024 CDM Smith provided files related to the general consulting services to ERSA and Rettew. Rettew posted critical files (inspection photos, record drawings, etc.) to the Authority's google drive.
- Rettew worked with ERSA staff to establish a new ERSI ArcGIS account. The migration of the GIS database from CDM Smith is currently underway and is anticipated to be completed shortly.

2. **Capital Improvement Plan** – A draft Capital Improvement Plan has been prepared and shared with the Authority on 3/22/2024.
3. **Inflow and Infiltration Investigation** – Rettew has prepared a proposal for data analysis and to prepare a report based on existing flow data available from each of the drainage basins (through either existing flumes, magnetic meters or daily pump run hours).
4. **Miller Road Pumping Station Support** – On 3/19/2024 Rettew met with CDM Smith and ERSA staff to review the current project status. Meeting minutes were provided to the Board for reference.
 - On 3/25/2024 Rettew attended the monthly progress meeting with ERSA staff, CDM Smith, Blooming Glen, PSI and Garden Spot Mechanical in attendance.
 - A preliminary construction progress schedule was provided to ERSA on March 28, 2024, indicating an additional extension of 8 weeks to the project timeline, resulting in an overall delay of approximately 12 months to the project. Rettew provided comments on the schedule is awaiting final version.
 - All contractors have been notified that the Authority will withhold from the processing any additional pay application until an approved progress schedule is unanimously agreed upon by all contractors.
 - Blooming Glen has been formally notified that the proposed schedule exceeds the Substantial Completion date and there may be damages/claims against the contractor due to the extended construction schedule.
 - On 3/25/2024 CDM Smith and PSI met with PPL to discuss the CT upgrade and workorder. CDM Smith made revisions to the workorder application, and it was noted this upgrade would occur in 7-10 weeks. As a part of the work PPL will install a new PPL owned pole (replacing the privately owned pole).
 - As of 3/29/2024, Paul Owens, who served as the project manager for Blooming Glen, is no longer with the company. An intermittent project manager has been appointed to oversee the project in his absence.
5. **Schwanger Road Force Main Investigation** -CDM Smith completed their memo summarizing effort completed to date.
6. **Schwanger Road Pump Station Evaluation** – Rettew is finalizing the report outlining the findings and recommendations for corrective action. The report will be issued to the Authority upon its completion.
7. **Alternate Engineer for plan reviews** Rettew identified several ongoing Land Development projects within our proposal where Rettew provides engineering services to developers. These
8. **Turnpike Road No. 2 Pump Station Expansion** – Rettew completed field work (wetland delineation and survey) during the last week of March.

Shaffer outlined his summary report and remarked that the figures for March look good.

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

Bills payable

It was motioned by Sollenberger and seconded by Erb to approve the bills in the amount of \$235,895.13. Motion carried.

Executive Session

An executive session was held to discuss a personnel matter.

The meeting adjourned at 8:30 PM.

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

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	12	0	3	0	15
Conoy Township	12	1	10	0	23
Dauphin County - Conewago Township	4	0	2	0	6
Dauphin County - Londonderry Township	2	0	1	0	3
Dauphin County - Other	0	0	0	0	0
East Donegal Township	32	12	10	6	60
East Hempfield Township	1	1	0	0	2
Elizabethtown Borough	53	15	49	16	133
Lebanon County	0	0	0	0	0
Manheim Borough	1	0	0	0	1
Manor Township	0	0	0	0	0
Marietta Borough	10	2	11	0	23
Mount Joy Borough	17	1	2	0	20
Mount Joy Township	45	18	29	7	99
Mountville Borough	2	1	0	0	3
Rapho Township	12	1	2	0	15
West Donegal Township	56	17	38	1	112
West Hempfield Township	4	2	1	0	7
York County	6	1	2	0	9
Total Dispatches	269	72	160	30	531

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

Municipal Emergency Services Authority (MESA)
Agency Incident Report
Call Totals by Class
January 1 – May 31, 2024

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	90	10	19	0	119
Conoy Township	52	10	39	0	101
Dauphin County - Conewago Township	12	3	12	0	27
Dauphin County - Londonderry Township	9	2	3	0	14
Dauphin County - Other	4	0	3	1	8
East Donegal Township	141	39	73	21	274
East Hempfield Township	2	2	0	0	4
Elizabethtown Borough	283	65	246	95	689
Lebanon County	6	0	0	0	6
Manheim Borough	1	0	0	0	1
Manor Township	7	1	3	0	11
Marietta Borough	57	16	47	1	121
Mount Joy Borough	85	9	17	0	111
Mount Joy Township	247	65	150	32	494
Mountville Borough	2	1	0	0	3
Rapho Township	38	5	9	0	52
West Donegal Township	307	61	187	4	559
West Hempfield Township	20	6	7	0	33
York County	22	3	7	0	32
Total Dispatches	1,385	298	822	154	2,659

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

Municipal Emergency Services Authority (MESA)
Agency Incident Breakout
May 2024

Incident Type

Medical	459
Public Service	14
Cardiac Arrest (class 1)	5
Vehicle Accident	21
Fire call	4
Gas leak	0
EMS activity	13
Routine Transport	15

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

Dauphin Medic 4	0	0
Dauphin Medic 7-3 (SCEMS)	4	0
Lancaster EMS (06)	0	2
Lebanon County	0	0
Penn State Life Lion EMS (77)	38	10

Receiving Facility

Penn Medicine Lancaster General	204
Penn State - Hershey	99
Penn State - Lancaster	91
Reading Hospital - Tower Health	0
UPMC - Community Osteopathic	0
UPMC - Lititz	3
UPMC - Harrisburg	1
UPMC - York Memorial	2
Wellspan Ephrata Community Hospital	0
Wellspan Good Samaritan Hospital	0
Wellspan York	1
Other	1

Disposition

Cancelled	30
DOA	3
No patient found	18
Non-Treat/Transport	32
Recalled	14
Standby (fire)	4
Transported	402
Treat/no transport	0
Other	28

**Municipal Emergency Services Authority (MESA)
Agency Incident Breakout
January 1 – May 31, 2024**

Incident Type

Medical	2,318
Public Service	44
Cardiac Arrest (class 1)	33
Vehicle Accident	92
Fire call	22
Gas leak	0
EMS activity	36
Routine Transport	114

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

Dauphin Medic 4	1	0
Dauphin Medic 7-3 (SCEMS)	17	0
Lancaster EMS (06)	4	2
Lebanon County	1	0
Penn State Life Lion EMS (77)	222	32

Receiving Facility

Disposition

Penn Medicine Lancaster General	951	Cancelled	140
Penn State - Hershey	501	DOA	16
Penn State - Lancaster	486	No patient found	84
Reading Hospital - Tower Health	0	Non-Treat/Transport	173
UPMC - Osteo (Harrisburg)	4	Recalled	87
UPMC - Lititz	18	Standby (fire)	24
UPMC - Harrisburg	8	Transported	1,982
UPMC - York Memorial	5	Treat/no transport	1
Wellspan Ephrata Community Hospital	0	Other	152
Wellspan Good Samaritan Hospital	1		
Wellspan York	4		
Other	4		



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING MINUTES
WEST DONEGAL TOWNSHIP OFFICES
APRIL 16, 2024 AT 7:00 PM**

BOARD MEMBERS

IN ATTENDANCE:

Howard Kroesen, Chairman, Elizabethtown Borough
Alexander Shubert, Vice Chairman, Mount Joy Township
Barry Garman, Treasurer, West Donegal Township
Lindsay Norris, West Donegal Township
Delmar Oberholtzer, Mount Joy Township
Alan Kaylor, East Donegal Township
Linda Good, East Donegal Township
Scott Kingsboro, East Donegal Township
David Grey, Elizabethtown Borough
Jay Hynicker, Elizabethtown Borough

BOARD MEMBERS ABSENT: Phil Dunn, West Donegal Township
Jayne Duncan, Mount Joy Township

VISITORS IN ATTENDANCE: Ken Staver, Lobar Associates
Dane Eichelberger, Lobar Associates
John Yoder, West Donegal Township

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

1. CALL TO ORDER

Chairman Kroesen called the meeting to order at 7 pm.

2. PUBLIC COMMENT – None

3. BOARD MINUTES

Mr. Garman moved to approve the March 19, 2024 Board Minutes. Mr. Kaylor was second. Motion unanimously carried. The March 19, 2024 Board Minutes approved as submitted.



4. FINANCIAL REPORT

Mr. Wendel shared the February Financial Report. Current balances in our Truist and Ephrata National Bank accounts total \$1,299,185 as of April 11, 2024.

Ms. Norris moved to approve the March 2024 Financial Reports. Mr. Hynicker was second. Motion unanimously carried. The March 2024 Financial Reports approved as submitted.

5. COMMITTEE REPORTS

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

6. EXECUTIVE DIRECTOR REPORT

- **Executive Director Report:** Mr. Wendel reported that this is a new item added to the board packet. The purpose of this report is to provide information on some of the administrative tasks that the executive director performs that may not be covered during our monthly board meetings. It is not intended to chronicle the daily activities of the executive director but rather highlight some of the functions and responsibilities of the position that directly relate to the performance categories outlined in the executive director annual evaluation.
- **Second Floor Renovation Project:** Mr. Wendel thanked Mr. Yoder for donating his time and expertise in preparing our initial design plan and budget. His support has helped lead GEARs to where we are in this process today with DCED funding and support from our municipal partners secured. Mr. Wendel introduced Mr. Eichelberger and Mr. Staver from Lobar Associates. Mr. Wendel has been working with Lobar Associates to provide a cost estimate for our DCNR grant submission. Mr. Staver and Mr. Eichelberger provided an overview of the services that Lobar Associates provides and how it works with the Keystone Purchasing Network.



Mr. Kroesen asked why the water line for the sprinkler system needs to be added from the building.

Mr. Staver stated that the existing water line is not big enough.

Mr. Hynicker asked what type of wood will be used for the window sills.

Mr. Staver indicated that it will be decided in final design plans.

Mr. Kroesen inquired as to how the project will impact use of the facility since it's used for programming all the time.

Mr. Staver reported that a lot can be completed without disruption and that some parts of the project can be phased or scheduled at times that will reduce impact.

Mr. Garman asked the timeline for completing the project.

Mr. Staver stated that it will take approximately four to five months.

Mr. Wendel added that DCNR typically announces its grant awards in the fall. The earliest the grant can be executed is the first quarter of 2025.

Mr. Staver stated that the design phase may take up to five months. The cost would be about \$80,000 for design/engineering and architectural costs. This plan will enable us to fine tune the budget costs so GEARS can lock it in. If the plan is completed before the end of the year we may be able to lock in 2024 prices.

Mr. Garman asked if we can phase the project so the waterline can be added before interior work commences.

Mr. Wendel reported that DCNR recommended that the plan we submit not be phased.

Mr. Kroesen asked about dealing with hazardous materials such as asbestos and lead and how it will impact our operations.

Mr. Staver indicated that further testing may need to be done to determine extent of hazardous material present on second floor. Since it would be confined to the second floor it may not impact first floor operations.



7. BOARD COMMENTS:

Mr. Kroesen indicated that the board will discuss the community center design plan proposal at our May meeting to determine if we want to proceed with the plan now.

8. EXECUTIVE SESSION: None.

9. NEXT MEETING:

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

10. ADJOURNMENT

Chairman Kroesen adjourned the meeting at 8:20 pm.

Respectfully submitted,

David A. Wendel

Executive Director

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

ASSETS

Current Assets

Ckg - Truist 1390001223077	\$ 173,898.30
Money Market - ENB ...5216	728,107.82
Ckg - ENB #1397986	429,041.29
Clearing - ACH & Credit Cards	4,078.82
MMB - ENB #1397995	40,892.57
Petty Cash	575.00
CRC - ENB #1398007	24,737.32
Grant - ENB #5098077	27,149.91
HRA - ENB #1398016	4,300.42
CARES Grant - ENB ...5460	10,580.75
Bequest - ENB #806751	22,830.29
Legal- ENB #806707	14,141.04
ENB-Maintenance Fund #1282	41,797.83
GEARS Reinvestment-ENB#7170	36,345.88
Clearing	0.00
Prepaid Expenses	0.00
Accounts Receivable	0.00

Total Current Assets	1,558,477.24
-----------------------------	---------------------

Property and Equipment

Leasehold Improvements/Center	522,870.41
A/D - Lshld Imprv - Center	(418,935.55)
Leasehold Improvements/Rec	98,263.90
A/D - Lshld Improv - Rec	(66,430.42)
Equipment	79,375.91
A/D - Equipment	(65,835.26)
Furniture/Fixtures	53,961.35
A/D - Furniture/Fixtures	(53,722.93)
Leasehold Improve-Poplar	110,642.34
A/D-Leashold Improve Poplar	(37,926.20)

Total Property and Equipment	222,263.55
-------------------------------------	-------------------

Total Assets	\$ 1,780,740.79
---------------------	------------------------

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

LIABILITIES AND CAPITAL

Liabilities

Deferred Revenue	\$ 4,439.98
Accounts Payable	3,133.34
Civic Plus - Gift Cards	400.00
Civic Plus - Refunds	0.00
Civic Plus - User Credit	(228.01)
	<hr/>

Total Liabilities

7,745.31

Capital

Capital Reserve	21,871.66
Grant - STARS	10,088.13
DCNR Grant	0.00
United Way Scholarships	0.00
GEARS Reinvestment Fund-Disb	(14,230.12)
Nutrition Grant	0.00
PA OCD-Workforce Grant	1,516.55
Workforce 2.0 Grant	34,142.00
PA Cares Funding	13,000.00
General Fund	1,444,732.53
Net Income	261,874.73
	<hr/>

Total Capital

1,772,995.48

Total Liabilities & Capital

\$ 1,780,740.79

Greater Elizabethtown Area Recreation & Community Services

Income Statement - Summary

For the Four Months Ending April 30, 2024

	Budget	Month	Year to Date	Variance
Revenues				
Administration	392,570.00	90,149.57	207,096.53	(185,473.47)
Recreation	423,500.00	52,018.05	190,437.15	(233,062.85)
Child Care	1,015,500.00	87,603.62	339,696.69	(675,803.31)
Senior Center	121,910.00	9,175.23	38,285.46	(83,624.54)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	48,350.00	0.00	33,576.70	(14,773.30)
Community Center	37,250.00	0.00	37,250.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Revenues	2,039,080.00	238,946.47	846,342.53	(1,192,737.47)
Expenses				
Administration	394,700.00	27,302.00	120,310.19	274,389.81
Recreation	433,610.00	29,010.04	129,057.79	304,552.21
Child Care	923,140.00	66,868.95	265,220.82	657,919.18
Senior Center	157,430.00	10,628.47	39,110.14	118,319.86
Services	0.00	0.00	0.00	0.00
Poplar Street Park	46,950.00	2,307.74	10,970.73	35,979.27
Community Center	83,250.00	8,210.10	19,798.13	63,451.87
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Expenses	2,039,080.00	144,327.30	584,467.80	1,454,612.20
Net Income	0.00	94,619.17	261,874.73	(261,874.73)

Income Summary - By Department

Administration	(2,130.00)	62,847.57	86,786.34	(88,916.34)
Recreation	(10,110.00)	23,008.01	61,379.36	(71,489.36)
Child Care	92,360.00	20,734.67	74,475.87	17,884.13
Senior Center	(35,520.00)	(1,453.24)	(824.68)	(34,695.32)
Services	0.00	0.00	0.00	0.00
Poplar Street Park	1,400.00	(2,307.74)	22,605.97	(21,205.97)
Community Center	(46,000.00)	(8,210.10)	17,451.87	(63,451.87)
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Net	0.00	94,619.17	261,874.73	(261,874.73)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Four Months Ending April 30, 2024

		Budget	Month	Year to Date	Variance
Revenues					
Administration					
4000-00	Contribution/Munici	345,070.00	86,267.46	172,534.92	(172,535.08)
4003-00	Donations	10,000.00	0.00	19,413.09	9,413.09
4005-00	Brochure Advertisin	7,500.00	1,205.00	4,515.00	(2,985.00)
4008-00	Interest Income	30,000.00	2,677.11	10,633.52	(19,366.48)
	Total Administratio	392,570.00	90,149.57	207,096.53	(185,473.47)
Recreation					
4010-01	Registration Fees/Stu	105,000.00	13,519.16	50,269.41	(54,730.59)
4011-01	Registration Fees/Ad	96,000.00	13,981.50	56,698.07	(39,301.93)
4012-01	Summer Playground/	55,000.00	6,820.00	17,235.00	(37,765.00)
4014-01	Special Events	28,000.00	900.00	9,409.49	(18,590.51)
4015-01	Donations/Grants	100,000.00	8,372.50	27,133.14	(72,866.86)
4016-01	Bus Trips/Adult	25,000.00	7,411.00	22,068.00	(2,932.00)
4018-01	Credit Card transacti	14,500.00	1,013.89	7,624.04	(6,875.96)
	Total Recreation	423,500.00	52,018.05	190,437.15	(233,062.85)
Child Care					
4030-02	Summer Fees	200,000.00	3,718.00	3,718.00	(196,282.00)
4031-02	Before/After School	430,500.00	43,229.25	178,913.02	(251,586.98)
4035-02	Preschool Fees	150,000.00	14,982.81	59,920.68	(90,079.32)
4036-02	Kindergarten Fees	200,000.00	18,319.14	77,240.92	(122,759.08)
4034-02	Fundraising	3,000.00	0.00	2,181.00	(819.00)
4037-02	School Surcharge	14,000.00	1,324.42	5,168.07	(8,831.93)
4039-02	Activity Fee	18,000.00	6,030.00	12,555.00	(5,445.00)
	Total Child Care	1,015,500.00	87,603.62	339,696.69	(675,803.31)
Senior Center					
4050-03	Daily Senior Donatio	12,000.00	652.48	2,522.55	(9,477.45)
4051-03	Office of Aging	96,910.00	8,075.75	32,181.70	(64,728.30)
4052-03	Fundraising	11,000.00	397.00	1,754.00	(9,246.00)
4053-03	Donations	2,000.00	50.00	1,827.21	(172.79)
	Total Senior Center	121,910.00	9,175.23	38,285.46	(83,624.54)
Services					
	Total Services	0.00	0.00	0.00	0.00

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Four Months Ending April 30, 2024

		Budget	Month	Year to Date	Variance
Poplar Street Park					
4080-06	Poplar St Park Fees	5,400.00	0.00	0.00	(5,400.00)
4081-06	Utilities Costs Reim	10,000.00	0.00	626.70	(9,373.30)
4083-06	Municipal Contributi	32,950.00	0.00	32,950.00	0.00
	Total Poplar Street	48,350.00	0.00	33,576.70	(14,773.30)
Community Center					
4090-07	Municipal Contributi	37,250.00	0.00	37,250.00	0.00
	Total Poplar Street	37,250.00	0.00	37,250.00	0.00
Fundraisers					
	Total Fundraisers	0.00	0.00	0.00	0.00
	Total Revenues	2,039,080.00	238,946.47	846,342.53	(1,192,737.47)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Four Months Ending April 30, 2024

		Budget	Month	Year to Date	Variance
Expenses					
Administration					
6000-00	Administration	168,200.00	13,859.94	55,749.33	112,450.67
6001-00	Fulltime Front Desk/	37,000.00	2,889.54	11,523.78	25,476.22
6002-00	Part-Time Facility St	21,600.00	1,495.28	5,528.30	16,071.70
6003-00	Accounting Compen	25,500.00	1,580.00	8,192.75	17,307.25
6005-00	Benefits	32,300.00	2,719.65	10,816.12	21,483.88
6006-00	Payroll Taxes/Admin	20,600.00	1,430.58	6,086.17	14,513.83
6007-00	Insurance	51,500.00	1,690.00	40,252.00	11,248.00
6008-00	Professional Services	10,000.00	0.00	1,050.00	8,950.00
6009-00	Staff Development	11,000.00	739.96	2,892.86	8,107.14
6011-00	Transportation	6,000.00	560.41	1,489.02	4,510.98
6012-00	Postage	9,500.00	3,151.91	5,869.42	3,630.58
6013-00	Printing	13,500.00	2,787.83	5,992.47	7,507.53
6015-00	Office Supplies	7,500.00	1,345.97	2,826.45	4,673.55
6016-00	Maintenance Service	9,000.00	1,041.32	3,432.19	5,567.81
6017-00	Computer Services/S	9,000.00	875.66	3,115.66	5,884.34
6018-00	Dues & Subscription	3,000.00	50.00	2,202.99	797.01
6019-00	Credit Card Transact	1,000.00	41.20	479.32	520.68
6021-00	Legal Fees	3,000.00	0.00	1,145.00	1,855.00
6022-00	Advertising/Marketi	3,500.00	0.00	139.00	3,361.00
6023-00	Telephone	10,000.00	791.48	2,473.64	7,526.36
6024-00	Office Equipment Le	10,500.00	874.60	3,498.40	7,001.60
6025-00	Office Equip Repairs	9,500.00	970.04	1,940.08	7,559.92
6026-00	Licenses & Fees	2,000.00	199.00	623.50	1,376.50
6090-00	Contribution from D	(80,000.00)	(11,792.37)	(57,008.26)	(22,991.74)
	Total Administratio	394,700.00	27,302.00	120,310.19	274,389.81
Recreation					
6100-01	Program Coordinator	121,360.00	7,416.74	48,992.50	72,367.50
6101-01	Benefits	10,000.00	131.04	1,091.23	8,908.77
6102-01	Payroll Taxes/Recrea	20,000.00	741.82	5,371.87	14,628.13
6103-01	Playground/Camp Le	55,000.00	0.00	219.88	54,780.12
6104-01	Adult Programs	35,000.00	8,086.11	16,417.59	18,582.41
6105-01	Youth Programs	60,000.00	2,756.72	10,072.52	49,927.48
6112-01	Adult & Youth: Facil	33,450.00	750.00	7,500.00	25,950.00
6113-01	Bus Trips/Adult	20,000.00	2,992.50	4,150.80	15,849.20
6114-01	Special Events/Adult	28,000.00	1,009.57	4,878.90	23,121.10
6116-01	Contribution to Adm	30,000.00	4,443.50	21,481.38	8,518.62
6117-01	CivicRec Annual Fee	6,300.00	21.19	6,321.20	(21.20)
6118-01	Credit Card Transact	14,500.00	660.85	2,559.92	11,940.08
	Total Recreation	433,610.00	29,010.04	129,057.79	304,552.21

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Four Months Ending April 30, 2024

		Budget	Month	Year to Date	Variance
Child Care					
6120-02	Kindergarten Person	80,000.00	7,055.84	28,607.17	51,392.83
6121-02	Kindergarten Supplie	4,000.00	106.54	295.66	3,704.34
6122-02	Kindergarten Food S	4,000.00	323.40	1,482.98	2,517.02
6124-02	Kindergarten Transp	31,000.00	3,144.60	9,433.80	21,566.20
6125-02	Online Pymt fees/Sof	4,200.00	0.00	0.00	4,200.00
6130-02	Director/Asst Direct	109,740.00	8,301.72	33,173.73	76,566.27
6132-02	Summer Personnel	120,000.00	0.00	0.00	120,000.00
6133-02	Before/After Personn	250,000.00	20,653.43	83,749.20	166,250.80
6134-02	Benefits	72,000.00	3,916.87	15,773.14	56,226.86
6135-02	Payroll Taxes/Child	63,000.00	3,630.21	15,669.48	47,330.52
6136-02	Summer Supplies	4,000.00	0.00	0.00	4,000.00
6137-02	Summer Food Suppl	4,000.00	0.00	0.00	4,000.00
6138-02	Before/After Supplie	4,000.00	142.56	417.85	3,582.15
6139-02	Before/After Food S	6,000.00	554.33	2,102.88	3,897.12
6140-02	Summer/BA Field Tr	16,000.00	0.00	(380.00)	16,380.00
6141-02	Education	2,700.00	(136.20)	763.80	1,936.20
6142-02	Fundraising	3,000.00	0.00	1,226.97	1,773.03
6145-02	School Surcharge	14,000.00	3,843.65	3,843.65	10,156.35
6146-02	Preschool Personnel	75,000.00	7,483.37	30,853.09	44,146.91
6147-02	Preschool Supplies	4,000.00	176.38	1,197.99	2,802.01
6148-02	Preschool Food Supp	2,500.00	323.38	1,482.55	1,017.45
6149-02	Contribution to Adm	50,000.00	7,348.87	35,526.88	14,473.12
Total Child Care		923,140.00	66,868.95	265,220.82	657,919.18
Senior Center					
6150-03	Director Compensat	76,500.00	5,476.16	22,520.78	53,979.22
6151-03	Part-Time Personnel	26,460.00	1,876.18	6,839.19	19,620.81
6152-03	Benefits	13,200.00	1,021.69	3,081.94	10,118.06
6153-03	Payroll Taxes/Senior	10,270.00	632.99	2,647.05	7,622.95
6154-03	Program Supplies	16,000.00	1,358.31	3,569.54	12,430.46
6155-03	Entertainment	8,000.00	150.00	220.00	7,780.00
6156-03	Fundraising Supplies	6,000.00	113.14	231.64	5,768.36
6157-03	Bus Trips	1,000.00	0.00	0.00	1,000.00
Total Senior Center		157,430.00	10,628.47	39,110.14	118,319.86
Services					
Total Services		0.00	0.00	0.00	0.00

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Four Months Ending April 30, 2024

	Budget	Month	Year to Date	Variance
Poplar Street Park				
6180-06 Utilities	12,000.00	593.39	991.65	11,008.35
6181-06 Maintenance	0.00	1,714.35	9,508.51	(9,508.51)
6182-06 Improvements	34,950.00	0.00	470.57	34,479.43
Total Poplar Street	46,950.00	2,307.74	10,970.73	35,979.27
Community Center				
6210-07 Comm Center - Utilit	44,000.00	2,887.87	9,073.07	34,926.93
6211-07 Comm Center - Main	0.00	5,322.23	10,725.06	(10,725.06)
6212-07 Comm Center - Impr	39,250.00	0.00	0.00	39,250.00
Total Community C	83,250.00	8,210.10	19,798.13	63,451.87
Fundraisers				
Total Fundraisers	0.00	0.00	0.00	0.00
Capital Improvements				
Total Capital Impr	0.00	0.00	0.00	0.00
Total Expenses	2,039,080.00	144,327.30	584,467.80	1,454,612.20
Net Income	0.00	94,619.17	261,874.73	(261,874.73)



District	Alarm Date	Addresses Combined More	Incident Type
Conoy Township			
	5/11/2024 2:30:10 PM	101 GOVERNOR STABLE RD	Medical assist, assist EMS crew
	5/20/2024 7:24:49 PM	2447 RIVER RD	Dispatched & canceled en route
Derry Township			
	5/28/2024 6:02:52 PM	1360 COLUMBIA DR	Dispatched & canceled en route
Elizabethtown Borough			
	5/1/2024 7:29:03 AM	56 E HIGH ST	Good intent call, other
	5/1/2024 8:52:57 AM	N MOUNT JOY ST	Motor vehicle accident with no injuries.
	5/2/2024 2:37:03 AM	245 N MARKET ST	Motor vehicle accident with no injuries.
	5/3/2024 8:53:02 AM	155 E PARK ST	Medical assist, assist EMS crew
	5/3/2024 2:40:05 PM	48 S POPLAR ST	Outside equipment fire
	5/4/2024 10:27:08 AM	105 E WASHINGTON ST	Central station, malicious false alarm
	5/5/2024 3:11:01 PM	S MOUNT JOY ST	Dispatched & canceled en route
	5/6/2024 11:39:37 PM	33 E HIGH ST	Alarm system sounded due to malfunction
	5/8/2024 9:09:16 AM	E COLLEGE AVE	Motor vehicle accident with injuries
	5/8/2024 7:59:48 PM	81 MAYTOWN AVE	Medical assist, assist EMS crew
	5/10/2024 9:02:45 PM	549 S MARKET ST	Gas leak (natural gas or LPG)
	5/12/2024 2:31:33 PM	17 W HIGH ST	Lock-out
	5/13/2024 8:03:53 AM	105 E WASHINGTON ST	Alarm system activation, no fire - unintentional
	5/13/2024 8:22:19 AM	590 E HUMMELSTOWN ST	Alarm system activation, no fire - unintentional
	5/13/2024 12:10:29 PM	541 S MARKET ST	Medical assist, assist EMS crew
	5/15/2024 12:05:34 PM	22 E ORANGE ST	Smoke scare, odor of smoke
	5/16/2024 10:39:13 PM	44 SYCAMORE DR	Dispatched & canceled en route
	5/17/2024 1:42:25 AM	443 W HIGH ST	Dispatched & canceled en route
	5/19/2024 7:54:52 AM	125 E HIGH ST	Smoke scare, odor of smoke
	5/19/2024 6:09:09 PM	451 W HIGH ST	Smoke scare, odor of smoke
	5/21/2024 7:44:54 PM	577 MOUNT GRETN RD	Smoke scare, odor of smoke
	5/21/2024 10:17:43 PM	105 E WASHINGTON ST	Removal of victim(s) from stalled elevator
	5/24/2024 11:56:56 AM	155 E PARK ST	Smoke scare, odor of smoke
	5/24/2024 1:33:58 PM	920 HEDGEWYCK LN	Medical assist, assist EMS crew
	5/24/2024 11:47:05 PM	105 E WASHINGTON ST	Alarm system sounded due to malfunction
	5/25/2024 1:20:04 PM	600 S HANOVER ST	Search for lost person, other
	5/26/2024 1:12:34 PM	550 N LIME ST	Building fire

	5/28/2024 10:50:20 PM	E HIGH ST & N CHESTNUT ST	Fire Police
	5/29/2024 3:40:00 PM	E HIGH ST	Motor vehicle accident with injuries
	5/29/2024 11:59:49 PM	105 E WASHINGTON ST	Smoke detector activation due to malfunction
Londonderry Township			
	5/15/2024 11:10:31 AM	2546 PENNSYLVANIA TPKE W	Motor vehicle accident with injuries
Lower Swatara Township			
	5/8/2024 8:29:52 AM	600 HUNTER LN	Dispatched & canceled en route
Middletown Borough			
	5/4/2024 11:49:20 PM	39 N UNION ST	Dispatched & canceled en route
	5/9/2024 7:14:23 AM	181 SAGE BLVD	Dispatched & canceled en route
	5/12/2024 4:06:38 PM	333 ANN ST	Dispatched & canceled en route
	5/18/2024 9:22:51 PM	231 WATER ST	Building fire
	5/24/2024 2:19:38 PM	226 W WATER ST	Dispatched & canceled en route
	5/27/2024 10:37:17 PM	225 ULRICH ST	Dispatched & canceled en route
Mount Joy Borough			
	5/25/2024 10:51:56 AM	111 NEW HAVEN ST	Fire Police
Mount Joy Township			
	5/9/2024 9:47:30 PM	687 ROCKWOOD DR	CO detector activation due to malfunction
	5/10/2024 8:03:27 PM	1102 MOUNT GRETN RD	Medical assist, assist EMS crew
	5/11/2024 11:18:23 AM	625 ROCKWOOD DR	Smoke detector activation due to malfunction
	5/12/2024 12:55:21 PM	CLOVERLEAF RD	Fire Police
	5/22/2024 3:25:37 PM	ROUTE 743	Motor vehicle accident with injuries
	5/23/2024 10:19:46 AM	9 VIOLETS PATH	Chiefs Investigation
	5/24/2024 2:39:12 PM	112 ROUTE 283 W	Passenger vehicle fire
	5/24/2024 6:11:33 PM	110 ROUTE 283 E	Passenger vehicle fire
	5/25/2024 7:27:27 AM	2585 SHEAFFER RD	Dispatched & canceled en route
	5/27/2024 4:27:11 AM	111 W HARRISBURG AVE	Building fire
	5/29/2024 8:26:47 AM	185 RIDGEVIEW RD S	Authorized controlled burning
Rapho Township			
	5/16/2024 11:01:51 AM	N CHIQUES RD	Failed to Respond - Fire Police
	5/26/2024 12:27:38 AM	2710 SHUMAKER RD	Building fire
	5/29/2024 1:48:45 AM	3026 MOUNT HOPE HOME RD	Dispatched & canceled en route
South Londonderry Township			
	5/11/2024 10:39:21 AM	5657 ELIZABETHTOWN RD	Dispatched & canceled en route
West Donegal Township			

5/5/2024 6:28:02 PM	176 FURNACE HILL RD	Public service assistance, other
5/6/2024 11:19:35 AM	5338 BOSSLER RD	Authorized controlled burning
5/15/2024 9:21:39 PM	TURNPIKE RD	Public service assistance, other
5/16/2024 8:16:23 AM	1088 LANDIS RD	Dispatched & canceled en route
5/16/2024 8:22:41 AM	2388 N MARKET ST	Authorized controlled burning
5/16/2024 7:32:16 PM	30 DISTRIBUTION DR	System malfunction, other
5/22/2024 7:21:48 AM	2388 N MARKET ST	Authorized controlled burning
5/23/2024 7:18:23 AM	156 W HARRISBURG AVE	Dispatched & canceled en route
5/26/2024 7:48:10 PM	45 FREEMASON DR	Dispatched & canceled en route
5/28/2024 7:36:27 AM	2388 N MARKET ST	Authorized controlled burning
5/31/2024 5:37:04 PM	1000 N MARKET ST	Cooking fire, confined to container



District	2024-05-01	Total
Conoy Township	2	2
Derry Township	1	1
Elizabethtown Borough	30	30
Londonderry Township	1	1
Lower Swatara Township	1	1
Middletown Borough	6	6
Mount Joy Borough	1	1
Mount Joy Township	11	11
Rapho Township	3	3
South Londonderry Township	1	1
West Donegal Township	11	11
Total	68	68



Incident Type Details	2024-05-01	Total
111 - Building fire	4	4
113 - Cooking fire, confined to container	1	1
131 - Passenger vehicle fire	2	2
162 - Outside equipment fire	1	1
311 - Medical assist, assist EMS crew	6	6
322 - Motor vehicle accident with injuries	4	4
324 - Motor vehicle accident with no injuries.	2	2
340 - Search for lost person, other	1	1
353 - Removal of victim(s) from stalled elevator	1	1
412 - Gas leak (natural gas or LPG)	1	1
511 - Lock-out	1	1
550 - Public service assistance, other	2	2
5501 - Chiefs Investigation	1	1
5503 - Fire Police	3	3
600 - Good intent call, other	1	1
611 - Dispatched & canceled en route	17	17
6112 - Failed to Respond - Fire Police	1	1
631 - Authorized controlled burning	5	5
651 - Smoke scare, odor of smoke	5	5
714 - Central station, malicious false alarm	1	1
730 - System malfunction, other	1	1
733 - Smoke detector activation due to malfunction	2	2
735 - Alarm system sounded due to malfunction	2	2
736 - CO detector activation due to malfunction	1	1
745 - Alarm system activation, no fire - unintentional	2	2
Total	68	68



RHEEMS FIRE DEPARTMENT

Monthly Report - May 2024

<u>Incident Type</u>	<u>Month</u>	<u>2024</u>	<u>Municipality</u>	<u>Month</u>	<u>2024</u>
Vehicle Accidents	2	31	Conewago Township		1
Vehicle Entrapments		4	Conoy Township	1	6
Vehicle Fire	2	9	East Donegal Township		4
Building Fire	6	31	Elizabethtown Borough	2	11
Chimney Fire			Londonderry Township	1	3
Brush/Trash Fire		8	Marietta Borough		1
Rescue - Other			Middletown Borough		
CO Incident		1	Mount Joy Borough		3
Gas Leak	2	8	Mount Joy Township	6	61
HAZMAT/Spill Control			Rapho Township	3	7
Investigations	3	8	West Donegal Township	8	40
Automatic Fire Alarm	3	23	West Hempfield Township		
Assist EMS	1	7	Other		2
Assist PD					
Good Intent Call		3			
Public Service	1	4			
Other					
Transfers/Standbys	1	2			
TOTAL	21	139	TOTAL	21	139

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>2024</u>			
	Personnel	Hours	% Total Time	Personnel	Hours	% Total Time	
Response to Alarms	132	84.97	18.60%	1041	456.37	16.70%	
Station Level Training	47	141.00	30.87%	172	573.50	20.99%	
Certified Training	17	111.00	24.30%	110	684.00	25.03%	
Training Prepration & Set-Up			0.00%	20	33.00	1.21%	
Duty Crew/Station Staffing	5	20.00	4.38%	36	184.50	6.75%	
Administration	9	16.25	3.56%	77	130.50	4.78%	
Fund Raising	3	3.25	0.71%	32	29.50	1.08%	
Fire Prevention			0.00%	2	4.00	0.15%	
Support Staff Functions			0.00%	49	117.50	4.30%	
Funeral Details			0.00%	3	6.00	0.22%	
Meetings	6	6.50	1.42%	84	133.75	4.90%	
Rig Checks	17	13.25	2.90%	69	65.75	2.41%	
Apparatus Maintenance	2	4.50	0.99%	7	8.50	0.31%	
Equipment Maintenance			0.00%	20	31.75	1.16%	
Facilities Maintenance			0.00%	8	17.25	0.63%	
Municipal Meetings	2	2.00	0.44%	13	11.50	0.42%	
Public Relations	19	54.00	11.82%	39	105.50	3.86%	
Work Detail			0.00%	58	139.50	5.11%	
TOTAL	259	456.72	100.00%	TOTAL	1840	2732.37	100.00%

**RHEEMS FIRE DEPARTMENT
INCIDENT LIST - MAY 2024**

Incident #	Date/Time	Dispatched Incident Type	Address	Cross Streets	City	Zip Code	ST	Municipality
2024-119	5/3/2024 14:40	BUILDING-DWELLING-1A; 111-Building fire	48 S Poplar St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-120	5/6/2024 10:21	VEHICLE FIRE; 131-Passenger vehicle fire	102 ROUTE 283 W		Elizabethtown	17022	PA	Londonderry Township
2024-121	5/8/2024 20:47	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	153 ROUTE 283 W		Mount Joy	17552	PA	Mount Joy Township
2024-122	5/9/2024 17:46	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	324 Colebrook Rd		Mount Joy	17552	PA	West Donegal Township
2024-123	5/11/2024 11:18	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	625 Rockwood Dr		Elizabethtown	17022	PA	Mount Joy Township
2024-124	5/11/2024 14:17	MEDICAL ASSIST; 311-Medical assist, assist EMS crew	101 Governor Stable Rd		Elizabethtown	17022	PA	Conoy Township
2024-125	5/11/2024 18:20	VEHICLE FIRE; 131-Passenger vehicle fire	120 ROUTE 283 W		Elizabethtown	17022	PA	Mount Joy Township
2024-126	5/14/2024 13:35	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	1234 Cloverleaf Rd		Mount Joy	17552	PA	Mount Joy Township
2024-127	5/16/2024 8:16	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	1088 Landis Rd		Elizabethtown	17022	PA	West Donegal Township
2024-128	5/19/2024 16:02	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	1284 S Market St		Elizabethtown	17022	PA	West Donegal Township
2024-129	5/21/2024 10:34	INVESTIGATION-OUTSIDE; 651-Smoke scare, odor of smoke	119 Lime St		Elizabethtown	17022	PA	West Donegal Township
2024-130	5/23/2024 7:18	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	156 W Harrisburg Ave		Elizabethtown	17022	PA	West Donegal Township
2024-131	5/23/2024 8:06	PUBLIC SERVICE-LOCK IN / OUT; 511-Lock-out	512 Rutts Rd		Elizabethtown	17022	PA	West Donegal Township
2024-132	5/25/2024 7:27	BUILDING-DWELLING-1A; 111-Building fire	2585 Sheaffer Rd		Elizabethtown	17022	PA	Mount Joy Township
2024-133	5/26/2024 0:54	STANDBY-TRANSFER-FIRE; 571-Cover assignment, standby, moveup	2121 Meadow View Rd		Manheim	17545	PA	Rapho Township
2024-134	5/26/2024 0:27	BUILDING-BARN-2A; 111-Building fire	2710 Shumaker Rd		Manheim	17545	PA	Rapho Township
2024-135	5/26/2024 13:12	BUILDING-DWELLING-1A; 111-Building fire	550 N Lime St		Elizabethtown	17022	PA	Elizabethtown Borough
2024-136	5/26/2024 19:48	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	45 Freemason Dr		Elizabethtown	17022	PA	West Donegal Township
2024-137	5/27/2024 4:27	BUILDING-BULK STORAGE FACILITY-4A; 111-Building fire	111 W Harrisburg Ave		Elizabethtown	17022	PA	Mount Joy Township
2024-138	5/28/2024 15:20	ALARM BELLS; 745-Alarm system activation, no fire - unintentional	148 Randolph Dr		Elizabethtown	17022	PA	West Donegal Township
2024-139	5/29/2024 1:48	BUILDING-COMMERCIAL / INDUSTRIAL -1A; 111-Building fire	3026 Mt Hope Home Rd		Manheim	17545	PA	Rapho Township

Rheems Fire Company Relief Association

Budget vs. Actuals: Relief Association 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 Commonwealth Allocations				
1001 MJT Relief		23,500.00	-23,500.00	
1002 WDT Relief		28,000.00	-28,000.00	
1003 East Donegal Relief		3,000.00	-3,000.00	
Total 100 Commonwealth Allocations		54,500.00	-54,500.00	
150 Contributions/Donations				
1501 Miscellaneous Contributions	12,600.00		12,600.00	
Total 150 Contributions/Donations	12,600.00		12,600.00	
170 Equipment Sold Proceeds				
1701 Relief Equipment Sold		2,000.00	-2,000.00	
Total 170 Equipment Sold Proceeds		2,000.00	-2,000.00	
Total Income	\$12,600.00	\$56,500.00	\$ -43,900.00	22.30 %
GROSS PROFIT	\$12,600.00	\$56,500.00	\$ -43,900.00	22.30 %
Expenses				
510 - Insurance Premiums				
5101 Insurance Premiums	4,733.00	5,000.00	-267.00	94.66 %
Total 510 - Insurance Premiums	4,733.00	5,000.00	-267.00	94.66 %
520 - Equipment Purchased				
5212 Rescue Equipment Purchase		1,000.00	-1,000.00	
5218 Pager Purchases		4,000.00	-4,000.00	
5233 Fire Extinguishers		500.00	-500.00	
Total 520 - Equipment Purchased		5,500.00	-5,500.00	
530 - Equipment Maintenance				
5304 Cascade System Maintenance		1,500.00	-1,500.00	
5309 SCBA Service	1,943.00	4,000.00	-2,057.00	48.58 %
5310 SCBA Parts	1,365.16	1,250.00	115.16	109.21 %
5319 Pager Maintenance		1,000.00	-1,000.00	
5326 Miscellaneous Relief Expenditures		2,000.00	-2,000.00	
5349 Miscellaneous (Tools/Lubricants/Parts)		500.00	-500.00	
5360 Sprinkler System Maintenance		650.00	-650.00	
Total 530 - Equipment Maintenance	3,308.16	10,900.00	-7,591.84	30.35 %
560 - Training Expenses				
5601 Training Classes/Programs	17,350.00	20,000.00	-2,650.00	86.75 %
5602 Training Equipment	369.60	3,000.00	-2,630.40	12.32 %
Total 560 - Training Expenses	17,719.60	23,000.00	-5,280.40	77.04 %
580 - Fire Prevention				
5801 Fire Prevention		2,500.00	-2,500.00	
Total 580 - Fire Prevention		2,500.00	-2,500.00	
590 - Administrative Expenses				
5907 Legal & Accounting	550.00	1,800.00	-1,250.00	30.56 %

Rheems Fire Company Relief Association

Budget vs. Actuals: Relief Association 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 590 - Administrative Expenses	550.00	1,800.00	-1,250.00	30.56 %
Total Expenses	\$26,310.76	\$48,700.00	\$ -22,389.24	54.03 %
NET OPERATING INCOME	\$ -13,710.76	\$7,800.00	\$ -21,510.76	-175.78 %
NET INCOME	\$ -13,710.76	\$7,800.00	\$ -21,510.76	-175.78 %

Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Fundraising & Donations				
121 Annual Fund Drive	54,489.52	65,200.00	-10,710.48	83.57 %
123 Fire Division Services	100.00	1,000.00	-900.00	10.00 %
124 Special Contributions		14,800.00	-14,800.00	
126 Miscellaneous Contributions	1,801.60	1,000.00	801.60	180.16 %
127 Memorial Contributions		250.00	-250.00	
150 Fundraising Event Proceeds	1,140.00	1,750.00	-610.00	65.14 %
Total Fundraising & Donations	57,531.12	84,000.00	-26,468.88	68.49 %
Grants				
184 PEMA Grants	16,757.46	15,000.00	1,757.46	111.72 %
Total Grants	16,757.46	15,000.00	1,757.46	111.72 %
Municipal Income				
101 MJT Operations	77,585.00	155,170.00	-77,585.00	50.00 %
104 WDT Operations		133,000.00	-133,000.00	
Total Municipal Income	77,585.00	288,170.00	-210,585.00	26.92 %
Other Revenue				
132 Sale of Fire Department Merchandise		1,000.00	-1,000.00	
140 Dues/Applications	40.00	250.00	-210.00	16.00 %
160 Interest Earned	7,153.94	750.00	6,403.94	953.86 %
163 Loan Repayment Interest		0.00	0.00	
Total Other Revenue	7,193.94	2,000.00	5,193.94	359.70 %
Total Income	\$159,067.52	\$389,170.00	\$ -230,102.48	40.87 %
GROSS PROFIT	\$159,067.52	\$389,170.00	\$ -230,102.48	40.87 %
Expenses				
ADM - Administrative				
290 Dues & Subscriptions	285.00	750.00	-465.00	38.00 %
297 Legal & Accounting	1,256.00	1,250.00	6.00	100.48 %
298 Bank Fees		0.00	0.00	
299 Grant Preparation Expenses		2,500.00	-2,500.00	
332 Presidents Initiatives				
332CP Department Christmas Party		1,000.00	-1,000.00	
332DP Member Picnic		500.00	-500.00	
332ME Memorial Expenses		1,000.00	-1,000.00	
332PF Presidents Fund		1,500.00	-1,500.00	
Total 332 Presidents Initiatives		4,000.00	-4,000.00	
Total ADM - Administrative	1,541.00	8,500.00	-6,959.00	18.13 %
ADM - Fundraising				
260 Miscellaneous Fundraising Expenses		500.00	-500.00	
288 Annual Fund Drive	5,904.05	12,000.00	-6,095.95	49.20 %
Total ADM - Fundraising	5,904.05	12,500.00	-6,595.95	47.23 %
ADM - Recruitment & Retention				

Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
213 Patches/Shirts/Hats/Jackets		2,000.00	-2,000.00	
217 Fire Department Uniforms	700.70	4,000.00	-3,299.30	17.52 %
295 Fire Department Web Site		1,500.00	-1,500.00	
331 Fire Department Banquet	7,276.13	8,000.00	-723.87	90.95 %
335 Recruitment & Retention Incentive	2,283.84	8,000.00	-5,716.16	28.55 %
Total ADM - Recruitment & Retention	10,260.67	23,500.00	-13,239.33	43.66 %
ADM -Supplies & Equipment				
281 Paper/Copier/Office Supplies	7.99	1,275.00	-1,267.01	0.63 %
282 Office Equipment		500.00	-500.00	
283 Computer & Network Expenses	1,250.80	1,000.00	250.80	125.08 %
287 Postage & Shipping	14.00	150.00	-136.00	9.33 %
293 Software	9,135.00	10,750.00	-1,615.00	84.98 %
294 Copier Lease	622.70	1,500.00	-877.30	41.51 %
296 I-Pads	478.80	14,000.00	-13,521.20	3.42 %
Total ADM -Supplies & Equipment	11,509.29	29,175.00	-17,665.71	39.45 %
CAP - Capital & Debt Service				
613 KS State Bank Principle		35,827.56	-35,827.56	
614 KS State Bank Interest		16,517.86	-16,517.86	
Total CAP - Capital & Debt Service		52,345.42	-52,345.42	
FAC - B&G -Janitorial				
307 Contract Cleaning	124.54	1,000.00	-875.46	12.45 %
309 Supplies	273.45	750.00	-476.55	36.46 %
Total FAC - B&G -Janitorial	397.99	1,750.00	-1,352.01	22.74 %
FAC - B&G - Improvements				
301 Facilities Improvements		10,000.00	-10,000.00	
305 Appliance Purchase		1,000.00	-1,000.00	
306 Furniture Purchase	3,519.00	4,000.00	-481.00	87.98 %
311 Physical Fitness	5,060.00	7,000.00	-1,940.00	72.29 %
Total FAC - B&G - Improvements	8,579.00	22,000.00	-13,421.00	39.00 %
FAC - B&G - Landscaping				
303 Snow Removal	2,030.60	2,500.00	-469.40	81.22 %
304 Lawn Maintenance	5,422.50	5,500.00	-77.50	98.59 %
Total FAC - B&G - Landscaping	7,453.10	8,000.00	-546.90	93.16 %
FAC - B&G - Maintenance				
292 Property & Liability Insurance	11,583.00	13,500.00	-1,917.00	85.80 %
302 Facilities Maintenance	742.18	10,000.00	-9,257.82	7.42 %
308 Security System Maintenance		750.00	-750.00	
310 HVAC Maintenance	1,800.00	2,000.00	-200.00	90.00 %
312 Pest Control		500.00	-500.00	
313 Emergency Generator Maintenance		1,500.00	-1,500.00	
314 Pond Maintenance	880.00	2,750.00	-1,870.00	32.00 %
315 Appliance Maintenance	356.45	750.00	-393.55	47.53 %

Rheems Fire Department

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
316 Kitchen Supplies	203.41	500.00	-296.59	40.68 %
Total FAC - B&G - Maintenance	15,565.04	32,250.00	-16,684.96	48.26 %
FAC - B&G - Utilities				
321 Electric	4,098.78	15,000.00	-10,901.22	27.33 %
322 Water	159.47	500.00	-340.53	31.89 %
323 Sewer	260.00	1,250.00	-990.00	20.80 %
324 Telephones	667.20	1,600.00	-932.80	41.70 %
326 Natural Gas	897.03	6,000.00	-5,102.97	14.95 %
327 Alarm System Monitoring		1,000.00	-1,000.00	
329 Cable/Internet	118.60	300.00	-181.40	39.53 %
Total FAC - B&G - Utilities	6,201.08	25,650.00	-19,448.92	24.18 %
OPS - Apparatus				
242 Engine 70 Maintenance	181.18	14,500.00	-14,318.82	1.25 %
243 Rescue 70 Maintenance	2,931.17	11,500.00	-8,568.83	25.49 %
244 DC 70 Maintenance		250.00	-250.00	
245 Squad 70 Maintenance	158.92	1,000.00	-841.08	15.89 %
246 Tanker 70 Maintenance	5,594.86	11,500.00	-5,905.14	48.65 %
247 Fuel for Apparatus/Equipment	3,492.19	10,000.00	-6,507.81	34.92 %
249 Miscellaneous (Tools/Lubricants/Parts)		2,500.00	-2,500.00	
250 C70 Maintenance	467.96	1,000.00	-532.04	46.80 %
Total OPS - Apparatus	12,826.28	52,250.00	-39,423.72	24.55 %
OPS - Captains Expenses				
215 Fire Equipment Purchases	8,979.48	14,000.00	-5,020.52	64.14 %
216 PPE	722.64	1,000.00	-277.36	72.26 %
226 Equipment Repairs	4,533.97	6,000.00	-1,466.03	75.57 %
231 Communications	274,687.50	280,000.00	-5,312.50	98.10 %
236 Captains Miscellaneous	670.61	1,500.00	-829.39	44.71 %
Total OPS - Captains Expenses	289,594.20	302,500.00	-12,905.80	95.73 %
OPS - Fire Chief Expenses				
234 Chiefs Initiatives	521.75	1,500.00	-978.25	34.78 %
337 Water/Coffee Mess	1,089.61	1,500.00	-410.39	72.64 %
338 Food for Calls/Training	1,500.93	2,000.00	-499.07	75.05 %
339 Miscellaneous	89.98	8,000.00	-7,910.02	1.12 %
Total OPS - Fire Chief Expenses	3,202.27	13,000.00	-9,797.73	24.63 %
Total Expenses	\$373,033.97	\$583,420.42	\$ -210,386.45	63.94 %
NET OPERATING INCOME	\$ -213,966.45	\$ -194,250.42	\$ -19,716.03	110.15 %
NET INCOME	\$ -213,966.45	\$ -194,250.42	\$ -19,716.03	110.15 %



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

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

April 1-30, 2024 Statistics	2024	2023	2022	2021	2020
TOTAL CIRCULATION	14,603	14,225	14,492	13,808	*
YTD CIRCULATION	58,003	58,631	56,146	57,906	*
OVERDRIVE & E-formats	1,510	1,343	1,344	1,359	1,171
NEW PATRONS	76	56	58	38	*
YTD NEW PATRONS	299	293	241	177	*
PATRON COUNT	6,247	5,513	4,966	2,551	*
YTD PATRON COUNT	23,057	22,196	18,655	13,396	*
PASSPORTS	112	171	133	86	*
YTD PASSPORTS	609	772	406	340	*
WIFI USERS	294	247	305	327	*
PC USERS	482	540	302	-	*

* Library was closed April of 2020

Hoopla!	Apr'24	Mar'24	Feb'24	Jan'24	Dec'23	Nov'23	Oct'23
Number of Hoopla items used	531	455	441	441	390	372	357

ITEMS SOLD IN LOBBY	\$1,128.30
YTD TOTAL \$	\$4,321.65
TOTAL \$ ADDED DONATIONS	\$416.00
TOTAL \$ DONATIONS as PRIZES	\$271.00
TOTAL	\$1,815.30

Executive Summary

- MSL gave away hundreds of eclipse glasses, but still ran out! April 8
- 7 teams participated in MSL's Jigsaw Puzzle Showdown on April 20
- Had a great turn out for basic bicycle maintenance with Kurt Enck, from Cycleworks, Apr 15



PROGRAMMING & CLUBS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	7	102	86	557
Club Meetings/Participants	7	45	31	268

YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	21	647	82	2,543
Off-site Programs	12	635	38	2,497
Virtual Programs	0			0

Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	119.75	443.75		

Joseph

- Attended Mount Joy Borough Council meeting Apr 1
- Attended Friend Group Meeting Apr 8
- Attended Mount Joy Chamber of Commerce Apr 10
- Held Core4 meeting on Apr 25
- Attended LSLC District Budget Negotiations Meeting Apr 30

Community/Service Point (Susan)

- Worked on Continuing Education Credits
- Researched possible BASH donors
- Attended LSLC ZOOM Stig Meeting
- Helped reorganize lobby book sales rack
- Attended Core 4 meeting

Youth Services (Jan)

- **396 attend Storytimes this month**, with over 60 attending 3 of those sessions. Can't wait to be outside with more room.
- Finished up our **6 week Homeschool Spanish class** with our fun fiesta. Another really great homeschool group with several new families participating.
- Had our first ever **homeschool STEM field trip to the Mount Joy Borough Wastewater Facility**. Had 58 attend. It was very educational and somewhat smelly and gross. The folks from the boro did a fantastic job.
- Continued our new **monthly Storytime in Marietta**. Was lightly attended this month, but we'll continue it through the Summer and see how it goes.

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - May Enews: sent to 3979 contacts; 1722 opens (47%), 74 clicks (2%), 2 unsubscribe
 - April Welcome Email: sent to 48 new patrons; 68.2% opened, 0 unsubscribe
- **SOCIAL MEDIA:**
 - Facebook – Total Page Followers 2,747 (17 new); 17.7K reached; Created 4 Events.
 - Instagram – 1,167 followers (10 new); 656 reached
 - Created/posted Promos for special programs
 - Post at least once a day on both platforms
 - 3 PRESS RELEASES - Distributed via news media, municipalities, and Chamber of Commerce.

- **WEBSITE**
 - 4,032 total sessions
 - These are the highest view counts: 226 views of Passports, 131 views Children & Family Programs
- **GOOGLE**
 - 958 website clicks made from our Business Profile
 - 229 calls made from our Business Profile
 - 1,475 Business Profile Interactions
 - Added more photos to our Google page.
- **PANGO**
 - Sold 3 books in April.
- **MISC**
 - Continued the emptying of the book donation shed 5 days a week and gathering books for sale in lobby, which made over \$1100 in April.
 - Removed our Marietta Little Free Library from the National Map, hopefully temporarily.
 - Updated May print calendar and calendar for Lobby/kids area
 - Attended Core4 Meeting
 - Changed the sign by the road when needed.

Volunteers/Programming/Fundraising (Stephanie)

- **Annual Patron Appeal 2024**
 - Donations began coming in on April 8, 2024.
 - 2024 Annual Mailing Statistics:
 - 4,644 letters sent
 - Total cost (printing, stuffing, postage) of \$2,799.14.
 - First four weeks of donations (4/8-5/5): \$23,360.38 from 257 donors.
 - 2023 Annual Mailing Statistics for comparison:
 - 17,486 letters sent
 - Total cost of \$7,267.40.
 - First four weeks of donations (3/20-4/16): \$23,031.70 from 290 donors.
 - In 2024 we mailed 12,842 fewer letters and saved \$4,468.26, increasing our response rate in the first four weeks of donations from 1.6% to 5.5%.
- **Love Your Library Silver Anniversary Bash – 8/17-8/22**
 - Kickoff will be on Saturday, August 17 with outdoor activities (can be pushed to another date that week in the case of weather concerns). Lego challenge, auction, raffles and other week-long activities will kickoff, as well.
 - Monday, August 19 – Friends night, where the Friends will host a reunion and will be available to talk with the community about what the Friends group does
 - Tuesday, August 20 – community night with local community organizations
 - Wednesday, August 21 – clubs night, different library clubs will be setup around the library
 - Thursday, August 22 – a big bash, and wrap up all of the auction/raffle/contest activities.
 - Other week-long activities celebrating the silver anniversary theme will include a Silver Ticket contest (think Willie Wonka's Golden Ticket) and a silver jewelry pull if we can get a jeweler to sponsor
 - We will need help soliciting both monetary sponsors and donors for auction/raffle items. A spreadsheet has been posted on Google listing companies, with a space for anyone interested in helping with solicitation to make notes. If you would like to approach a company to ask for a donation, please check the spreadsheet first to ensure nobody else has approached them. Please update your note(s) once the ask has been made. A letter with

sponsorship opportunities is also on the drive. Please see Steph if you would like printed copies.

- **Volunteers**
 - Total hours in March: 119.75
 - Onboarded one community service volunteer who performed much of the spring outdoor cleanup and grounds tasks, including replacing the rubber mulch with stones and spreading new mulch in the flower beds.
- **Bicycle Maintenance and Flat Tire Repair**
 - Kurt Enck returned for a second year of this very successful program. We had 27 attendees who were engaged and excited about what Kurt had to share. We're thankful Kurt is willing to do this program again and he has offered to do it again in 2025!
- **Local Author Visits**
 - MSL hosted two local authors during the month of April. This is a great way to engage the community and these visits brought in several people who had never been to our library.
 - We would love to continue hosting local authors, so please let Steph know if you have any connections with authors who may want to be a part of our programming.