

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

January 3, 2024

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, January 3, 2024 at 6:00 PM in the Elizabethtown Borough Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, 17022.

The meeting was called to order by Chairperson Deb Dupler.

Roll call: Debra Dupler, Jeffrey Hudson, Jeff McCloud, Justin Risser, and Roger Snyder were present. Also present was David Jones, Board Solicitor.

Reorganization of the Board:

- Deb Dupler was elected Board Chair by a unanimous vote following nomination by Justin Risser, seconded by Roger Snyder.
- Roger Snyder was elected Board Vice-Chair by a unanimous vote following nomination by Justin Risser, seconded by Jeff McCloud.
- Justin Risser was elected Board Treasurer by a unanimous vote following nomination by Roger Snyder, seconded by Jeff Hudson.
- Jeff Butler was elected Board Secretary by a unanimous vote following nomination by Gary Snyder, seconded by Justin Risser
- Jeff McCloud was elected Asst Treasurer & Asst Secretary by a unanimous vote following nomination by Justin Risser, seconded by Roger Snyder

Consideration of Appointments

- A motion was put forth by Justin Risser to approve J. Marc Hershey as MESA Finance Manager and was seconded by Jeff Hudson. This motion was approved by majority vote (Roger Snyder voting against).
- A motion was made by Justin Risser to approve J. Marc Hershey as MESA Open Records Officer and was again seconded by Jeff Hudson. This motion was approved by majority vote (Roger Snyder abstaining).
- Three appointments were then considered together for Board approval:
  - Assistant Open Records Officer - Scott Kingsboro
  - Board Solicitor - Stock & Leader
  - Auditor - White Rudy

A motion was made by Roger Snyder to approve all three, seconded by Justin Risser and approved by unanimous vote.

Ms. Dupler opened the meeting for public comments. None were given.

The Board unanimously approved the minutes for the December 27, 2023 meeting of the Board upon a motion made by Justin Risser and seconded by Roger Snyder.

The Revenue Fee Committee (represented by Ryan Minnich & Marc Hershey) reported on their progress updating the Revenue Fee Model.

- The Fee Committee is in the process of building a new data base to send to Diversified.
- The list includes - like the older one - two categories: residential lists and business lists.
- The Fee Committee is waiting on parcel information from both Marietta Borough and West Donegal.
- The Revenue Fee Committee encountered two specific problems in collecting and collating business data: 1) they had to rely on the latest complete set of data they have which is from 2022 and 2) difficulty determining the number of full-time employees (FTEs) that each business has.
- Non FTE sources of commercial income such as Masonic Homes were discussed.
- The importance of clearly defining what constitutes an FTE was emphasized as well as a means to count them as accurately as possible.
- A motion to address these problems was put forth. It read:

**Approve using the Selected Economic Characteristics value from American Community Survey of Median earnings for workers (dollars) from 2018-2022 minus the Margin of Error to obtain the minimum yearly income of all workers in the municipality with commercial/business billing for calculated FTE equivalents of 3 or more per business.**

- Justin Risser offered the resolution for approval, Jeff McCloud seconded and it was adopted unanimously by the Board.
- This method of determining FTEs will result in less revenue than was projected.

The Board then considered the question of how property owners can appeal the fees assessed on them.

- J Marc Hershey presented two sample appeals forms - one for residential and one for commercial properties.
- Dave Jones; MESA solicitor, offered-up two possible considerations concerning the appeals process: 1) Should a fee be charged for instituting the process & 2) What specific process will MESA established to resolve disagreements about fees charged?
- It was decided to put off the questions concerning the formal fee appeal process until next week's meeting.

Northwest EMS Update & Implementation Manager Report. Scott Kingsboro was not at the meeting but he sent in a report containing the following key items:

- We have received the Pennsylvania Department of Health license
- Cornerstone should have all the that it needs to finalize the paperwork necessary to bill for MESA
- MV sent out a letter to residents about memberships.
- The membership computer program has been updated in case we need for MESA to keep track of who paid and not paid for billing purposes.
- Manheim and Brickerville Station are now closed.
- Work continues on cleaning out the Manheim station.

Solicitor Report: Dave Jones reported reviewing the Maytown lease at \$500 per month; a billing agreement with Cornerstone has been concluded and that the Pennsylvania AG's office has not yet approved the transfer of assets from Northwest to MESA.

#### Old Business

- 2024 Budget Review. To insure MESA is up and running on time it's necessary that we have enough capital as early as possible. This will be partly addressed by asking the municipalities to pay their road fees as soon as possible.

Jason Kirsch is planning some February 4, 2024 kick-off activities.

#### New Business

- The Board unanimously approved Diversified Technology to be the fee collection agency for MESA upon a resolution put forward by Jeff McCloud and seconded by Roger Snyder.
- A motion was put forward by Roger Snyder to approve three entities for depository of funds: Ephrata National Bank, Fulton Bank and Pennsylvania Local Government Investment Trust. It was seconded by Justin Risser and approved unanimously.  
In a separate but related matter, Marc Hershey sought approval for a MESA PLIGT credit card. The Board had previously approved a card from a commercial bank but since MESA is a government entity it is necessary to switch. Justin Risser advanced a motion to approve this request and it was seconded by Roger Snyder and unanimously approved.
- The lease agreement for the Maytown station with East Donegal Township was unanimously approved upon a resolution put forward by Roger Snyder and seconded by Justin Risser.
- There was a discussion about insurances MESA needs going forward including mention of the potential benefits MESA might accrue from being eligible for sovereign immunity. Several motions were then offered and approved concerning particular providers of specific insurances:
  - The Board unanimously voted to accept a proposal from EHD Insurance for short-term disability, long-term disability, group life, group AD&D, voluntary life, dental and vision insurance from Standard Insurance Company after a motion by Roger Snyder seconded by Jeff McCloud
  - The Board unanimously voted to accept a proposal from General Insurance, including the proposal options of moving the vehicles to Agreed Value with a \$5000 deductible and the upgraded cyber liability for an annual premium of \$102,634 for building, auto, liability, financial bond insurance after a motion by Roger Snyder seconded by Justin Risser.
  - The Board unanimously voted to accept a proposal from UPMC for workman's comp insurance after a motion by Jeff Hudson seconded by Roger Snyder.
- A motion was offered by Jeff Hudson and seconded by Justin Risser to approve a purchase check of \$823.00 from our operating checking account for various items. Passed unanimously.
- A motion was made by Justin Risser and seconded by Jeff McCloud to approve spending \$920.00 to rebrand the Elizabethtown station and was passed unanimously (This expense does not include the cost of changing the main sign).

Financial Report/Bill List: A motion was made by Roger Snyder, seconded by Justin Risser and approved unanimously to approve payment of the bills submitted: \$249.96 to Higher Information Group & & #,279.40 to PR Works.

Board Comments : there was a short discussion of the financial responsibility MESA may or may not incur for costs associated with the Norlanco Building.

The next regularly scheduled meeting of the Board Wednesday, January 10, 2024 at 6:00 P.M.

A motion to adjourn was made by Roger Snyder and seconded by Jeff McCloud and promptly approved, ending the meeting at 8:11 P.M.