

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

April 19, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY was held on Wednesday, April 19, 2023, at 7:00 PM in the Elizabethtown Borough Council Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, 17022.

The meeting was called to order by Chairperson Debra Dupler.

Roll call: Justin Risser, Jeffrey Butler, Rodney May, J. Marc Hershey, Jeffrey Hudson, Debra Dupler, Roger Snyder and Benjamin Bruckhart.

Ms. Dupler announced that the Board met in executive session at 6:00 PM to interview firms that responded to the Board's RFP/RFQ for Board Solicitor.

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

The Board unanimously approved the minutes for the April 5, 2023 meeting of the Board by a motion made by Mr. Hershey and seconded by Mr. Snyder.

West Donegal Township Manager John Yoder, representing the Revenue Fee Model Committee, presented revisions to the spreadsheet proposing a framework for imposition of a service fee. The Committee revised use classifications based on suggestions made by the Board. The fee structure would assign costs by percentage of calls for each use group classification.

Mr. Yoder indicated the Committee is lacking complete call analysis, land use data by municipality and employee information.

Mr. Hershey, representing the Finance Committee, presented a draft 2024 budget for the Authority. The draft budget included assumptions for items, such as employee benefits, that have yet to be determined. In addition, the draft budget did not include funding a capital reserve for future projects. The budget included an assumed \$3 million of revenue generated by a fee imposed on property owners. Mr. Hershey indicated the Finance Committee will continue to refine the draft budget when additional costs become available.

Scott Kingsboro, Executive Director of Northwest Emergency Medical Services (NWEMS), informed the Board that representatives of the NWEMS Board of Directors met with legal counsel regarding the potential formation of a foundation that could support activities of MESA.

Mr. Kingsboro also informed the Board that progress is being made regarding a new NWEMS station at the Norlanco facility.

There was general Board discussion regarding the three law firms that responded to the Board's call for proposals/qualifications for Authority Solicitor appointment. The Board unanimously approved the appointment of Stock and Leader as Authority Solicitor by a motion of Mr. Snyder and seconded by Mr. May.

Mr. Hershey updated the Board on the status of the American Relief Plan Act (ARPA) funds awarded to the Authority by the Lancaster County Commissioner. The required paperwork has been completed and the Authority should be receiving the funds soon.

There was general discussion regarding the timeline for getting MESA fully operational. Mr. Hershey indicated he has prepared a more detailed timeline that he will share with the Board. The Board discussed keeping municipalities that did not elect to be founding members of the Authority of the progress being made.

On a motion of Mr. Snyder, seconded by Mr. May, the Board unanimously approved the payment of bills presented for payment by Mr. Hershey.

The next regular meeting of the Board is scheduled to be held on Wednesday, May 3, 2023, beginning at 7:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. May, to adjourn the meeting at 8:45 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary