

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

August 28, 2024

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, August 28, 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, Jeffrey Hudson and Jeffrey McCloud were present. Roger Snyder was absent. Also present was David Jones, Board Solicitor.

Ms. Dupler announced that the Board held an executive session regarding personnel issues immediately prior to the public meeting.

Ms. Dupler opened the meeting for public comment. Wade Amick, Authority Manager, told the Board about the extraordinary efforts of Kevin Cox, Jr. when called to the residence of a community member during extreme hot weather. Recognizing the need of the resident, Mr. Cox purchased and installed an air conditioning unit for the resident. Mr. Amick presented Mr. Cox with an "Outstanding Performance Award". Board members expressed their appreciation of his efforts, and the standard of service provided by MESA personnel. State Representative Tom Jones presented Mr. Cox with a letter of recognition for his extraordinary effort.

Ms. Dupler shared an email from a community member thanking MESA for the quality service provided and noting that the annual fee paid is worth paying to know that ambulance service will be available.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the minutes of the July 24, 2024 meeting.

Mr. Amick provided the Board with information regarding the number of times MESA covered other agency calls and the number of times other agencies covered MESA calls. He also presented EMS and Medic response time information for Lancaster County-wide Communications.

Mr. Amick reported that interviews are being conducted to fill two full-time positions that are currently open.

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 17th. As of August 26, there are 1802 accounts still outstanding representing \$191,126 in outstanding parcel fees.

All parcel accounts have been updated with current ownership information as of latest file from the Assessment Office (Aug 9th).

Only three parcel accounts remain outstanding with a balance of more than \$500. The three total \$25,712.50.

The 2023 audit is nearly complete with White Rudy Company. White Rudy Company is expected to give a presentation to the Board at the September meeting.

Alleman Auctions & Appraisals will begin the process of inventorying excess items for an online sale which will be staged at the Manheim Station. Auction date is TBD. A public notice will be advertised.

Letters have been received back from Mount Joy Borough, Rapho Township and West Hempfield Township stating there is no legal grounds for us to bill them. It's anticipated that billing will start with September's cover calls.

A first draft of the 2025 budget is expected at the September Meeting.

Board Solicitor Dave Jones provided the Board with a draft of a letter responding to municipalities questioning billing of cover calls within their community.

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

Mr. Hershey presented a proposal from 1171 IT Services, LLC to provide information technology services to MESA. On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously accepted the August 19, 2024 proposal for services.

On a motion of Mr. Hudson, seconded by Mr. McCloud, the Board unanimously accepted the Collection Service Agreement provided by Commercial Acceptance Company.

On a motion of Mr. Risser, seconded by Mr. Hudson, the Board unanimously approved the mailing of "Final Notices" by September 15th with a payment due date of October 15, 2024.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the hiring of Greg Arntz to fill the position of Captain.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the payment of bills totaling \$526,413.18, as presented on Bill List 2024-11GF and payment of bills totaling \$1,096.00, as presented on ARPA Bill List 2024-14.

On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved the financial reports for the period ending July 31, 2024.

Ms. Dupler informed the Board about her upcoming presentation before the Pennsylvania State Association of Boroughs. West Donegal Township manager John Yoder and attorney Ben Reid will be joining her on the presentation panel.

The Board reviewed the idea of a billing brochure for customer to help explain the insurance billing process.

The Board cancelled the September 11, 2024 meeting of the Board on a motion of Mr. McCloud, seconded by Mr. Risser. Motion passed unanimously. The Board is scheduled to meet on Wednesday, September 25, 2024 beginning at 6:00 P.M.

A motion was made by Mr. McCloud, and seconded by Mr. Hudson, to adjourn the meeting at 7:15 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)