



MOUNT JOY TOWNSHIP

• Lancaster County, Pennsylvania •

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

December 9, 2025

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

Dear Board Members:

41 rental properties were inspected in November 2025.

106 Rental licenses were created and mailed in November 2025

Complaints and concerns:

- Enforcement notice to 10 Covington Ct for an uninspected vehicle that does not move. (complaint)
- Letter to 40 Covington Ct for an uninspected vehicle that does not move. (complaint)
- Letter to 213 Old Hershey Rd about scattered rubbish and burning. (complaint)
- Letter to the owner of 467 Hershey Rd in reference to a zoning violation. Operating a business that requires special exception approval from the ZHB.
- Letter to the Snyder Residence on Bellaire Rd about installing a fence without a required zoning permit. (complaint) Permit obtained.
- Enforcement notice to 707 Schwanger Rd about an uninspected / unregistered vehicle that has not moved in a long period of time. (complaint) Vehicle removed.
- Working with Justin and the Police Department on an on-going property dispute at 444 Hereford Rd.
- Report of furniture dumped in the weeds along Milton Grove Rd. (complaint) Notified the property owner to have it removed. Removed.
- Advised the owner of 1536 Cloverleaf Rd to remove or empty her above ground pool due to the poor / unsafe condition of the water. Water removed.



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Zoning Officer Report – November/December 2025

Planning Commission

- Prior 11/24 meeting cancelled
- Upcoming 12/22 meeting:
 - Final Subdivision and Land Development Plan for 1376 Campus Road Phase 3 (#25-05-FLDP) – Consideration of conditional plan approval for proposal to develop 47 single-family homes in Phase 3 of the multi-phase residential development located in the (R-2) Medium Density Residential District.
 - Minor Subdivision Plan For 1501 Mill Road (#25-14-MSDP) – Consideration of conditional approval for proposal to subdivide a 4.28-acre tract into two lots; one containing an existing single-family dwelling and the other containing 6 mobile home units located in the (R) Rural District.
 - Minor Subdivision Plan for Ironwood Real Estate, LLC (#25-16-MSDP) – Consideration of conditional plan approval for proposal to subdivide a 1-acre lot containing a commercial structure from a 3.6-acre shopping center property in the (C-2) General Commercial District located at 1551 S. Market Street.
 - Minor Subdivision Plan for Lancaster Farm Sanctuary (#25-17-MSDP) – Initial View of proposal to subdivide 0.448-acre and 0.117-acre parcels from adjoining lots to be added to a 17.6-acre tract for the purpose of providing public road access. All properties are located in the (A) Agricultural District.
 - Petition to Amend the Zoning Ordinance by Elizabethtown Crossing Associates, LLC – Review and make recommendations to the Board of Supervisors regarding the applicant's proposed text amendments to facilitate a mixed-use development generally located at the Route 283 Hershey Road interchange.
 - Petition to Rezone 2360 Sheaffer Road – Review and make recommendations to the Board of Supervisors regarding the applicant's petition to rezone the aforementioned property from (R) Rural District to (R-1) Low-Density Residential District.

Zoning Hearing Board

- Prior 12/10 meeting:
 - Case #250018: Benjamin Lauer – **APPROVED** Special exception & variance to permit a detached ECHO housing unit at 2422 Cloverleaf Road.

- Case #250019: Etown IRE Associates, LLC – **APPROVED** Variance to exceed the maximum lot coverage associated with a subdivision at 1551 S. Market Street in the (C-2) General Commercial District. The subdivision will subdivide the former Taco Bell building from the CVS shopping center.
- Upcoming 1/7 meeting:
 - Case #260002: Reem Al-Athary (Green Gate Auto LLC) – Special exception & variance to permit vehicle sales, service, and repair without public water at 467 Hershey Road, located in the (MU) Mixed Use District.
- Not yet scheduled:
 - Case #260001: Franklin B. Greiner, Jr. – Special exception to subdivide and develop 2843 Mount Pleasant Road with an industrial park in the (A) Agricultural District.

MOUNT JOY TOWNSHIP permits issued between 11/1/2025 and 11/30/2025

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Certificate Of Use & Occupancy						
(Unclassified)						
	11/25/2025	ELIZABETHTOWN COLLEGE	831 E COLLEGE AVE		\$0.00	\$0.00
	11/25/2025	ELIZABETHTOWN COLLEGE	813 E COLLEGE AVE		\$0.00	\$0.00
250154	11/25/2025	ELIZABETHTOWN COLLEGE	999 E COLLEGE AVE		\$0.00	\$0.00
250155	11/25/2025	ELIZABETHTOWN COLLEGE	905 E COLLEGE AVE		\$0.00	\$0.00
Total (Unclassified):				4	Est. Cost:	\$0.00
					Fees:	\$0.00
USE & OCCUPANCY						
250134	11/3/2025	BRADLEY, CHRISTOPHER	107 Gianna Dr	U&O for New Construction	\$233,039.00	\$0.00
250135	11/3/2025	THOMAS, SUSAN	113 Gianna Dr	U&O for New Construction	\$233,039.00	\$0.00
250136	11/10/2025	JEB & SONS LP	203 RINGNECK CIR	U&O for New Construction	\$225,000.00	\$0.00
250137	11/10/2025	BUCKWALTER, JOSEPH EDWARD...	205 RINGNECK CIR	U&O for New Construction	\$225,000.00	\$0.00
250138	11/10/2025	GROFF, BRIAN & TAMMY LYNETTE	104 Sarah Dr	U&O for New Construction	\$253,517.00	\$0.00
250139	11/21/2025	BICKHART, CHARLES, III & TERRI	72 N CONIFER DRIVE	U&O for New Construction	\$0.00	\$0.00
250140	11/21/2025	TRUMP, MATTHEW	64 N CONIFER DRIVE	U&O for New Construction	\$178,000.00	\$0.00
250142	11/24/2025	GIRDHAR, SANJAY	119 SARAH DR	U&O for New Construction	\$207,423.00	\$0.00
250143	11/25/2025	KEESEY, MAURICE J & WENDY L	17 CHAS DR	U&O for Roof	\$16,800.00	\$0.00
250144	11/25/2025	HENTGES TRUST, Harold A & Shar...	444 HILL ST	U&O for Deck	\$21,000.00	\$0.00
250145	11/25/2025	FERTICH, SCOT A	41 TREELINE DR	U&O for Addition	\$100,000.00	\$0.00
250146	11/25/2025	BAILEY, FAMILY LTD PARTNERSHIP	1413 MILL RD	U&O for Mobile Home	\$160,000.00	\$0.00
250147	11/25/2025	BAILEY, FAMILY LTD PARTNERSHIP	58 RAINBOW CIR	U&O for Mobile Home	\$135,000.00	\$0.00
250148	11/25/2025	WHEELER, DAVID	2060 MILTON GROVE RD	U&O for Solar	\$47,287.00	\$0.00
250149	11/25/2025	ZAHN, ANDREW D & SARAH K	108 CANVASBACK LN	U&O for Solar	\$30,000.00	\$0.00
250150	11/25/2025	MARTIN, J AUSTIN &, STEIN, MARI...	676 FAIRVIEW RD	U&O for Addition	\$173,825.00	\$0.00
250151	11/25/2025	CONTURSI, JOHN M JR & MIRAND...	4 JENNY LN	U&O for Solar	\$18,920.00	\$0.00
250152	11/25/2025	BIGLER, SAMUEL E	244 MIDLAND CIR	U&O for Solar	\$46,257.00	\$0.00
250153	11/25/2025	DUNKLEBERGER, JAMIE R	1876 MOUNT GREтна RD	U&O for Solar	\$22,176.00	\$0.00
Total USE & OCCUPANCY:				19	Est. Cost:	\$2,326,283.00
					Fees:	\$0.00
Total Certificate Of Use & Occupancy:				23	Est. Cost:	\$2,326,283.00
					Fees:	\$0.00
Stormwater Permit Exemption						
250138	11/19/2025	Bailey Family Limited Partnership	54 RAINBOW CIR	Mobile Home	\$0.00	\$50.00
250137	11/19/2025	NVR, INC / Ryan Homes	939 SHEAFFER RD	SFD	\$0.00	\$50.00
250140	11/20/2025	1376 CAMPUS ROAD ASSOCIATES...	28 BRIELLE DR	SFD	\$0.00	\$50.00
250141	11/21/2025	1376 CAMPUS ROAD ASSOCIATES...	76 SARAH DR	SFD	\$0.00	\$50.00
Total Exemption:				4	Est. Cost:	\$0.00
					Fees:	\$200.00
Small Project						
250139	11/10/2025	KING, JOHN M	2171 MILTON GROVE RD	Ag Building	\$0.00	\$175.00
Total Small Project:				1	Est. Cost:	\$0.00
					Fees:	\$175.00
Total Stormwater Permit:				5	Est. Cost:	\$0.00
					Fees:	\$375.00

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Road Occupancy Permit						
Driveway						
250084	11/19/2025	NVR, INC / Ryan Homes	939 SHEAFFER RD	Driveway for new single family dwell...	\$0.00	\$50.00
250085	11/20/2025	1376 CAMPUS ROAD ASSOCIATES...	28 BRIELLE DR	Driveway for new single family dwell...	\$0.00	\$50.00
250086	11/21/2025	1376 CAMPUS ROAD ASSOCIATES...	76 SARAH DR	Driveway for new single family dwell...	\$0.00	\$50.00
Total Driveway:				3	Est. Cost: \$0.00	Fees: \$150.00
Fiber Cable						
250082	11/3/2025	SCHOENBERGER, MICHAEL C	405 CONOY AVE	Fiber Cable	\$0.00	\$70.00
Total Fiber Cable:				1	Est. Cost: \$0.00	Fees: \$70.00
Total Road Occupancy Permit:				4	Est. Cost: \$0.00	Fees: \$220.00
Zoning Permit (Unclassified)						
250288	11/10/2025	KERLIN, FRANK III & LINDSEY	870 BUCKINGHAM BLVD	Fence	\$11,973.00	\$113.00
Total (Unclassified):				1	Est. Cost: \$11,973.00	Fees: \$113.00
Ag Building						
250286	11/10/2025	KING, JOHN M	2171 MILTON GROVE RD	Ag Building	\$200,000.00	\$1,259.00
Total Ag Building:				1	Est. Cost: \$200,000.00	Fees: \$1,259.00
Egress Window						
250280	11/3/2025	MRGICH, ROBERT D & JESSICA D	650 FAIRVIEW RD	Add egress window in basement	\$5,600.00	\$121.00
Total Egress Window:				1	Est. Cost: \$5,600.00	Fees: \$121.00
Fence						
250287	11/10/2025	BLOSENSKI, CHRISTOPHER & MACY	1609 CAMPUS RD	Fence	\$12,000.00	\$113.00
Total Fence:				1	Est. Cost: \$12,000.00	Fees: \$113.00
Generator						
250291	11/19/2025	GUARINO, ANDRIA LISA	101 GIANNA DR	Generator	\$13,594.00	\$50.00
Total Generator:				1	Est. Cost: \$13,594.00	Fees: \$50.00
Mobile home						
250285	11/19/2025	Bailey Family Limited Partnership	54 RAINBOW CIR	Mobile Home	\$160,000.00	\$1,069.00
Total Mobile home:				1	Est. Cost: \$160,000.00	Fees: \$1,069.00
SFD						
250284	11/19/2025	NVR, INC / Ryan Homes	939 SHEAFFER RD	SFD	\$233,000.00	\$0.00
250289	11/20/2025	1376 CAMPUS ROAD ASSOCIATES...	28 BRIELLE DR	SFD	\$204,208.00	\$1,339.00
250290	11/21/2025	1376 CAMPUS ROAD ASSOCIATES...	76 SARAH DR	SFD	\$204,208.00	\$1,339.00
Total SFD:				3	Est. Cost: \$641,416.00	Fees: \$2,678.00
Solar						
250282	11/12/2025	RINGENBERG, BLAKE & GRETCHEN	1502 MILTON GROVE RD	Solar ground mounted	\$14,000.00	\$177.00

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Zoning Permit						
Solar						
				Total Solar :	1	Est. Cost: \$14,000.00 Fees: \$177.00
Townhouse						
250292	11/19/2025	MERIDIAN HEIGHTS PARTNERS LLC	50 N CONIFER DRIVE	Townhouse	\$177,900.00	\$1,177.00
250293	11/19/2025	MERIDIAN HEIGHTS PARTNERS LLC	52 N CONIFER DRIVE	Townhouse	\$173,700.00	\$1,153.00
250294	11/19/2025	MERIDIAN HEIGHTS PARTNERS LLC	54 N CONIFER DRIVE	Townhouse	\$173,700.00	\$1,153.00
250295	11/19/2025	MERIDIAN HEIGHTS PARTNERS LLC	56 N CONIFER DRIVE	Townhouse	\$173,700.00	\$1,153.00
250296	11/19/2025	MERIDIAN HEIGHTS PARTNERS LLC	58 N CONIFER DRIVE	Townhouse	\$173,700.00	\$1,153.00
250297	11/19/2025	MERIDIAN HEIGHTS PARTNERS LLC	60 N CONIFER DRIVE	Townhouse	\$177,900.00	\$1,177.00
				Total Townhouse:	6	Est. Cost: \$1,050,600.00 Fees: \$6,966.00
				Total Zoning Permit:	16	Est. Cost: \$2,109,183.00 Fees: \$12,546.00
				Total Permits:	48	Est. Cost: \$4,435,466.00 Fees: \$13,141.00

South Penn Code Consultants LLC
 Keith J. Hunnings - SEO
 1382 Seven Valleys Rd., York, PA 17408

Invoice # 002842

To: Mount Joy Township
 Month: October 2025

<u>Date</u>	<u>ADDRESS</u>	<u>Description</u>	<u>Total Hrs.</u>	<u>Rate</u>	<u>SEO Fee</u>
10/01/2025		Pre-permit admin. - 120 Quarry Road - Phone w/contractor re: project questions & emailed application and fees per request	0.25	\$70.00	\$17.50
10/06/2025		Email w/ Justin Evans re: Lancaster seed non-building waiver form questions	0.25	\$70.00	\$17.50
10/23/2025		Phone w/Jared (buyer) re: 1104 Bellaire Rd.. - settling on property in 25 minutes but door notice says the property is condemned. Took info & forwarded to seo	0.25	\$70.00	\$17.50
10/23/2025		Return phone x2 w/Jared buyer re: 1104 Bellaire Rd. - explained cannot live there without a septic system. Property has notice that condemned. Discussed stream discharge & hiring a soil scientist to potentially get 4th apartment. Phone w/Dan @ twp. re: conversation	0.50	\$70.00	\$35.00
10/23/2025	2914 Homestead Road/Lancaster Seed Sales	Work completed through 10/2/2025 billed to applicant - check paid at Twp.			\$245.00
10/27/2025		Phone re: 1104 Bellaire Rd. - discussed what will need to be fixed	0.25	\$70.00	\$17.50
10/28/2025		Email w/ Dan Ford and Justin Evans re: 1195 Trail Road N - complaint for possible illegal system. Violation letter to follow	0.25	\$70.00	\$17.50
10/30/2025	1054 Milton Grove Rd.	VPT, New System & print designs - check mailed 11/12/25			\$586.50
10/30/2025	1104 Bellaire Rd.	Prob Testing - check mailed 11/12/2025			\$360.00
11/04/2025	1104 Bellaire Rd.	Perc Testing - check mailed 11/12/2025			\$545.00

11/14/2025	2091 Milton Grove Rd.	Work completed through 10/2/2025 billed to applicant - check paid at Twp.			\$385.00
10/01/2025 - 10/31/2025		Administration - review timesheets, phone & email log for MJT items - review for any checks collected - prepare for delivery & mail - update check log list	1.25	\$70.00	\$87.50

\$2,331.50

Total due to South Penn Code Consultants LLC = \$ 2,331.50

Thank you, Keith J. Hunnings



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Minutes of a Meeting of The Mount Joy Township Zoning Hearing Board Wednesday, September 3, 2025

- 1) Chairman Gregory R. Hitz Sr. called the meeting to order at 6:00 P.M. in the Mount Joy Township Municipal Building located at 8853 Elizabethtown Road, Elizabethtown, PA 17022.
- 2) Meeting Attendance:
 - Members Present: Gregory R. Hitz Sr., Robert F. Newton Jr., & Roni K. Clark
 - Members Absent: James E. Hershey
 - Township Representatives: Justin Evans, Assistant Zoning Officer
 - Lancaster County Court Reporter: Angela Kilby
 - Zoning Hearing Board Solicitor: John P. Henry, Esq. of Blakinger Thomas
- 3) A motion was made by Robert F. Newton Jr. and seconded by Roni K. Clark to approve the minutes of the August 6, 2025 meeting. All members present voted in favor of the motion.
- 4) Mr. Evans confirmed that the public notice was published in the Thursday, August 14th and Thursday, August 21st editions of the LNP. The property was posted on Friday, August 22nd.
- 5) Solicitor John P. Henry provided a procedural briefing for the meeting.
- 6) Zoning Case #250013
 - a. Applicant/Landowner: RVTS Enterprises, LLC
 - b. Property Location: 1054 Dairy Lane, Elizabethtown, PA 17022; Tax Parcel ID #460-68253-0-0000
 - c. Zoning District: (C-1) Limited Commercial District
 - d. Special Exception Request:
 - (1) Chapter 135, Article I, §135-7 – uses not specifically provided for

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

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

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

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

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

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

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

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

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

All members present voted in favor of the motion.

7) Zoning Case #250014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All members present voted in favor of the motion.

8) Zoning Case #250015

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

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

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

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

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

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

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

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

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

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

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

All members present voted in favor of the motion.

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

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

Respectfully Submitted,



Justin S. Evans, AICP
Assistant Zoning Officer

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

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

Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on October 28, 2025

1. Chairman Douglas Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township conference room, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Present were Douglas A. Hottenstein, Kevin Baker, John Rudy, Debra Dupler and Rick Gibble. Also in attendance – Chief Mark Mayberry, Sgt. Mike Bryant, Marc Hershey and Lisa Heilner.
2. Public Comment: Hans Schreiber of Stonemill Drive in West Donegal Township was present and spoke to the Commission about his concerns with speeding on Stonemill Drive. He presented a letter with signatures from his neighbors requesting speed enforcement, electronic speed signs and also for West Donegal Township to consider speed bumps. Chief Mayberry stated that the Department would place the electronic speed sign on Stonemill Road for a period of time and that he would set up some speed details in that area.
3. Consent Calendar:
 - a. Approval and ratification of the minutes of the September 23, 2025 meeting.
 - b. Accept and ratify the Treasurer's Report for the period of January 1 through September 30, 2025, subject to audit.
 - c. Approve payment of all bills via Bill List #23 and #24 in the amount of \$192,415.34. Ratify payment of all payrolls for the period of September 2025, inclusive, in the amount of \$205,492.73 which represents two (2) pay periods.
 - d. Raymond James Pension Account summary from August 29 to September 30, 2025

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

4. New Business:

Chief Mayberry introduced the Department's two new officers, Patrick Giberson and Solomon Myers. Their first day was October 10, 2025.

Sean Dolan and Jim McCurdy of Raymond James were in attendance to give an update on the status of the NWRPD Police Pension Fund. They reported that the pension is well funded and they are very pleased with the current performance.

5. Old Business:

Marc Hershey presented the second draft of the 2026 Budget. The budget contains a 2.9% increase. After some discussion, Debra Dupler made a motion, seconded by John Rudy to adopt the 2026 budget as presented. All members present voted in favor of the motion.

Chief Mayberry informed the Commission that the new Taser 7s have arrived. All officers have been trained and they are now in use.

Advisements:

- a. National Drug Take Back event was held on October 25, 2025 at the Giant Food Store.
- b. The Faith & Blue event was held on Saturday, October 11 at the E-town Grace Church.
- c. Sergeant Aaron McCoy completed a five-day accident investigation training.
- d. Officer Kris Hart attended a five-day Vigr Firearms Instructor Training.
- e. Sergeant Aaron McCoy and Officer Danny Gordon attended a two-day Taser Instructor Training.
- f. Officer Harry Cleland attended the Touch a Truck event at the Mount Calvary School.
- g. Cram A Cruiser event will take place on Saturday, November 23 from 11 a.m. to 3 p.m. at Weis Markets. Items donated will benefit the Elizabethtown Food Pantry.
- h. NWRPD received funding in the amount of \$3000 towards the Aggressive Driving Program. The next Aggressive Driving Wave runs from October 20 to November 9.

7. Correspondence:

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

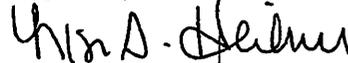
8. Other Business: Sergeant Aaron McCoy gave a brief update on the status of the drone purchase situation.

The next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held November 25, 2025 at 7 p.m. at the Mount Joy Township Municipal Building.

A motion was made by Rick Gible, seconded by John Rudy to adjourn the meeting at 8:20 p.m. All members voted in favor of the motion.

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

Respectfully Submitted,



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

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

CALL TO ORDER:

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, Rob Reale Jr and Chuck Brewer. Also present were: Austin Calaman, Authority Manager; Jason Bock, Operations Manager; Michael Krieger, Engineer; Jeffrey Shank, Solicitor; Michele Powl, Business Manager; and Jill Gebhart, Admin Assistant. Not present: Donna Bissinger, Admin Assistant. Members of the Public: Giuseppe Ferrarelli.

2. **PUBLIC COMMENT:**

3. **REPORTS:**

a. **Manager's Report:**

i. **Request for relief from leaking service at Pizza Town – 50 Veterans Dr.**

We first reported a potential leak (4x normal usage for the quarter) last billing and the owner of the property worked with a leak detection agency and plumber to try and identify the leak on the property. Our staff ran several puck reports and worked with the property owner to identify the cause and eliminate the leak but not before a bill of \$4259.93 accumulated. The owner is asking for relief as the leak was an old water line that is underneath a concrete slab and no leak was visible. For context, this leak was more than 10X the normal usage for the quarter. The owner provided bills from his plumber and stated that Sheetz were the ones who coordinated the leak detection company as it was believed they may have hit his service line while doing soil borings.

Discussion ensued about EAWA efforts and findings on the leak issue. Multiple puck reports and inspection of curb to meter pit, and pit to building were done. Giuseppe explained his efforts and difficulty determining the source of leak, without visual evidence of water leak in building or on the ground. After much investigation, leak was determined to be from a T section installation after the meter pit that was causing the issue. Therefore, it was deemed responsibility of the property owner.

Action: “The Board votes to deny relief consistent with average previous usage from prior years billings.”

Motion: R Erb

Second: R Sheidy

Approved

R Reale Jr Abstained from voting.

- ii. **EAWA Personnel Policy Manual Review – Resolution 2025-11:** Back in April/May, the Board decided to look at the Personnel Policy Manual to make some updates, revisions, etc. A small committee was formed which met on several occasions to review the entire manual while also sharing it with Mike Miller of Eckert Seamans who is EAWA’s labor attorney. Included in September work session agenda was a copy of the DRAFT manual. No comments were received since the September work session meeting. We’ll confirm with our labor attorney on any outstanding questions/comments, should there be any.

Action: “The Board approves the updated policy manual and resolution, as presented.”

Motion: R Sheidy **Second:** R Erb **Approved**

- b. **Operations Manager’s Report:** Bock presented report highlighting 3 broken hydrants replaced, membrane module replacement, new mixers are in reservoir, wells and creeks are still low. Cornwall was shut down to recharge quarry levels after pulling a month and a half from the quarry. Board remarks lead to discussion on water capacity for future developments, understanding development agreements and the distribution study to allocate capacity. Reale Jr asked about reimbursement for failed fire hydrant We are waiting on results from testing if defective. EAWA expects insurance reimbursement for hydrants that were damaged by vehicles.
- c. **Engineer’s Report:** Krieger stated that paving completed Poplar St water main project. Details for Wells 6 & 7 building type options were evaluated, summarized and recommendations given. Water Treatment rehabilitation project design is completed and ready to bid. Hydraulic model is close to finalizing. Submitted plan to DEP for water allocation permit renewal which is due by January 2026. Concerning the disinfection byproducts, GHD did a coagulation study and provided recommendations and may do a pilot study to see full effect of changing the coagulant. Submitted permits for mixer installation at West Ridge and Groff storage tanks.

Questions were raised about building recommendations for masonry vs pre-engineered metal or post-frame building. Aspects for adaptability, insulation, insurance, build time, and costs are considered.

Treese expressed that the water distribution study is crucial to many aspects of EAWA service and inquired as to how close to having it? Krieger said he should have it by end of next week. With prior scope not a rush and working on many concurrent projects, time for completion was not top priority. Treese expressed change of priority over 6-8 months.

4. UNFINISHED BUSINESS:

- a. **Ongoing discussion of the 2026 O+M Budget and 5-Year Capital Plan Budget** - Treese lead discussion on PENNVEST loans, capital plans, added projects, and changing priorities. Calaman shared discussions with rate consultant, and insights on budget options. Treese said it is important for customers to understand that the rate structure encompasses all things necessary to provide the best quality water, and the distribution system to get it to them.

5. NEW BUSINESS: None.

- 6. BOARD MEMBER'S REMARKS:** Treese indicated Christmas luncheon date reserved for Wed. 12/17/25 11:30 am at Rockwell's. Consensus was to let employees go home rest of day after lunch. Sheidy asked about new water main work on Hummelstown St. Bock said Joao & Bradley doing the Phase 2 work currently from Beechwood to Mulberry. McCloud asked EAWA to stay on top of street repair and Joao & Bradley to restore things to finish the work. Brewer asked where he can find the measure of the work done during the year. Bock said our ArcGIS mapping software is updated as work is completed.

7. EXECUTIVE SESSION: Treese called for executive session after work session meeting.

8. ADJOURN: 8:38 PM

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

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

Respectfully submitted,

A Calaman, Authority Manager

Approved at 12/08/2025 Meeting

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

1. CALL TO ORDER: The EAWA Board meeting was called to order at 6:30 P.M. by Dale Treese, Chairman. Members present: Rich Sheidy, Rick Erb, Rob Reale Jr and Chuck Brewer. Also present were: Austin Calaman, Authority Manager; Jeffrey Shank, Solicitor; Michele Powl, Business Manager; and Jill Gebhart, Admin Assistant. Not present: Keith Murphy and Jeff McCloud, Board Members; 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 Work Session minutes of 10/1/2025 and Board Meeting Minutes of 10/13/2025, as presented."

Motion: R Reale Jr **Second:** C Brewer **Approved**

5. REPORTS:

a. Manager's Report:

i. Presentation from Dawn Lund (UFS) on the findings of EAWA's Cost of Service Study.

Dawn Lund (UFS) presented via Zoom a summary report for financial projection, cost of service, and rate design. Discussion on rate adjustment options factored in debt coverage ratio, minimum cash reserves, and optimal operating income; while mindful of customer impact.

Action: "The Board directs staff and UFS to proceed forward with a rate track of _____ for the next 5 years."

The Board gave direction to come back with a resolution and rate design based on the chart below.

Year	Revenue Increase
2026, 2027, 2028, 2029	7.5%
2030	6.0%
2031	5.0%
2032	4.0%

- ii. **Discussion on the type of building for Well 6/7:** Jason and I discussed it and we feel the pre-engineered metal building would fit our needs with the use of concrete block in areas that are needed for the chemical or electrical room. It's slightly less expensive compared to a block building but quicker to build.

Action: "The Board directs GHD to design well 6/7 with a pre-engineered metal building type."

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

- iii. **PENNVEST Payment Request Application #7:**

Action: "The Board approves submission of the Payment Request #7 to PENNVEST in the amount of \$190,563.68, which reimburses EAWA expenses for engineering, legal, and Phase 1 & 2 construction expenses for the Cast Iron Main Replacement Project."

Motion: R Reale Jr **Second:** C Brewer **Approved**

b. **Operations Manager's Report:** Was presented at work session meeting.

c. **Engineer's Report:** Was presented at work session meeting.

d. **Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (10/24/25) distributed with package (\$108,321.83 for balance);
- ii. Paid Bills Detail (*Capital Fund*) (10/24/25) distributed with package (\$166,230.87 for balance);
- iii. Statement of *Operating* Revenues & Expenditures for period of October YTD, distributed with package. Balance: \$1,806,044.90, Expenditures: \$279,096.62 & Income: \$891,872.53;
- iv. Statement of *Capital* Revenues & Expenditures for period of October YTD, distributed with package. Balance: \$8,248,484.46, Expenditures: \$251,598.70 & Income: \$48,916.26.

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

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

6. UNFINISHED BUSINESS:

- a. **Discussion of DRAFT UPDATED 2026 Operations and Maintenance Budget**

Employee healthcare insurance will be 20% increase. Discussed development requests for "Will Serve" letters and who bears the cost to implement infrastructure and distribution for provide additional water service without impacting current customers served.

b. Discussion of DRAFT 2026-2030 DRAFT UPDATED Capital Improvement Plan

Sheidy asked to see year to date cost of hiring a Vac Truck to compare with purchasing cost of a Vac Truck. Calaman would like to also factor in cost of future Vac Truck work required for Lead & Copper verification.

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 \$46,317.27 (11/10/25), Unpaid *Capital* Fund Bills Detail totaling \$67,912.82 (11/10/25) and Unpaid *Developers Escrow* Fund Bills Detail totaling \$9,260.00 (11/10/25)."

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

9. BOARD MEMBER'S REMARKS: Brewer acknowledged Veterans Day and those who served in the military. Treese called for an executive session.

10. EXECUTIVE SESSION: Discussion on employee healthcare insurance increase.

11. ADJOURN: 9:13 PM

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

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

Respectfully submitted,

A Calaman, Authority Manager

Approved at 12/08/2025 Meeting



Elizabethtown Regional Sewer Authority Minutes October 14, 2025

The Elizabethtown Regional Sewer Authority (ERSA) met at 6:40 PM at the public meeting room located at 235 Ersa Drive, Elizabethtown, PA with the following members in attendance: Dave Sweigert, Ken Shaffer, Roger Snyder, Rick Erb, Keith Murphy (by phone), Nick Viscome. Also, present were ERSA Manager Steve Rettew, Engineer Abraham King, solicitor Jeff Shank and Bookkeeper Michele Range.

It was **motioned** by Snyder and seconded by Erb to approve the minutes of the September 9, 2025, meeting. Motion carried.

Public Attendance: Mark Hutchinson from Design Data Corporation.

General Business:

1. Mark Hutchinson gave an overview of the Network Infrastructure Upgrade Proposal. Mark discussed the need to upgrade from a desktop to a proper server for better security and reliability. The timeline for the server replacement is estimated from six to eight-week turnaround time. The estimated cost for the server replacement is \$15,500 and the network area cleanup is \$4,400. It was **motioned** by Snyder and seconded by Erb to approve Design Data Corporations proposal for a New Server. Motion carried.
2. King discussed the stormwater agreement for Turnpike Road, focusing on the proposed improvements and the need for a stormwater management agreement. It was **motioned** by Snyder and seconded by Shaffer to approve SWM Agreement for Turnpike Road. Motion carried.
3. Rettew and King discussed working to procure pump station equipment through COSTARS for the Turnpike Road project. The equipment package includes pumps, valves and controls. Equipment purchased directly will save time and money and ensure equipment is ready for the project in May 2026. Original pricing was \$216,00 but a 5% discount was negotiated, bringing the price down to \$209,000. It was **motioned** by Snyder and seconded by Shaffer to approve COSTAR proposal for Gorman Rupp pricing for Turnpike Road not to exceed \$216,195.00. Motion carried.
4. King discussed the financial security reduction request of \$33,605 from Catalyst for the Campus Rd Subdivision Phase 1A Shared Work. A CCTV inspection of the gravity main installation was submitted. The noted defects were generally considered minor in nature. Financial security remaining would still cover potential issues. Catalyst plans to set up a separate financial security for the maintenance guarantee of the gravity system. It was **motioned** by Snyder and seconded by Shaffer to approve Request #3 for Campus Rd Subdivision Phase 1A Shared Work. Motion carried.

5. King discussed RETTEWS rate study proposal. The goal is to conduct a thorough analysis of current rates, comparing rates with surrounding areas and determining appropriate rate adjustments based on increasing debt and ongoing projects. The intent is to have a draft ready for the December meeting. The rate study will cost \$14,400.00. It was **motioned** by Snyder and seconded by Erb to approve RETTEWS proposal for rate study. Motion carried.
6. Rettew introduced the 2025 audit proposal from White Rudy. The cost of this audit is \$14,000.00. It was **motioned** by Snyder and seconded by Erb to approve the White Rudy 2025 Audit proposal. Motion carried.
7. Rettew discussed the 2026 Draft Budget. The board plans to refine the budget further prior to the November meeting. Key points discussed this evening:
 - a. Rental Fees and projected units for next year.
 - b. Expenses, including a 3% cost of living raise for employees as well as an 11.4% increase in health benefits
 - c. Server replacement
 - d. Training/further education for employees
 - e. Engineering services budget increase due to upcoming projects.
 - f. Capital projects and the projected budget amount for 2026 being \$5,095,000.00
 - g. Grant funding and the potential impact on the budget.
8. King and Rettew discussed using Entech Engineering as an alternate engineer, replacing Becker Engineering. This is due to a potential conflict of interest with HRG, Elizabethtown Borough engineer, who bought out Becker Engineering. No formal agreement was previously in place with Becker, so the board is comfortable with the proposed change.
9. Rettew discussed the ongoing issues with the Schwanger Rd pump station regarding the motor adapter plate cracking again and the station is now down to one series of pumps. A new motor adapter plate has been ordered. A meeting will take place with Smith and Lovelace representatives to understand why the plate failed.
10. Rettew stated that the ERSA office will be closed the Friday after Christmas, December 26, 2025.
11. Rettew discussed a new restaurant's sewer connection requirement at 62 Hershey Road. The new barbecue establishment cooks the food off-site, so Rettew proposed the following grease management: install a 20-gallon plastic grease tank under the sink to prevent potential grease from entering the sewer system from washing of food containers. This will allow the Authority the ability to inspect and enforce grease management. The board agreed with this approach and Rettew will follow up with the business.

Reports:

Engineer:

King discussed several key projects and updates:

1. Turnpike Rd PS – received sewage planning approval, expecting WQM permit by end of November
2. Miller Rd PS – received permit close-out from West Donegal Township, post construction inspection approved by Conservation District, experienced a pump failure (pump 1) with a warranty claim submitted, contract to investigate pump failure
3. Cameron/Colebrook/Nolt PS improvements – preliminary design completed, WQM permit to be submitted this month, expected to go out to bid 1st quarter of 2026, facing potential zoning issues with Township
4. Grant applications – LSA grants applied for Hershey Rd, Interceptor Project, Schwanger Rd and Rehab projects

Treasurer:

Shaffer discussed the financial reports. Key points discussed:

1. Ordinary income was about \$22,872 compared to a projected loss of \$135,194.00.
2. There was an overstatement of interest income in the Fulton Crim account for \$50,000, which will be corrected in October
3. YTD the net ordinary income was projected at \$478,000 but with interest correction, it's closer to \$350,000.
4. Tapping fees were over budget, with about \$2,060,000 collected
5. Capital expenditures are below anticipated levels, with about \$1,170,000 less spent than expected

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

It was **motioned** by Snyder and seconded by Erb to approve the bills payable in the amount of \$491,450.92. Motion carried.

It was **motioned** by Snyder and seconded by Erb to adjourn the general session at 7:57pm. Motion carried.

Executive session was held to discuss the outstanding claims with CDM and potential settlement.

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
October 22nd, 2025**

A public meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, October 22nd, 2025, at 6:00 PM in the Elizabethtown Borough Council Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, 17022.

The meeting was called to order by Chairperson Debra Dupler.

Roll Call: Debra Dupler, Roger Snyder, Justin Risser, Jeffrey Hudson, Jeffrey McCloud and Kenton Sweigart were present. Dave Jones, Saxton & Stump, was also present. MESA staff present: Wade Amick, Marc Hershey, Becky Houser.

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

The MESA 2024 Audit Report was Presented by Sean Carl, White Rudy & Company, LLC. The position ending December 31, 2024 was \$608,407. Also in 2024, the business transitioned from NWEMS to MESA, and the recommendation from White Rudy for the move to change accounting from the accrual basis to the modified cash basis. On a motion made by Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved to accept the 2024 Audit Report.

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

- a) Approval and ratification of the minutes of the September 24, 2025 meeting.
- b) Accept and ratify the financial reports for the period of September 2025, subject to audit.
- c) Approve and ratify the payment of all bills & payroll via Bill List 2025-10 in the amount of \$455,268.90.
- d) September Activity Report.
- e) Public Relations Report.

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

- 1) New Carbon Monoxide (CO₂) Detection Meters were installed on BLS bags across all ambulances and squads. Former meters were either missing or malfunctioning. CO₂ Meters improve early detection during incidents, by enhancing safety and response effectiveness.
- 2) Recruiting continues for both ALS and BLS positions.
- 3) Annual Employee Performance Evaluations for Staff, Captains and Managers are in progress. Results will be used for both merit-based increases and re-education.

- 4) The iSimulate REALTi Plus LP15 simulator is now in service, offering a realistic training tool for EMS education. This simulator replaces the LP15 cardiac monitor by displaying EKG strips, blood pressure and pulse oximetry readings. It also responds to treatments and can simulate lung sounds, coughing and vomiting. This system will enhance staff education with the ability to create challenging life like scenarios.
- 5) Updates to the MESA Policy, Procedure and Guideline manual are ongoing with the effective roll out date goal of January 2026.

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

- 1) The FEMA Grant has been approved. Staff are in the process of ordering helmets, coats, gloves and other necessary PPE and safety equipment to be used when operating on scene of vehicle accidents. The total grant project is \$38,615 with \$35,105 funded by this grant.
- 2) New Insurance billing vendor DIGITECH was informed they have been selected as the new insurance billing vendor. The agreement has been finalized, and on-boarding has begun. Current billing vendor Cornerstone, was provided the required 90-day notice stating MESA will not be renewing the agreement set to expire December 31, 2025.
- 3) The Ambulance order and a \$35,000 down payment was submitted to FESCO. An ambulance change order was presented with some additional and modified items considered post contract. On a motion made by Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved the change order items.
- 4) All Board members responded in agreement by email to landscaping updates and the installation of a flag pole. Sinking concrete areas of the front sidewalk were repaired and exterior pressure washing is scheduled.
- 5) Notification to the Board of stated terms of service: West Donegal, Roger Snyder expires 1/1/2026; Elizabethtown, Jeff McCloud expires 1/1/2027; Marietta, Jeff Hudson expires 1/1/2028; Conoy, Justin Risser expires 1/1/2029; Mt Joy Twp, Deb Dupler expires 1/1/2029; and East Donegal, Kent Sweigart expires 1/1/2030.

No report provided from Saxton and Stump

No Penn Medicine report was provided

Old Business

2025 Parcel Billing: The 2025 parcel billing and collection process has been going well. The total received is \$1,492,272; which is about 93% of the Diversified Parcel billings for 2025. As a comparison, MESA collected \$1,477,493 by October 31st, 2024. Including Masonic Village, \$1,741,157 has been collected, vs. the budget amount of \$1,741,165 which is about 99.999% and coming in on budget. Of the outstanding balance, 42% is for 2024 bills, and 58% is for 2025 bills. Featherton accounts for 20% of the overall outstanding balance. The second "final" mailing was sent the week of September 8th. Parcels with balances in excess of \$500 will be recommended a property lien and reviewed in November.

2025 FTE Billing: Businesses with more than 3 employees and \$150,000 or more in payroll, were mailed a self-reporting letter and form on April 8th, with an original due date of June 15, 2025.

Reminders were sent in July. To date, \$89,435 has been collected, which is about (96%), while \$93,000 was budgeted for 2025.

On a motion made by Mr. Snyder, seconded by Mr. Sweigart, the Board unanimously approved to advertise the 2026 Draft Budget for public inspection, and adopt the final budget and fee at the November meeting. The Third Draft of the 2026 Budget was presented with a fee increase recommendation of \$2.00 or 2.4% per SDU. This is slightly below the current CPI-U index of 2.65%. Other classifications (except business FTE) would also increase by 2.4%.

New Business:

On a motion made by Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved to open a separate checking account with Ephrata National Bank. This account will hold all monies collected from insurance revenue in one account. Ephrata National Bank does not offer the Lock Box.

On a motion made by Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved to sign the Engagement letter with White Rudy Company, LLC to conduct the 2025 Audit.

On a motion made by Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved move forward with the Land Development proposal of \$36,700 from Harbor Engineering on the Station building project.

On a motion made by Mr. Snyder, seconded by Mr. Sweigart, the Board unanimously agreed to cancel the Wednesday, November 12th Board meeting.

Deb Dupler suggested MESA promote the organization better on social media by providing current pictures of staff, along with MESA's involvement and offerings in community events.

Dave Jones suggested the consideration of MESA's growth, a future plan and the consideration of inviting other municipalities to join the authority.

After the meeting was adjourned, an executive session was held to discuss a legal matter.

The Board is scheduled to meet on Wednesday, November 19, 2025 beginning at 6:00PM.

A motion was made by Mr. Snyder, seconded by Mr. McCloud to adjourn the meeting at 7:24 PM. All members present voted in favor of the motion.

Respectfully Submitted,

Becky Houser
Recording Secretary

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

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	25	0	3	0	28
Conoy Township	12	4	8	0	24
Dauphin County - Conewago Township	1	1	0	0	2
Dauphin County - Londonderry Township	1	0	1	0	2
Dauphin County - Other	0	0	0	0	0
East Donegal Township	24	7	33	1	65
East Hempfield Township	0	0	0	0	0
Elizabethtown Borough	67	14	49	17	147
Lebanon County	1	0	0	0	1
Manheim Borough	0	0	0	0	0
Manor Township	0	0	0	0	0
Marietta Borough	9	2	8	0	19
Mount Joy Borough	18	1	3	0	22
Mount Joy Township	51	18	38	4	111
Mountville Borough	0	0	0	0	0
Penn Township	0	0	0	0	0
Rapho Township	7	0	3	0	10
West Donegal Township	52	16	60	0	128
West Hempfield Township	3	0	3	0	6
York County	8	0	2	0	10
Total Dispatches	279	63	211	22	575

Dauphin County - other: Middletown Borough, Royalton Borough

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

Incident Type

Medical	495
Public Service	21
Cardiac Arrest (class 1)	12
Vehicle Accident	20
Fire call	5
Gas leak	0
EMS activity	6
Routine Transport	

<u>Mututal Aid</u>	<u>Covered</u>	<u>Assisted</u>
Dauphin Medic 4	0	0
Dauphin Medic 7-3 (SCEMS)	1	0
Lancaster EMS (06)	0	0
Lebanon County	0	0
Penn State Life Lion EMS (77/41)	35	3

Receiving Facility

Penn Medicine Lancaster General	211
Penn State - Hershey	114
Penn State - Lancaster	73
UPMC - Community Osteopathic	1
UPMC - Lititz	5
UPMC - Harrisburg	1
UPMC - York Memorial	0
Wellspan Community Ephrata Hospital	1
Wellspan Good Samaritan Hospital	2
Wellspan York	2
Other	0

Disposition

Cancelled	20
DOA	3
No patient found	34
Non-Treat/Transport	50
Recalled	32
Standby (fire, sporting/ special event)	4
Transported	410
Treat/no transport	0
Other	22

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

Municipality	Class 1	Class 2	Class 3	Other	Total
Columbia Borough	287	22	80	0	389
Conoy Township	123	27	78	1	229
Dauphin County - Conewago Township	15	4	4	0	23
Dauphin County - Londonderry Township	26	7	12	0	45
Dauphin County - Other	5	1	4	1	11
East Donegal Township	319	103	290	48	760
East Hempfield Township	9	2	1	0	12
Elizabethtown Borough	686	169	573	253	1681
Lebanon County	7	1	2	0	10
Manheim Borough	2	0	0	0	2
Manor Township	14	4	4	0	22
Marietta Borough	115	43	125	0	283
Mount Joy Borough	233	23	55	0	311
Mount Joy Township	544	137	384	45	1110
Mountville Borough	3	0	1	0	4
Penn Township	4	0	0	0	4
Rapho Township	118	19	34	1	172
West Donegal Township	678	183	540	6	1407
West Hempfield Township	61	11	30	0	102
York County	93	4	16	0	113
Total Dispatches	3342	760	2233	355	6,690

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

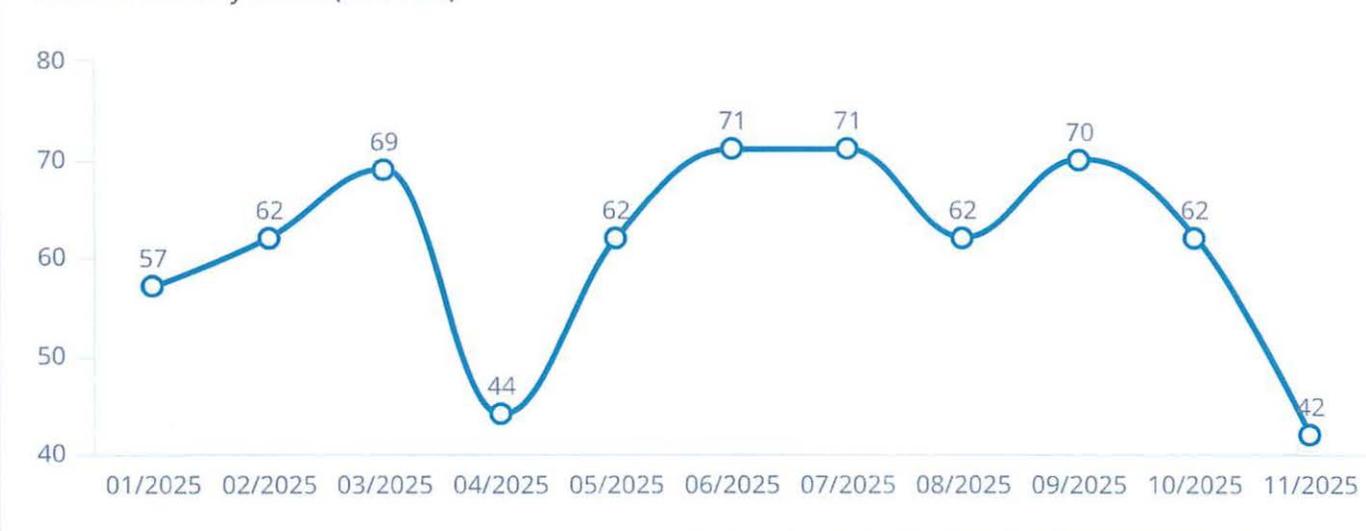
Elizabethtown Fire Department

Monthly Report
November 2025

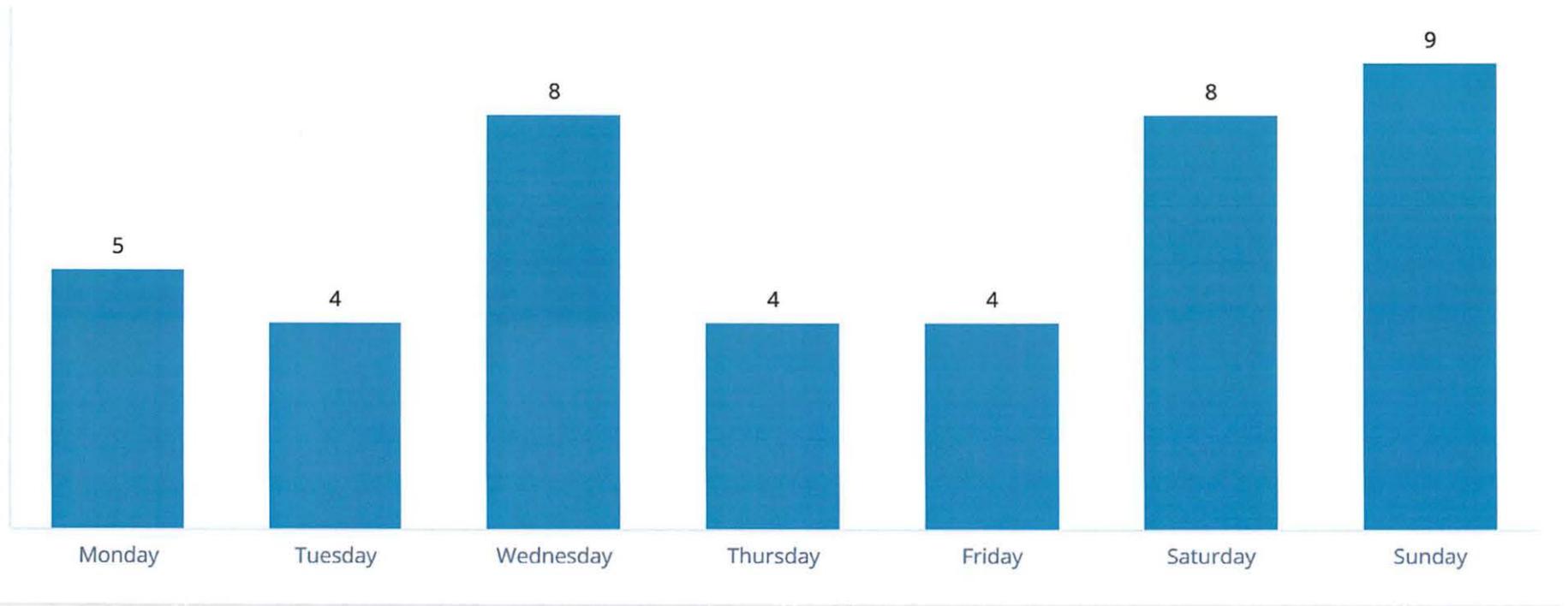
Incident Count this Month

Count of Incidents
42

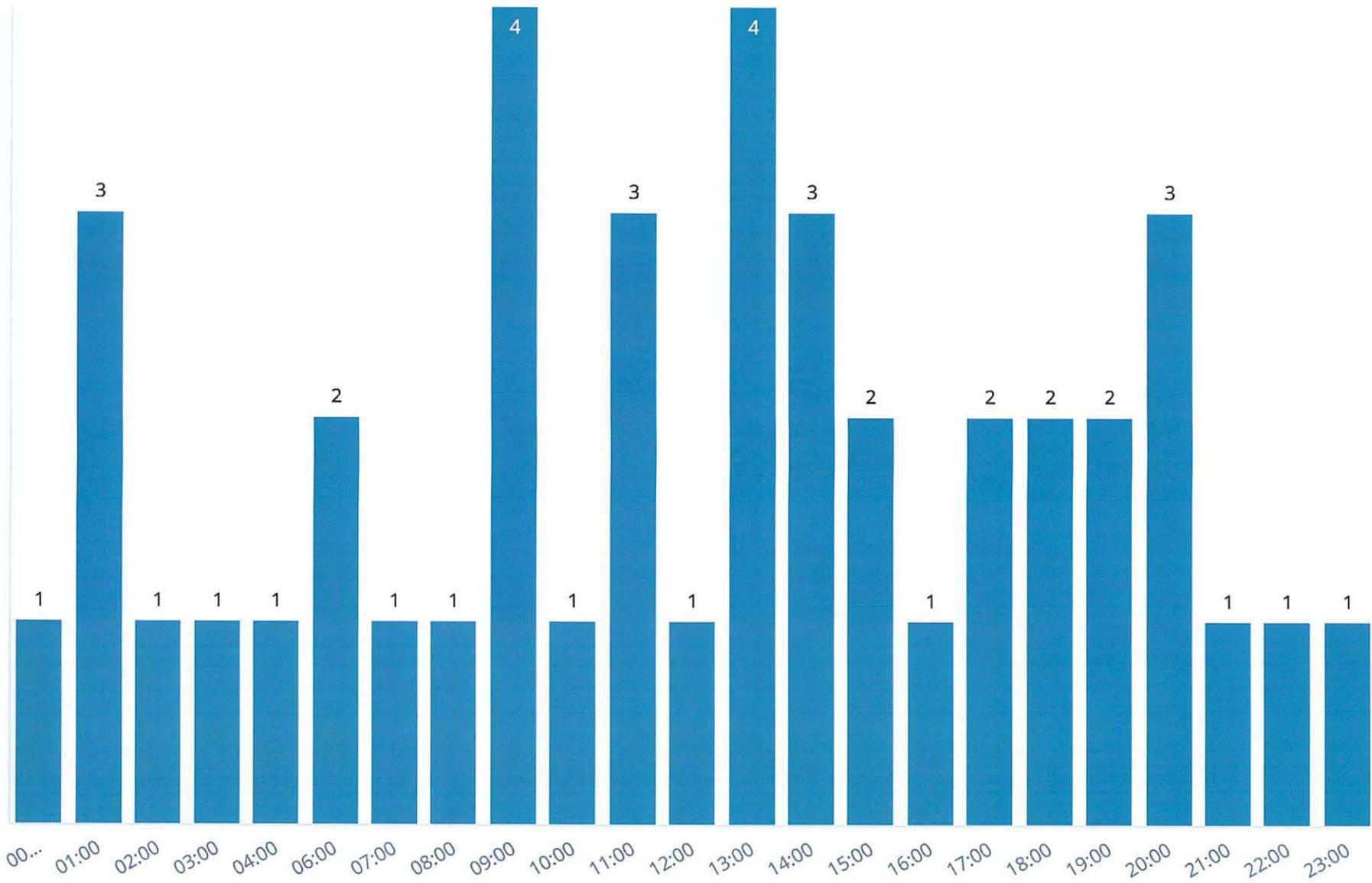
Incident Count by Month (This Year)



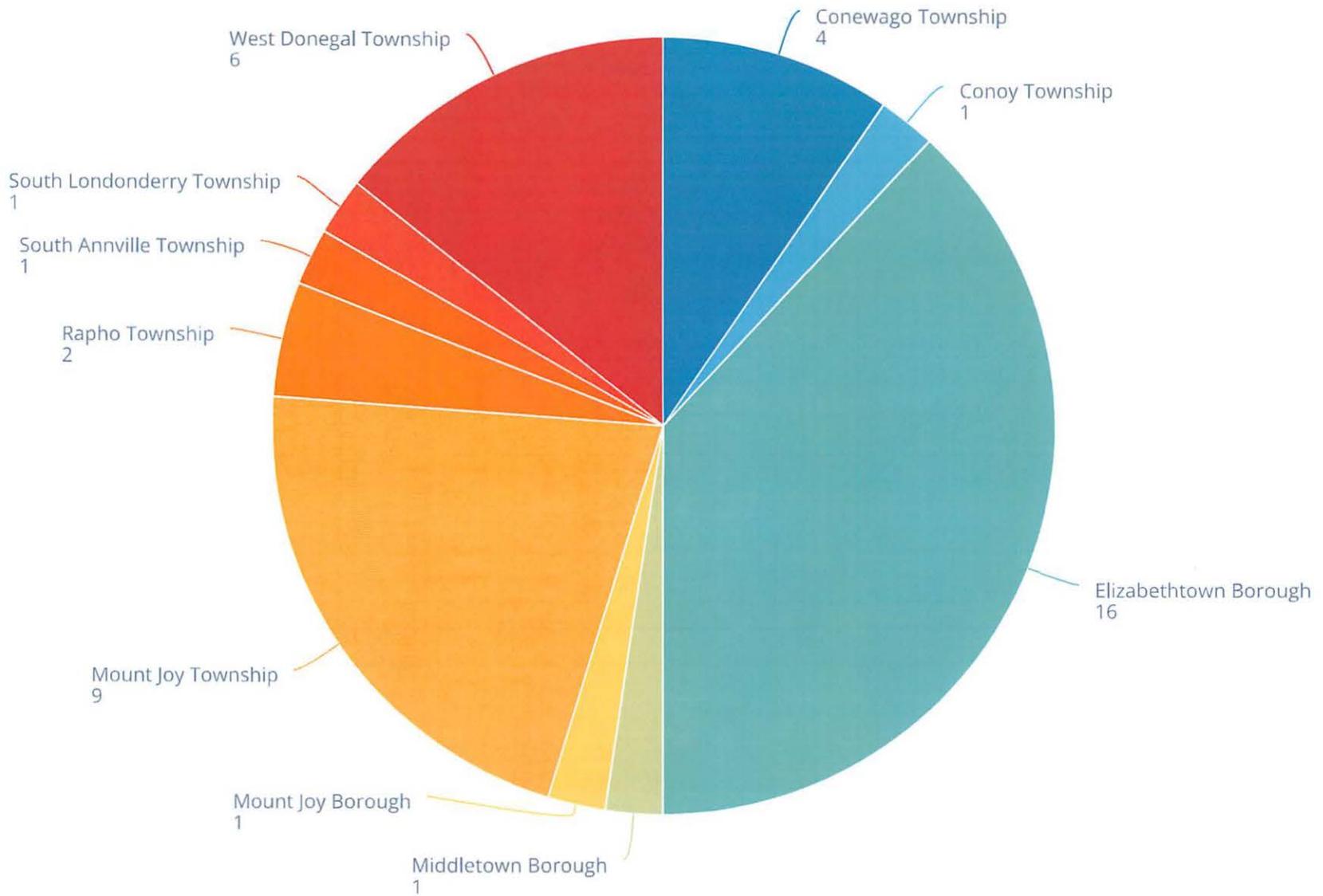
Incident Count by Day of Week



Incident Count by Hour of Day



Incident Responses by District



Incident Responses by Incident Type

Incident Type Group	Incident Type	Incident Number
100 - Fire	Building fire	3
	Fires in structure other than in a building	1
	Forest, woods or wildland fire	1
	Outside rubbish, trash or waste fire	1
	Passenger vehicle fire	1
300 - Rescue & EMS	Lock-in (if lock out , use 511)	1
	Medical assist, assist EMS crew	1
	Motor vehicle accident with injuries	4
	Motor vehicle accident with no injuries.	1
	Rescue, EMS incident, other	1
	Uncon. AED	3
400 - Hazardous Condition	Carbon monoxide incident	2
	Electrical wiring/equipment problem, other	1
	Gas leak (natural gas or LPG)	1
	Power line down	1
500 - Service Call	Fire Police	1
	Service Call, other	1
	Smoke or odor removal	1
600 - Good Intent Call	Authorized controlled burning	1
	Dispatched & canceled en route	10
	Good intent call, other	1
	Smoke scare, odor of smoke	3
700 - False Alarm	CO detector activation due to malfunction	1

Incident Responses by Address

District	Location Street Address	Incident Type
Conewago Township	3238 HILL Road	Building fire
	3239 COLEBROOK Road	Rescue, EMS incident, other
	4536 COLEBROOK Road	Building fire
	MM 9.7 RT 283 West	Dispatched & canceled en route
Conoy Township	1875 RIVER Road	Fires in structure other than in a building
Elizabethtown Borough	1005 NORTHFIELD Drive	Smoke scare, odor of smoke
	107 East PARK Street	Service Call, other
	109 West HIGH Street	Dispatched & canceled en route
	132 SHERFIELD Court	Electrical wiring/equipment problem, other
	137 North SPRUCE Street	Medical assist, assist EMS crew
	155 East PARK Street	Dispatched & canceled en route
	17 South MARKET Street	Dispatched & canceled en route
	306 West HIGH Street	Outside rubbish, trash or waste fire
	320 South MARKET Street	Uncon. AED
	332 West HIGH Street	Authorized controlled burning
	344 East PARK Street	Gas leak (natural gas or LPG)
	400 East CHERRY Street	Uncon. AED
	50 SCHOOL Lane	Smoke scare, odor of smoke
	701 East WILLOW Street	Smoke or odor removal
	PARK ST & S SPRUCE ST	Motor vehicle accident with injuries
Middletown Borough	7 WOODMERE BLDG	Dispatched & canceled en route
Mount Joy Borough	33 DETWILER Avenue	Dispatched & canceled en route
Mount Joy Township	1208 RIDGE Road	Motor vehicle accident with injuries
	1753 MOUNT GRETNA Road	Power line down

Incident Responses by Address

District	Location Street Address	Incident Type
Mount Joy Township	1781 MOUNT GRETNA Road	Motor vehicle accident with no injuries.
	1802 CLOVERLEAF Road	Dispatched & canceled en route
	4 MEADOWBROOK Lane	Smoke scare, odor of smoke
	51 COVINGTON Court	Dispatched & canceled en route
	612 CASSELL Road	Forest, woods or wildland fire
	840 North HANOVER Street	Motor vehicle accident with injuries
	ROUTE 743 & ROUTE 283 East	Motor vehicle accident with injuries
Rapho Township	2121 MEADOW VIEW Road	Fire Police
	367 HOSSLER Road	Building fire
South Annville Township	420 SMITH Lane	Dispatched & canceled en route
South Londonderry Township	7 BACHMANVILLE Road	Passenger vehicle fire
West Donegal Township	124 CRIMSON Lane	Lock-in (if lock out , use 511)
	154 CRIMSON Lane	CO detector activation due to malfunction
	1722 BAINBRIDGE Road	Good intent call, other
	26 STONEYBROOK Lane	Dispatched & canceled en route
	82 CHESTNUT Run	Carbon monoxide incident



RHEEMS FIRE DEPARTMENT

Monthly Report - November 2025

<u>Incident Type</u>	<u>Month</u>	<u>2025</u>	<u>Municipality</u>	<u>Month</u>	<u>2025</u>
Vehicle Accidents	9	60	Conoy Township	1	3
Vehicle Entrapments	0	14	East Donegal Township	1	14
Vehicle Fire	1	18	Elizabethtown Borough	3	23
Building Fire	10	73	Marietta Borough	1	6
Brush/Trash Fire	3	23	Mount Joy Borough	1	18
Technical Rescue	1	14	Mount Joy Township	24	166
CO Incident	3	6	Rapho Township	0	16
Gas Leak	2	15	West Donegal Township	11	79
HAZMAT/Spill Control	0	6	Other / Out Of County	3	23
Investigations	4	33			
Fire Alarm	4	23			
EMS Call Any Type	2	27			
Assist PD	0	0			
Public Service	2	14			
Fire or Rescue Other	1	9			
Transfers/Standbys	3	13			
TOTAL	45	348	TOTAL	45	348

<u>PERSONNEL HOURS</u>	<u>MONTH</u>			<u>2025</u>		
	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>	<u>Personnel</u>	<u>Hours</u>	<u>% Total Time</u>
Response to Alarms	300	127:46:00	34.96%	2406	1091:58:00	19.95%
Station Level Training	39	78:30:00	21.48%	444	1010:15:00	18.46%
Certified Training	1	8:00:00	2.19%	58	345:00:00	6.30%
Training Prepration & Set-Up			0.00%	6	6:00:00	0.11%
Duty Crew/Station Staffing	48	83:09:00	22.75%	885	1612:51:00	29.47%
Administration	16	34:20:00	9.39%	205	396:15:00	7.24%
Fund Raising	4	2:30:00	0.68%	61	50:00:00	0.91%
Support Staff Functions	2	5:30:00	1.50%	14	38:00:00	0.69%
Funeral Details			0.00%	5	10:00:00	0.18%
Meetings	13	18:15:00	4.99%	194	299:30:00	5.47%
Rig Checks	5	2:00:00	0.55%	319	224:40:00	4.11%
Apparatus Maintenance			0.00%	17	24:30:00	0.45%
Equipment Maintenance	1	1:30:00	0.41%	14	13:15:00	0.24%
Facilities Maintenance			0.00%	22	42:45:00	0.78%
Municipal Meetings	4	4:00:00	1.09%	17	18:15:00	0.33%
Public Education / Relations			0.00%	87	270:00:00	4.93%
Work Detail			0.00%	19	19:15:00	0.35%
TOTAL	433	365:30:00	100.00%	TOTAL 4773	5472:29:00	100.00%

Incident Number	Dispatch Notified Date/Time	Dispatched Incident Type	Address	Cross Streets	Response Zone
2025-345	11/29/2025 9:39	BUILDING-DWELLING-1A; 111-Building fire	4536 Colebrook Rd		Conewago Township
2025-311	11/5/2025 11:50	BUILDING-DWELLING-2A; 111-Building fire	3238 Hill Rd		Conewago Township
2025-320	11/9/2025 4:26	BUILDING-BULK STORAGE FACILITY-4A; 111-Building fire	1875 River Rd		Conoy Township
2025-317	11/6/2025 18:54	STANDBY-TRANSFER-FIRE; 571-Cover assignment, standby, moveup	160 E High St		East Donegal Township
2025-338	11/22/2025 15:14	BUILDING-DWELLING-1A; 111-Building fire	50 School Ln		Elizabethtown Borough
2025-325	11/11/2025 9:26	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	701 E Willow St		Elizabethtown Borough
2025-304	11/1/2025 0:27	INVESTIGATION-OUTSIDE; 651-Smoke scare, odor of smoke	129 ROUTE 283 W		Elizabethtown Borough
2025-333	11/16/2025 12:18	BUILDING-BARN-1A; 111-Building fire	616 Habecker Church Rd		Manor Township
2025-316	11/6/2025 18:25	BUILDING-DWELLING-1A; 111-Building fire	141 W Hazel Ave		Marietta Borough
2025-343	11/26/2025 9:05	BUILDING-DWELLING-1A; 111-Building fire	33 Detwiler Ave		Mount Joy Borough
2025-347	11/30/2025 6:11	BUILDING-DWELLING-1A; 111-Building fire	4 MEADOWBROOK LN		Mount Joy Township
2025-335	11/16/2025 19:30	BUILDING-DWELLING-1A; 111-Building fire	51 Covington Ct		Mount Joy Township
2025-309	11/4/2025 17:43	CO ALARM; 424-Carbon monoxide incident	310 Mandarin Ln		Mount Joy Township
2025-306	11/2/2025 14:33	CO ALARM; 424-Carbon monoxide incident	216 MANDARIN LN		Mount Joy Township
2025-305	11/2/2025 10:42	CO ALARM; 424-Carbon monoxide incident	232 MANDARIN LN		Mount Joy Township
2025-314	11/6/2025 6:16	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	187 Merts Dr		Mount Joy Township
2025-313	11/6/2025 2:59	FIRE ALARM-COMMERCIAL/INDUSTRIAL; 745-Alarm system activation, no fire - unintentional	187 Merts Dr		Mount Joy Township
2025-344	11/27/2025 12:10	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	42 WATERFOWL WAY		Mount Joy Township
2025-323	11/9/2025 10:34	FIRE ALARM-RESIDENTIAL; 745-Alarm system activation, no fire - unintentional	812 Westbrooke Dr		Mount Joy Township
2025-328	11/13/2025 9:28	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	1112 Merganser Ln		Mount Joy Township
2025-326	11/12/2025 16:25	GAS LEAK-1A; 412-Gas leak (natural gas or LPG)	1112 Merganser Ln		Mount Joy Township
2025-342	11/25/2025 19:09	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	842 WESTBROOKE DR		Mount Joy Township
2025-331	11/14/2025 20:11	MEDICAL ASSIST; 311-Medical assist, assist EMS crew	139 Rouen Pl		Mount Joy Township
2025-315	11/6/2025 13:28	RESCUE-COLLAPSE / COFINED SPACE / TRENCH; 355-Confinement space rescue	1802 Cloverleaf Rd		Mount Joy Township
2025-312	11/5/2025 21:01	UTILITY/WIRES; 440-Electrical wiring/equipment problem, other	2309 Ridge Rd		Mount Joy Township
2025-339	11/22/2025 23:57	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	166 ROUTE 283 E		Mount Joy Township
2025-332	11/14/2025 21:50	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	536 Cloverleaf Rd		Mount Joy Township
2025-329	11/14/2025 9:14	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	122 ROUTE 283 E		Mount Joy Township
2025-324	11/9/2025 14:59	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	172 ROUTE 283 E		Mount Joy Township
2025-321	11/9/2025 5:12	VEHICLE ACCIDENT-CLASS 2; 322-Motor vehicle accident with injuries	2005 S Market St		Mount Joy Township
2025-336	11/20/2025 12:35	VEHICLE ACCIDENT-STANDBY; 463-Vehicle accident, general cleanup	1079 Schwanger Rd		Mount Joy Township
2025-346	11/29/2025 18:08	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	6 JENNY LN		Mount Joy Township
2025-341	11/25/2025 19:06	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	154 ROUTE 283 W		Mount Joy Township
2025-330	11/14/2025 14:52	VEHICLE FIRE; 131-Passenger vehicle fire	120 ROUTE 283 E		Mount Joy Township
2025-327	11/13/2025 0:05	BRUSH FIRE-SMALL; 142-Brush or brush-and-grass mixture fire	1722 Bainbridge Rd		West Donegal Township
2025-348	11/30/2025 17:00	BUILDING-CHIMNEY; 114-Chimney or flue fire, confined to chimney or flue	26 STONEYBROOK LN		West Donegal Township
2025-334	11/16/2025 17:38	CARDIAC ARREST; 321-EMS call, excluding vehicle accident with injury	125 Alida St		West Donegal Township
2025-307	11/3/2025 19:43	INVESTIGATION-INSIDE; 651-Smoke scare, odor of smoke	224 Brian Ave		West Donegal Township
2025-319	11/8/2025 12:39	PUBLIC SERVICE-FIRE; 553-Public service	131 E Harrisburg Ave		West Donegal Township
2025-340	11/23/2025 17:31	PUBLIC SERVICE-LOCK IN / OUT; 511-Lock-out	1278 S Market St		West Donegal Township
2025-322	11/9/2025 5:42	STANDBY-TRANSFER-FIRE; 571-Cover assignment, standby, moveup	350 Anchor Rd		West Donegal Township
2025-318	11/6/2025 19:15	STANDBY-TRANSFER-FIRE; 571-Cover assignment, standby, moveup	350 Anchor Rd		West Donegal Township
2025-310	11/4/2025 19:55	TRASH FIRE; 151-Outside rubbish, trash or waste fire	136 Robinson Dr		West Donegal Township
2025-337	11/21/2025 17:35	UNKNOWN TYPE-FIRE; 150-Outside rubbish fire, other	2044 Rhoda Ave		West Donegal Township
2025-308	11/4/2025 7:44	VEHICLE ACCIDENT-UNKNOWN INJURY; 324-Motor vehicle accident with no injuries.	S MARKET ST	GROFF AVE	West Donegal Township

Rheems Fire Department

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

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Fundraising & Donations				
121 Annual Fund Drive	74,197.89	65,200.00	8,997.89	113.80 %
123 Fire Division Services	3,335.00	1,000.00	2,335.00	333.50 %
124 Special Contributions	17,400.00	14,800.00	2,600.00	117.57 %
126 Miscellaneous Contributions	2,278.73	1,000.00	1,278.73	227.87 %
127 Memorial Contributions	2,330.00	250.00	2,080.00	932.00 %
150 Fundraising Event Proceeds	2,993.00	1,750.00	1,243.00	171.03 %
Total Fundraising & Donations	102,534.62	84,000.00	18,534.62	122.07 %
Grants				
184 PEMA Grants	16,322.02	16,000.00	322.02	102.01 %
Total Grants	16,322.02	16,000.00	322.02	102.01 %
Municipal Income				
101 MJT Operations	155,170.00	155,170.00	0.00	100.00 %
104 WDT Operations	174,410.00	163,000.00	11,410.00	107.00 %
Total Municipal Income	329,580.00	318,170.00	11,410.00	103.59 %
Other Revenue				
132 Sale of Fire Department Merchandise		1,000.00	-1,000.00	
140 Dues/Applications	20.00	250.00	-230.00	8.00 %
160 Interest Earned	18,031.49	12,500.00	5,531.49	144.25 %
Total Other Revenue	18,051.49	13,750.00	4,301.49	131.28 %
Reimbursements/Refunds/Claims				
172 Insurance Claims	7,810.74		7,810.74	
Total Reimbursements/Refunds/Claims	7,810.74		7,810.74	
Total Income	\$474,298.87	\$431,920.00	\$42,378.87	109.81 %
GROSS PROFIT	\$474,298.87	\$431,920.00	\$42,378.87	109.81 %
Expenses				
Administrative				
281 Paper/Copier/Office Supplies	607.51	1,275.00	-667.49	47.65 %
282 Office Equipment	563.97	500.00	63.97	112.79 %
283 Computer & Network Expenses	836.69	2,000.00	-1,163.31	41.83 %
287 Postage & Shipping	58.68	150.00	-91.32	39.12 %
288 Fund Raising Expenses	11,576.64	12,500.00	-923.36	92.61 %
290 Dues & Subscriptions	529.75	750.00	-220.25	70.63 %
292 Property & Liability Insurance	13,234.00	13,500.00	-266.00	98.03 %
293 Software	11,418.25	10,750.00	668.25	106.22 %
294 Copier Lease	1,659.68	1,500.00	159.68	110.65 %
295 Fire Department Web Site	5,384.30	5,700.00	-315.70	94.46 %
297 Legal & Accounting	1,250.00	1,250.00	0.00	100.00 %
299 Grant Preparation Expenses		2,500.00	-2,500.00	
332 Presidents Initiatives	823.34	1,500.00	-676.66	54.89 %
340 Social Functions	520.05	2,500.00	-1,979.95	20.80 %

Rheems Fire Department

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

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
341 Memorial Expenses	2,891.93	1,000.00	1,891.93	289.19 %
342 Administrative Miscellaneous	3,177.79	5,000.00	-1,822.21	63.56 %
Total Administrative	54,532.58	62,375.00	-7,842.42	87.43 %
Apparatus				
242 Engine 70 Maintenance	9,191.30	16,500.00	-7,308.70	55.70 %
243 Rescue 70 Maintenance	10,702.60	11,500.00	-797.40	93.07 %
244 DC 70 Maintenance	2,554.50	3,150.00	-595.50	81.10 %
245 Squad 70 Maintenance	6,195.84	2,500.00	3,695.84	247.83 %
246 Tanker 70 Maintenance	13,094.33	11,500.00	1,594.33	113.86 %
247 Fuel for Apparatus/Equipment	7,072.81	10,000.00	-2,927.19	70.73 %
249 Miscellaneous (Tools/Lubricants/Parts)	373.75	2,500.00	-2,126.25	14.95 %
250 C70 Maintenance	1,968.33	1,000.00	968.33	196.83 %
Total Apparatus	51,153.46	58,650.00	-7,496.54	87.22 %
Capital & Debt Service				
613 KS State Bank Principle	36,977.63	36,977.63	0.00	100.00 %
614 KS State Bank Interest	15,367.76	15,367.79	-0.03	100.00 %
Total Capital & Debt Service	52,345.39	52,345.42	-0.03	100.00 %
Facilities				
301 Facilities Improvements	66,560.01	75,000.00	-8,439.99	88.75 %
302 Facilities Maintenance	5,504.19	10,000.00	-4,495.81	55.04 %
303 Snow Removal	3,465.70	2,500.00	965.70	138.63 %
304 Lawn Maintenance	5,422.50	5,500.00	-77.50	98.59 %
305 Appliance Purchase		1,000.00	-1,000.00	
306 Furniture Purchase	1,368.93	8,000.00	-6,631.07	17.11 %
307 Contract Cleaning	899.00	500.00	399.00	179.80 %
308 Security System Maintenance	82.00	0.00	82.00	
309 Supplies	672.87	750.00	-77.13	89.72 %
310 HVAC Maintenance	2,060.00	2,000.00	60.00	103.00 %
311 Physical Fitness	156.94	2,000.00	-1,843.06	7.85 %
312 Pest Control		500.00	-500.00	
313 Emergency Generator Maintenance		1,500.00	-1,500.00	
314 Pond Maintenance	3,218.51	2,750.00	468.51	117.04 %
315 Appliance Maintenance	396.14	750.00	-353.86	52.82 %
316 Kitchen Supplies	342.07	500.00	-157.93	68.41 %
Total Facilities	90,148.86	113,250.00	-23,101.14	79.60 %
Operations				
215 Equipment Purchases	39,599.97	52,500.00	-12,900.03	75.43 %
216 PPE	280.00	1,000.00	-720.00	28.00 %
226 Equipment Repairs	6,158.19	6,000.00	158.19	102.64 %
231 Communications	5,833.35	10,000.00	-4,166.65	58.33 %
234 Chiefs Initiatives	495.25	1,500.00	-1,004.75	33.02 %
236 Miscellaneous	1,584.06	9,500.00	-7,915.94	16.67 %
296 I-Pads	725.40	1,500.00	-774.60	48.36 %

Rheems Fire Department

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

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
338 Food for Calls/Training	488.10	3,000.00	-2,511.90	16.27 %
Total Operations	55,164.32	85,000.00	-29,835.68	64.90 %
Personnel				
213 Patches/Shirts/Hats/Jackets	632.40	2,000.00	-1,367.60	31.62 %
217 Fire Department Uniforms	7,083.60	4,000.00	3,083.60	177.09 %
331 Fire Department Banquet	8,100.63	9,000.00	-899.37	90.01 %
335 Recruitment & Retention Incentive	4,544.09	8,000.00	-3,455.91	56.80 %
337 Water/Coffee Mess	675.78	1,700.00	-1,024.22	39.75 %
Total Personnel	21,036.50	24,700.00	-3,663.50	85.17 %
Utilities				
321 Electric	10,491.01	12,500.00	-2,008.99	83.93 %
322 Water	322.15	500.00	-177.85	64.43 %
323 Sewer	700.00	1,000.00	-300.00	70.00 %
324 Telephones	951.41	1,600.00	-648.59	59.46 %
326 Natural Gas	3,669.67	3,500.00	169.67	104.85 %
327 Alarm System Monitoring	3,324.00	3,500.00	-176.00	94.97 %
329 Cable/Internet	263.56	300.00	-36.44	87.85 %
Total Utilities	19,721.80	22,900.00	-3,178.20	86.12 %
Total Expenses	\$344,102.91	\$419,220.42	\$ -75,117.51	82.08 %
NET OPERATING INCOME	\$130,195.96	\$12,699.58	\$117,496.38	1,025.20 %
Other Expenses				
Other Miscellaneous Expense	0.00		0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$130,195.96	\$12,699.58	\$117,496.38	1,025.20 %

Rheems Fire Company Relief Association

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

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 Commonwealth Allocations				
1001 MJT Relief	24,986.90	23,500.00	1,486.90	106.33 %
1002 WDT Relief	30,323.32	28,000.00	2,323.32	108.30 %
1003 East Donegal Relief	3,422.90	3,100.00	322.90	110.42 %
Total 100 Commonwealth Allocations	58,733.12	54,600.00	4,133.12	107.57 %
110 Interest Income				
1101 Interest Earned on Accounts	4,219.74	2,500.00	1,719.74	168.79 %
Total 110 Interest Income	4,219.74	2,500.00	1,719.74	168.79 %
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	\$62,952.86	\$59,100.00	\$3,852.86	106.52 %
GROSS PROFIT	\$62,952.86	\$59,100.00	\$3,852.86	106.52 %
Expenses				
510 - Insurance Premiums				
5101 Insurance Premiums	4,575.00	5,500.00	-925.00	83.18 %
Total 510 - Insurance Premiums	4,575.00	5,500.00	-925.00	83.18 %
520 - Equipment Purchased				
5207 Emergency Warning Devices		1,000.00	-1,000.00	
5218 Pager Purchases	4,658.38	4,000.00	658.38	116.46 %
5233 Fire Extinguishers	565.65	500.00	65.65	113.13 %
5238 Hose/Nozzles/Appliances	4,028.00	30,000.00	-25,972.00	13.43 %
Total 520 - Equipment Purchased	9,252.03	35,500.00	-26,247.97	26.06 %
530 - Equipment Maintenance				
5304 Cascade System Maintenance	1,470.00	1,500.00	-30.00	98.00 %
5309 SCBA Service	3,745.00	2,500.00	1,245.00	149.80 %
5310 SCBA Parts	1,050.32	1,500.00	-449.68	70.02 %
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	6,265.32	9,650.00	-3,384.68	64.93 %
560 - Training Expenses				
5601 Training Classes/Programs	5,522.00	20,000.00	-14,478.00	27.61 %
5602 Training Equipment	313.88	3,000.00	-2,686.12	10.46 %
Total 560 - Training Expenses	5,835.88	23,000.00	-17,164.12	25.37 %
580 - Fire Prevention				
5801 Fire Prevention		2,500.00	-2,500.00	
Total 580 - Fire Prevention		2,500.00	-2,500.00	
590 - Administrative Expenses				

Rheems Fire Company Relief Association

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

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5907 Legal & Accounting	1,723.36	1,700.00	23.36	101.37 %
Total 590 - Administrative Expenses	1,723.36	1,700.00	23.36	101.37 %
Total Expenses	\$27,651.59	\$77,850.00	\$ -50,198.41	35.52 %
NET OPERATING INCOME	\$35,301.27	\$ -18,750.00	\$54,051.27	-188.27 %
NET INCOME	\$35,301.27	\$ -18,750.00	\$54,051.27	-188.27 %



**GREATER ELIZABETHTOWN AREA RECREATION & COMMUNITY SERVICES
BOARD MEETING MINUTES
ELIZABETHTOWN BOROUGH OFFICES
OCTOBER 21, 2025 AT 7:00 PM**

**BOARD MEMBERS
IN ATTENDANCE:**

Howard Kroesen, Chair, Elizabethtown Borough
Lindsay Norris, Vice Chair, West Donegal Township
Delmar Oberholtzer, Treasurer, Mount Joy Township
Jay Hynicker, Elizabethtown Borough
Jeb Musser, West Donegal Township
Alan Kaylor, East Donegal Township
Linda Good, East Donegal Township
Adam Reed, Mount Joy Township

BOARD MEMBERS ABSENT: Michael Brubaker, East Donegal Township
Alexander Shubert, Mount Joy Township
Phil Dunn, West Donegal Township
Alissa Eby, Elizabethtown Borough

VISITORS IN ATTENDANCE: Shawn Carl, White, Rudy LLC (Accountant)
Dan Heim, Mt. Joy Township Resident

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

1. CALL TO ORDER

Chair Kroesen called the meeting to order at 7 pm.

2. PUBLIC COMMENT

No public comment.

3. Board Minutes

Mr. Kaylor moved to approve the September 16, 2025 Board Minutes. Mr. Hynicker was second. Motion unanimously passed.



4. FINANCIAL REPORT

Mr. Wendel addressed the September Financial Report including updates on our current balances. Mr. Wendel noted that our revenues were 3.4% higher than from the same time last year. Additionally, he shared that as requested by the board at the beginning of the year, the number of open accounts has decreased through a combination of consolidation and eliminating unnecessary accounts. He reported that our Truist and ENB accounts have a total balance of \$1,288,202 as of 10/16/2025.

Ms. Norris moved to approve the September 2025 Financial Report. Ms. Good was second. Motion unanimously passed.

Mr. Wendel reported that our approved 2026 Operating Budget and Maintenance Budget was submitted to our municipal partners for review and approval consideration.

Mr. Wendel reported that our 2024 Financial Review was completed, and introduced our accountant, Shawn Carl from White, Rudy LLC to present it.

Mr. Carl provided an overview of our 2024 Financial Review which included the balance sheet, income statement and expense statement. He indicated that our depreciation will grow with the second floor improvements. Our total assets were \$1,779,462. Our program services represented 84% of our overall expenses totaling \$1,687,716. GEARS generated \$2,136,058 in revenue which lead to a favorable variance of \$111,478 as the budgeted revenue for 2024 was \$2,024,580. This was primarily due to the grant GEARS received to replace the gym floor which totaled \$100,000. Conversely, expenses for 2024 were budgeted at \$2,024,580. However, actual expenses were \$1,943,276 which lead to a favorable variance of \$81,304. There were no adverse items noted in the report. Overall, 2024 proved to be a good year for GEARS.

Mr. Musser moved to approve the 2024 Financial Review. Mr. Kaylor was second. Motion unanimously passed.

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

- **Second Floor Improvements:** Mr. Wendel reported that he sent an email on 9/30/2025 to each member of the EACSA to provide an update on the renovations which included our project start date of early January 2026. In the update, it was requested that each member confirm their commitment of \$75,000 for the project and how they want to be billed when these funds are requested in January. Mt. Joy Township, West Donegal Township and Conoy Township responded and confirmed their financial commitment to the project. Mr. Wendel also reported that he attended a public budget meeting at East Donegal Township this morning (10/21/2025) to request funding for our building project. This year, we received \$7,500.

- **Holiday Schedule:** Mr. Wendel presented the 2026 Holiday Schedule for the board to review for approval consideration.

Mr. Kaylor moved to approve the 2026 Holiday Schedule. Mr. Hynicker was second. Motion unanimously passed.

- **Recreation:** Mr. Wendel provided program highlights and fall enrollment figures for fitness classes (284 enrolled), tennis (86 enrolled), travel basketball (51 enrolled), bus trips (113 registered) and the Father & Son Laserdome (37 enrolled). Additionally, several testimonials were shared from customers related to their high level of satisfaction towards our programs.



- **Kids Center:** Mr. Wendel reported that enrollment for the 2025-2026 school year currently stands at 152. Upcoming events include our Halloween Parade on 10/24/2025 and our Thanksgiving Luncheon on 11/24/2025. Board members were encouraged to attend and/or volunteer.
- **Senior Center:** Mr. Wendel reported that there were 21 service days during the month of September. We averaged 42 seniors a day with a total of 138 different seniors served during the month. Our lunch program served 29 seniors daily and we attracted 4 new seniors during the month. Our Center without Walls Program served 29 seniors. The Garden Club attracted 24 participants while 110 seniors attended our 40th Anniversary Celebration of our senior center. The October activities calendar and lunch menu was shared with the board.

Mr. Wendel reported that the State budget impasse will impact County reimbursements for our senior center. He attended two County meetings, one virtually and one in person on 10/21/2025. The County administrator and commissioners reported that the County can no longer fully fund partner providers after 11/1/2025. Our October invoice will only be funded at 60%. The County fully funded partner providers for the first quarter of their fiscal year but can no longer absorb the financial burden. The County stated that partner providers should still invoice the County and that they will be fully reimbursed once the State approves a budget. GEARS will incur a monthly shortfall of about \$8,000 until a State budget is passed and County reimbursements takes place. The impact on GEARS and our senior center will not be fully noticed until December when we will likely not receive reimbursement for November. The length of the budget impasse will determine its impact on our senior center operations. If the impasse continues into February or later, we will need to address its impact on GEARS as organization.

Mr. Musser asked if the federal shutdown is or will affect GEARS.

Mr. Wendel indicated that we do not anticipate any impact at this time. We were told that our State grants for the renovations totaling \$500,000 are secure and will not be impacted.

7. BOARD COMMENTS

Mr. Kroesen informed the board that GEARS was recognized as the Non-Profit of the Year at the Elizabethtown Area Chamber of Commerce's annual event and accepted the award on behalf of GEARS. He presented the award to Mr. Wendel and thanked him for his work.

Ms. Good shared that she had a very good feeling of positivity at the senior center 40th anniversary celebration event and stated that the staff are doing a great job.

Mr. Musser commented that he attended our Fall Fest for the first time and commended our staff for a super event.



Ms. Norris stated that she would be happy to help with the ExtraGive by preparing a video or assisting in some other way.

Mr. Kaylor thanked Mr. Wendel and his team for supporting the community event at East Donegal Township.

8. EXECUTIVE SESSION

None requested.

9. NEXT MEETING

The GEARs Board will meet on Tuesday, November 18 at 7 pm at the GEARs Community Center.

10. ADJOURNMENT

Chair Kroesen adjourned the meeting at 7:54 pm

Respectfully submitted,

David A. Wendel

Executive Director

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

ASSETS

Current Assets

Ckg - Truist ...3077	\$ 50,221.09
MM - ENB ...5216	1,030,427.42
Ckg - ENB ...7986	314,382.69
Clearing - ENB ACH & CC	6,440.08
Petty Cash	575.00
MM - ENB DCNR grant ...0410	126,931.39
Grant - ENB #5098077	30,814.80
HRA - ENB #1398016	2,300.42
CARES Grant - ENB ...5460	2,505.00
ENB-Maintenance Fund #1282	4,910.61
GEARS Reinvestment-ENB#7170	10.00
Accounts Receivable	7,959.14

Total Current Assets

1,577,477.64

Property and Equipment

Leaschold Improvements/Center	547,743.00
A/D - Lshld Imprv - Center	(448,113.00)
Leaschold Improvements/Rec	98,262.00
A/D - Lshld Improv - Rec	(73,516.00)
Equipment	79,377.00
A/D - Equipment	(71,855.00)
Furniture/Fixtures	53,962.00
A/D - Furniture/Fixtures	(53,962.00)
Leaschold Improve-Poplar	130,714.00
A/D-Leaschold Improve Poplar	(55,131.00)
Construction in Process	66,000.00

Total Property and Equipment

273,481.00

Total Assets

\$ 1,850,958.64

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

LIABILITIES AND CAPITAL

Liabilities		
Deferred Revenue	\$	369.00
Deferred Revenue - STARS		9,344.92
Deferred Revenue - Grants		13,000.00
Accounts Payable		(6,550.86)
Accrued payroll		22,106.15
Civic Plus - Gift Cards		50.00
		38,319.21
Total Liabilities		
Capital		
Capital Reserve		21,871.66
Grant STARS		(4,025.61)
Grant Armstrong gym floor		0.00
Grant Office of Aging		(2,551.00)
GEARS Reinvestment Fund-Disb		(221,622.17)
Grant Nutrition		(4,002.16)
Grant Continuous Quality		(13,000.00)
Grant DCNR -2nd Fl Reno		125,000.00
Municipal Cntrib 2nd Fl Reno		75,000.00
General Fund		1,631,363.40
Net Income		204,605.31
		1,812,639.43
Total Capital		1,812,639.43
Total Liabilities & Capital	\$	1,850,958.64

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

	Budget	Month	Year to Date	Variance
Revenues				
Administration	408,205.00	95,641.80	427,147.09	18,942.09
Recreation	434,000.00	25,320.77	372,157.28	(61,842.72)
Child Care	1,022,000.00	104,157.08	892,223.31	(129,776.69)
Senior Center	119,900.00	12,486.65	93,390.26	(26,509.74)
Poplar Street Park	42,350.00	0.00	31,305.56	(11,044.44)
Community Center	50,343.00	0.00	55,093.00	4,750.00
Fundraisers	0.00	0.00	0.00	0.00
Total Revenues	2,076,798.00	237,606.30	1,871,316.50	(205,481.50)
Expenses				
Administration	427,740.00	41,116.27	329,527.69	98,212.31
Recreation	441,615.00	39,842.04	345,881.49	95,733.51
Child Care	898,500.00	94,004.59	765,507.81	132,992.19
Senior Center	163,650.00	16,886.45	126,557.73	37,092.27
Poplar Street Park	47,950.00	1,558.34	22,953.56	24,996.44
Community Center	97,343.00	8,813.78	76,282.91	21,060.09
Capital Improvement	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Expenses	2,076,798.00	202,221.47	1,666,711.19	410,086.81
Net Income	0.00	35,384.83	204,605.31	(204,605.31)

Income Summary - By Department

Administration	(19,535.00)	54,525.53	97,619.40	(117,154.40)
Recreation	(7,615.00)	(14,521.27)	26,275.79	(33,890.79)
Child Care	123,500.00	10,152.49	126,715.50	(3,215.50)
Senior Center	(43,750.00)	(4,399.80)	(33,167.47)	(10,582.53)
Poplar Street Park	(5,600.00)	(1,558.34)	8,352.00	(13,952.00)
Community Center	(47,000.00)	(8,813.78)	(21,189.91)	(25,810.09)
Capital Improve	0.00	0.00	0.00	0.00
Fundraisers	0.00	0.00	0.00	0.00
Total Net	0.00	35,384.83	204,605.31	(204,605.31)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Ten Months Ending October 31, 2025

		Budget	Month	Year to Date	Variance
Revenues					
Administration					
4000-00	Contribution/Munici	365,705.00	91,426.24	373,205.02	7,500.02
4003-00	Donations	20,000.00	0.00	14,513.37	(5,486.63)
4005-00	Brochure Advertisin	7,500.00	0.00	8,150.00	650.00
4008-00	Interest Income	15,000.00	4,215.56	31,278.70	16,278.70
	Total Administratio	408,205.00	95,641.80	427,147.09	18,942.09
Recreation					
4010-01	Registration Fees/Stu	125,000.00	9,646.99	107,119.47	(17,880.53)
4011-01	Registration Fees/Ad	110,000.00	4,057.00	97,034.18	(12,965.82)
4012-01	Summer Playground	34,000.00	0.00	40,819.71	6,819.71
4013-01	Summer Camp Fees	12,000.00	0.00	17,724.00	5,724.00
4014-01	Special Events	25,000.00	7,901.27	20,460.27	(4,539.73)
4015-01	Donations/Grants	80,000.00	2,490.00	49,147.22	(30,852.78)
4016-01	Bus Trips/Adult	30,000.00	843.00	31,960.99	1,960.99
4018-01	Credit Card transacti	18,000.00	382.51	7,891.44	(10,108.56)
	Total Recreation	434,000.00	25,320.77	372,157.28	(61,842.72)
Child Care					
4030-02	Summer Camp Fees	220,000.00	0.00	227,153.87	7,153.87
4031-02	Before/After School	440,000.00	64,769.62	393,261.55	(46,738.45)
4035-02	Preschool Fees	145,000.00	17,617.60	113,020.75	(31,979.25)
4036-02	Kindergarten Fees	180,000.00	16,252.56	124,260.07	(55,739.93)
4034-02	Fundraising	3,000.00	4,515.00	8,541.00	5,541.00
4037-02	EASD School Surch	15,000.00	1,252.95	12,416.07	(2,583.93)
4039-02	Activity Fee (Trips/E	19,000.00	(250.65)	13,570.00	(5,430.00)
	Total Child Care	1,022,000.00	104,157.08	892,223.31	(129,776.69)
Senior Center					
4050-03	Daily Senior Donatio	8,400.00	876.26	5,821.44	(2,578.56)
4051-03	Office of Aging	96,900.00	7,959.14	74,428.43	(22,471.57)
4052-03	Fundraising	12,000.00	3,626.25	10,591.75	(1,408.25)
4053-03	Donations	2,600.00	25.00	2,548.64	(51.36)
	Total Senior Center	119,900.00	12,486.65	93,390.26	(26,509.74)

Greater Elizabethtown Area Recreation & Community Services
Income Statement
For the Ten Months Ending October 31, 2025

		Budget	Month	Year to Date	Variance
Poplar Street Park					
4080-06	Poplar St Park Fees	5,400.00	0.00	3,375.00	(2,025.00)
4081-06	Utilities Costs Reim	8,000.00	0.00	3,730.56	(4,269.44)
4083-06	Municipal Contributi	28,950.00	0.00	24,200.00	(4,750.00)
	Total Poplar Street	42,350.00	0.00	31,305.56	(11,044.44)
Community Center					
4090-07	Municipal Contributi	50,343.00	0.00	55,093.00	4,750.00
	Total Poplar Street	50,343.00	0.00	55,093.00	4,750.00
Fundraisers					
	Total Fundraisers	0.00	0.00	0.00	0.00
	Total Revenues	2,076,798.00	237,606.30	1,871,316.50	(205,481.50)

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Ten Months Ending October 31, 2025

		Budget	Month	Year to Date	Variance
Expenses					
Administration					
6000-00	Administration	174,940.00	20,229.72	153,187.98	21,752.02
6001-00	FT Admin Assistant	41,100.00	4,742.31	34,734.40	6,365.60
6002-00	Part-Time Facility St	21,600.00	2,206.57	15,172.07	6,427.93
6003-00	Accounting Compen	26,000.00	1,967.50	20,001.27	5,998.73
6005-00	Benefits	39,000.00	3,098.66	29,911.83	9,088.17
6006-00	Payroll Taxes/Admin	20,600.00	2,109.34	16,324.25	4,275.75
6007-00	Insurance	60,000.00	40.00	56,314.52	3,685.48
6008-00	Professional Services	11,000.00	0.00	3,100.00	7,900.00
6009-00	Staff Development	15,000.00	692.49	6,174.15	8,825.85
6011-00	Transportation	6,000.00	451.71	3,453.96	2,546.04
6012-00	Postage	10,000.00	0.00	9,954.86	45.14
6013-00	Printing	11,500.00	0.00	9,629.34	1,870.66
6015-00	Office Supplies	8,500.00	754.88	6,683.27	1,816.73
6016-00	Maintenance Service	10,000.00	909.10	8,802.59	1,197.41
6017-00	Computer Services/S	10,000.00	347.93	7,610.44	2,389.56
6018-00	Dues & Subscription	4,500.00	618.00	3,575.49	924.51
6019-00	Credit Card Transact	1,000.00	49.38	750.92	249.08
6021-00	Legal Fees	5,000.00	0.00	264.00	4,736.00
6022-00	Advertising/Marketi	3,000.00	115.95	1,891.39	1,108.61
6023-00	Telephone	10,000.00	998.09	8,646.10	1,353.90
6024-00	Office Equipment Lc	10,500.00	1,762.64	8,696.32	1,803.68
6025-00	Office Equip Repairs	6,500.00	0.00	3,845.14	2,654.86
6026-00	Licenses & Fees	2,000.00	22.00	803.40	1,196.60
6090-00	Contribution from D	(80,000.00)	0.00	(80,000.00)	0.00
	Total Administratio	427,740.00	41,116.27	329,527.69	98,212.31
Recreation					
6100-01	Recreation Dir/Prog	113,000.00	13,003.86	95,235.11	17,764.89
6101-01	Benefits	12,000.00	974.80	8,902.22	3,097.78
6102-01	Payroll Taxes/Recrea	20,000.00	1,377.16	16,363.05	3,636.95
6103-01	Summer Playground	43,000.00	68.68	44,771.77	(1,771.77)
6104-01	Adult Programs	45,000.00	8,365.24	39,833.64	5,166.36
6105-01	Youth Programs	60,000.00	6,100.91	45,158.56	14,841.44
6106-01	Summer Camp Progr	12,000.00	0.00	8,461.15	3,538.85
6112-01	Adult & Youth: Facil	34,000.00	830.00	16,255.00	17,745.00
6113-01	Bus Trips/Adult	25,000.00	6,510.90	18,748.40	6,251.60
6114-01	Special Events/Adult	20,000.00	2,187.25	9,191.42	10,808.58
6116-01	Contribution to Adm	30,000.00	0.00	30,000.00	0.00
6117-01	CivicRec Annual Fee	6,615.00	0.00	6,615.01	(0.01)
6118-01	Credit Card Transact	18,000.00	423.24	6,346.16	11,653.84
6119-01	Overtime	3,000.00	0.00	0.00	3,000.00
	Total Recreation	441,615.00	39,842.04	345,881.49	95,733.51

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Ten Months Ending October 31, 2025

	Budget	Month	Year to Date	Variance	
Child Care					
6120-02	Kindergarten Staff	80,000.00	9,662.23	68,412.07	11,587.93
6121-02	Kindergarten Supplie	4,000.00	296.65	719.94	3,280.06
6122-02	Kindergarten Food S	4,000.00	613.35	3,377.68	622.32
6124-02	Kindergarten Transp	32,000.00	3,600.00	23,925.00	8,075.00
6125-02	Online Pymt fees/Sof	4,000.00	3,960.00	3,960.00	40.00
6130-02	Director/Asst Direct	113,000.00	12,985.62	95,103.51	17,896.49
6132-02	Summer Staff Wages	130,000.00	0.00	132,762.19	(2,762.19)
6133-02	Before/After School	230,000.00	34,588.70	178,846.95	51,153.05
6134-02	Benefits	48,000.00	4,124.23	39,757.88	8,242.12
6135-02	Payroll Taxes/Child	55,000.00	5,649.49	47,239.56	7,760.44
6136-02	Summer Supplies	4,000.00	0.00	5,902.83	(1,902.83)
6137-02	Summer Food Suppl	5,000.00	0.00	4,672.97	327.03
6138-02	Before/After Supplie	4,000.00	1,489.48	2,569.38	1,430.62
6139-02	Before/After Food S	8,000.00	613.38	4,657.81	3,342.19
6140-02	Summer/BA Field Tr	19,000.00	0.00	21,957.12	(2,957.12)
6141-02	Education	3,500.00	0.00	1,545.24	1,954.76
6142-02	Fundraising	3,000.00	3,035.00	5,732.00	(2,732.00)
6145-02	School Surcharge	15,000.00	0.00	11,163.12	3,836.88
6146-02	Preschool Staff Wag	80,000.00	12,089.52	55,741.70	24,258.30
6147-02	Preschool Supplies	4,000.00	530.53	2,347.52	1,652.48
6148-02	Preschool Food Supp	3,000.00	613.35	3,394.13	(394.13)
6149-02	Contribution to Adm	50,000.00	0.00	50,000.00	0.00
6150-02	Overtime	0.00	153.06	1,719.21	(1,719.21)
	Total Child Care	898,500.00	94,004.59	765,507.81	132,992.19
Senior Center					
6150-03	Director Compensat	82,000.00	9,533.70	69,782.81	12,217.19
6151-03	Part-Time Personnel	26,000.00	1,846.46	15,727.57	10,272.43
6152-03	Benefits	8,500.00	1,199.76	11,581.75	(3,081.75)
6153-03	Payroll Taxes/Senior	8,300.00	884.03	7,170.01	1,129.99
6154-03	Program Supplies	23,250.00	1,244.26	14,670.29	8,579.71
6155-03	Entertainment	5,800.00	0.00	949.24	4,850.76
6156-03	Fundraising Supplies	5,800.00	2,178.24	5,435.63	364.37
6157-03	Bus Trips	1,000.00	0.00	1,240.43	(240.43)
6158-03	Overtime	3,000.00	0.00	0.00	3,000.00
	Total Senior Center	163,650.00	16,886.45	126,557.73	37,092.27

Greater Elizabethtown Area Recreation & Community Services

Income Statement

For the Ten Months Ending October 31, 2025

	Budget	Month	Year to Date	Variance
Poplar Street Park				
6180-06 Utilities	12,000.00	1,043.14	5,751.00	6,249.00
6181-06 Maintenance	28,950.00	515.20	16,580.50	12,369.50
6182-06 Improvements	7,000.00	0.00	622.06	6,377.94
	<hr/>	<hr/>	<hr/>	<hr/>
Total Poplar Street	47,950.00	1,558.34	22,953.56	24,996.44
Community Center				
6210-07 Comm Center - Utilit	42,000.00	5,202.16	36,112.46	5,887.54
6211-07 Comm Center - Main	50,343.00	831.62	34,493.51	15,849.49
6212-07 Comm Center - Impr	5,000.00	2,780.00	5,676.94	(676.94)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Community C	97,343.00	8,813.78	76,282.91	21,060.09
Fundraisers				
	<hr/>	<hr/>	<hr/>	<hr/>
Total Fundraisers	0.00	0.00	0.00	0.00
Capital Improvements				
	<hr/>	<hr/>	<hr/>	<hr/>
Total Capital Impr	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	2,076,798.00	202,221.47	1,666,711.19	410,086.81
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net Income	0.00	35,384.83	204,605.31	(204,605.31)



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

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

October 1-31, 2025 Statistics	2025	2024	2023	2022	2021
TOTAL CIRCULATION	13,324	13,804	13,834	14,075	12,389
YTD CIRCULATION	141,935	151,502	152,453	152,202	148,000
OVERDRIVE & E-formats	1,141	1,438	1,506	1,338	1,227
NEW PATRONS	52	64	73	51	90
YTD NEW PATRONS	852	838	894	763	596
PATRON COUNT	5,231	5,140	5,033	5,094	4,317
YTD PATRON COUNT	57,556	58,328	59,531	53,240	42,157
PASSPORTS	76	92	95	87	54
YTD PASSPORTS	1508	1050	1170	872	736
WIFI USERS	512	544	524	319	260
PC USERS	209	230	295	232	300

Hoopla!	Oct'25	Sept'25	Aug'25	Jul'25	Jun'25	May'25	Apr'25
Number of Hoopla items used	324	364	334	371	431	543	592

ITEMS SOLD IN LOBBY	\$1,045.03
YTD TOTAL \$	\$8,974.06
TOTAL \$ ADDED DONATIONS	\$170.85
TOTAL	\$1,215.88



PROGRAMMING & CLUBS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	5	63	30	488
Club Meetings/Participants	8	78	79	628
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	20	467	220	5,316
Off-site Programs	0	0	52	3,027
Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	74.0	629.73		

Joseph

- Presentation to Friends of Donegal -- Staying Ahead class, Oct 1
- Attended [and served as chairperson] LSLC Director's Council Meeting, Oct 3
- Attended Mount Joy Borough Council meeting, Oct 6
- Presentation to West Hempfield Township Board of Supervisors, Oct 7
- Attended Mount Joy Chamber of Commerce meeting, Oct 8
- Attended MSL Friends Group meeting, Oct 13
- Met with Rich Nornhold and Rich Maisano, Oct 16
- Held Core4 meeting, Oct 23
- Hosted Pa. Senator Malone to visit MSL during National Friends of Libraries Week, Oct 23

 Milanof-Schock Public Library
November 11 at 7:00 PM

A few weeks ago, PA Senator Malone visited the Library in recognition of National Friends of Libraries Week, and Joseph, our director, gave him a tour of the building. Thank you for visiting, Senator Malone!
#MilanofSchockLibrary #MountJoyPa #VisitFromPASenator #Pennsylvania #LifeInThe1752



Community/Service Point (Susan)

- Megan is back and is a passport agent again!!
- Rachel has been doing the staff schedule. She really enjoys doing it....Like a puzzle, she says!
- Taught Diana how to put the Mylar covers on hardback books.
- Cleared the kitchen cabinets of years' worth of clutter and workroom of years' worth of shredding
- Did full processing on 60 items ordered by Joseph

Youth Services

- New Children's office was painted, desk installed and was made ready for use
- Katelyn and Alyssa continue to bring energy and creativity to programs
- Joseph, Katelyn and Alyssa met to begin planning for new Children's Coordinator

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - November Enews: sent to 4,049 contacts; 1907 opens (48.9%), 53 clicks (1.4%)
- **SOCIAL MEDIA:**
 - **Facebook** – Followers 3,197 (30 new, 12 unfollow); 95.9K views; 18.1K reached; Content Interactions 1.2K; Comments 89; Shares 49; Link clicks 43; Page Visits 2.5K; 57 posts
 - Top Posts: Savannah and "purchased" lobby books 12.2K views, 152 interactions; Coat Drive 6.9K views, 70 interactions; Megan's Return 6.4K views, 75 interactions
 - **Instagram** – 1,407 followers (11 new); 25.8K views; 1.K reach; 400 content interactions; 324 profile visits.

- Top Content: Coat Drive 754 views, 15 interactions, 310 Reach; Megan’s Return 676 views, 22 interactions, 231 Reach; Jigsaw Puzzle Team Showdown Promo 621 views, 13 interactions, 189 Reach
- Created Promos for programs/events.
- Post at least once a day on both platforms.
- 1 Press Release - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
 - 3,422 total sessions; highest views: 240 sessions of Passports; 98 visits to Children & Family; 51 Adult Page; 35 Library News; 45 Contact Us
- **GOOGLE**
 - Business Profile: 871 website clicks, 1,432 Interactions, 174 calls
- **BOOK SALES - \$2,403.94**
 - Lobby Books: Earned \$1,043, Pango Books: Earned \$38.40, eBay Earned \$1,322.54
 - Have been using recycled bubble wrap, brown paper, cardboard, and old boxes
 - Took 753 photos of items for sale on eBay and Pango in October

Volunteers/Programming/Fundraising (Jazmynn)

- **ExtraGive**
 - Informational page set up on website, as well as home page “slider”
- **#GivingTuesday 2025**
 - Informational page and donation portal set up on website
- **Annual Appeal 2026**
 - Target date is February 14th, 2026
- **Volunteers**
 - Total hours in October: 74 hours
- **Clubs**
 - 8 clubs met in October, 78 attended.
- **Programs (5 programs; 63 total attendees)**
 - Strength and Support: Resources for an Addiction Recovery Journey, Partnered with DSAA and Mount Joy Area Chamber, 26 Attended
 - Adult Book Bingo, led by the Friends Group, 6 attended
 - Medicare Made Simple, led by Dave Kerlin, 9 attended
 - Make-It Monday: Pumpkin Pandemonium, 16 attended
 - CANCELLED: Learn about Girl Scouts, partnered with local Girl Scout Troops, presenter was ill and could not come
 - Special Movie Night: Ghostbusters (1984), 6 attended
 - Honor a Veteran (Passive Program) with Power Point on lobby monitor
- **Ongoing Tasks**
 - Attended Board Meeting on Oct. 16th
 - Created sample program brochure
 - Supported friends during their Friends of the Library week
 - Contacted Lit Lovers for 2026 book list
 - Finalized 2026 adult programming budget

