

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

January 17, 2024

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, January 17, 2024, 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, Justin Risser, Jeffrey Butler, Roger Snyder, Jeffrey Hudson, and Jeffrey McCloud were present. Also present was David Jones, Board Solicitor.

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

The Board unanimously approved the minutes for the January 10, 2024 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. Hudson.

Revenue fee model – Mr. Marc Hershey reported that the data base of properties has been delivered to Diversified Technologies.

Northwest EMS Update and Implementation Manager Report – Mr. Scott Kingsboro, Executive Director of Northwest EMS provided the following report to the Board.

- Northwest EMS Board of Directors approved continuing to sell ambulances as needed
- Transfer of seed money from Northwest EMS to MESA will take place the week of January 29, 2024
- Cornerstone meeting went well, and everything should go smoothly.
- Rig # 3 is done (graphics) and another unit will be taken for graphics next week
- Working on getting audit info to White Rudy for NWEMS
- Jill Nagy is working on getting someone to give a valuation for the Manheim Building
- Everyone is working well together and getting things ready for February 4, 2024 transition

David Jones, Board Solicitor, reported that the Attorney General's office was contacted regarding the filing with the Orphans Court. It's unclear whether this will be resolved prior to the February 4, 2024 start of operations. There may need to be a lease arrangement with Northwest EMS until satisfied. He will follow-up again with the Attorney General's office in a week.

Jason Kirsch provided an overview of public relations items underway. The new website will be "live" on Thursday, January 18, 2024. The Board portal to access information through the

website should be in place by January 26, 2024. Notices to community partners and the pre-billing postcards are to go out January 19, 2024. A press release will be sent out January 22, 2024. A series of Township website and social media posts will be sent to Township managers. A press release will be sent to the Merchandisers with intent to generate front page article.

There was discussion of approaching the Merchandiser with press release and potential article in lieu of placing an advertisement.

The Board discussed potential appeals to fees billed to residential property owners and business owners. On a motion of Mr. Risser, seconded by Mr. McCloud, the Board approved imposing an appeal fee in accordance with the schedule below, provided successful appeals will result in the appeal fee being refunded to the appealing property or business owner. Motion passed 4-2, with Mr. Butler and Mr. Snyder opposed.

\$10.00 for an appeal of a Standard Dwelling Unit count of less than 5

\$25.00 for an appeal of a Standard Dwelling Unit count of between 5-20

\$100.00 for an appeal of a Standard Dwelling Unit count greater than 20

\$100.00 for an appeal of all other Occupancy Classes

\$10.00 for an appeal of a FTE (full-time equivalent employee) count of less than 5

\$50.00 for an appeal of a FTE (full-time equivalent employee) count between 5-50

\$100.00 for an appeal of a FTE (full-time equivalent employee) count greater than 50

Mr. Hershey presented the 2024 Budget for approval. On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved the 2024 Operating Fund Budget, noted as Version January 17, 2024.

On a motion of Mr. Hudson, seconded by Mr. Snyder, the Board unanimously approved the appointment of the Authority Manager and Mr. Risser to the Northwest EMS Foundation Board of Directors.

On a motion of Mr. McCloud, seconded by Mr. Snyder, the Board unanimously approved adding Marc Hershey and Scott Kingsboro as an authorized check signors, provided the second signature is that of a Board member.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved authorizing bill payments prior to Board approval, provided the expenditure is a budgeted item.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the payment of 5 bills, totaling \$7,357.02, as presented on Bill List 2024-03.

Mr. Hershey provided an update on efforts to secure a credit card for Authority use. He indicated that Elizabethtown Borough Council will consider allowing MESA to be included on its Procurement Card as a separate delegate group. On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved securing a Procurement Card, provided Elizabethtown Borough creates a delegate account for MESA use.

The next regular meeting of the Board is scheduled to be held on Wednesday, January 24, 2024, beginning at 6:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. McCloud, to adjourn the meeting at 7:45 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)