

**MINUTES OF THE MEETING  
OF THE BOARD OF THE  
MUNICIPAL EMERGENCY SERVICES AUTHORITY  
OF LANCASTER COUNTY  
July 24, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, July 24, 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, Jeffrey Butler, Justin Risser, Roger Snyder, Jeffrey Hudson and Jeffrey McCloud were present.

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

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the minutes of the June 26, 2024 meeting.

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

Late notices were mailed the week of June 17<sup>th</sup>. As of July 22<sup>nd</sup>, there were 1,964 accounts (about 75% of the late notice mailers) still outstanding, representing \$210,104 in outstanding parcel fees.

Mr. Hershey identified the four non-commercial accounts with outstanding balances of more than \$500.

Lancaster County Assessment office will now be sending a list of monthly property ownership changes which will be helpful in maintaining our database.

Conversations have been started with Diversified Technology about potential changes for the 2025 fee billing process and an option for bringing payment collections in-house.

The 2023 Audit is underway with White Rudy Company. An update is expected in August.

Mr. Hershey met with representatives from East Cain & Cain Townships and Downingtown Borough (Chester County) on July 15 to provide an overview of the Authority Model.

MESA has paid \$72,000 in capital projects so far for the year. A majority of these expenses were related to the building remodel, cameras for the rigs and cameras for the Elizabethtown

Station. We will be requesting reimbursement from the Northwest EMS Foundation for these expenses.

USDA confirmed the lien was released on the ambulance on July 16th. The title arrived this week will be transferred from NWEMS to MESA.

Alleman Auctions & Appraisals will begin the process of inventorying our excess items for an online sale to happen in late August.

MESA will be participating in the National Night Out on August 6th with Susquehanna Regional and Northwest Regional. MESA will also have an ambulance crew on standby each evening of the Elizabethtown Fair.

MESA was invited and will be presenting at the Mount Joy Rotary club on August 6.

Letters have been sent to Mount Joy Borough, Columbia Borough, Rapho Township and West Hempfield Township advising that MESA will begin billing them for cover calls beginning September 1, 2024.

FEMA Grant was approved for \$76,415 (\$6,950 cost share) for new portable and mobile radios.

ARPA Account has \$3116.37 remaining to cover PR Works and Stock & Leader expenses for the next 2-3 months.

The Board discussed actions to be taken regarding accounts with outstanding balances due. It was agreed that residential accounts with balances exceeding \$500.00 be sent a 30-day letter putting them on notice of the intent to file a municipal lien against the property.

For commercial accounts exceeding \$500.00, it was agreed that businesses that own the property on which it's located, be sent the same 30-day letter providing notice of the intent to file a municipal lien against the property. For businesses that are lessee of property, and have an account balance exceeding \$500.00, it was agreed that collection action be filed with the Magisterial District Judge.

Jason Kirsch provided a written update of ongoing public relation activities and website access analytics.

Mr. Hershey indicated that representatives of Page, Wolfberg & Wirth are drafting a Request for Proposal for insurance billing and should have a draft to review at the August meeting.

Mr. Hershey presented a request for purchase of an ice machine for the Elizabethtown station. On a motion of Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved the purchase of an ice machine at a cost of \$1,857.00.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the payment of bills totaling \$417,582.91, as presented on Bill List 2024-10GF and payment of bills totaling \$2,126.70, as presented on ARPA Bill List 2024-13.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the financial reports for the period ending June 30, 2024.

The Board cancelled the August 14, 2024 meeting of the Board on a motion of Mr. Snyder, seconded by Mr. McCloud. Motion passed unanimously. The Board is scheduled to meet on Wednesday, August 28, 2024 beginning at 6:00 P.M.

A motion was made by Mr. Snyder, and seconded by Mr. Hudson, to adjourn the meeting at 6:50 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)