

ADMINISTRATIVE FINANCE COMMITTEE MEETING

Wednesday, February 9, 2022 10:00 a.m.

Town Hall or via Zoom

DIAL: +1 646 558 8656 US & INCLUDE THE MEETING ID: 456-920-3798 & PRESS #.

JOIN ONLINE AT: <https://us02web.zoom.us/j/4569203798>.

Committee responsibilities: Personnel, Worker's Compensation, Pension, Insurance's, Training, Appointments to Boards/Commissions, Policies, Hiring of Administrative Staff, Monthly Finance Reports, Budgeting, Capital Improvements, Pension, Contribution Requests – Fiscal Recommendations, UDAG.

Committee Members: Justin Hummel (Chair), Toni Bell, Bonnie Crawford and Vince DeMelfi.

Citizens to be heard:

Jon White-Spunner- Bloomsburg Theatre Ensemble

Jackie Hart, Northeast Inspection Consultants.

Tom Tobin, Diversified Technology- Citizen Action Center.

10:30 a.m.- 7 Mountains Media Website Design.

11:00 a.m.- Brown & Brown- CHUBB Policy regarding gap coverage between workers compensation and full pay for a police officer.

Business:

1. Approval of the meeting minutes from the January 5, 2022 meeting.
2. Approval of the list of January bills that were paid through 2/3/2022.
3. Review of the safety minutes from December 2021 and January 2022.
4. Review of the cash balances at the end of 12/31/2021 and 1/31/2022.
5. Review of the COVID-19 financial impact up through 1/31/2022.
6. Review of the grant spending through the American Recovery Plan.
7. Review of the financials up through 2/3/2022.
8. Approval of the list of January vendors.
9. Approval of a quote from NorthEastern Automated Technologies, Inc. in the amount of \$843.18 for an audio system in the receptionist area at Town Hall.
10. Approval of an invoice from WTC Contracting LLC in the amount of \$8,800 for roofing done at the Bloomsburg Town Pool (prior approved quote was \$6,000).

11. Approval of reimbursing Bloomsburg Fire Department in the amount of \$573.75 for training manuals for new members (not in the 2022 budget).
12. Approval of the financial narratives- Kathy Smith sent on 1/23/2022.
 - Bid Process narrative
 - Capital Asset narrative
 - Disbursement narrative
 - Payroll narrative
 - PNC Policy narrative
 - Policy for list of bills
 - Receipts narrative
13. Approval of a quote from Bonner Chevrolet in the amount of \$24,489 for a 2022 Chevrolet Trax LT AWD for the Codes Department (price differed from the \$21,115 previously approved).
14. Approval of ending Lukas Stiver's probationary period of one year effective 2/9/2022.
15. Review of the e-mail from Mepush regarding website updates.
16. Review and vote on the 2022- 2026 audit service provider (separate PDF).
17. Update regarding the Historical Architecture Review Board- Vince DeMelfi.
Update regarding the Columbia County Tax Committee- Vince DeMelfi.
18. Update regarding the Columbia Child Development Program- Toni Bell.
19. Update regarding the Bloomsburg Public Library- Justin Hummel.
20. Discussion of a training policy for non-bargaining workers.
21. Discussion of Council Chambers having upgraded technology- James Huber.
22. Discussion of the code of ethics- approved by Town Council on 8-10-2020.
23. Discussion of Officer Matthew Golla duty weapon being replaced by the Bloomsburg Police Benevolent Association.

Old business:

24. Columbia County Board of assessment appeal.
25. Elevator service.
26. Vacancies prior to the January 3, 2022 meeting.

(1) Codes Appeal Board. Term expires 12/31/2024. Hearing time varies when occasion arise.

(2) Code Appeal Board Alternates. Terms expires 12/31/2022. Hearing time varies when occasion arise

February 14, 2022- Council picture for Council Chambers.
Wagner's Trophies- Mayor Plaque in the Town Hall lobby.

Executive Session- Finance personnel matter.

Next meeting: March 9, 2022.



inspired by the quality of the work that we do

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Childs, PA 18407
Tel: 570-280-2111
Fax: 570-280-2112
www.NEIC.us
admin@NEIC.us

*THE MINIMUM RATE SCHEDULE FOR TOWN OF BLOOMSBURG
MINIMUM INSPECTION RATE IS \$50.00
A \$25.00 add-on fee for, plus a \$2.50 fee for added to all permits*

A. Building

Residential

- New Stand-Alone Construction _____ \$50.00 plus \$0.17 per square foot of GFA*
- Additions, Alterations, Remodeling & Repairs
 - Under \$500,000 _____ 1.5% of total construction cost
 - \$500,000 to \$1,000,000 _____ \$7,500.00 plus 1.25% of total over \$500,000
 - Over \$1,000,000 _____ \$13,750.00 plus 1.0% of total over \$1,000,000
- Utility & miscellaneous, such as sheds, decks, fences, pools, towers, concrete slabs, retaining walls, etc. _____ 1.5% of total construction cost
- Demolition (Residential) _____ \$50.00
- Minimum Inspection Rate _____ \$50.00

Commercial & Industrial

- New Stand-Alone Construction _____ \$75.00 plus \$0.27 per square foot of GFA*
- Additions, Alterations, Remodeling & Repairs
 - Under \$500,000 _____ 1.5% of total construction cost
 - \$500,000 to \$1,000,000 _____ \$7,500.00 plus 1.25% of total over \$500,000
 - Over \$1,000,000 _____ \$13,750.00 plus 1.0% of total over \$1,000,000
- Utility & miscellaneous, such as sheds, decks, fences, pools, towers, concrete slabs, retaining walls, etc. _____ 1.5% of total construction cost
- Demolition (Commercial) _____ \$0.05 per square foot
- Signs & Structural Buildings _____ \$25.00 plus \$2.00 per square foot
- Minimum Inspection Rate _____ \$75.00

***GFA** – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

B. Plumbing (For Residential and Commercial)

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$10.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00
- Minimum Inspection Rate (Commercial) _____ \$75.00

C. Mechanical (For Residential and Commercial)

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$10.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00
- Minimum Inspection Rate (Commercial) _____ \$75.00

D. Electrical

Residential

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$15.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00

Commercial & Industrial

- Under \$500,000 _____ 1.5% of total construction cost
- \$500,000 to \$1,000,000 _____ \$7,500.00 plus 1.25% of total over \$500,000
- Over \$1,000,000 _____ \$13,750.00 plus 1.0% of total over \$1,000,000
- Minimum Inspection Rate _____ \$75.00

E. Commercial Plan Review Fee Schedule

- Plan review up to \$3,000,000 _____ 0.0013 X cost of building (\$250.00 minimum)
- Plan review \$3,000,000 to \$6,000,000 _____ \$3,900.00 plus 0.0005 x amount over \$3,000,000
- Plan review over \$6,000,000 _____ \$5,400.00 plus 0.0004 x amount over \$6,000,000
- Plan review for electrical _____ 25% of building fee
- Plan review for mechanical _____ 25% of building fee
- Plan review for plumbing _____ 25% of building fee
- Plan review for energy _____ 25% of building fee
- Plan review for accessibility _____ 25% of building fee
- Sprinkler review by number of heads _____ 1 to 100 = \$275.00

101 to 200 = \$325.00

201 to 300 = \$350.00

301 to 400 = \$375.00

401 to 500 = \$425.00

501 and over = \$500.00 + \$0.33 per head

Special consideration will be given, when computing plan reviews for buildings such as large warehouses or indoor recreation facilities because of their plan review simplicity.



Project Cost

Setup

Setup Fee.....\$2.00 per household and business
Diversified Technology will invest 50% of the setup fee in local advertising to educate and promote the benefits of the Citizen Action Center to citizens and businesses.

Transaction Fees

Credit/Debit Card Payment.....3.25% of payment amount with \$3.00 minimum
Electronic Check Payment\$1.50

Forms & Workflow

Each Form Create & Link Starting @\$600
Additional Form Revisions\$125/hour
Per Form Submission Fee..... \$5 / per form
Form Submission Fees are split with the government 50/50% to reimburse for investment and on-going fee.

Training and Support

Initial TrainingN/C
Annual Support \$0.50 per household and business (min. \$2,500)

Optional Revenue Sharing

There are two (2) current areas of the platform that may be appropriate for local advertising. The Move In – Move Out module would be ideal for Welcome Wagon type sponsors, as well as great spot for library, park, service club links and so on. The Action or Get Stuff Done module may be appropriate for local lumber store, rental center and associated ads. Revenues generated by the sale of advertising space on the site would be split 50 / 50 between Diversified Technology and the town.

Should the town wish to participate in this advertising revenue sharing program, it is offered under these terms:

- Diversified Technology would be responsible for securing and managing advertising contracts.
- 50% of the net revenue collected from the sale of advertising will be paid to the municipality.



Citizen Action Center

What can you do to help?

File a Complaint

File a complaint about a city or town service or facility. You can also file a complaint about a city or town employee.

File a Request

File a request for information or a service. You can also file a request for a copy of a city or town document.

Get Staff Email

Get the email address of a city or town employee. You can also get the email address of a city or town committee member.

Can you locate

Can you locate a city or town employee? You can also locate a city or town committee member.

Move In / Move Out

Move in or move out of a city or town. You can also move in or move out of a city or town apartment.

Register

Register for a city or town service. You can also register for a city or town committee meeting.

Derry Township Municipal Authority
670 Clearwater Road
Hershey, PA 17033
Phone: 717.566.3237

Diversified Technology Corp
Website support
(844) 324-5371
Mon - 5pm EST

44°F Mostly sunny 2:42 PM 1/15/2012



**WEB DESIGN PROPOSAL
PREPARED FOR**

**Town of
BLOOMSBURG
PENNSYLVANIA**



INTRODUCTION

Seven Mountains Creative is the creative division of Seven Mountains Media. Whether we are producing commercials, developing marketing strategies, or creating videos, at the heart of what we do is tell stories. Stories allow us to convey complex ideas in digestible form.

Content is the key to a successful website. How are you a valuable resource? Why should I spend time with you? What will I get out of our relationship? Understanding the answer to these questions and relaying them in a relevant way is the cornerstone of our web design work.

BLOOMSBURG ONLINE

Establishing a strong and effective web presence is paramount for Governments that desire to provide timely and accurate information. A professional, high-quality website equals a professional, high-quality brand image, while the opposite is unfortunately also true.

It's also crucial to realize that a website has the potential to be much more than an online billboard. In addition to providing well-organized and easily accessible information about your Town, a website can help connect with both current residents and potential new residents in useful and potentially powerful ways. Seven Mountains Creative will work with you to build a website that meets all technical specifications, represents your Town's image in compelling and poignant ways, and also allows for meaningful citizen/government interactions and the building of dependability of the Town to provide meaningful and timely information.

GOALS

We will develop your new website to feature the following

- Provide a stronger visual sense of community and Welcoming to **"The Only Town in Pennsylvania"**
- Easy access and navigation for Community, Government and Visitor information
- Easy to navigate sections for minutes, notices, forms, resolutions etc
- Provide potential to access areas for payment of fines, fees etc.
- Provide a gateway to information for visitors and potential residents to obtain information about the Town and surrounding area activities and events.
- Ability of the client to self-administrate the site.



MANAGING YOUR CONTENT

The world's top websites are built on Wordpress. This platform will enable you to update sections of the website easily, even with limited computer or web development knowledge.

WordPress is web software used to create beautiful websites. What began as a blogging platform, has evolved into a full-fledged content management system.

WordPress offers thousands of plugins and themes to transform your site into almost anything you can imagine. Over 25 million businesses and organizations have chosen WordPress to power their online presence.

WordPress was used by 41.9% of the top 10 million websites as of June 2021.^[1] WordPress is reportedly the most popular website management or blogging system in use on the Web,^[2] supporting more than 60 million websites.^[3]

WordPress is used by some big names in business:



The New York Times



SONY
make.believe

Sources

[1] ["Usage Statistics and Market Share of Content Management Systems for Websites"](#). W3Techs. February 2017. Retrieved February 22, 2017.

[2] ["CMS Usage Statistics"](#). BuiltWith. Retrieved August 1, 2013.

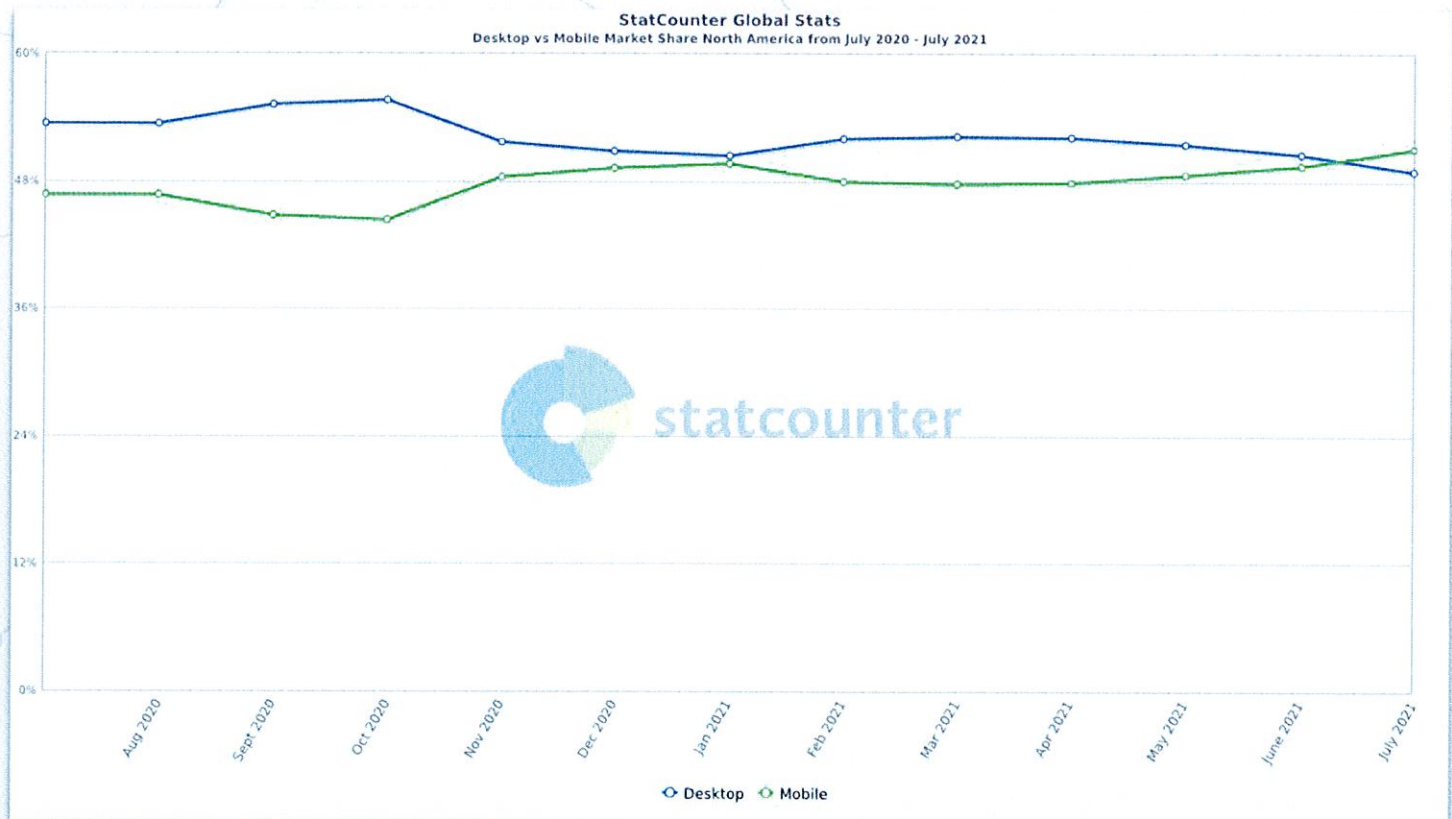
[3] Coalo, J.J (September 5, 2012). ["With 60 Million Websites, WordPress Rules The Web. So Where's The Money?"](#). [Forbes](#). Retrieved February 3, 2016.



RESPONSIVE DESIGN

A responsively designed site is crafted to provide an optimal viewing experience -- easy reading and navigation with a minimum of resizing, panning, and scrolling -- across a wide range of devices (including mobile phones, tablets, and desktop computer monitors).

According to data [released by StatCounter](#), 51.07% of all web visits in July 2021 came from mobile devices compared to 48.93% of visits from traditional computing platforms. This shows you how critical responsive design is to your new website.

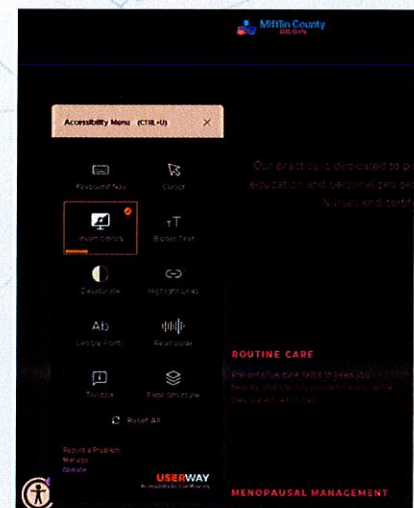
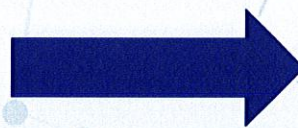
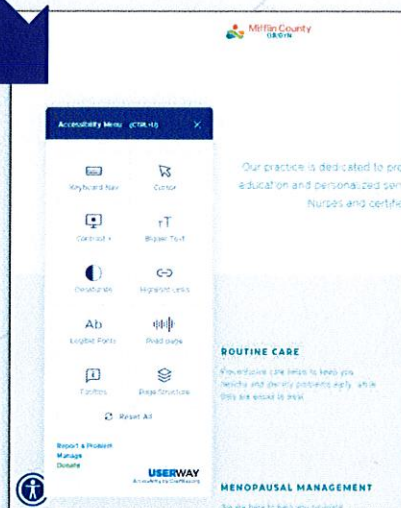
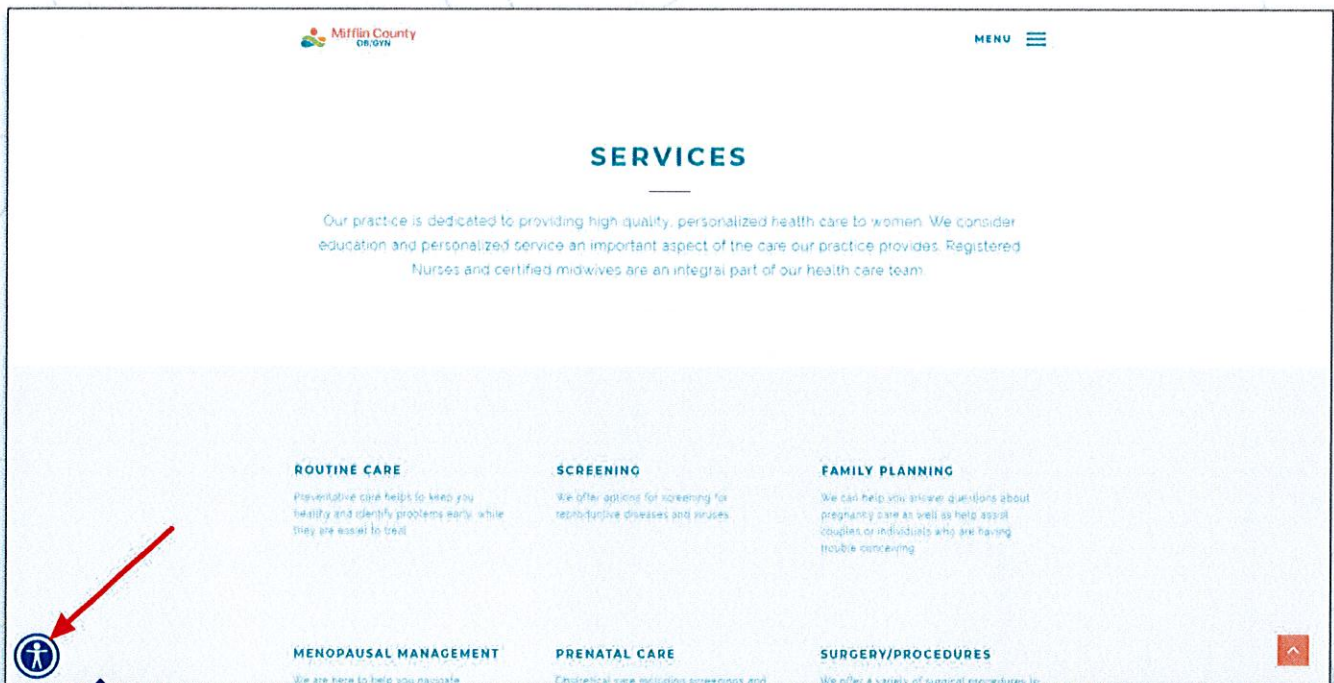




SOLUTIONS

ADA Compliance

We integrate an ADA app called "UserWay". UserWay is a pioneer in innovative website accessibility technologies. Their accessibility plugins work without refactoring your website's existing code and will increase compliance with WCAG 2.1 , ATAG 2.0 , ADA ,& Section 508 requirements.

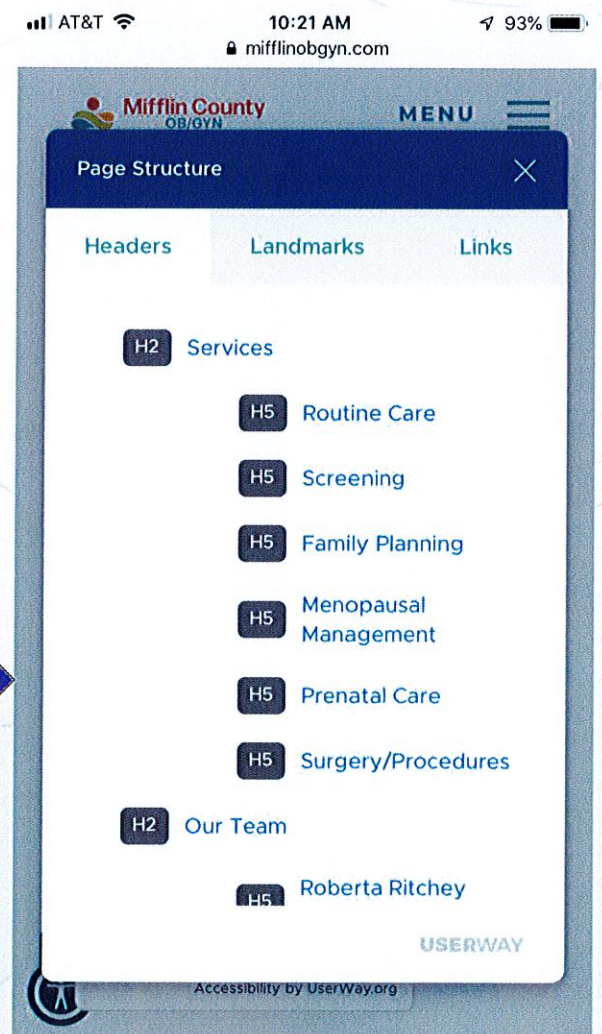
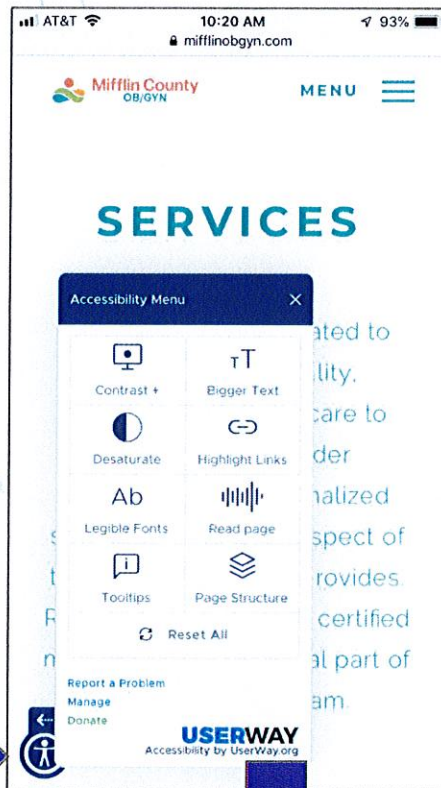
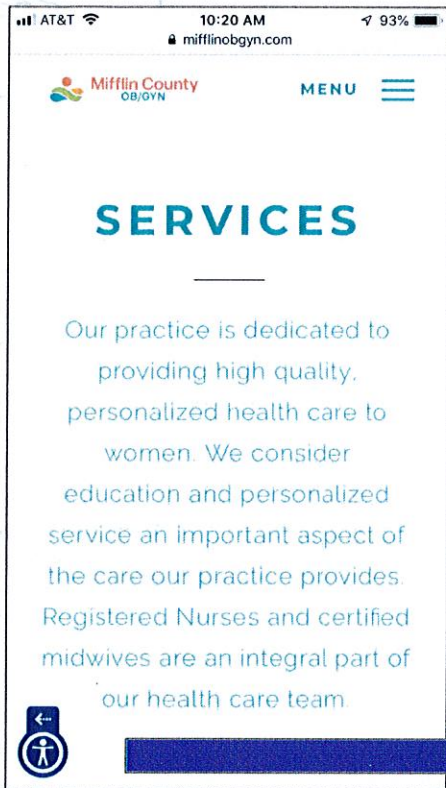




SOLUTIONS

ADA Compliance

The plugin works on mobile device too!



WEBSITE DEVELOPMENT

SUMMARY

Upon execution of this agreement, Seven Mountains Media will work with you on the aesthetic design of your new website. Once the design has been approved, the design and build will then take place and be presented for your approval. Once the final website is approved, we will schedule a time for WordPress training.

- Layout design
- Website Build
- On site photography (up to 2 hour shoot)
- ADA Compliance Widget
- Server setup and optimization
- WordPress Training

Investment: \$5,000



BUSINESS NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ DATE: _____



Website Hosting & Maintenance

PLAN

Having a Maintenance Plan for your WordPress website takes the stress and confusion out of keeping your website functioning optimally. We'll handle all of your hosting, updates and troubleshooting for you so that you won't have to.

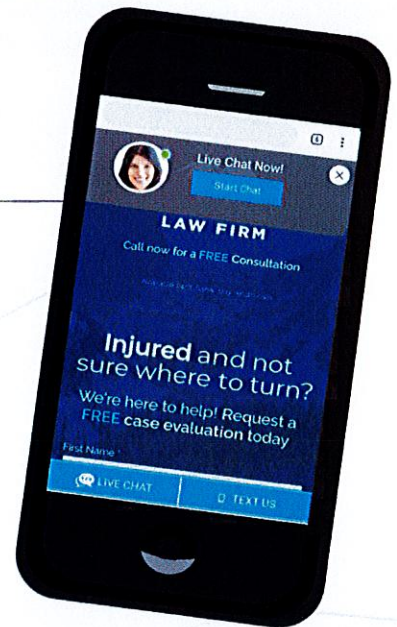
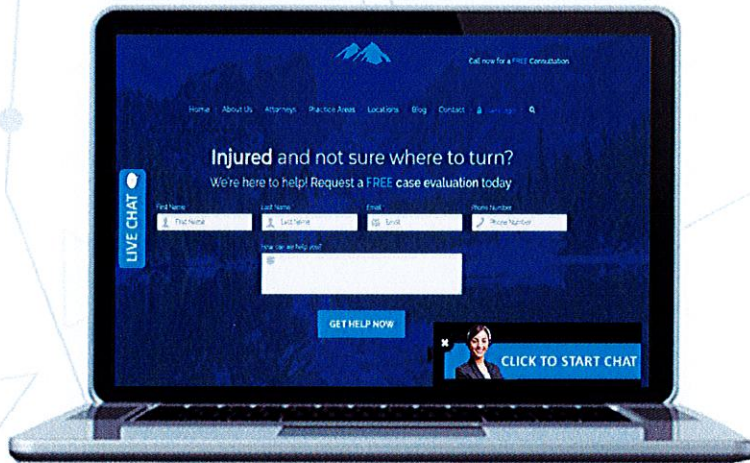
Included in the plan

- 20 GB Web Space
- ~ 25,000 Visits Monthly
- Free SSL certificate
- Daily backups and restore points
- Wordpress core updates
- Plugin updates
- Technical support if any element of your website stops functioning*
- Up to 2 hours of content changes per month. This includes layout changes, plugins added, images added, content revisions. Additional hours will be billed at \$100/hour

Investment: \$ 600/year



LIVE CHAT



- Trained agents with knowledge of your services get lead information.
- New leads are emailed to you in real time, with the full transcription of the chat or text conversation.
- You're only charged for the lead if the agent has gathered:

- ✓ the visitor's name
- ✓ contact information (email or phone)
- ✓ what the visitor is looking for, town information
- ✓ the person is within your target geographic area, town of Bloomsburg

Cost Includes a One Time Setup Fee \$600

Cost per lead is \$10 - billed at the end of the month



EXAMPLES OF PREVIOUS WORK

FRANKLIN COUNTY

<http://davidt161.sg-host.com/>

ROVENDALE AG CENTER

<https://rovendaleag.com/>

ROTO ROOTER BLOOMSBURG

<https://rotorooterservices.com/>

FUN IN DONEGAL

<https://funindonegal.com/>

Lisa Dooley

From: Lisa Dooley
Sent: Wednesday, January 05, 2022 5:52 PM
To: Paul Pugielli
Cc: Roger Van Loan; Kathy Smith; Kimberly Pogash
Subject: RE: February admin/finance meeting

Hi Paul,

I don't know if you would like Melissa to take care of this one or not. But speaking with Melissa, the CHUBB Policy was paid for by the Town in the last 8 years in the combined total amount of \$13,500. The policy renewal is \$2,000 on a calendar year basis and from my understanding it would cover 1/3rd of an officers pay from what workers compensation would not cover. The Town is legally obligated to pay the officers full pay per Act of Jun. 28, 1935, P.L. 477, No. 193. In the past 8 years, the Town never reported an officer out on workers compensation. Speaking with Melissa, Officer Golla who has been out since March of 2019 should have been reported at that time of work loss in March. This was not reported and the coverage was not used.

I have learned that in preparation of a workers compensation salary for the past pay that it includes the officers overtime and longevity pay outs. This adds to the officers hourly normal rate of pay. In essence the loss to the Town when the officers out is not really a full 1/3rd of pay and it could be less. Since the Town budgets for the officers pay and the coverage limit is \$50,000 a year (say even for a Chief of Police pay) I think it would be wise not to keep paying the \$2,000 of coverage. I would like either you or Melissa at Committee to explain the shortfalls in the pass the Town didn't even use the coverage. Melissa is saying it is too late to report at this point in time. I would like to document it for an ongoing federal lawsuit case. Let me know if one of you can be available. Thanks.

-Lisa

Lisa M. Dooley
Town Manager/ Secretary/ Treasurer



E-mail: ldooley@bloomsburgpa.org
Mobile: (570) 993-4045 Office: (570) 784-7123 Ext. 123 Fax: (570) 317-2003
Website: www.bloomsburgpa.org Address: 301 E. 2nd Street, Bloomsburg, PA 17815

From: Paul Pugielli <Paul.Pugielli@bbrown.com>
Sent: Wednesday, January 05, 2022 5:11 PM
To: Lisa Dooley <ldooley@bloomsburgpa.org>
Subject: February admin/finance meeting

I do have a 9 am but I should be able to make the 10 am meeting.
Is there a specific topic of discussion?

Paul

Sent from my iPhone. Please excuse any typos and brevity.

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Administrative/Finance Committee Minutes
Wednesday, January 5, 2021, 10:00 a.m.

Justin Hummel called the meeting to order at 10:02 a.m., present were Council Members Toni Bell, Bonnie Crawford, Vince DeMelfi, James Garman, Town Manager/Secretary/Treasurer Lisa Dooley, Director of Finance Kathy Smith, Director of Public Works John Fritz, Airport Coordinator BJ Teichman, Finance/ Administrative Clerk Kimberly Pogash and Administrative Assistant Christine Meeker. Also, present was Paul Pugielli, Brown & Brown of Lehigh Valley, LP.

Paul Pugielli from Brown and Brown updated the Committee on the insurance quotes for the Town.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee approved the minutes from the December 8, 2021 meeting.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council approve the list of December bills that were paid through 12/28/2021.

On a motion by T. Bell, seconded by V. DeMelfi, and voted on unanimously, the Committee recommends Council approve the list of December vendors.

The Committee reviewed the COVID-19 financial impact up through 12/28/2021, the financials up through 12-29-21 and the American Recovery Plan grant spending. No action needed.

On a motion by T. Bell, seconded by V. DeMelfi, and voted on unanimously, the Committee recommends Council approve the quote from NCR Payment Solutions for credit card payment services.

The Committee will defer to an executive session to discuss which Council members will serve on the police contract negotiations.

On a motion by T. Bell, seconded by V. DeMelfi, and voted on unanimously, the Committee recommends Council approve appointing Alex Dubil to the Airport Task Force.

The Committee discussed the new 2022 bid requirements.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council not approve the quote from NorthEastern Automated Technologies, Inc. in the amount of \$2,140.44 for an audio/ video system at Town Hall.

On a motion by T. Bell, seconded by J. Hummel, and voted on unanimously, the Committee recommends Council approve a quote from NorthEastern Automated Technologies, Inc. in the amount of \$791.18 for an audio system for the Town Hall Codes department.

The Committee reviewed the eight financial narratives needed for audit. Staff requests that Committee members review and report back to K. Smith with corrections or additions.

- 1.) Bid process.
- 2.) Capital asset acquisitions.
- 3.) Budget process policy.

- 4.) Disbursement system.
- 5.) Payroll system.
- 6.) Procurement card policies and procedures.
- 7.) List of bills.
- 8.) Receipt system understanding.

The Committee reviewed the current PNC credit card holders. No action needed.

The Committee would like to remove the 1870 Act Incorporating the Town of Bloomsburg off the agenda.

Kawneer assessment appeal is still in litigation. L. Dooley stated that this issue will be an ongoing discussion until settlement.

The audit services for the Town are out for bid.

Quotes for the elevator inspection services are being sourced and will be on a future agenda.

The Committee reviewed the vacancies on the boards and commissions.

A motion to adjourn was made by T. Bell, seconded by B. Crawford, and voted on unanimously. The meeting adjourned at 11:20 a.m. into executive session that concluded at 1:17 p.m.

Notes taken by Christine Meeker and reviewed by Lisa Dooley.

BILLS TO BE ACKNOWLEDGED

February 9, 2022

GENERAL FUND:

Administration	\$	87,529.50
Tax Collector	\$	766.22
Town Buildings	\$	8,507.60
Police Protection	\$	113,923.87
Code Enforcement & Zoning	\$	17,939.58
Emergency Management	\$	33.13
Public Works	\$	76,640.08
Airport	\$	2,237.58
Town Park	\$	1,179.97
Total	\$	<u>308,757.53</u>

STREET LIGHTING FUND \$ 7,218.60

FIRE FUND \$ 5,629.23

RECYCLING FUND \$ 34,363.88

COMMERCIAL REVOLVING LOAN \$ 7,649.70

POOL \$ 389.60

LIQUID FUELS FUND \$ 2,865.19

CDBG ENTITLEMENT \$ 4,810.00

JANUARY PAYROLL \$ 324,551.84

TOTAL BILLS TO BE APPROVED \$ 696,235.57

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01-215-00-2215				
Deferred Compensation Payments				
01/04/2022	Lincoln Invest. Planning LLC	1	6096	\$7,980.97
01/04/2022	Metropolitan Life Insurance Co.	1	6099	\$30.00
			Ledger Total:	\$8,010.97
01-229-00-2229				
AFLAC - PRE Withheld				
01/04/2022	Aflac	1	6080	\$398.32
			Ledger Total:	\$398.32
01-230-00-2230				
AFLAC - POST Withheld				
01/04/2022	Aflac	1	6080	\$281.88
			Ledger Total:	\$281.88
01-331-00-4310				
Police Fines				
01/19/2022	Matthew Grozier	1	6136	\$10.00
			Ledger Total:	\$10.00
01-400-00-5156				
Health Insurance				
01/04/2022	Geisinger Health Plan	1	6091	\$3,456.44
01/25/2022	Geisinger Health Plan	1	6147	\$3,456.44
			Ledger Total:	\$6,912.88
01-400-00-5157				
Medical				
01/12/2022	WageWorks	1	6119	\$23.73
			Ledger Total:	\$23.73
01-400-00-5158				
Life and Disability Insurance				
01/04/2022	The Standard	1	6104	\$51.67
			Ledger Total:	\$51.67
01-400-00-5210				
Office Supplies				
01/14/2022	Amazon	77	5267	\$24.16
01/25/2022	Petty Cash	1	6140	\$16.99

Financial Transactions

Town of Bloomsburg

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/27/2022	Office Depot	77	5318	\$82.36
Ledger Total:				\$123.51
01-400-00-5311	Auditing Services			
01/12/2022	Boyer & Ritter	1	6105	\$9,500.00
Ledger Total:				\$9,500.00
01-400-00-5314	Legal Services			
01/04/2022	Law Office Hummel, Lewis, & Davidson, LLP	1	6072	\$220.00
01/12/2022	Law Office Hummel, Lewis, & Davidson, LLP	1	6108	\$437.50
01/27/2022	Buchanan Ingersoll & Rooney	77	5294	\$877.00
Ledger Total:				\$1,534.50
01-400-00-5316	Legal Services - 2021			
01/27/2022	Buchanan Ingersoll & Rooney	77	5294	(\$5,462.50)
Ledger Total:				(\$5,462.50)
01-400-00-5320	Communications Expense			
01/14/2022	MePush LLC	77	5286	\$95.00
01/14/2022	Service Electric Cablevision	77	5289	\$305.81
01/27/2022	AppRiver LLC	77	5309	\$74.25
01/27/2022	MePush LLC	77	5316	\$250.00
01/27/2022	PenTele Data Ltd. Ptrl	77	5320	\$62.62
Ledger Total:				\$787.68
01-400-00-5325	Postage			
01/27/2022	Pitney Bowes Inc.	77	5326	\$390.24
Ledger Total:				\$390.24
01-400-00-5370	Maintenance and Repair			
01/12/2022	Leaf	1	6123	\$154.93

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/14/2022	Doceo	77	5277	\$0.98
Ledger Total:				\$155.91
01-400-00-5420	Dues and Subscriptions			
01/27/2022	Adobe Acrobat Pro Subs	77	5305	\$33.98
Ledger Total:				\$33.98
01-400-00-5470	General Expense			
01/14/2022	W.B. Mason Co., Inc.	77	5292	\$17.64
01/14/2022	W.B. Mason Co., Inc.	77	5292	(\$2.97)
01/19/2022	SEDA Council of Governments	1	6131	\$26,521.04
01/25/2022	Petty Cash	1	6140	\$43.50
01/25/2022	Columbia County Assessment Office	1	6145	\$803.66
01/27/2022	W.B. Mason Co., Inc.	77	5322	(\$2.97)
01/27/2022	W.B. Mason Co., Inc.	77	5322	\$17.64
Ledger Total:				\$27,397.54
01-403-00-5114	Commissions- EIT, OPT and GRT			
01/12/2022	Mary F. Ward	1	6110	\$48.48
01/12/2022	Mary F. Ward	1	6111	\$20.30
Ledger Total:				\$68.78
01-403-00-5240	Materials and Supplies			
01/04/2022	Mary F. Ward	1	6075	\$697.44
Ledger Total:				\$697.44
01-409-00-4636	Town Hall- Cleaning			
01/19/2022	Millers Cleaning Service	1	6128	\$276.51
Ledger Total:				\$276.51
01-409-00-4638	Parking- Cleaning			

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/19/2022	Millers Cleaning Service	1	6128	\$29.64
			Ledger Total:	\$29.64
01-409-00-4640	Police Building- Cleaning			
01/19/2022	Millers Cleaning Service	1	6128	\$488.80
			Ledger Total:	\$488.80
01-409-00-4642	Public Works- Cleaning			
01/19/2022	Millers Cleaning Service	1	6128	\$69.12
			Ledger Total:	\$69.12
01-409-00-5361	Town Hall Utilities			
01/04/2022	Suez Water Pennsylvania	1	6078	\$26.12
01/04/2022	UGI Penn Natural Gas, Inc.	1	6079	\$529.56
01/12/2022	PPL Electric Utilities	1	6115	\$516.38
01/25/2022	UGI Penn Natural Gas, Inc.	1	6142	\$681.10
01/25/2022	Suez Water Pennsylvania	1	6150	\$24.61
			Ledger Total:	\$1,777.77
01-409-00-5362	Public Works Building			
01/04/2022	Suez Water Pennsylvania	1	6078	\$127.49
01/04/2022	Suez Water Pennsylvania	1	6078	\$51.46
01/04/2022	UGI Penn Natural Gas, Inc.	1	6079	\$468.65
01/12/2022	PPL Electric Utilities	1	6115	\$200.08
01/25/2022	Suez Water Pennsylvania	1	6141	\$59.77
01/25/2022	Suez Water Pennsylvania	1	6141	\$108.54
01/25/2022	UGI Penn Natural Gas, Inc.	1	6142	\$845.29
			Ledger Total:	\$1,861.28
01-409-00-5363	Police Building Utilities			

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/04/2022	UGI Penn Natural Gas, Inc.	1	6079	\$140.82
01/12/2022	PPL Electric Utilities	1	6115	\$636.10
01/25/2022	Suez Water Pennsylvania	1	6141	\$30.28
01/25/2022	UGI Penn Natural Gas, Inc.	1	6142	\$198.12
Ledger Total:				\$1,005.32
01-409-00-5364	Airport - Utilities			
01/04/2022	Suez Water Pennsylvania	1	6078	\$36.54
01/12/2022	PPL Electric Utilities	1	6114	\$45.37
01/12/2022	PPL Electric Utilities	1	6115	\$316.36
Ledger Total:				\$398.27
01-409-00-5380	Town Hall Maintenance			
01/04/2022	Fastenal Company	1	6070	\$176.34
01/04/2022	Critical Systems Generator Services	1	6087	\$890.00
01/12/2022	Coles Hardware	1	6106	\$24.29
01/14/2022	Keystone Pest Management LLC	77	5281	\$35.00
01/27/2022	Cintas Fas Lockbox 636525	77	5311	\$914.48
Ledger Total:				\$2,040.11
01-409-00-5385	Police Building Maintenance			
01/04/2022	Fastenal Company	1	6070	\$176.34
01/12/2022	Coles Hardware	1	6106	\$10.79
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$73.74
01/14/2022	Keystone Pest Management LLC	77	5281	\$40.00
01/14/2022	The Sherwin-Williams Co.	77	5291	\$83.57
Ledger Total:				\$384.44

Financial Transactions

Town of Bloomsburg

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No	Check Amt
01-409-00-5386	Airport Building - Maintenance		
01/04/2022	Fastenal Company	1 6070	\$176.34
		Ledger Total:	\$176.34
01-410-00-5156	Health Insurance		
01/04/2022	Albert Wagner	1 6081	\$900.00
01/04/2022	Barbaraann Adams	1 6082	\$900.00
01/04/2022	Beverly Riegel	1 6083	\$900.00
01/04/2022	Calvin E Rupert	1 6084	\$900.00
01/04/2022	Connie Gingham	1 6086	\$900.00
01/04/2022	David Edgar	1 6088	\$900.00
01/04/2022	Doug LeVan	1 6090	\$900.00
01/04/2022	Geisinger Health Plan	1 6091	\$35,831.58
01/04/2022	Jean Coffman	1 6092	\$900.00
01/04/2022	Mary Jumper	1 6097	\$400.00
01/04/2022	Mary Ruth Wagner	1 6098	\$900.00
01/04/2022	Nancy Stout	1 6100	\$900.00
01/04/2022	Rachel Battisti	1 6101	\$900.00
01/04/2022	Ronald G. Ortman	1 6103	\$1,800.00
01/25/2022	Geisinger Health Plan	1 6147	\$38,259.48
01/25/2022	Geisinger Health Plan	1 6147	\$161.00
		Ledger Total:	\$86,352.06
01-410-00-5157	Medical		
01/12/2022	WageWorks	1 6119	\$154.22
		Ledger Total:	\$154.22

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01-410-00-5158		Life and Disability Insurance		
01/04/2022	The Standard	1	6104	\$196.96
01/12/2022	The Hartford	1	6125	\$273.60
Ledger Total:				\$470.56
01-410-00-5231		Gas, Oil and Grease		
01/12/2022	Wex Bank	1	6120	\$2,145.37
Ledger Total:				\$2,145.37
01-410-00-5238		Uniforms		
01/14/2022	Rogers Uniforms	77	5288	\$150.00
01/25/2022	Bradley L. Sharrow	1	6144	\$169.98
01/27/2022	Amazon	77	5307	\$49.96
Ledger Total:				\$369.94
01-410-00-5240		Materials and Supplies		
01/04/2022	POM Incorporated	1	6077	\$530.00
01/12/2022	Coles Hardware	1	6106	\$17.99
01/12/2022	Coles Hardware	1	6106	\$5.84
01/12/2022	Coles Hardware	1	6106	\$7.19
01/14/2022	Big Lots!	77	5271	\$7.16
01/14/2022	Bird Printing Co.	77	5272	\$198.40
01/14/2022	Cintas Fas Lockbox 636525	77	5275	\$34.99
01/14/2022	Cintas Fas Lockbox 636525	77	5275	\$39.38
01/14/2022	The Sherwin-Williams Co.	77	5291	\$25.97
01/25/2022	Commonwealth of Pennsylvania	1	6146	\$500.00
01/27/2022	Amazon	77	5307	\$28.55

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/27/2022	Bird Printing Co.	77	5310	\$135.00
01/27/2022	Cintas Fas Lockbox 636525	77	5311	\$39.38
01/27/2022	Cintas Fas Lockbox 636525	77	5311	\$34.99
01/27/2022	Cintas Fas Lockbox 636525	77	5311	\$34.99
01/27/2022	Office Depot	77	5318	\$176.91
01/27/2022	The Sherwin-Williams Co.	77	5321	\$13.85
Ledger Total:				\$1,830.59
01-410-00-5314	Legal Services			
01/27/2022	Buchanan Ingersoll & Rooney	77	5294	\$1,912.50
01/27/2022	Buchanan Ingersoll & Rooney	77	5294	\$2,716.00
Ledger Total:				\$4,628.50
01-410-00-5320	Communications Expense			
01/14/2022	MePush LLC	77	5286	\$47.50
01/14/2022	Service Electric Cablevision	77	5289	\$435.96
01/14/2022	Service Electric Cablevision	77	5289	\$109.59
01/27/2022	MePush LLC	77	5299	\$81.00
01/27/2022	AppRiver LLC	77	5309	\$133.65
01/27/2022	MePush LLC	77	5316	\$250.00
01/27/2022	PenTele Data Ltd. Ptrl	77	5320	\$157.26
Ledger Total:				\$1,214.96
01-410-00-5325	Postage			
01/27/2022	UPS	77	5303	\$11.00
Ledger Total:				\$11.00
01-410-00-5371	Maintenance- Police Vehicles			

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/14/2022	AutoZone, Inc.	77	5268	\$23.22
01/14/2022	B & C Auto Wreckers	77	5269	\$400.00
01/14/2022	Bastian Tire and Auto Ctr.	77	5270	\$1,181.76
01/14/2022	Cintas Fas Lockbox 636525	77	5275	\$131.23
01/19/2022	B & I Auto Supply, Inc.	1	6134	\$116.40
01/27/2022	NAPA Auto Parts	77	5300	(\$18.00)
Ledger Total:				\$1,834.61
01-410-00-5374	Equipment Maintenance			
01/04/2022	Cellebrite, Inc.	1	6085	\$4,300.00
01/12/2022	Leaf	1	6123	\$206.57
01/14/2022	Doceo	77	5277	\$3.95
01/27/2022	All Traffic Solutions	77	5306	\$1,500.00
01/27/2022	YCG, Inc.	77	5323	\$1,428.00
01/27/2022	All Traffic Solutions	77	5325	\$1,500.00
Ledger Total:				\$8,938.52
01-410-00-5384	Building Maintenance			
01/27/2022	The Sherwin-Williams Co.	77	5321	\$120.00
01/27/2022	The Sherwin-Williams Co.	77	5321	\$99.44
Ledger Total:				\$219.44
01-410-00-5460	Training			
01/14/2022	Cellebrite, Inc.	77	5274	\$289.00
01/25/2022	PA Homicide Investigators Assoc.	1	6149	\$550.00
Ledger Total:				\$839.00
01-410-00-5470	General Expense			

Financial Transactions

Town of Bloomsburg

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/04/2022	Jeffrey D. Leitzel, Ph. D.	1	6071	\$225.00
01/12/2022	Work Place Health	1	6121	\$413.00
01/27/2022	Saratoga Advisors Group LLC	77	5302	\$2,587.50
Ledger Total:				\$3,225.50
01-410-00-5504		DUI Processing Center		
01/04/2022	Suez Water Pennsylvania	1	6078	\$18.66
01/04/2022	UGI Penn Natural Gas, Inc.	1	6079	\$222.93
01/12/2022	PPL Electric Utilities	1	6115	\$88.17
01/12/2022	Leaf	1	6123	\$51.64
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$123.80
01/14/2022	Service Electric Cablevision	77	5289	\$42.72
01/19/2022	Millers Cleaning Service	1	6128	\$39.50
01/25/2022	Hemlock Township	1	6139	\$756.00
01/25/2022	Suez Water Pennsylvania	1	6141	\$17.99
01/25/2022	UGI Penn Natural Gas, Inc.	1	6143	\$288.24
01/27/2022	AppRiver LLC	77	5309	\$4.95
01/27/2022	MePush LLC	77	5316	\$25.00
Ledger Total:				\$1,679.60
01-413-00-5156		Health Insurance		
01/04/2022	Dean Von Blohn	1	6089	\$900.00
01/04/2022	Geisinger Health Plan	1	6091	\$4,322.19
01/04/2022	Ralph L. Magill	1	6102	\$900.00
01/25/2022	Geisinger Health Plan	1	6147	\$4,322.19
Ledger Total:				\$10,444.38

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01-413-00-5157 Medical				
01/12/2022	WageWorks	1	6119	\$23.73
			Ledger Total:	\$23.73
01-413-00-5158 Life and Disability Insurance				
01/04/2022	The Standard	1	6104	\$53.22
			Ledger Total:	\$53.22
01-413-00-5231 Gas, Oil and Grease				
01/12/2022	Wex Bank	1	6120	\$116.09
			Ledger Total:	\$116.09
01-413-00-5240 Materials and Supplies				
01/27/2022	Office Depot	77	5318	\$41.18
			Ledger Total:	\$41.18
01-413-00-5314 Legal Services				
01/12/2022	Law Office Hummel, Lewis, & Davidson, LLP	1	6108	\$87.50
01/14/2022	Buchanan Ingersoll & Rooney	77	5273	\$3,745.00
01/14/2022	Hill, Turowski James & Lehman LLP	77	5280	\$45.00
01/27/2022	Hill, Turowski James & Lehman LLP	77	5297	\$332.50
			Ledger Total:	\$4,210.00
01-413-00-5318 Stenographer Services				
01/04/2022	Ervin Blank Associates, Inc.	1	6069	\$125.00
			Ledger Total:	\$125.00
01-413-00-5319 Legal Services-Dev.				
01/14/2022	Buchanan Ingersoll & Rooney	77	5273	\$430.50
01/14/2022	Buchanan Ingersoll & Rooney	77	5273	\$1,335.50
			Ledger Total:	\$1,766.00
01-413-00-5320 Communications Expense				

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/27/2022	AppRiver LLC	77	5309	\$14.85
01/27/2022	Bird Printing Co.	77	5310	\$170.00
01/27/2022	MePush LLC	77	5316	\$50.00
01/27/2022	PenTele Data Ltd. Ptrl	77	5320	\$46.97
Ledger Total:				\$281.82
01-413-00-5370	Maintenance and Repair			
01/12/2022	Leaf	1	6123	\$103.29
01/14/2022	Doceo	77	5277	\$6.13
Ledger Total:				\$109.42
01-413-00-5373	Vehicle Maintenance			
01/25/2022	Petty Cash	1	6140	\$4.50
Ledger Total:				\$4.50
01-413-00-5420	Dues and Subscriptions			
01/27/2022	Adobe Acrobat Pro Subs	77	5305	\$16.99
Ledger Total:				\$16.99
01-413-00-5460	Training			
01/14/2022	Fire Protection Publications	77	5279	\$80.75
01/27/2022	Pennsylvania Municipal League	77	5319	\$375.00
Ledger Total:				\$455.75
01-413-00-5470	General Expense			
01/14/2022	Lancaster County Firemens Asso	77	5282	\$191.33
01/14/2022	W.B. Mason Co., Inc.	77	5292	\$17.64
01/14/2022	W.B. Mason Co., Inc.	77	5292	(\$2.97)
01/27/2022	Wagners Trophies & Engrav.	77	5304	\$85.50
Ledger Total:				\$291.50

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No	Check Amt
01-415-00-5360 Utilities			
01/12/2022	PPL Electric Utilities	1 6115	\$33.13
	Ledger Total:		\$33.13
01-430-00-5156 Health Insurance			
01/04/2022	Geisinger Health Plan	1 6091	\$16,269.58
01/04/2022	John Barton	1 6093	\$900.00
01/04/2022	John Tedesco	1 6094	\$900.00
01/04/2022	Larry Poust	1 6095	\$900.00
01/25/2022	Geisinger Health Plan	1 6147	\$18,001.08
	Ledger Total:		\$36,970.66
01-430-00-5157 Medical			
01/12/2022	WageWorks	1 6119	\$53.38
	Ledger Total:		\$53.38
01-430-00-5158 Life and Disability Insurance			
01/04/2022	The Standard	1 6104	\$179.64
	Ledger Total:		\$179.64
01-430-00-5240 Materials & Supplies			
01/04/2022	M & N Sales Co., Inc.	1 6074	\$286.85
01/12/2022	Coles Hardware	1 6106	\$22.48
01/12/2022	Coles Hardware	1 6106	\$55.77
01/12/2022	Coles Hardware	1 6106	\$4.94
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77 5276	\$3.85
01/19/2022	M & N Sales Co., Inc.	1 6135	\$119.85
	Ledger Total:		\$493.74
01-430-00-5313 Engineering Services			

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/19/2022	Livic Civil	1	6127	\$1,831.25
01/19/2022	Livic Civil	1	6127	\$123.75
01/27/2022	Environmental Systems Research Institute, Inc	77	5315	\$400.00
Ledger Total:				\$2,355.00
01-430-00-5320	Communications Expense			
01/14/2022	MePush LLC	77	5286	\$47.50
01/14/2022	Service Electric Cablevision	77	5289	\$45.46
01/19/2022	Northeastern Automated Tech.	1	6137	\$599.88
01/27/2022	AppRiver LLC	77	5309	\$9.90
01/27/2022	PenTele Data Ltd. Ptrl	77	5320	\$70.95
Ledger Total:				\$773.69
01-430-00-5470	General Expense			
01/14/2022	W.B. Mason Co., Inc.	77	5292	\$17.64
01/14/2022	W.B. Mason Co., Inc.	77	5292	(\$2.97)
01/19/2022	Work Place Health	1	6133	\$47.00
01/25/2022	Petty Cash	1	6140	\$0.27
01/27/2022	Pennsylvania One Call System, Inc.	77	5301	\$24.09
Ledger Total:				\$86.03
01-431-00-5317	Trash Removal			
01/12/2022	Swisher Disposal Service	1	6118	\$230.00
Ledger Total:				\$230.00
01-433-00-5364	Traffic Signal Electrical Cost			
01/12/2022	PPL Electric Utilities	1	6115	\$113.68
Ledger Total:				\$113.68
01-433-00-5971	ARLE: Retiming of Signals			

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/04/2022	Livic Civil	1	6073	\$11,198.60
01/04/2022	Livic Civil	1	6073	\$11,161.60
Ledger Total:				\$22,360.20
01-433-00-5975	American Rescue Plan			
01/04/2022	Livic Civil	1	6073	\$5,706.25
01/12/2022	Leaf	1	6123	\$205.00
01/14/2022	Marinos, McDonald & Knecht, LLP	77	5285	\$600.00
01/19/2022	Livic Civil	1	6127	\$3,407.75
Ledger Total:				\$9,919.00
01-435-00-5246	Street Excavation			
01/19/2022	Glenn O. Hawbaker	1	6126	\$30,320.59
Ledger Total:				\$30,320.59
01-437-00-5231	Gas, Oil and Grease			
01/12/2022	Coles Hardware	1	6106	\$3.59
01/12/2022	Steve Shannon Tire & Auto Centers	1	6116	\$329.00
01/12/2022	Wex Bank	1	6120	\$2,560.68
01/14/2022	Renco ACE Hardware	77	5287	\$32.62
Ledger Total:				\$2,925.89
01-437-00-5374	Equipment Maintenance			
01/12/2022	Coles Hardware	1	6106	\$18.69
01/12/2022	Coles Hardware	1	6106	\$42.80
01/12/2022	Leaf	1	6123	\$103.29
01/14/2022	Doceo	77	5277	\$0.20
01/14/2022	LandPro Equipment LLC	77	5283	\$504.34

Financial Transactions

Town of Bloomsburg

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/27/2022	NAPA Auto Parts	77	5300	\$74.68
01/27/2022	NAPA Auto Parts	77	5300	\$108.77
01/27/2022	NAPA Auto Parts	77	5300	\$10.79
01/27/2022	NAPA Auto Parts	77	5300	\$7.78
01/27/2022	Cleveland Brothers Equipment C	77	5312	\$354.05
01/27/2022	Custom Auto Electric	77	5314	\$207.00
Ledger Total:				\$1,432.39
01-438-00-5247	Road Materials and Supplies			
01/04/2022	Fastenal Company	1	6070	\$705.39
Ledger Total:				\$705.39
01-440-00-5156	Health Insurance			
01/04/2022	Geisinger Health Plan	1	6091	\$865.75
01/25/2022	Geisinger Health Plan	1	6147	\$865.75
Ledger Total:				\$1,731.50
01-440-00-5157	Medical			
01/12/2022	WageWorks	1	6119	\$5.93
Ledger Total:				\$5.93
01-440-00-5158	Life & Disability Ins.			
01/04/2022	The Standard	1	6104	\$17.74
Ledger Total:				\$17.74
01-440-00-5320	Communications Expense			
01/14/2022	Service Electric Cablevision	77	5289	\$18.79
01/27/2022	AppRiver LLC	77	5309	\$4.95
01/27/2022	PenTele Data Ltd. Ptrl	77	5320	\$70.95
Ledger Total:				\$94.69

Financial Transactions

Town of Bloomsburg

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01-440-00-5360		Utilities		
01/25/2022	Suez Water Pennsylvania	1	6150	\$36.14
Ledger Total:				\$36.14
01-440-00-5370		Maintenance and Repair		
01/12/2022	Leaf	1	6123	\$51.64
01/27/2022	Northeastern Automated Tech.	77	5317	\$299.94
Ledger Total:				\$351.58
01-454-00-5360		Utilities		
01/12/2022	PPL Electric Utilities	1	6115	\$782.24
Ledger Total:				\$782.24
01-454-00-5370		Maintenance and Repair		
01/14/2022	Larrys Lumber & Supply, Inc.	77	5284	\$40.13
01/14/2022	Spike Gillespie Signs	77	5290	\$357.60
Ledger Total:				\$397.73
01-486-00-5352		Insurance		
01/04/2022	Brown & Brown of the LV, LP	1	6068	\$421.00
01/12/2022	Brown & Brown of the LV, LP	1	6122	\$4,624.00
Ledger Total:				\$5,045.00
01-491-00-6100		Covid-19 Expenses		
01/27/2022	Zoom Video Communications, Inc.	77	5324	\$64.99
Ledger Total:				\$64.99
02-434-00-5365		Street Lighting Utilities		
01/19/2022	PPL Electric Utilities	1	6130	\$6,192.99
Ledger Total:				\$6,192.99
02-434-00-5366		Street Lighting Maintenance		
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$272.39

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	(\$157.59)
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$48.07
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$315.78
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$156.68
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$102.04
01/14/2022	Cooper Friedman Electric Supply Co. Inc.	77	5276	\$288.24
Ledger Total:				\$1,025.61
03-411-00-5143	Workers Compensation			
01/12/2022	PA Dept. of Labor and Industry	1	6124	\$1,557.00
Ledger Total:				\$1,557.00
03-411-00-5231	Gas, Oil & Grease			
01/12/2022	Wex Bank	1	6120	\$552.23
Ledger Total:				\$552.23
03-411-00-5363	Hydrant Service			
01/19/2022	Suez Water Pennsylvania	1	6132	\$3,520.00
Ledger Total:				\$3,520.00
04-200-00-2000	Accounts Payable			
01/25/2022	Justin Nearhoof	1	6148	\$72.00
Ledger Total:				\$72.00
04-400-00-5156	Health Insurance			
01/04/2022	Geisinger Health Plan	1	6091	\$2,590.69
01/25/2022	Geisinger Health Plan	1	6147	\$2,590.69
Ledger Total:				\$5,181.38
04-400-00-5157	Medical			
01/12/2022	WageWorks	1	6119	\$5.93

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
Ledger Total:				\$5.93
04-400-00-5158	Life and Disability Insurance			
01/04/2022	The Standard	1	6104	\$17.74
Ledger Total:				\$17.74
04-426-00-5156	Health Insurance			
01/04/2022	Geisinger Health Plan	1	6091	\$6,746.31
01/25/2022	Geisinger Health Plan	1	6147	\$6,746.31
Ledger Total:				\$13,492.62
04-426-00-5157	Medical			
01/12/2022	WageWorks	1	6119	\$17.80
Ledger Total:				\$17.80
04-426-00-5158	Life and Disability Insurance			
01/04/2022	The Standard	1	6104	\$64.76
Ledger Total:				\$64.76
04-426-00-5231	Gas, Oil and Grease			
01/12/2022	Steve Shannon Tire & Auto Centers	1	6116	\$329.00
01/12/2022	Wex Bank	1	6120	\$1,112.96
01/27/2022	Hellers Gas Inc.	77	5296	\$129.86
01/27/2022	Hellers Gas Inc.	77	5296	\$125.19
01/27/2022	Hellers Gas Inc.	77	5296	\$198.07
01/27/2022	Hellers Gas Inc.	77	5296	\$106.16
01/27/2022	NAPA Auto Parts	77	5300	\$74.64
Ledger Total:				\$2,075.88
04-426-00-5240	Materials and Supplies			
01/12/2022	Coles Hardware	1	6106	\$7.64

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/27/2022	American Paper & Supply, Inc.	77	5308	\$173.15
01/27/2022	Coles Hardware	77	5313	\$132.30
Ledger Total:				\$313.09
04-426-00-5317	Trash Removal			
01/12/2022	Swisher Disposal Service	1	6118	\$375.00
Ledger Total:				\$375.00
04-426-00-5320	Communications Expense			
01/14/2022	Service Electric Cablevision	77	5289	\$50.09
01/27/2022	AppRiver LLC	77	5309	\$4.95
01/27/2022	MePush LLC	77	5316	\$25.00
01/27/2022	PenTele Data Ltd. Ptrl	77	5320	\$70.95
Ledger Total:				\$150.99
04-426-00-5335	Weighing and Shipping			
01/12/2022	OTT Trucking	1	6113	\$425.00
Ledger Total:				\$425.00
04-426-00-5360	Utilities			
01/04/2022	UGI Penn Natural Gas, Inc.	1	6079	\$767.96
01/12/2022	PPL Electric Utilities	1	6115	\$692.26
01/12/2022	Suez Water Pennsylvania	1	6117	\$29.85
01/19/2022	Suez Water Pennsylvania	1	6132	\$127.57
01/25/2022	UGI Penn Natural Gas, Inc.	1	6142	\$875.89
Ledger Total:				\$2,493.53
04-426-00-5374	Equipment Maintenance			
01/12/2022	Coles Hardware	1	6106	\$35.96
01/12/2022	Leaf	1	6123	\$51.64

2-22

Financial Transactions

Town of Bloomsburg

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No		Check Amt
01/14/2022	Doceo	77	5277	\$1.03
01/14/2022	Equipment Depot	77	5278	\$1,349.53
01/14/2022	Equipment Depot	77	5278	\$1,211.55
01/14/2022	Equipment Depot	77	5278	\$152.12
01/14/2022	Equipment Depot	77	5278	\$159.25
01/14/2022	Equipment Depot	77	5278	\$599.25
01/14/2022	Equipment Depot	77	5278	\$521.39
01/27/2022	A & A Auto Parts	77	5293	\$179.14
01/27/2022	Equipment Depot	77	5295	\$2,956.98
Ledger Total:				\$7,217.84
04-426-00-5384		Building and Grounds Maintenance		
01/04/2022	Fastenal Company	1	6070	\$176.34
01/12/2022	Coles Hardware	1	6106	\$37.78
01/12/2022	Harrell Automatic Sprinkler	1	6107	\$777.57
01/12/2022	Harrell Automatic Sprinkler	1	6107	\$325.00
01/25/2022	Harrell Automatic Sprinkler	1	6138	\$824.63
01/27/2022	Keystone Pest Management LLC	77	5298	\$47.00
Ledger Total:				\$2,188.32
04-426-00-5470		General Expense		
01/12/2022	Main Township Volunteer Fire C	1	6109	\$200.00
01/12/2022	Michelle Hartzell	1	6112	\$72.00
Ledger Total:				\$272.00
31-454-00-5313		Engineering Services		
01/19/2022	Livic Civil	1	6127	\$218.75

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No	Check Amt
01/19/2022	Livic Civil	1 6127	\$1,985.95
		Ledger Total:	\$2,204.70
31-454-00-5316	Engineering Services - East St		
01/04/2022	Livic Civil	1 6073	\$3,095.00
01/04/2022	Livic Civil	1 6073	\$2,350.00
		Ledger Total:	\$5,445.00
32-452-00-5240	Materials and Supplies		
01/14/2022	Amazon	77 5267	\$19.99
		Ledger Total:	\$19.99
32-452-00-5366	Electrical Service		
01/19/2022	PPL Electric Utilities	1 6129	\$69.61
		Ledger Total:	\$69.61
32-452-00-5610	Construction Services		
01/04/2022	Northeast Tree Service Inc.	1 6076	\$300.00
		Ledger Total:	\$300.00
35-432-00-5244	Snow Removal Materials		
01/19/2022	Sokol Quarries, Inc.	35 2464	\$671.46
		Ledger Total:	\$671.46
35-433-00-5364	Traffic Signal Electrical Cost		
01/19/2022	PPL Electric Utilities	35 2463	\$450.61
		Ledger Total:	\$450.61
35-492-00-5001	Transfer to General Fund		
01/04/2022	Town of Bloomsburg	35 2462	\$1,743.12
		Ledger Total:	\$1,743.12
41-400-00-5306	General Administration		
01/04/2022	Town of Bloomsburg	41 1770	\$4,810.00

Financial Transactions**Town of Bloomsburg**

02/03/2022

From:

To:

Paid Date	Vendor Name	Bank/Check No	Check Amt
Ledger Total:			\$4,810.00
<u>Grand Total:</u>			\$371,683.73

Safety Committee Meeting Minutes
Wednesday, December 15, 2021, 10:00 a.m.
Town Hall 2nd floor

The meeting was called to order by Charlie Fritz at 10:00 a.m. In attendance were members Director of Code Enforcement Ken Roberts, Director of Governmental Services/Recycling Coordinator Charlie Fritz, Recycling Dept. Michelle Hartzell, Town Hall Kim Pogash, Public Works Kyle Hoffman, Airport Coordinator BJ Teichman, Police Dept.- Tracy Kishbaugh and Code Enforcement Mike Reffeor.

On a motion by M. Reffeor, seconded by K. Roberts, and voted on unanimously, the group approved the November 17, 2021 minutes.

C. Fritz noted that there was one workers compensation claim refiled and no liability claims this month.

C. Fritz reminded all committee members that whoever is the department representative should begin attending in January. C. Fritz will look for dates for the safety committee training for recertification.

K. Hoffman will provide snow shovels for the departments following the meeting.

B. Teichman requested that if any work is being done in the hangars, she be given a notification so she can alert the pilots to move their planes. This is currently the case for the monthly grease application on the doors but should also be done in all instances that work is being done around the tenant's plane such as work with the bucket truck above parked planes to prevent any accidents.

The committee discussed the rise in COVID-19 in the region and the Town's guidelines. All staff should contact the Geisinger provided COVID-19 Hotline 570-284-3657 for guidance. Or contact your primary care physician regarding testing or CareWorks offers testing. A Geisinger representative will be at Town Hall on Thursday, December 17th to discuss benefits if anyone has questions.

The next meeting will be Wednesday, January 19, 2022 at the Airport Conference Room.

On a motion by T. Kishbaugh, seconded by K. Roberts, and voted on unanimously, the meeting adjourned at 10:40 a.m.

Notes taken by C. Fritz and reviewed by L. Dooley.

Safety Committee Meeting Minutes
Wednesday, January 19, 2022, 10:00 a.m.
Zoom

The meeting was called to order by Charlie Fritz at 10:00 a.m. In attendance were members: Director of Public Works John Fritz, Director of Governmental Services/Recycling Coordinator Charlie Fritz, Town Hall Kim Pogash, Airport Coordinator BJ Teichman, Police Dept.- Tracy Kishbaugh, Code Enforcement Mike Reffeor. Absent were: Recycling Dept. Michelle Hartzell and Public Works Kyle Hoffman.

On a motion by T. Kishbaugh, seconded by K. Pogash, and voted on unanimously, the group approved the December 15, 2021 minutes.

C. Fritz noted that there was one workers compensation claim in the police department for physical therapy for a finger. In addition, a 2019 Workers Compensation claim has been settled.

C. Fritz reminded all committee members (new or returning) that they must register and participate in the annual safety committee training for recertification. The date of March 16th at 9:30 a.m. -10:45 a.m. is available during the regular monthly meeting time. Staff is to let Charles know if they can attend so he can register everyone for the training. Charles will inform employees that cannot attend of the future dates for individual registration.

The Committee discussed the rise of COVID-19 in the region and the Town. All staff should contact the Geisinger provided COVID-19 Hotline at 570-284-3657 for guidance. All department leaders were provided an updated link to Geisinger regarding at home testing. This site also has a link to the CDC guidelines on exposure, positive tests and returning to work timelines.

Geisinger health care is now covering at-home COVID-19 tests without a health care provider order/ clinical assessment, effective January 15, 2022. The information provided specifies certain brands, \$12 limits along with 8 tests for a 30-day period. Geisinger link: [Coronavirus Coverage Updates | Geisinger Health Plan](#) . The direct link to the CDC guidance is at: www.cdc.gov/coronavirus

K. Pogash provided the link to the newly released Federal government mailing of free at home test kits. The link is special.usps.com.

The next meeting will be Wednesday, February 16, 2022. A Zoom link will be sent out.

On a motion by B. Teichman, seconded by M. Reffeor, and voted on unanimously, the meeting adjourned at 10:40 a.m.

Notes taken by C. Fritz and reviewed by L. Dooley.

Town of Bloomsburg
Cash Balances as of December 31, 2021

Account Name	
Airport Expansion	\$ 1.00
American Rescue Plan Grant	\$ 2,462,435.15
CDBG- Disaster Recovery	\$ 1.00
CDBG Program Income Account	\$ 36,052.94
Codes Enforcement	\$ 3,611.53
Commercial Loan Repayment	\$ 287,231.82
Community Dev. Block Grp./Entitlement Program	\$ 4,811.00
Day Care Project/ Debt Service Fund	\$ 58,718.26
Debt Service Fund	\$ 210,499.23
DUI Fines	\$ 76,287.58
Fire Fund	\$ 221,666.27
FMA GRANT	\$ 100.00
Highway Fund	\$ 345,752.53
HOME Grant	\$ 511.55
Library Fund	\$ 4,199.73
Liquid Fuels Account	\$ 131,896.23
Pool Account	\$ 1,011,225.35
Repurchase General Fund	\$ 1,155,342.47
Repurchase Recycling Fund	\$ 541,316.43
Street Lighting	\$ 104,679.87
Total	\$ 6,656,339.94

Town of Bloomsburg
Cash Balances as of January 31, 2022

Account Name	
Airport Expansion	\$ 1.00
American Rescue Plan Grant	\$ 2,462,986.32
CDBG- Disaster Recovery	\$ 1.00
CDBG Program Income Account	\$ 36,053.86
Codes Enforcement	\$ 3,605.63
Commercial Loan Repayment	\$ 287,296.11
Community Dev. Block Grp./Entitlement Program	\$ 1.00
Day Care Project/ Debt Service Fund	\$ 45,178.84
Debt Service Fund	\$ 215,662.41
DUI Fines	\$ 78,433.00
Fire Fund	\$ 210,491.32
FMA GRANT	\$ 100.00
Highway Fund	\$ 345,829.92
HOME Grant	\$ 511.57
Library Fund	\$ 777.56
Liquid Fuels Account	\$ 51,868.75
Pool Account	\$ 1,012,444.94
Repurchase General Fund	\$ 885,557.39
Repurchase Recycling Fund	\$ 535,323.78
Street Lighting	\$ 100,606.19
Total	\$ 6,272,730.59

Town of Bloomsburg
 Covid-19 Impact - Revenue Comparison 2019, 2020, 2021 and 2022
 January 2022

	2019	2020	2021	2022
Real Estate - General Fund	\$ -	\$ -	\$ -	\$ -
Discount	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -
Realty Transfer Tax	\$ -	\$ -	\$ -	\$ -
Amusement Tax	\$ -	\$ -	\$ -	\$ -
EIT	\$ 45,358.61	\$ 41,977.57	\$ 38,821.22	\$ 26,958.27
LST	\$ 2,843.89	\$ 3,758.54	\$ 3,401.10	\$ 2,563.28
Gross Receipts	\$ 41,745.80	\$ 41,098.57	\$ 16,961.93	\$ 18,237.15
Pavilion Rentals	\$ 125.00	\$ 100.00	\$ -	\$ -
POLICE				
Meters:				
Main Street	\$ 5,432.53	\$ 6,760.47	\$ 4,764.50	\$ 3,154.46
Pine Ave	\$ 834.06	\$ 1,193.02	\$ 720.81	\$ 293.85
Triangle	\$ 615.55	\$ 463.50	\$ 521.30	\$ 293.86
West Lot	\$ 119.16	\$ 89.37	\$ 249.15	\$ 74.45
East Lot	\$ 202.72	\$ 265.35	\$ 353.10	\$ 93.06
Library	\$ 224.25	\$ 200.21	\$ 187.91	\$ 62.61
2nd Street	\$ 417.20	\$ 102.71	\$ 223.26	\$ 78.30
East Street	\$ -	\$ -	\$ 617.62	\$ 564.36
Pango - East Second Street	\$ -	\$ -	\$ -	\$ -

Town of Bloomsburg
Covid-19 Impact - Revenue Comparison 2019, 2020, 2021 and 2022
January 2022

	2019	2020	2021	2022
Pango - East Street	\$ -	\$ -	\$ -	\$ -
Pango - Iron Street	\$ -	\$ -	\$ -	\$ -
Pango - Center Street	\$ -	\$ -	\$ -	\$ -
Pango - S. Market Street	\$ -	\$ -	\$ -	\$ -
Pango - Triangle Lot	\$ -	\$ -	\$ -	\$ -
Pango - Pine Avenue	\$ -	\$ -	\$ -	\$ -
Pango - Pine Avenue North	\$ -	\$ -	\$ -	\$ -
Pango - Pine Avenue South	\$ -	\$ -	\$ -	\$ -
Pango - Library Lot	\$ -	\$ -	\$ -	\$ -
Pango - W. Pine Avenue	\$ -	\$ -	\$ -	\$ -
Pango - Main Street	\$ -	\$ -	\$ -	\$ -
Pango - Market Street	\$ -	\$ -	\$ -	\$ -
Pango - E. 4th Street	\$ -	\$ -	\$ -	\$ -
	<u>\$ 7,845.47</u>	<u>\$ 9,074.63</u>	<u>\$ 7,637.65</u>	<u>\$ 4,614.95</u>
Parking Tickets/Fines	\$ 15,631.00	\$ 19,758.00	\$ 9,377.00	\$ 22,346.00
Residential Permits	\$ 60.00	\$ 466.00	\$ 245.00	\$ 310.00
Parking Zone Permits	\$ 1,810.00	\$ 3,160.00	\$ 37,765.00	\$ 37,815.00
District Justice Remittances	\$ -	\$ -	\$ -	\$ -
Total Police	<u>\$ 25,346.47</u>	<u>\$ 32,458.63</u>	<u>\$ 55,024.65</u>	<u>\$ 65,085.95</u>
Total	<u><u>\$ 115,419.77</u></u>	<u><u>\$ 119,393.31</u></u>	<u><u>\$ 114,208.90</u></u>	<u><u>\$ 112,844.65</u></u>

Town of Bloomsburg
American Rescue Plan
Grant Spending as of December 31, 2021

Date	Description	Amount	Balance of Funds
	Grant Award	\$ 6,275,309.00	\$ 6,275,309.00
7/31/2021	Employee Hazard Pay	\$ 614,885.03	\$ 5,660,423.97
8/12/2021	Retiree Hazard Pay	\$ 18,266.06	\$ 5,642,157.91
9/01/2021	Superior Gutters - Police Station Gutters; 50% down payment	\$ 2,732.50	\$ 5,639,425.41
9/17/2021	Northeastern Automated Technologies - Parking Audio System	\$ 1,326.84	\$ 5,638,098.57
9/17/2021	Northeastern Automated Technologies - Police Audio System	\$ 1,166.71	\$ 5,636,931.86
9/17/2021	Borton Lawson Engineering - Floodwall	\$ 8,887.69	\$ 5,628,044.17
9/17/2021	Leaf - Plot Scanner lease payment #1	\$ 205.00	\$ 5,627,839.17
9/17/2021	Dent Plumbing & Heating - Police exhaust fan - Evidence Room	\$ 1,875.50	\$ 5,625,963.67
9/28/2021	Webstaurant Store - Cold Fogger	\$ 454.49	\$ 5,625,509.18
9/28/2021	Pure and Clean LLC - Fogger cleaner	\$ 1,137.25	\$ 5,624,371.93
10/7/2021	Dent Plumbing & Heating - Police - air purification system	\$ 5,696.00	\$ 5,618,675.93
10/7/2021	Dent Plumbing & Heating - Police - dehumidifier evidence room	\$ 2,620.00	\$ 5,616,055.93
10/7/2021	Dent Plumbing & Heating - Town Hall - 2nd floor AC system	\$ 9,375.00	\$ 5,606,680.93
10/12/2021	Leaf (Plot scanner monthly lease payment)	\$ 205.00	\$ 5,606,475.93
10/20/2021	Dent Plumbing & Heating - Heat Pump - Public Works	\$ 5,190.00	\$ 5,601,285.93
10/26/2021	Livic Civil - Trail study	\$ 2,056.25	\$ 5,599,229.68
11/9/2021	Harbor Freight - fans - Recycling	\$ 299.98	\$ 5,598,929.70
11/9/2021	Robert G. Dent Plumbing & Heating - Town Hall duct cleaning	\$ 10,175.00	\$ 5,588,754.70
11/16/2021	Leaf - Plot Scanner lease payment #2	\$ 205.00	\$ 5,588,549.70
11/30/2021	Norstar Networks - police phones	\$ 2,302.00	\$ 5,586,247.70
12/14/2021	Leaf - Plot Scanner lease payment #3	\$ 205.00	\$ 5,586,042.70
12/22/2021	Dent Plumbing & Heating - Heat pump - Recycling	\$ 9,200.00	\$ 5,576,842.70

Administrative

03-Feb-22

Town of Bloomsburg

Administrative: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-301-00-4190	Real Estate Tax- Discount	(\$18,591.00)	\$0.00	(\$18,591.00)
01-301-00-4191	Real Estate Tax- Penalty	\$55,774.00	\$0.00	\$55,774.00
01-301-00-4301	Real Estate Taxes- CY	\$1,784,765.00	\$0.00	\$1,784,765.00
01-301-00-4304	Real Estate Taxes- Delinquent	\$93,970.00	\$0.00	\$93,970.00
01-301-00-4306	Real Estate Tax- Interim Levy	\$1,588.00	\$0.00	\$1,588.00
01-301-00-4808	Other Beginning Balance- GF	\$14,759.00	\$0.00	\$14,759.00
01-310-00-4101	Per Capita Taxes- Prior Years	\$0.00	\$27.50	(\$27.50)
01-310-00-4102	Real Estate Transfer Tax	\$135,000.00	\$0.00	\$135,000.00
01-310-00-4103	Earned Income Tax- CY	\$850,000.00	\$26,958.27	\$823,041.73
01-310-00-4106	Amusement Tax	\$275,000.00	\$0.00	\$275,000.00
01-310-00-4107	Mechanical Device Tax	\$9,000.00	\$0.00	\$9,000.00
01-310-00-4108	Gross Receipts Tax	\$480,000.00	\$18,237.15	\$461,762.85
01-310-00-4109	Local Services Tax	\$310,000.00	\$2,563.28	\$307,436.72
01-321-00-4280	Cable Television Franchise	\$60,000.00	\$0.00	\$60,000.00
01-341-00-4200	Interest on Temporary Investme	\$3,200.00	\$749.35	\$2,450.65
01-351-00-4515	American Rescue Plan	\$3,137,655.00	\$0.00	\$3,137,655.00
01-351-00-4516	Safety Grant	\$0.00	\$0.00	\$0.00
01-354-00-4959	ARLE: Route 11 & Park Street	\$384,408.00	\$0.00	\$384,408.00
01-354-00-4960	ARLE- Ped. Countdown State	\$359,231.00	\$0.00	\$359,231.00
01-354-00-4961	ARLE: 5th & Market Streets	\$301,155.00	\$0.00	\$301,155.00
01-354-00-4971	DCED Town Park Restoration	\$247,746.00	\$0.00	\$247,746.00
01-354-00-4972	DCNR Town Park Restoration	\$290,000.00	\$0.00	\$290,000.00
01-355-00-4555	Public Utility Realty Tax	\$4,000.00	\$0.00	\$4,000.00
01-355-00-4558	State Pension Aid Grant	\$137,867.00	\$0.00	\$137,867.00
01-359-00-4590	Payment in Lieu of Taxes	\$47,000.00	\$0.00	\$47,000.00
01-372-00-4952	PNC 1%	\$5,000.00	\$0.00	\$5,000.00
01-380-00-4802	Other Revenue - Admin	\$3,000.00	\$8.00	\$2,992.00
01-380-00-4813	Cell Tower Revenue	\$12,000.00	\$0.00	\$12,000.00
01-387-00-4955	Rev.- Admin. Health Cont.	\$3,457.00	\$265.88	\$3,191.12
01-392-00-4004	Transfer from Recycling Fund	\$34,838.00	\$0.00	\$34,838.00
01-392-00-4023	Transfer from Col Child Dev	\$15,000.00	\$15,000.00	\$0.00
01-392-00-4035	Transfer from Liquid Fuels Acc	\$60,000.00	\$1,743.12	\$58,256.88
Subtotal Revenue:		\$9,096,822.00	\$65,552.55	\$9,031,269.45
Expense				
01-400-00-5100	Prior Year Expense	\$0.00	\$0.00	\$0.00
01-400-00-5110	Elected Officials	\$30,000.00	\$2,499.98	\$27,500.02
01-400-00-5120	Wages - Salaried Employees	\$160,144.00	\$15,236.98	\$144,907.02
01-400-00-5140	Wages- Full Time Employees	\$39,985.00	\$3,067.87	\$36,927.13
01-400-00-5142	Wages - Part Time Employees	\$29,805.00	\$1,420.64	\$28,384.36
01-400-00-5143	Workers Compensation	\$613.00	\$0.00	\$613.00
01-400-00-5155	Paychex Fees	\$12,500.00	\$1,297.24	\$11,202.76
01-400-00-5156	Health Insurance	\$46,277.00	\$7,312.88	\$38,964.12
01-400-00-5157	Medical	\$1,796.00	\$0.00	\$1,796.00
01-400-00-5158	Life and Disability Insurance	\$621.00	\$51.67	\$569.33
01-400-00-5161	Social Security	\$20,166.00	\$1,748.00	\$18,418.00
01-400-00-5182	Longevity	\$600.00	\$500.00	\$100.00
01-400-00-5189	Vacation	\$3,080.00	\$0.00	\$3,080.00
01-400-00-5210	Office Supplies	\$3,000.00	\$82.36	\$2,917.64

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Administrative

03-Feb-22

Town of Bloomsburg

Administrative: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
01-400-00-5311	Auditing Services	\$35,000.00	\$0.00	\$35,000.00
01-400-00-5314	Legal Services	\$25,000.00	\$0.00	\$25,000.00
01-400-00-5318	Codes Analysis - General Code	\$7,500.00	\$0.00	\$7,500.00
01-400-00-5320	Communications Expense	\$15,000.00	\$386.87	\$14,613.13
01-400-00-5325	Postage	\$6,000.00	(\$149.96)	\$6,149.96
01-400-00-5340	Advertising and Printing	\$3,000.00	\$0.00	\$3,000.00
01-400-00-5370	Maintenance and Repair	\$2,500.00	\$154.93	\$2,345.07
01-400-00-5420	Dues and Subscriptions	\$7,500.00	\$33.98	\$7,466.02
01-400-00-5460	Training	\$1,000.00	\$0.00	\$1,000.00
01-400-00-5461	Training- Council	\$500.00	\$0.00	\$500.00
01-400-00-5470	General Expense	\$5,000.00	\$818.53	\$4,181.47
01-433-00-5972	ARLE: 5th & Market Streets	\$301,155.00	\$0.00	\$301,155.00
01-433-00-5973	ARLE: Route 11 & Park Street	\$384,408.00	\$0.00	\$384,408.00
01-433-00-5974	ARLE- Pedestrian Countdown	\$359,231.00	\$0.00	\$359,231.00
01-433-00-5975	American Rescue Plan	\$3,137,655.00	\$205.00	\$3,137,450.00
01-433-00-5979	Safety Grant	\$0.00	\$0.00	\$0.00
01-433-00-5983	DCED Town Park Restoration	\$247,746.00	\$0.00	\$247,746.00
01-433-00-5984	DCNR Town Park Restoration	\$290,000.00	\$0.00	\$290,000.00
01-483-00-5830	Contribution to Employee Retir	\$301,833.00	\$0.00	\$301,833.00
01-486-00-5352	Insurance	\$90,000.00	\$4,624.00	\$85,376.00
01-491-00-5100	Prior Year Expenses	\$0.00	\$0.00	\$0.00
01-491-00-6100	Covid-19 Expenses	\$0.00	\$64.99	(\$64.99)
01-492-00-5005	Transfer to Swimming Pool	\$34,731.00	\$0.00	\$34,731.00
Subtotal Expenses:		\$5,603,346.00	\$39,345.96	\$5,564,000.04
Excess Over / Under:			\$26,206.59	

Airport

03-Feb-22

Town of Bloomsburg

Airport: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-342-00-4202	Rent- Airport	\$42,000.00	\$3,500.00	\$38,500.00
01-342-00-4203	Lease- Airport Hangar	\$29,064.00	\$2,672.22	\$26,391.78
01-342-00-4204	Aviation Fuel Sales	\$95,000.00	\$282.10	\$94,717.90
01-342-00-4802	Other Revenue	\$3,330.00	\$570.00	\$2,760.00
01-387-00-4958	Rev.- Airport Health Cont.	\$865.00	\$66.60	\$798.40
Subtotal Revenue:		\$170,259.00	\$7,090.92	\$163,168.08
Expense				
01-440-00-5140	Wages- Salaried Employees	\$45,374.00	\$4,317.13	\$41,056.87
01-440-00-5143	Workers Comp.	\$1,888.00	\$0.00	\$1,888.00
01-440-00-5156	Health Insurance	\$10,389.00	\$1,731.50	\$8,657.50
01-440-00-5157	Medical	\$898.00	\$12.31	\$885.69
01-440-00-5158	Life & Disability Ins.	\$213.00	\$17.74	\$195.26
01-440-00-5161	Social Security	\$3,595.00	\$325.16	\$3,269.84
01-440-00-5182	Longevity	\$740.00	\$0.00	\$740.00
01-440-00-5189	Vacation	\$873.00	\$0.00	\$873.00
01-440-00-5231	Gas, Oil and Grease	\$200.00	\$0.00	\$200.00
01-440-00-5240	Materials and Supplies	\$1,000.00	\$0.00	\$1,000.00
01-440-00-5314	Legal Services	\$1,000.00	\$0.00	\$1,000.00
01-440-00-5320	Communications Expense	\$2,500.00	\$75.90	\$2,424.10
01-440-00-5325	Postage	\$25.00	\$1.59	\$23.41
01-440-00-5352	Insurance	\$6,000.00	\$0.00	\$6,000.00
01-440-00-5360	Utilities	\$5,000.00	\$36.14	\$4,963.86
01-440-00-5370	Maintenance and Repair	\$3,200.00	\$351.58	\$2,848.42
01-440-00-5371	Aviation Fuel	\$83,600.00	\$5,367.41	\$78,232.59
01-440-00-5460	Training	\$750.00	\$0.00	\$750.00
01-440-00-5470	General Expense	\$2,000.00	\$0.00	\$2,000.00
Subtotal Expenses:		\$169,246.00	\$12,236.46	\$157,008.54
Excess Over / Under:			(\$5,145.54)	

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Code Department

03-Feb-22

Town of Bloomsburg

CodeDept: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-331-00-4699	Ticket Violation	\$0.00	\$0.00	\$0.00
01-361-00-4610	Admin Serv/ Building in House	\$1,000.00	\$0.00	\$1,000.00
01-361-00-4611	Zoning Permits	\$4,000.00	\$765.50	\$3,234.50
01-361-00-4612	Subdivision and Development Fe	\$500.00	\$0.00	\$500.00
01-361-00-4614	Zoning Hearing/ Var./ Spec. Ex	\$3,000.00	\$0.00	\$3,000.00
01-361-00-4631	Street Vendors/ Food Truck 50%	\$1,000.00	\$0.00	\$1,000.00
01-361-00-4632	Solicitor Permit- Transient	\$0.00	\$0.00	\$0.00
01-361-00-4677	Floodplain Development Permits	\$200.00	\$65.00	\$135.00
01-361-00-4802	Other Revenue	\$0.00	\$0.00	\$0.00
01-362-00-4312	District Justice Remittances	\$8,000.00	\$0.00	\$8,000.00
01-362-00-4622	State Building Fee	\$300.00	\$18.00	\$282.00
01-362-00-4623	Inspection Serv- Barry Isett	\$150,000.00	\$1,941.66	\$148,058.34
01-362-00-4624	Student Fee (RRU)	\$100,000.00	\$0.00	\$100,000.00
01-362-00-4626	Non-Student Fee (NSR)	\$10,000.00	\$2,480.00	\$7,520.00
01-362-00-4627	Third Party- 20%	\$30,000.00	\$388.33	\$29,611.67
01-362-00-4628	Demolition Building Permit	\$500.00	\$0.00	\$500.00
01-362-00-4629	Consultant Services- Aungst	\$0.00	\$0.00	\$0.00
01-362-00-4630	Engineering Services- Carbon	\$5,000.00	\$0.00	\$5,000.00
01-362-00-4631	Surrounding Municipalities	\$5,190.00	\$0.00	\$5,190.00
01-362-00-4632	Permits - Surrounding Munic	\$500.00	\$141.34	\$358.66
01-380-00-4811	Internet Administrative Fees	\$0.00	\$0.00	\$0.00
01-380-00-4815	Other Revenue - Codes	\$0.00	\$0.00	\$0.00
01-387-00-4956	Rev.- Codes Health Cont.	\$4,322.00	\$1,131.63	\$3,190.37
Subtotal Revenue:		\$323,512.00	\$6,931.46	\$316,580.54
Expense				
01-413-00-5100	Prior Year Expenses	\$0.00	\$0.00	\$0.00
01-413-00-5112	Salaries- Zoning Hearing Board	\$1,800.00	\$0.00	\$1,800.00
01-413-00-5114	Salaries- Public Work Maint.	\$0.00	\$0.00	\$0.00
01-413-00-5120	Wages - Salaried Employees	\$137,412.00	\$10,508.54	\$126,903.46
01-413-00-5140	Wages- Full Time Employees	\$0.00	\$0.00	\$0.00
01-413-00-5141	Wages- Seasonal Employees	\$0.00	\$0.00	\$0.00
01-413-00-5142	Wages- Part Time Employees	\$5,200.00	\$0.00	\$5,200.00
01-413-00-5143	Workers Compensation	\$695.00	\$0.00	\$695.00
01-413-00-5156	Health Insurance	\$63,266.00	\$10,844.38	\$52,421.62
01-413-00-5157	Medical	\$1,796.00	\$0.00	\$1,796.00
01-413-00-5158	Life and Disability Insurance	\$640.00	\$53.22	\$586.78
01-413-00-5161	Social Security	\$11,423.00	\$835.40	\$10,587.60
01-413-00-5162	Unemployment Compensation	\$0.00	\$0.00	\$0.00
01-413-00-5177	Unused Sick Leave	\$0.00	\$0.00	\$0.00
01-413-00-5178	Certifications	\$5,100.00	\$277.51	\$4,822.49
01-413-00-5182	Longevity	\$620.00	\$0.00	\$620.00
01-413-00-5183	Overtime	\$0.00	\$0.00	\$0.00
01-413-00-5189	Vacation	\$988.00	\$0.00	\$988.00
01-413-00-5231	Gas, Oil and Grease	\$650.00	\$0.00	\$650.00
01-413-00-5232	Insurance	\$850.00	\$0.00	\$850.00
01-413-00-5240	Materials and Supplies	\$1,400.00	\$41.18	\$1,358.82
01-413-00-5310	Consultant Serv. Barry Isett	\$150,000.00	\$0.00	\$150,000.00
01-413-00-5312	Consultant Services- Aungst	\$0.00	\$0.00	\$0.00

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Code Department

03-Feb-22

Town of Bloomsburg

CodeDept: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
01-413-00-5313	Engineering Services- Carbon	\$5,000.00	\$0.00	\$5,000.00
01-413-00-5314	Legal Services	\$40,000.00	\$0.00	\$40,000.00
01-413-00-5315	Inspection Services	\$0.00	\$0.00	\$0.00
01-413-00-5316	State Permit Fee	\$0.00	\$0.00	\$0.00
01-413-00-5317	Trash Removal	\$0.00	\$0.00	\$0.00
01-413-00-5318	Stenographer Services	\$4,000.00	\$0.00	\$4,000.00
01-413-00-5319	Legal Services-Dev.	\$0.00	\$0.00	\$0.00
01-413-00-5320	Communications Expense	\$4,000.00	\$281.82	\$3,718.18
01-413-00-5321	Zoning & Ordinance Audit Exp	\$0.00	\$0.00	\$0.00
01-413-00-5325	Postage	\$575.00	\$31.14	\$543.86
01-413-00-5340	Advertising and Printing	\$4,500.00	(\$211.95)	\$4,711.95
01-413-00-5370	Maintenance and Repair	\$1,240.00	\$103.29	\$1,136.71
01-413-00-5373	Vehicle Maintenance	\$750.00	\$0.00	\$750.00
01-413-00-5376	Tissues- Dish Soap- Brushes	\$0.00	\$0.00	\$0.00
01-413-00-5420	Dues and Subscriptions	\$6,200.00	\$16.99	\$6,183.01
01-413-00-5460	Training	\$3,000.00	\$375.00	\$2,625.00
01-413-00-5470	General Expense	\$2,500.00	\$5.90	\$2,494.10
01-413-00-5700	Equipment Purchase	\$0.00	\$0.00	\$0.00

Subtotal Expenses: \$453,805.00 \$23,162.42 \$430,442.58

Excess Over / Under: (\$16,230.96)

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Community Garden

03-Feb-22

Town of Bloomsburg

ComG: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-367-00-4814	Rev - Community Garden Fees	\$500.00	\$0.00	\$500.00
	Subtotal Revenue:	\$500.00	\$0.00	\$500.00
Expense				
01-459-00-5240	Materials and Supplies	\$100.00	\$0.00	\$100.00
01-459-00-5360	Utilities	\$400.00	\$0.00	\$400.00
	Subtotal Expenses:	\$500.00	\$0.00	\$500.00

Emergency Management

Town of Bloomsburg

03-Feb-22

EmergencyMgt: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Expense				
01-415-00-5120	Wages - EMA Coordinator	\$2,500.00	\$0.00	\$2,500.00
01-415-00-5161	Social Security	\$192.00	\$0.00	\$192.00
01-415-00-5320	Communications Expense	\$1,200.00	\$0.00	\$1,200.00
01-415-00-5360	Utilities	\$550.00	\$0.00	\$550.00
01-415-00-5370	Maintenance and Repair	\$1,200.00	\$0.00	\$1,200.00
Subtotal Expenses:		\$5,642.00	\$0.00	\$5,642.00

Fire Department

03-Feb-22

Town of Bloomsburg

Fire: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-355-00-4559	State Fire Relief Grant	\$60,000.00	\$0.00	\$60,000.00
	Subtotal Revenue:	\$60,000.00	\$0.00	\$60,000.00
Expense				
01-411-00-5540	Contribution to Fire Relief	\$60,000.00	\$0.00	\$60,000.00
	Subtotal Expenses:	\$60,000.00	\$0.00	\$60,000.00
	Excess Over / Under:		\$0.00	

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Human Relations Commission

03-Feb-22

Town of Bloomsburg

HumRel: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Expense				
01-423-00-5314	Legal Services	\$500.00	\$0.00	\$500.00
01-423-00-5325	Postage	\$25.00	\$0.00	\$25.00
01-423-00-5340	Advertising and Printing	\$1,000.00	\$0.00	\$1,000.00
01-423-00-5460	Training	\$1,500.00	\$0.00	\$1,500.00
	Subtotal Expenses:	\$3,025.00	\$0.00	\$3,025.00
	Excess Over / Under:		\$0.00	

Police Department

03-Feb-22

Town of Bloomsburg

Police: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-321-00-4219	Other Licenses and Permits	\$500.00	\$75.00	\$425.00
01-331-00-4310	Police Fines	\$12,000.00	\$0.00	\$12,000.00
01-331-00-4311	State Police Fines	\$5,000.00	\$0.00	\$5,000.00
01-331-00-4312	District Justice Remittances	\$75,000.00	\$0.00	\$75,000.00
01-331-00-4314	DUI Center Revenue	\$40,000.00	\$4.61	\$39,995.39
01-331-00-4316	Other Revenue	\$0.00	\$0.00	\$0.00
01-331-00-4687	Parking Tickets	\$200,000.00	\$22,346.00	\$177,654.00
01-331-00-4688	Residential Permits	\$16,000.00	\$310.00	\$15,690.00
01-331-00-4689	Parking Zone Permits	\$103,430.00	\$37,815.00	\$65,615.00
01-331-00-4692	Accident/Incident Report Rev	\$1,500.00	\$0.00	\$1,500.00
01-331-00-4693	Insurance Proceeds Revenue	\$0.00	\$0.00	\$0.00
01-331-00-4695	Non-sufficient Fund	\$0.00	\$0.00	\$0.00
01-354-00-4540	Cops In Shops Grant	\$10,000.00	\$155.88	\$9,844.12
01-354-00-4545	Seat Belt Enforcement Grant	\$5,000.00	\$0.00	\$5,000.00
01-354-00-4547	DOJ Vest Grant	\$2,000.00	\$0.00	\$2,000.00
01-354-00-4564	Aggressive Driving Enforcement	\$5,000.00	\$0.00	\$5,000.00
01-354-00-4565	Drug Recognition Expert (DRE)	\$1,000.00	\$0.00	\$1,000.00
01-354-00-4970	RUDD Grant	\$19,310.00	\$0.00	\$19,310.00
01-355-00-4556	State Pension Aid - Police	\$177,258.00	\$0.00	\$177,258.00
01-355-00-4557	Alcoholic Beverage Licenses	\$4,000.00	\$75.00	\$3,925.00
01-362-00-4620	Drug Task Force Reimbursement	\$10,000.00	\$0.00	\$10,000.00
01-362-00-4698	School Crossing Guards	\$2,000.00	\$0.00	\$2,000.00
01-363-00-4640	Pango App - East Street	\$750.00	\$0.00	\$750.00
01-363-00-4641	Pango App - Iron Street	\$1,000.00	\$0.00	\$1,000.00
01-363-00-4642	Pango App - Center Street	\$1,000.00	\$0.00	\$1,000.00
01-363-00-4643	Pango App - S. Market Street	\$100.00	\$0.00	\$100.00
01-363-00-4644	Pango App - Triangle Lot	\$1,500.00	\$0.00	\$1,500.00
01-363-00-4645	Pango App - Pine Avenue	\$1,350.00	\$0.00	\$1,350.00
01-363-00-4646	Pango App - Pine Ave North	\$1,900.00	\$0.00	\$1,900.00
01-363-00-4647	Pango App - Pine Ave South	\$3,750.00	\$0.00	\$3,750.00
01-363-00-4648	Pango App - Library Lot	\$1,500.00	\$0.00	\$1,500.00
01-363-00-4649	Pango App - W Pine Avenue	\$1,000.00	\$0.00	\$1,000.00
01-363-00-4650	Pango App - Main Street	\$4,500.00	\$0.00	\$4,500.00
01-363-00-4651	Pango App - Market Street	\$850.00	\$0.00	\$850.00
01-363-00-4652	Pango App - E 4th Street	\$75.00	\$0.00	\$75.00
01-363-00-4680	Parking Meter- Main Street	\$60,500.00	\$3,154.46	\$57,345.54
01-363-00-4681	Parking Meter- Pine Avenue Lot	\$11,800.00	\$293.86	\$11,506.15
01-363-00-4682	Parking Meter- Triangle Lot	\$7,000.00	\$293.86	\$6,706.14
01-363-00-4683	Parking Meter- West Lot	\$3,300.00	\$74.45	\$3,225.55
01-363-00-4684	Parking Meter- East Lot	\$5,500.00	\$93.08	\$5,406.94
01-363-00-4686	Parking Meter- Library Lot	\$3,000.00	\$62.61	\$2,937.39
01-363-00-4687	Parking Meter- East 2nd St	\$4,000.00	\$78.30	\$3,921.70
01-363-00-4688	Pango App - Second Street	\$28,152.00	\$0.00	\$28,152.00
01-363-00-4689	Parking Meter - East Street	\$5,200.00	\$564.36	\$4,635.64
01-363-00-4690	Meter Rental	\$6,190.00	\$50.00	\$6,140.00
01-363-00-4692	Dumpster Fee	\$2,500.00	\$495.00	\$2,005.00
01-363-00-4693	Street Closings/Events	\$3,000.00	\$50.00	\$2,950.00
01-363-00-4694	Boot Removal	\$2,850.00	\$75.00	\$2,775.00
01-380-00-4805	Internet Administrative Fees	\$10,000.00	\$918.00	\$9,082.00

Police Department

03-Feb-22

Town of Bloomsburg

Police: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
01-387-00-4954	Rev.- PD Health Cont.	\$36,639.00	\$6,604.44	\$30,034.56
01-395-00-4700	Workers Comp Rev - Police	\$0.00	\$0.00	\$0.00
01-395-00-4951	Refund Prior Yr Exp-Police	\$0.00	\$0.00	\$0.00
Subtotal Revenue:		\$897,904.00	\$73,588.88	\$824,315.12
Expense				
01-410-00-5100	Prior Year Expense	\$0.00	\$0.00	\$0.00
01-410-00-5120	Wages- Salaried Employees	\$105,000.00	\$10,511.30	\$94,488.70
01-410-00-5122	Salaries- Uniformed Police Off	\$1,129,707.00	\$111,407.45	\$1,018,299.55
01-410-00-5140	Wages- Full Time Employees	\$189,737.00	\$14,510.13	\$175,226.87
01-410-00-5142	Wages - Part Time Employees	\$4,000.00	\$475.00	\$3,525.00
01-410-00-5143	Workers Compensation	\$54,509.00	\$0.00	\$54,509.00
01-410-00-5156	Health Insurance	\$526,260.00	\$87,435.93	\$438,824.07
01-410-00-5157	Medical	\$35,112.00	\$1,485.84	\$33,626.16
01-410-00-5158	Life and Disability Insurance	\$8,631.00	\$470.56	\$8,160.44
01-410-00-5161	Social Security	\$39,453.00	\$3,943.06	\$35,509.94
01-410-00-5177	Unused Sick Leave	\$49,125.00	\$38,337.26	\$10,787.74
01-410-00-5182	Longevity	\$16,613.00	\$3,876.16	\$12,736.84
01-410-00-5183	Overtime	\$70,000.00	\$4,364.95	\$65,635.05
01-410-00-5184	Shift Differential	\$25,500.00	\$2,414.48	\$23,085.52
01-410-00-5188	Court	\$30,000.00	\$2,225.54	\$27,774.46
01-410-00-5189	Vacation	\$2,020.00	\$14,227.75	(\$12,207.75)
01-410-00-5190	Fair/Parade Security	\$10,000.00	\$0.00	\$10,000.00
01-410-00-5231	Gas, Oil and Grease	\$24,000.00	\$0.00	\$24,000.00
01-410-00-5232	Insurance	\$7,000.00	\$0.00	\$7,000.00
01-410-00-5238	Uniforms	\$20,000.00	\$219.94	\$19,780.06
01-410-00-5240	Materials and Supplies	\$21,000.00	\$963.67	\$20,036.33
01-410-00-5314	Legal Services	\$12,000.00	\$0.00	\$12,000.00
01-410-00-5320	Communications Expense	\$30,750.00	\$540.91	\$30,209.09
01-410-00-5325	Postage	\$3,000.00	\$328.31	\$2,671.69
01-410-00-5340	Advertising and Printing	\$3,000.00	\$0.00	\$3,000.00
01-410-00-5352	Insurance Accident Exp.	\$0.00	\$0.00	\$0.00
01-410-00-5361	Utilities	\$9,500.00	\$0.00	\$9,500.00
01-410-00-5371	Maintenance- Police Vehicles	\$15,000.00	\$116.40	\$14,883.60
01-410-00-5372	Pango Expense	\$14,813.00	\$0.00	\$14,813.00
01-410-00-5374	Equipment Maintenance	\$27,108.00	\$7,434.57	\$19,673.43
01-410-00-5376	Tissues- Dish Soap- Brushes	\$50.00	\$0.00	\$50.00
01-410-00-5377	Maintenance- Parking Meters	\$1,000.00	\$0.00	\$1,000.00
01-410-00-5384	Building Maintenance	\$5,000.00	\$219.44	\$4,780.56
01-410-00-5385	Cleaning - Police Building	\$10,250.00	\$0.00	\$10,250.00
01-410-00-5386	Cleaning - Parking	\$600.00	\$0.00	\$600.00
01-410-00-5480	Training	\$17,553.00	\$550.00	\$17,003.00
01-410-00-5470	General Expense	\$9,000.00	\$526.82	\$8,473.18
01-410-00-5500	Cops In Shops/DUI Enforcement	\$10,000.00	\$155.88	\$9,844.12
01-410-00-5503	Drug Task Force Program	\$10,000.00	\$103.92	\$9,896.08
01-410-00-5504	DUI Processing Center	\$40,000.00	\$1,491.23	\$38,508.77
01-410-00-5505	Seat Belt Enforcement Program	\$5,000.00	\$0.00	\$5,000.00
01-410-00-5510	DOJ Grant	\$4,000.00	\$0.00	\$4,000.00
01-410-00-5520	Aggressive Driving Enforcement	\$5,000.00	\$0.00	\$5,000.00
01-410-00-5521	Drug Recognition Expert	\$1,000.00	\$0.00	\$1,000.00
01-410-00-5524	K9 Program	\$9,224.00	\$706.02	\$8,517.98

7-12

Police Department

03-Feb-22

Town of Bloomsburg

Police: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
01-410-00-5526	RUDD Grant	\$19,310.00	\$0.00	\$19,310.00
01-410-00-5700	Equipment Purchase	\$11,016.00	\$0.00	\$11,016.00
01-471-00-5720	Lease Payments	\$0.00	\$0.00	\$0.00
01-483-00-5831	Contribution to Police Fund	\$453,142.00	\$0.00	\$453,142.00
Subtotal Expenses:		\$3,093,983.00	\$309,042.52	\$2,784,940.48
Excess Over / Under:			(\$235,453.64)	

7-13

Public Works

Town of Bloomsburg

03-Feb-22

Public Works: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-363-00-4637	Insurance Proceeds Revenue	\$0.00	\$0.00	\$0.00
01-363-00-4802	Other Revenue	\$0.00	\$0.00	\$0.00
01-387-00-4957	Rev.- PW Health Cont.	\$16,183.00	\$2,002.16	\$14,180.84
	Subtotal Revenue:	\$16,183.00	\$2,002.16	\$14,180.84
Expense				
01-430-00-5120	Wages - Salaried Employees	\$87,419.00	\$9,945.52	\$77,473.48
01-430-00-5140	Wages- Full Time Employees	\$473,533.00	\$36,251.67	\$437,281.33
01-430-00-5141	Wages- Seasonal Employees	\$5,760.00	\$0.00	\$5,760.00
01-430-00-5143	Workers Compensation	\$24,376.00	\$0.00	\$24,376.00
01-430-00-5156	Health Insurance	\$231,611.00	\$37,770.66	\$193,840.34
01-430-00-5157	Medical	\$9,878.00	\$1,843.63	\$8,034.37
01-430-00-5158	Life and Disability Insurance	\$2,156.00	\$179.64	\$1,976.36
01-430-00-5161	Social Security	\$46,909.00	\$4,187.52	\$42,721.48
01-430-00-5177	Unused Sick Leave	\$14,135.00	\$0.00	\$14,135.00
01-430-00-5182	Longevity	\$8,229.00	\$2,440.00	\$5,789.00
01-430-00-5183	Overtime	\$15,000.00	\$5,184.84	\$9,815.16
01-430-00-5184	Shift Differential	\$0.00	\$0.00	\$0.00
01-430-00-5189	Vacation	\$2,580.00	\$0.00	\$2,580.00
01-430-00-5232	Insurance	\$9,000.00	\$0.00	\$9,000.00
01-430-00-5240	Materials & Supplies	\$17,500.00	\$119.85	\$17,380.15
01-430-00-5260	Minor Equipment Expense	\$3,500.00	\$0.00	\$3,500.00
01-430-00-5313	Engineering Services	\$30,000.00	\$400.00	\$29,600.00
01-430-00-5314	Legal Services	\$1,000.00	\$0.00	\$1,000.00
01-430-00-5315	ARLE - 5th & Market Streets	\$0.00	\$0.00	\$0.00
01-430-00-5317	Trash Removal	\$0.00	\$0.00	\$0.00
01-430-00-5319	Cleaning	\$1,225.00	\$0.00	\$1,225.00
01-430-00-5320	Communications Expense	\$5,000.00	\$680.73	\$4,319.27
01-430-00-5325	Postage	\$60.00	\$11.66	\$48.34
01-430-00-5340	Advertising and Printing	\$500.00	\$0.00	\$500.00
01-430-00-5352	Insurance Accident Exp.	\$0.00	\$0.00	\$0.00
01-430-00-5360	Utilities	\$9,500.00	\$0.00	\$9,500.00
01-430-00-5460	Training	\$500.00	\$0.00	\$500.00
01-430-00-5470	General Expense	\$3,000.00	\$0.00	\$3,000.00
01-431-00-5317	Trash Removal	\$3,000.00	\$0.00	\$3,000.00
01-433-00-5245	Street Sign Materials	\$3,000.00	\$0.00	\$3,000.00
01-433-00-5364	Traffic Signal Electrical Cost	\$1,600.00	\$0.00	\$1,600.00
01-433-00-5378	Traffic Signal Maintenance	\$1,000.00	\$0.00	\$1,000.00
01-436-00-5610	Storm Sewer	\$2,500.00	\$0.00	\$2,500.00
01-437-00-5231	Gas, Oil and Grease	\$30,000.00	\$72.95	\$29,927.05
01-437-00-5374	Equipment Maintenance	\$25,000.00	\$664.34	\$24,335.66
01-438-00-5247	Road Materials and Supplies	\$1,000.00	\$0.00	\$1,000.00
	Subtotal Expenses:	\$1,069,471.00	\$99,753.01	\$969,717.99
Excess Over / Under:			(\$97,750.85)	

7-14

Shade Tree

03-Feb-22

Town of Bloomsburg

Shade Tree: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Expense				
01-455-00-5261	Replacement Costs	\$2,300.00	\$0.00	\$2,300.00
01-455-00-5314	Legal Services	\$500.00	\$0.00	\$500.00
01-455-00-5325	Postage	\$200.00	\$0.00	\$200.00
01-455-00-5340	Advertising and Printing	\$100.00	\$0.00	\$100.00
01-455-00-5460	Training	\$500.00	\$0.00	\$500.00
Subtotal Expenses:		\$3,600.00	\$0.00	\$3,600.00

7-15

Street Excavation

03-Feb-22

Town of Bloomsburg

StreetEx: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-341-00-4211	Interest on Street Permit Inve	\$750.00	\$77.39	\$672.61
01-363-00-4631	Street Excavation Permits	\$25,000.00	\$320.00	\$24,680.00
Subtotal Revenue:		\$25,750.00	\$397.39	\$25,352.61
Expense				
01-435-00-5246	Street Excavation	\$25,750.00	\$0.00	\$25,750.00
Subtotal Expenses:		\$25,750.00	\$0.00	\$25,750.00
Excess Over / Under:			\$397.39	

7-16

Tax Collection

03-Feb-22

Town of Bloomsburg

TaxColl: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Expense				
01-403-00-5110	Wages - Tax Collector	\$15,000.00	\$0.00	\$15,000.00
01-403-00-5114	Commissions- EIT, OPT and GRT	\$2,750.00	\$0.00	\$2,750.00
01-403-00-5161	Social Security	\$1,148.00	\$0.00	\$1,148.00
01-403-00-5240	Materials and Supplies	\$2,500.00	\$0.00	\$2,500.00
01-403-00-5350	Tax Collector Bond Premium	\$0.00	\$0.00	\$0.00
Subtotal Expenses:		\$21,398.00	\$0.00	\$21,398.00

7-17

Town Building

03-Feb-22

Town of Bloomsburg

TownBldg: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
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(01) Fund 01

Expense

01-409-00-4636	Town Hall- Cleaning	\$6,250.00	\$0.00	\$6,250.00
01-409-00-5361	Town Hall Utilities	\$12,000.00	\$24.61	\$11,975.39
01-409-00-5380	Town Hall Maintenance	\$10,000.00	\$1,804.48	\$8,195.52

Subtotal Expenses: \$28,250.00 \$1,829.09 \$26,420.91

Excess Over / Under: (\$1,829.09)

7-18

Town Park

03-Feb-22

Town of Bloomsburg

Town Park: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-380-00-4810	Other Rev. - Pavilion Rentals	\$5,000.00	\$0.00	\$5,000.00
01-380-00-4812	Other Revenue - Town Park	\$4,500.00	\$0.00	\$4,500.00
01-380-00-4817	Bandshell Revenue	\$500.00	\$0.00	\$500.00
Subtotal Revenue:		\$10,000.00	\$0.00	\$10,000.00
Expense				
01-454-00-5240	Materials and Supplies	\$5,000.00	\$0.00	\$5,000.00
01-454-00-5360	Utilities	\$12,000.00	\$0.00	\$12,000.00
01-454-00-5370	Maintenance and Repair	\$14,000.00	\$0.00	\$14,000.00
01-454-00-5380	Equipment	\$12,115.00	\$0.00	\$12,115.00
01-454-00-5385	Tree Removal	\$10,000.00	\$0.00	\$10,000.00
01-454-00-5390	Flowers	\$2,500.00	\$0.00	\$2,500.00
01-465-00-5544	Contribution to Fireworks Disp	\$7,500.00	\$0.00	\$7,500.00
Subtotal Expenses:		\$63,115.00	\$0.00	\$63,115.00

Total General Fund Revenues:	\$10,600,930.00	\$155,563.36	\$155,563.36	\$10,445,366.64
Total General Fund Expenditures:	\$10,600,930.00	\$485,369.46	\$485,369.46	\$10,115,560.54
Total General Fund Fund Balance:	\$0.00	(\$329,806.10)	(\$329,806.10)	\$329,806.10

7-19

Town Park

03-Feb-22

Town of Bloomsburg

Town Park: Year (2022) Period (1)

Ledger ID	Ledger Description	Budget	Year To Date	Difference
(01) Fund 01				
Revenue				
01-380-00-4810	Other Rev.- Pavilion Rentals	\$5,000.00	\$0.00	\$5,000.00
01-380-00-4812	Other Revenue - Town Park	\$4,500.00	\$0.00	\$4,500.00
01-380-00-4817	Bandshell Revenue	\$500.00	\$0.00	\$500.00
	Subtotal Revenue:	\$10,000.00	\$0.00	\$10,000.00
Expense				
01-454-00-5240	Materials and Supplies	\$5,000.00	\$0.00	\$5,000.00
01-454-00-5360	Utilities	\$12,000.00	\$0.00	\$12,000.00
01-454-00-5370	Maintenance and Repair	\$14,000.00	\$0.00	\$14,000.00
01-454-00-5380	Equipment	\$12,115.00	\$0.00	\$12,115.00
01-454-00-5385	Tree Removal	\$10,000.00	\$0.00	\$10,000.00
01-454-00-5390	Flowers	\$2,500.00	\$0.00	\$2,500.00
01-465-00-5544	Contribution to Fireworks Disp	\$7,500.00	\$0.00	\$7,500.00
	Subtotal Expenses:	\$63,115.00	\$0.00	\$63,115.00

Total General Fund Revenues:	\$10,600,930.00	\$155,563.36	\$155,563.36	\$10,445,366.64
Total General Fund Expenditures:	\$10,600,930.00	\$485,369.46	\$485,369.46	\$10,115,560.54
Total General Fund Fund Balance:	\$0.00	(\$329,806.10)	(\$329,806.10)	\$329,806.10

Town of Bloomsburg
List of Vendors- January 2022

Vendor	Address	Description of Payable	Amount
Main Township Volunteer Fire Co.	2234 Firehall Lane, Bloomsburg, PA 17815	Municibid Refund- Recycling	\$ 200.00
Big Lots!	2431 Columbia Blvd., Bloomsburg, PA 17815	Notebooks- Police	\$ 7.16
B & C Auto Wreckers	4867 US Highway 15, Montgomery, PA 17752-9035	Transfer Case-Police	\$ 400.00
Doceo	1499 S. Queen St., York, PA 17403	Copier Allowance Overages- All Dept.	\$ 12.29
Fire Protection Publications	930 N. Willis St., Stillwater, OK 74078	Digital Copy Fire Protection Publication- Codes	\$ 80.75
Lancaster County Firemen's Association	632 E. Oregon Rd., Lititz, PA 17543	Codes Manual	\$ 191.33
PA Homicide Investigators Association	3154 Overlook Dr., Emmaus, PA 18049	Training- Fosse/ Pfeiffer - Police	\$ 550.00
Justin Nearhoof	85 Reservoir St., Bloomsburg, PA 17815	Curbside Duplicate Payment- Recycling	\$ 72.00
Saratoga Advisors Group, LLC	112 E. Lancaster Ave., Downingtown, PA 19335	Chief Background Investigation- Police	\$ 2,587.50



TOWN OF BLOOMSBURG - TOWN HALL RECEPTIONIST AREA

02/01/22

AUDIO SYSTEM

1 Aiphone Indoor Master Station

Aiphone indoor compact master station can answer and communicate with up to three remote stations. Indoor sub stations or door stations can be used. Ideal for monitoring a room or where simple hands-free communication is required.



1 Aiphone Door Station, Stainless Steel Audio SU

This a 1-gang Door Station, stainless steel vandal proof and weather resistant sub station designed for use with the LEM, LEF, LAF/LDF-C, AP-M, and MP-S systems. This unit is constructed with 12 gauge stainless steel and can be flush mounted into a 1-gang box, or surface mounted. This unit includes tamper proof screws and a tool for installation.



1 Aiphone 1 GANG SURFACE MOUNT BOX

This is a 1-gang surface mount box tha is weather resistant,vandal-resistant,inside space for cabling.



1 Aiphone 6V DC Power Supply, 200MA, 110V Input, UL

6V DC, 200 mA Power Supply UL Listed, 12" ground wire to connect to earth or electrical ground



Area Total

Equipment \$508.18

6290 Old Berwick Road Bloomsburg, Pa 17815

Phone: (570)387-6940 Fax: (570)387-6941

Toll Free: (877)937-6328

www.northeasternautomated.com

PROJECT SUMMARY

Quotation includes installation of the listed components, calibration and system programming. Price guaranteed for 30 days from date of quotation. Terms: 50% down, 50% upon completion. Credit card charges over \$500.00 will incur a 4% fee. NorthEastern Automated Technologies, Inc. (NEAT, Inc.) is a professional electronic/integration firm. Neat, Inc. is registered and insured in the state of Pennsylvania. Neat, Inc. strives to provide accurate estimations of both time and materials. Equipment models and the scope of work may change based on product availability and scope of work alterations. This quotation may be accepted via email or facsimile.

Equipment Total	\$508.18
Cable & Hardware	\$50.00
Installation Total	\$285.00
Tax	<u>\$0.00</u>
TOTAL	\$843.18

Signature

6290 Old Berwick Road Bloomsburg, Pa 17815
Phone: (570)387-6940 Fax: (570)387-6941
Toll Free: (877)937-6328
www.northeasternautomated.com

WTC Contracting LLC
501 Crestwood Drive
Bloomsburg, PA. 17815

REC'D FEB - 3 2022

10
Invoice

Date	Invoice #
1/12/2022	4745

Bill To
Bloomsburg Town Pool

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/12/2022			

Quantity	Item Code	Description	Price Each	Amount
	Roofing	Time and materials required to replace rubber roof section as reviewed	6,000.00	6,000.00
	Misc.	Terms and Conditions: 1. Scope of work: Contractor agrees to furnish all labor, services, materials, installation, supplies, insurance, equipment, tools, and other facilities required for the prompt and efficient execution of the work described herein in a professional and workmanlike manner. Does not include any permit fees if needed. 2. Proposal Amount: This is only an estimate. Owner agrees to pay contractor for the strict performance of his work, the sum as indicated above subject to additions and deductions for changes in the scope of work as may be subsequently agreed upon. Payment to be made cash or check 50% down to begin furnishing of services, remaining balance of proposed amount to be paid upon job completion. 3. Proposal is good for 10 days.* Sheathing will be replaced as necessary at a rate of \$300 per 100Sq Ft to be added to the balance after completion *Estimate calculated according to material costs as of August 7, 2021. All estimates subject to change due to constant fluctuations in material cost.	0.00	0.00
	Roofing	Replace rafters and sheathing	2,800.00	2,800.00

PA Home Improvement Contractor
Registration Number PA015402

Phone 570-441-3496

\$8,800.00

Balance Due

\$8,800.00

11

Lisa Dooley

From: Scott McBride <bfdtruckie1@yahoo.com>
Sent: Tuesday, February 01, 2022 9:40 AM
To: Lisa Dooley; Kathy Smith; Kimberly Pogash
Subject: Budget Items

Good morning,

I have the contract for the training package through Bucks County Community College to drop off at Town Hall. Once payment is sent, can I have a copy of the conformation so we may start scheduling classes?

Also, We have some new members starting Essentials of Firefighting (State Certified) in Catawissa tonight. We had to purchase new manuals for them to take the class. I know we reduced the training budget to just the package but could we use "fall to funds" money to buy reimburse the department for the manuals? Total for 5 manuals was \$573.75

Let me know, I have the payment confirmation if I need to provide this to you.

Warmest regards,

Scott

Town of Bloomsburg BID PROCESS

PREPARING BID SPECIFICATIONS

Purchases/services over current year threshold are required to be bid, see the purchasing advertising requirements. The majority of bids are for equipment/materials needed for the Public Works Department and special Grant programs. These items have normally been budgeted for at the beginning of the year. There are a couple annual bids that are done each year. The Town Manager is the individual who prepares the bid specifications and the advertisements. The annual bids are normally the same from year to year and are for public works; if changes to the specifications are needed, the department head would notify the Town Manager (The two annual bids are for street paving and road materials). The Public Works Director reviews the PennDOT publications for the street paving specifications and the material specifications usually include what materials are needed, the quantity, etc. When large projects are being performed that require the use of CDBG federal monies, SEDA-COG or the SEDA-COG appointed engineering firm, performs all the bidding procedures. All paving projects are placed out to bid.

COSTARS is a cooperative purchasing program through the Pennsylvania State Government. As a member, the Town can access vendors that have been bid and awarded to be the most competitive/reliable vendors by COSTARS (piggyback the state government). The Town can purchase directly from those vendors listed on the COSTARS website without having to place bid advertisements for the purchases. If COSTARS does not have a vendor with the equipment/supplies/services needed by the Town, either the Town would write an advertisement for the local newspaper or SEDA-COG would advertise, providing in the advertisement a listing of all the equipment/supplies/services specifications needed.

The Town Manager/ SEDA-COG/ engineer prepares a bid package: documents explaining the project/materials/equipment that are needed to be purchased and the requirements; they are responsible for having these packets available for contractors who come to Town Hall and are interested in placing a bid. In certain cases, SEDA-COG or the engineer will send a package to all the contractor/vendors who placed a bid in the previous year. When a vendor calls regarding the advertisement and requests a bid package, they will either send them a copy of the bid package via mail, email, or by fax.

BID ADVERTISEMENTS

Bid advertisements, with all specifications, are placed in the newspaper based on the advertising procedures explained in the first attachment. The advertisements may be placed several times before the scheduled bid opening. The bid opening date is provided in the newspaper advertisement.

Bids from vendors are to be sent to administration in a sealed envelope with the bid amount and either a certified check for 10% of the vendor's bid or the vendor's bid bond certification. All bids for the advertised purchases are opened publicly at a bid opening. Bid openings are held prior to monthly committee meetings. The Administrative/Finance and Public Works Committee meetings are held the week prior to the first Council meeting of the month. Bid openings are open to the public and to those vendors who have placed bids and received a bid package. The only people required to be present at the bid openings are the Town Manager/ finance team and a witness. Normally, the Director associated with the bid will attend as well.

Town of Bloomsburg BID PROCESS

AWARDING BIDS

Once the bids have been opened, the Town Manager/ SEDA-COG/ engineer prepare a bid tabulation sheet. This sheet lists all vendors who have placed a bid, whether they sent a bid bond certification or certified check, and their bid amount.

At the next Council meeting, Council reviews the bids and vendors and, taking the committee's recommendations into consideration, awards the bid to the lowest bidder or the bidder sought fit to fulfill the specification required. Council does, however, state that they reserve the right to accept or reject any and all bids presented. There may be circumstances when the lowest bidder would not be awarded the bid.

When the successful bidder has been awarded the bid by Council, the Town Manager/ SEDA-COG/ engineer will send letters to all of the bidders. The unsuccessful bidders receive a letter along with their certified check. The successful bidder receives a letter stating that they have been awarded the bid. The bid bond or certified check is kept by the Town Manager.

On larger scale projects, such as resurfacing, the Director of Finance will know who was awarded the bid as it is noted at the Council meeting. The Director of Finance will not get any of the paperwork relating to the bid. Finance Department staff does not do anything until the invoices are sent in for payment. Director of Public Works/ engineer verify that the prices are correct per the bid contract and then forwards the invoice, noting approval for payment, to the Finance Department for payment.

With regards to equipment purchases through COSTARS, the Finance Department will work directly with the department managers to place an order. They obtains a purchase order (purchases over \$11,500) if the vendor requires one from the Finance Department and places the order. A purchase order number can be given if the vendor requests this. The PO is kept in the Finance Department to put with the invoice when it comes in. Once the invoice is received and verified by the Town Manager/ or correct department director, Finance Department will process a check for payment.

SELLING ITEMS

When the Town wants to sell an old piece of equipment/vehicle they are required to place it on Town Council meeting for a vote. The item is then placed on Municibid. The advertisement must give a description of the equipment/ vehicle and note that the item being sold is to be bought as is. The bid process is done the same way as with purchases and normally the bid is awarded to the highest bidder.

Capital Asset Acquisitions – carried forward from PY

A memo is sent to department managers to prepare a list of fixed assets they may need for the following year. That list is then compiled into a format by the Finance Director and presented to Council who ultimately has the final decision. The capital items are then built into the preliminary budget for the following year. Cuts are still made throughout the process of the budget. Once a capital item is approved, it can be cut in the final stages of the budget workshop meetings. Department directors must obtain three quotes for larger items being presented based off the guidelines for the purchasing procedures. Quotes need to be in writing. The item is then approved by Council and the amount Council approves is then paid by the Finance Department. The bid documentation is kept by the Finance Department. The Finance Department along with the Town Manager will be the ones in attendance of bid openings. The lowest bidder is usually awarded by Town Council.

Once items are authorized for purchase, items must follow regular cash disbursement procedures.

Director of Finance compares acquisitions to budget numbers monthly.

Director of Finance tracks fixed assets or as a repair and a list is compiled to input into BNA software.

Budget to actual reports are reviewed by the finance department and the Administrative Finance Committee.

Capital assets are expensed at the fund level; capitalization occurs at year end for the government wide statements; Recycling and Norris Rock pool records fixed assets directly to the balance sheet account, calculates and records depreciation on an annually basis.

Assets are tracked annually; inventory of fixed assets has not been performed since the TOB adopted GASB #34.

Capital Asset Disposals – carried forward from PY

Department managers will inform Town Manager of a potential sale item. All items for sale will be voted on by Council. Listing of the for sale items will be on the Municibid website. The Town Manager will be responsible for this process. This entry is made in Fund 99 at year end. Department managers determine when assets are no longer being utilized or serviceable. Inventory of fixed assets has not been performed since the TOB adopted GASB #34.

Capital Asset Depreciation – carried forward from PY

Director of Finance works with the Department directors on useful lives; BNA software is utilized. If impairment occurs, department directors are informing Town Manager/Director of Finance of the issue. Capital assets are expensed at the fund level; capitalization occurs at year end for the government wide statements; Recycling and Norris Rock pool records fixed assets directly to the balance sheet account. Assets are tracked annually; inventory of fixed assets has not been performed since the TOB adopted GASB #34.

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**TOWN OF BLOOMSBURG
DISBURSEMENTS SYSTEMS UNDERSTANDING
12/31/21**

INVOICING:

Finance Department receives bills for all departments. A majority of the invoices come directly to the Finance Department from the Administrative Assistant via postal mail. Some vendors have begun emailing invoices directly to the Finance Department as well as having the capability of pulling the invoices online. Very few invoices are mailed to the Department Directors. If invoices are mailed directly to the Directors, they approve them at this time. The Police Chief, for example, reviews the Police Department invoices, initials and codes them and they are submitted to the Finance Dept. on a weekly basis. The Public Works mechanic verifies the invoices are good to pay for the vehicles/equipment as well as indicating which vehicle/equipment the invoice pertains to. The Public Works Director delivers the mechanic's invoices along with any invoices and packing slips he may have to Finance Department, typically on a daily basis. The Recycling Dept. Director also delivers packing slips, invoices, and bills of lading on a daily basis. The Town Manager gives Finance Department any invoices they has received and advises on payment approval or notes if needing to be placed on the Admin. Finance agenda.

Invoices received on a daily basis are matched with their respective back-ups and coded by the Finance Clerk. The Finance Clerk consults with the Finance Director should there be any questions about coding a particular bill. Any invoice that does not have a back-up is scanned and sent to the Director requesting a back-up and need initialed. Once the invoice has been cleared by the department director, it is placed in a filing system for future entry into the accounting software based on the payment date status, such as due upon receipt, net 10, 15, 30 days respectively. There are also invoices which are only paid monthly after their respective statement arrives. If a vendor accepts credit card payment without any fee involved, the invoice is placed in the credit card "to be paid" file.

Credit card payments are called in on a weekly basis and are paid for at least once on a monthly statement basis.

Other invoices are entered into the accounting software on a weekly basis based upon their payment due date for a hard check. They are entered in the beginning of the week for check processing for the same week.

The procedure to enter an invoice is done within the Accounts Payable module. No invoice will be entered unless a Director or Town Manager sign off is provided.

Any new vendor requires a confirmation approval from the Town Manager. The Town Manager is confirming that the setting up of that vendor is approved. A vendor can never be deleted in the accounting software if there is history. Finance Dept. obtains a Form W-9 for new vendors. A list of new vendors is given each month to the Administrative Finance Committee for their review and tracked. The vendor policy was approved by the Administrative Finance Committee.

Once all the bills are entered, the Director of Finance reviews the batch and marks approval of payment. Any errors or required changes are made prior to final processing. Once the batch

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**TOWN OF BLOOMSBURG
DISBURSEMENTS SYSTEMS UNDERSTANDING
12/31/21**

verification is approved by the Finance Director, the bills are posted, marked for pay and the appropriate fund chosen for the payment. The next step is to cut the check.

Once the checks are cut, two signatures are required on every AP check. After the checks are signed, they are copied. A copy of each check is attached to its' respective back up and voucher. All check copies and backup are scanned and are uplodaed to the vendor history in Freedom. Any Council Member may review/audit the bills at any time.

Separate batches of bills are entered into the accounting software when payment is made from other funding sources such as Liquid Fuels, CDBG- DR monies, HOME monies or CDBG monies. The same process of entering, verifying, and cutting checks is followed as previously mentioned above.

The town is reimbursed monthly from the LF fund for wages related to LF that were paid by the General Fund on behalf of LF. LF money can be spent on wages for certain employees (road work, snow removal, signs), maintenance repair on roadwork, electrical from traffic signals, patchwork. Other expenses related to LF are paid directly from LF account.

Finance Department prints 'List of Bills' report on a monthly basis. Finance Department takes this report to the Admin/Finance Committee to get approval to send to Council. For the Council meeting, Finance Department prepares a spreadsheet for the Council Meeting summarizing all invoices by department. This goes to the Administrative Assistant/Town Manager for placement on the agenda.

MEDICAL REIMBURSEMENTS:

During 2013, the Town transitioned to an outside administrator for our HRA. Employees were issued debit cards and the Town deposited funds with Wage Works to cover the expenses in the HRA. The Town no longer cuts checks to employees for reimbursements and no longer reviews medical records. The exception was certain retirees in 2015. This entitles all non-bargaining employees to receive \$850 on the card and bargaining listed in their contract. Employees who elect not to participate in the Town's health coverage still receive this medical card of HRA. In addition, the employees receive \$300 pay out for electing not to take the insurance on a monthly basis via payroll. Public Works and Recycling employees receive a monthly payment of \$400 for those who elect not to take the insurance. Per Union Contract, Public Works and Recycling employees who elect the health care waiver will not receive the \$850 medical reimbursement card.

PURCHASE ORDERS:

The purchase order policy is a standalone policy and can be found separate.

COVID-19 PROCEDURE – DID NOT APPLY TO 2021 as no employee worked remotely

Due to governmental restrictions set in place for COVID-19, the Finance Director and Finance Clerk worked remotely (March 17th through May 25th) for the year 2020.

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**TOWN OF BLOOMSBURG
DISBURSEMENTS SYSTEMS UNDERSTANDING
12/31/21**

Invoices mailed to Town Hall were picked up at the Post Office on a weekly basis by the Town Manager. All invoices were date stamped, scanned and emailed to the Finance Director and Finance Clerk.

Invoices received via email were forwarded to the Directors director for approval. The Finance Clerk verified all back up and supporting documents were received.

Invoices received directly by the Directors would be scanned and e-mailed along with any packing slips and supporting documents to the Director of Finance and Finance Clerk. The Finance Clerk would enter the information on the "invoice" spreadsheet when received.

Invoices were all saved as a PDF file and sent to the respective department directors via email for approval. A spreadsheet was maintained listing the vendor, date received, invoice number and amount, coding, date of approval, department director who approved, any notes and the check batch invoice was processed in. This spreadsheet was utilized by the Finance Director to confirm all invoices had been entered in Freedom prior to processing checks.

Checks were processed by either the Town Manager, Finance Director or Finance Clerk. The Finance Director and Finance Clerk worked in the office for a day as needed. The check signing requirements followed the procedure listed above. All checks and invoices were scanned by the Finance Clerk and uploaded to Freedom.

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**TOWN OF BLOOMSBURG
PAYROLL SYSTEM UNDERSTANDING
12/31/21**

ADVERTISING NEW HIRES

Postings for open employment positions are posted in house for 5 days for all union (day restriction set by union contract) and non-union (out of courtesy to employees). If permission is granted by the union, an advertisement can be put in the newspaper concurrent with the in-house posting but otherwise public advertisement is done after the 5 day in-house period. Advertisements in the newspaper include the position requirements and a deadline for applications.

SELECTING NEW HIRES

Once the position posting has reached its deadline, the applications received are reviewed by Town Manager/Human Resource (HR) and the dept. manager seeking the new employee. If the posted position is a specialized position, one which requires certain certifications, experience, etc., the possible candidates are put through a screening process. Acceptable candidates are then selected for interviews. Town Manager/HR and the dept. manager seeking the new employee perform the interviews. The top candidates are then interviewed by Admin/ Finance Committee or the Town Manager and a recommendation is sent to Council. Council votes and decides which interviewed candidate will be hired. The Council also decides the hire date and pay rate for new employees.

PROCEDURES FOR NEW HIRES

New hires fill out their W-4, I-9, and new hire form (this form provides family information, emergency contact information, starting pay rate, local tax rate, etc.) with Town Manager/HR. Once these forms have been completed, Town Manager/HR gives the W-4 and new hire form to the Director of Finance. The new employee's information is entered into the Paychex Payroll software by Finance Department.

EMPLOYEE BENEFITS

New hires are generally not eligible for health benefits until they have reached 90 days of employment and then only single coverage and/or employee children coverage until their second anniversary, except for Police Officers who are eligible immediately for all employee benefits. New hires are also eligible for life insurance, short term disability and pension after 6 months of employment. Sick days begin accruing on the date of hire but new hires must be employed for a certain length of time per employee handbook to use accumulated vacation hours. The number of vacation days then increases based upon an employee's years of service. Employees are eligible for medical reimbursement through HRA card immediately; this reimbursement may be used for co-pays, dental, vision and other qualified medical expenditures. The Town Employees pension is fully funded by employer contributions and the Police Officers now contribute (as of 10/1/08) to their pension plan.

PAYROLL PROCEDURES

All employees are required to complete a timesheet for the week with the exception of the Mayor and Council Members. The Mayor and Council Members are paid annually \$6,000

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**TOWN OF BLOOMSBURG
PAYROLL SYSTEM UNDERSTANDING
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and \$4,000 respectively. They are paid the first pay date of every month. The pay period for all other employees runs Sunday through Saturday, paid bi-weekly on the following Thursday, unless the Thursday falls on a holiday. If so, the pay date will be the day before.

TIMESHEETS

Each department has a different timesheet form. The departments are: Admin, Airport, Code, Police, Public Works, Recycling, Swimming Pool, and Crossing Guard. Individuals complete and sign their timesheets. Each timesheet must then have signed approval from a designated individual responsible for approving (dept. head). The timesheets for the Town Manager and the Chief of Police are approved by the Mayor. In November 2016, the Town Manager's timesheets stopped being reviewed by the Mayor. Department Directors submit the timesheets to Finance Department every Monday. If it is a holiday, they are due the next business day. In March of 2017, Town Council implemented a bi-weekly payroll period consisting of two weeks of Sunday- Saturday pay schedule.

Finance Department reviews each timesheet verifying calculations. In the Police Department, for example, Officers can earn different rates dependent upon their assigned duties. Special rates apply such as Officer in Charge, working at the DUI Processing Center, or working one of many grants such as Cops-In-Shops. Additionally, supervisors usually do not know when an employee is eligible for longevity reimbursement. The Finance Department maintains a separate checklist for longevity to ensure proper payment is provided based on years of service. After four years of employment, TOB employees receive a longevity payment. The amount is calculated on a graduated scale based upon years of service and paid on the week following the employee's anniversary date. Finance Department does not sign or initial timesheets unless a correction is made or a longevity needs to be added to the timesheet. Any corrections made by finance personnel must be initialed. Also, employees who choose not to utilize the healthcare coverage provided by the Town are reimbursed 400.00 monthly by TOB. Public Works and Recycling are reimbursed \$400, per union contract. Finance Department tracks these employees and ensures that they receive the proper monthly compensation.

ENTERING PAYROLL

Finance Department logs on to Paychex which is individually password protected. The timesheets are entered by department. Each employee's payroll record is updated to reflect the current number of hours worked and the category in which those hours are worked, regular time, overtime, shift differential to name a few examples. After all the timesheets are entered, the following reports are printed: Negative Checks (N), No Pay List (72), Employee Change Report (84), and a Preliminary Check Register (37). Comparing the preliminary register with each timesheet completes the verification process. Any corrections are made at this point. Once the preliminary check register is verified the following Excel spreadsheets are updated:

- Met Life and Lincoln (Finance cuts the check monthly)
- Teamsters Dues / Police Dept (Paychex provides this check monthly)

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**TOWN OF BLOOMSBURG
PAYROLL SYSTEM UNDERSTANDING
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- Union Steel Workers (USW) – Public Works and Recycling Depts. (Paychex provides this check monthly)
- Aflac (Finance cuts the check monthly)
- Deferred Comp (Paychex cuts the check monthly)
- Benevolence (Paychex cuts the check monthly)
- Police Pension (Paychex cuts the check monthly)

After the above spreadsheets are updated, the Payroll file is submitted electronically to Paychex. A confirmation report is generated upon successful transmission of the file. After the file is received on Paychex's end, a confirmation e-mail is sent to the Finance Director, Town Manager and Finance Clerk and the payroll file is received from Paychex. At that time, an updated Accrual Report (35) is printed, and personal, vacation, and sick time are checked against the timesheet balances. Any adjustments are manually entered into Paychex and a memo is generated to inform the employee of any changes.

Also, after the file is received from Paychex, the download of the general ledger can occur at this time. Upon doing so, the report of REPT00GL is generated for the date of the check. This report is printed and should show all the general ledger activity. The following other reports are generated: B012WR1 & B012WR2 at the same time- the date of these reports will automatically pull from the REPT00GL. This action will place the report under the C drive under the Paychex folder. After this task, click on the desktop accounting download. After these steps are completed the imported general ledger report should be showing under imported general ledgers in the accounting software. Double check the date of the posting and post the batch.

Hard copies of employee's direct deposit check stubs are delivered via courier from Paychex the following day payroll is submitted to Paychex. Copies of each paystub are scanned to PDF and saved in the payroll folder. The paystubs along with any additional inserts are stuffed, sealed, and made ready for distribution no later than Thursday. Police Dept employees will receive copies of the timesheets with their pay stub. Timesheets are scanned weekly and sent to the Police Department with any changes noted. Public Works also receives copies of their timesheets with their paystubs as well as one Recycling employee. All employees with the TOB receive payment via direct deposit.

Vacation, sick, personal time and comp time are tracked by the department heads and are also listed on each timesheet. It is the responsibility of the department head to track this time and approve as necessary. The Finance Department also tracks the employee's vacation, sick, family sick, personal time, and comp time if applicable. This data is tracked on an excel spreadsheet from the timesheets. All completed timesheets are kept in a binder in Finance Dept. All completed timesheets are also scanned and saved in the Payroll folder.

MISCELLANEOUS DEDUCTIONS

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**TOWN OF BLOOMSBURG
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12/31/21**

Finance Department maintains deferred compensation spreadsheets which are updated each pay. There are two sections to the deferred compensation – Met Life and Lincoln. Finance Department verifies the amount for each pay agrees with the check register. On the last pay of the month, an AP check is cut for Met Life and Lincoln based on the spreadsheet amount along with the GL backup documentation. Finance Department remits a copy of the spreadsheet to Met Life along with the check. Lincoln sends a form with the listing of participants and the amount expected to be remitted. If there are any changes, Finance Department makes the appropriate adjustments. The check request and spreadsheet for the Met Life payment are then filed. For the Lincoln payment, a copy of the Lincoln form and spreadsheet are filed.

The TOB pays for a level of life insurance for each employee based on their employment status – salary \$20,000, non-salary \$15,000, police officers (uniformed) - \$80,000. Employees who wish to purchase more insurance can do so through payroll deductions.

Union Dues are remitted monthly for Public Works and Recycling for those employees who belong to the union. A spreadsheet is maintained on a weekly basis to facilitate the reporting. The calculation is setup in the employee's payroll profile. Finance Department receives a USW check from Paychex, and remits it along with the union dues spreadsheet. A copy of the check and the spreadsheet are then filed.

Union Teamster Dues are remitted monthly for the Police Dept. A spreadsheet is maintained on a weekly basis for facilitating reporting. The calculation is setup in the employee's payroll profile. Finance Dept. receives the Teamsters check from Paychex, and remits it along with the Teamsters invoice, and Excel spreadsheet. A copy of the check and the spreadsheet are then filed.

Police who work for more than one year have \$2 withheld from each check and remitted to the Police Benevolent Fund. Paychex sends this check to Finance Dept. on a monthly basis. The check is copied and filed with appropriate back-up. Check is given to the Officer in charge of the Police Benevolent Fund.

The Town outsourced cleaning in 2017.

PAYROLL TAX REPORTING

Paychex submits the payroll tax deductions on behalf of the Town. These include Federal, State, and Local taxes. The taxes are swept each payroll week. Paychex completes the monthly tax adjustments and files on behalf of the Town. The Town receives a copy of the quarterly taxes and is reconciled by the Director of Finance. Paychex also submits the garnishments for child support electronically. These submissions are also held and taken out of the Town's bank account on a bi-weekly basis.

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**TOWN OF BLOOMSBURG
PAYROLL SYSTEM UNDERSTANDING
12/31/21**

COVID-19 PROCEDURE CHANGES – does not apply to 2021 as no employees worked remotely

Due to governmental restrictions set in place for COVID-19, the Finance Director and Finance Clerk worked remotely (March 17th through May 25th).

Timesheets were submitted weekly, via email, to the Finance Director and Finance Clerk. The weekly review of timesheets followed the procedure listed above. In addition, a spreadsheet was maintained weekly by the Finance Clerk detailing employees, hours worked, classification of hours and weekly earnings. The spreadsheet was verified weekly by the Finance Director. This spreadsheet was also utilized to ensure all payroll data was entered correctly in Paychex.

Submission of payroll and subsequent procedures are listed above.

Payroll checks were requested to be delivered to the Police Station due to the closure of Town Hall. The Town Manager would receive the checks from the Police Station to stuff, seal and deliver to department directors.



Procurement Card Policies & Procedures

Presented to Admin. Finance Committee

July 8, 2015

PURPOSE: To provide guidance on the proper use of the Town of Bloomsburg purchasing card and establish procedures, which meet the following criteria:

- Provide an efficient and cost effective method of purchasing and paying for goods and services.
- Ensure purchasing card purchases are in accordance with the procedures of the Town and Pennsylvania statutes.
- Reduce the time and money spent processing low dollar transactions.
- Ensure that the Town bears no legal liability from inappropriate use of purchasing cards.
- Provide for disciplinary action if the purchasing cards are misused.

SCOPE: These procedures will apply to all the Town employees participating in the program.

BACKGROUND: The Town is making available to designated employees delegated authority to make minor purchases directly through a purchasing card program. Certain controls have been developed for the purchasing cards that do not exist in traditional credit cards. These controls ensure that the card is used only for specific purchases, within the spending limits and merchant code restrictions.

CARD DESCRIPTION: The purchasing card shall contain the Town's logo, cardholder's name and expiration date. The card has been uniquely designed to avoid confusion with personal credit cards.

CARDHOLDER RESPONSIBILITIES: The cardholder is responsible for the following:

- Holding and securing the purchasing card and card number.
- Buying supplies and services.
- Informing vendor of tax-exempt status prior to processing sale transaction.
- Collecting and saving sales receipts.
- Writing a narrative description of the account/ project to be charged on the back of each receipt.
- Receiving and inspecting all ordered materials and services.
- Reviewing/ verifying charges with the Finance Department.
- Submitting statements and receipts to the Finance Department.
- Complying with all policies and procedures for the purchasing card.

PURCHASING CARD DISTRIBUTION: Purchasing cards will be issued to Town of Bloomsburg employees that are approved by the Town Manager. Credit limits for each employee will be determined by the Town Manager.

PURCHASING CARD USE: The cardholder may pick up supplies or services or place an order for these by telephone, facsimile or other electronic means. Internet purchases must be made over a secured transmission. The supplies or services must be immediately available for pick up, shipped or delivered within the monthly billing cycle. The order should not be placed without this assurance. No back ordering is allowed when using the purchasing card. The cardholder must confirm that the vendor will charge the purchasing card when shipment is made.

PROHIBITED PURCHASES: The following supplies and services shall not be purchased with the purchasing card:

- Personal items
- Cash advances
- Gifts
- Federal or state funded projects, unless previously approved
- Any other items restricted by the Town Manager

DOLLAR LIMITS: A purchase may consist of multiple items, but the total invoice (including shipping) cannot exceed the cardholder's limit. Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the purchasing card program. In order to accommodate emergencies, authorized cardholders must contact the Town Manager to increase the limit of the card at any given time. At this point, the decision will be made by the Town Manager if such increase to the card is granted.

SALES AND USE TAX: The Town is exempt from paying the Commonwealth of Pennsylvania (and generally all other states') sales tax and/or use tax, even if the purchase is made with the purchasing card. It is the responsibility of the cardholder to make the vendor aware that the sale transaction will be tax exempt prior to processing the sale. If the vendor charges sales tax, the cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. Cash settlements in the amount of the sales tax shall not be accepted.

DOCUMENTATION: For all transactions, the cardholder must retain the original customer's copy of the charge slip, along with the detail receipt, which identifies every item purchased and the corresponding item cost. For telephone orders, the cardholder must retain the receipt and/or packing slip. The cardholder must write a description of the account/ project to be charged on the back of each receipt. When supporting documentation is missing, the cardholder must contact the vendor to request a duplicate receipt. If the cardholder is unable to obtain documentation, the cardholder may be required to make payment for the transaction. For every purchase made, the cardholder must be prepared to substantiate necessity or official use.

STATEMENT RECONCILIATION: For the Finance Director to have enough time to reconcile the monthly statement, all necessary documentation must be turned in within seven (7) days of receipt date.

LOST OR STOLEN CARD: Cardholder must report a lost or stolen card to the Town Manager immediately.

VIOLATIONS: The following actions are prohibited:

- Purchases of items specifically prohibited by Town or state policy.
- Purchases that exceed the purchasing card limits.
- Not reporting lost or stolen credit cards.
- Purchases from vendors that create a conflict of interest (i.e. purchases from Town employees and/or their relatives, etc.)
- Inadequate record keeping and/or documentation of purchases.
- Acceptance of cash in lieu of a credit to the statement.
- Splitting of purchases within the single purchase limit.

Town of Bloomsburg
Finance Department

List of Bills Policy
Service/ Maintenance Procedures

Approved: November 5, 2014

List of Bills Policy

Each month a list of bills will be prepared by the Finance Director for the Town of Bloomsburg. This list is generated from the accounting software and breaks down the expense charged to each fund/category from the beginning to the end of the month. This list will be e-mailed to all Council Members and the Town Manager/Secretary/Treasurer along with the itemized expenses. The list of bills will go to Administrative/ Finance Committee in order to address any questions that may arise. The same list of bills will also go to Council's first meeting of the month for official Council minute documentation. At this meeting, Council is acknowledging that the lists of bills were paid in full and that the payroll listed has been processed.

Any Council member that wishes to review the invoices before payment is entitled to do so. Accounts payable is run weekly and usually held on Wednesday's. Invoices are ready for review usually every Tuesday in the Finance Department.

Service/ Maintenance Procedures

Any services/maintenance that are performed under The Town of Bloomsburg will follow the purchasing procedure. Any bill that is out of the ordinary (first occurrence, no backup documentation, etc.) will always be addressed to the Town Manager/ Secretary/ Treasurer to move forward with processing. For anything that does not have the proper documentation, the appropriate Director will be notified and documentation must be provided before payment is processed.

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**TOWN OF BLOOMSBURG
RECEIPTS SYSTEM UNDERSTANDING
12/31/21**

The Administrative Assistant opens all mail unless a Department Director requests that staff does not open their mail. They sort mail by departments. Checks are logged into an excel spreadsheet maintained by the Administrative Assistant. All checks are logged and stamped 'For Deposit Only'. Cash is collected by the Administrative Assistant for various receipts. They record from whom it was received, the date and amount. The assistant then copies all the checks and cash and takes all checks and cash to Finance Dept. on a daily basis. The copies of the check or cash are used as the back-up and attached to the cash receipt generated by the accounting software. The cash receipt and the back-up is then filed in the "Cash Receipt" by month as well as scanned and saved on under the Finance Directory. The assistant does not log credit card receipts. The Police Department Administrative Assistant stamps checks "For Deposit Only" for all checks received.

Credit Card Receipts Processing for the Police Department:

Credit cards are accepted in the Police Department. Customer receives their receipt from the Credit Card (CC) machine and the ticket stub with the ticket number on it. The ticket is stamped with the date, noted it was paid by CC and initialed by the clerk. CC slip is put in with the tickets and stored with the received tickets from the day. Clerks pull office copy of paid tickets throughout the day. Automatic CC totals reports are printed from the machine overnight. Original goes to Finance Department on a breakdown worksheet of charges. Finance Dept. maintains a monthly spreadsheet for credit card payments. Finance Department completes a monthly reconciliation for all credit card payments based upon the date the transaction occurs at the bank.

In the Police Department, tickets with CC payments are kept separate and reconciled to the "Totals Report". Tickets are entered into Visual Alert along with other tickets and noted on an Excel spreadsheet which lists cash, checks, credit cards and online payments and totals all. A monthly report is done of all credit card and online payments and kept in Police Department Administrative Assistant computer in an Excel spreadsheet. Credit card totals are combined with the cash, check and online payments in the Council Report. Credit card totals for each department (i.e. dumpsters, permits, etc.) are separated out in a credit card total for each month of the year.

Online payments are printed off from original place of reception, via P.D. Administrative Assistant's email. Each payment is printed as well as the settlement report. Office copy of tickets are pulled for each online payment and verified that the correct amount is paid. If not, the online payment gateway (authorize.net) has a function to refund or void payments. An email is sent directly to the customer with verification of this and an explanation of why this was done. A copy of the email is printed and attached to the ticket payment email. Each slip is totaled and the calculation tape is attached to the Settlement Report. Tickets are then entered as paid in the computer. All online and tickets accepted at the station are entered together in Visual Alert, the ticketing software. Visual Alert's system has a field to record how ticket was paid. CC is entered for credit card payments, Check number for check payments, OL = online payments and blank for cash payments. Finance Department gets a copy of the daily on-line settlement report and credit card totals. Finance enters the information from the on-line report into an Excel spreadsheet and a monthly reconciliation is done with the bank statement.

The P.D. Administrative Assistant compiles a monthly report total of all different revenue streams in the Police Department and logs it in an excel spreadsheet. This report is separated by receipt type. At end of year, the P.D. Administrative Assistant does a report for Council showing the credit

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**TOWN OF BLOOMSBURG
RECEIPTS SYSTEM UNDERSTANDING
12/31/21**

card sales for the year. The settlement statement credit card receipt; ticket, receipts from other departments are attached to this report

The Town of Bloomsburg (TOB) P.D. has several funding streams:

<u>Revenue Streams for PD:</u>	<u>Fund</u>
• Parking Meters -	GF
• Pango -	GF
• Parking Tickets -	GF
• Residential Permits -	GF
• Zone Permits -	GF
• Chemical Tests -	DUI Account
• DUI Fines -	DUI Account
• Other Departmental Revenue	
○ Meter Rental -	GF
○ Bicycle License-	GF
○ Dumpster Fee-	GF
○ Street Closings-	GF
○ Boot Removal-	GF
○ NSF Fees-	GF
○ Incident Reports -	GF
○ Background Checks -	GF
○ Accident Reports -	GF
○ Event Permits -	GF

PARKING METER RECEIPT PROCESS

The Parking Enforcement Officer is responsible for collecting coin money from the meters for deposit into the bank. Bank deposit slips are labeled with the name of the lot from which the revenue was collected. Deposits are entered into the accounting system by personnel in the Finance Dept based off the bank deposit slips.

In January 2020, a new verification system with the bank was incorporated. Each bag and the placard inside are checked by a bank representative and our parking enforcement officer(s). Finance department created a sign off sheet for this purpose. After the sheet is signed off on, the bank rep makes a copy and the PEO(s) return the sheet to the LEAA and it is scanned and sent to our Finance Dept.

In August of 2019, Mobile Application Parking was added to the north side E 2nd Street from Elm Street to Chestnut Street. The company is Pango/Mobile Smart City. Monies are collected by the use of a mobile phone app. Pango collects the money for the space and adds a 16% convenience fee. A monthly check is issued to the Town of Bloomsburg for the total net revenue. Parking Enforcement LEAAs have the capability to log into the software and see detailed records of parking sessions, reports and financial information. Town of Bloomsburg Finance Department also has access to this information. The total net revenue is added to the Council Report Monthly by the LEAA.

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**TOWN OF BLOOMSBURG
RECEIPTS SYSTEM UNDERSTANDING
12/31/21**

In June 2021 Mobile Application Parking was added to 14 areas throughout all the metered downtown areas, an extension of Zone 17815 on the south side of E 2nd Street from Chestnut St to Oak Lane and E 4th St North side only from Locust St to Oak Ln.

A monthly excel report is generated from Pango's back end website for all the monies collected by zone. This is shared with the finance department.

PARKING TICKET RECEIPT PROCESS

Parking tickets paid within a half hour can get the reduced rates for expired meter tickets only. Staff receives ticket money either by mail, internet or at the window. Two, first shift clerks accept payment at the window. The policy is to immediately date stamp the ticket, indicate method of payment; amount of ticket; the clerk initials the top and bottom portion of the ticket; tears off the bottom of ticket or makes a copy of the new electronic tickets and gives to customer as a receipt. Office copies of each ticket is maintained at the window station.

Each clerk is given \$100 drawer to begin their shift. The P.D. Administrative Assistant is responsible for providing change for each clerk from a locked cabinet file. All cash and checks are locked up at night. The P.D. Administrative Assistant uses his/ her key to open up the next day.

The P.D. Administrative Assistant uses the office copy as a receivable tool. Office copy must be matched against the original ticket. If an office copy of the ticket does not exist, it means the original was already paid and this is a duplicate payment.

The P.D. Administrative Assistant writes the payment amount on the office copy, if payment is by check staff also writes amount of payment and check number, along with the ticket number on the check. The assistant separates tickets by dollar amount; this process makes it easier for him/her to enter into the computer system. The assistant counts the money and checks; totals them on the daily ticket Excel worksheet. Excel automatically updates totals.

After the manual process is done, the P.D. Administrative Assistant logs in to Visual Alert to process the payments for each ticket. Staff goes to the payment screen, enters ticket number, date received, and amount received and how paid (check number, credit card, online or blank for cash). A list of tickets entered and amounts paid is then printed. Tickets are manually cross referenced from this report to the office copies. This is a verification procedure.

The P.D. Administrative Assistant prepares the weekly deposit. Copies of the worksheets and deposit slips are scanned and sent to the finance department. The LEAA delivers the locked deposit bag to the finance department. Finance Department staff takes the deposit in the locked bank bag to the Bank. Finance deposit receives the deposit slips from the bank usually the following day. The type of deposit such as "tickets" is written on the deposit slip and these are then entered into the accounting software by personnel in the Finance Dept.

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**TOWN OF BLOOMSBURG
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Ticket totals are reported on the Council Report monthly. The P.D. Administrative Assistant photocopies the deposit slips and keeps a copy with the deposit sheets in P.D.

RESIDENTIAL PERMIT PROCESS

TOB had to make several streets residential parking only. Residents of those streets purchase a parking permit. Permit number, as well as, name, date, license plate, phone number, method of payments are entered into the computer system. Resident must show proof of their continued residency, as well as their vehicle registration card and photo ID. Students must show proof of their residence and provide their vehicle registration and photo ID as well. A fee is charged if anyone loses their Residential Permit. Residential Permits are marked with the license plate of the vehicle or a "V" for Visitor permit. Only 3 permits per unit are issued. Applicants must fill out a form that clearly states where they can park with their number permit – Police Department maintains the signed copy of this form. Permits are all logged in the Excel Worksheets for each permit. Method of payment is also logged. Deposits are done once a month with the exception of the busier distribution times at which time they are done as needed. Totals from the receipts are transferred to a worksheet & attached to it when completed. Total monies collected are reconciled to permits sold on a monthly basis. A deposit slip is prepared in the Police Department and forwarded to Administrative Secretary. Finance Department staff takes the deposit in the locked bank bag to the bank. Finance deposit receives the deposit slips from the bank usually the following day. The type of deposit such as "Residential Permits" is written on the deposit slip and these are then entered into the accounting software by personnel in the Finance Dept. These monthly receipts are logged on the Council Report.

ZONE PERMITS

Downtown Zone permits are available to those who live and work in designated downtown areas. These are available in person or online as of January 2021. Payments are accepted online through the same vendor as parking tickets. They are sent to a different email folder and reports are separate from parking. These permits allow the holder to park in the zone they purchased, in a designated zone area. Not at a meter. Employees of the TOB state their place of employment and provide their vehicle registration card and photo ID. Students must provide proof of residency and their vehicle registration card and photo ID. Everyone fills out an application form, in duplicate. Payment is recorded on the form. The clerks enter the permit number, name, license, address, phone number, amount collected, and form of payment in the Downtown Parking Lot Zone Permit Excel spreadsheet. The application duplicate copy is stapled or handed to the recipient. These are sold twice a year at which time deposits are made as needed. Total receipts, from the Zone Permits spreadsheet, are matched to the deposits and credit card payments on a manual worksheet. The deposit procedure is the same as previously noted in the parking tickets, and residential permits section respectively. These sales figures are reported on the Council reports

OTHER DEPARTMENTAL REVENUE

Money is taken at the P.D. window for meter rental, bicycle license, dumpster fee, street closings, boot removal, non-sufficient funds, accident and incident reports, videos and photos, social gatherings, antique and 2nd hand good permits. Receipts are issued for each.

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The internet payment option is limited to the Parking Tickets and the Zone Permits. When the credit card and internet are used to pay the Parking Tickets and Parking Permits, they go into the GF account with an ACH. If miscellaneous is selected on the credit card receipt, the P.D. Administrative Assistant writes on the receipt what other Departmental Revenue to which it refers. P.D. submits excel spreadsheets for Departmental Revenue to be attached to the cash receipt. Finance Dept. enters these deposits into the accounting software.

The Deposit Slip for Other Departmental Revenue (includes all of the items mentioned above) is prepared by P.D. Administrative Assistant; given to Administrative Assistant; Finance Department staff takes the locked bank bag to the bank. In the Police Department, all receipts are logged into a deposit book (copied in P.D. Administrative Assistant computer in an Excel file, given a receipt; deposit slip prepared by police department personnel. Finance Dept. enters the deposit into the accounting software. The P.D. Administrative Assistant Excel spreadsheet "Departmental Revenue" is attached to the Cash Receipt. ~~The P.D. Administrative Assistant invoices the departments and the checks are processed~~

Receipts and money are kept in a locked bank bag in locked file cabinet. All payments are given a receipt; these receipts are in duplicate.

PETTY CASH

The P.D. keeps a \$100.00 balance of petty cash at both Town Hall and at the station. Officers submit receipts. A petty cash slip is prepared and signed by the officer. The P.D. Administrative Assistant records the petty cash activity in an excel spreadsheet. A report of receipts is made when funds get low. This report is signed by the Chief of Police and given to Finance Department staff who issues the check back to the Police Dept. The Petty cash monies are stored in the locked file cabinet.

DRUG TASK FORCE

The Drug Task Force via the District Attorney's office reimburses the Town for hours worked on cases by the police department. Police Chief submits the charges. Hours spent on Drug Task Force are submitted at the quarterly drug task force meeting. The same process as above applies for the receipt into the GF. Finance Department tracks each quarterly payment.

STATE POLICE FINES

These funds are wired into the General Fund Account. Finance Department receives an email notification from the Commonwealth of PA detailing the wire transfer. A journal entry is used to record this receipt.

CODES DEPARTMENT

BUILDING AND ZONE PERMITS

When an individual/ company need a building permit, they go to the Codes Department. Staff has Building & Zoning Permit applications that must be completed. The fee for Building & Zoning Permits is determined per project. Applicants can pay via cash, check or credit card to pay the application fee, . The Codes official gives the applicant a receipt printed directly from the IWorq

TOWN OF BLOOMSBURG
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software. The money received for building & zoning permits is given to Administrative Assistant to be logged into the cash receipts spreadsheet (see cash receipts procedures). After the cash and checks are logged, the Administrative Assistant copies them for future attachment to the cash receipt when the deposit is generated by the accounting software.

REGULATED RENTAL FEE

The regulated rental fees relate to a Town ordinance that requires a license to be present on all student rentals where two (2) or more students reside. The license verifies: code department received the application and payment from the owner of the property; codes department inspected the residence and the unit passed all inspection requirements.

The owner of the rental property must complete a license application annually; the license application is due September 15th of each year. The license period runs from July 1 to June 30. The owners must obtain an application from the codes department, complete the application, list all student rentals they own that have two or more students occupying the property and send it back to the codes department with payment. If the applications are hand delivered, staff completes a receipt, giving the owner their applicable portion of the receipt. If the owner sends the application via mail, staff completes a receipt and sends the applicable portion to the owner only upon request. All applications are reviewed. If an application is not correct, Staff sends the entire package, including the check, back to the owner explaining the noted discrepancies.

Upon receipt of the license fees, they are given to the Administrative Assistant, verbally explains purpose of receipt; they log in log book and takes the money to Finance Dept after making a copy of the cash or check(s). Finance Dept. attaches the copies as back-up to the Cash Receipt. Cash Receipt process is followed as previously mentioned.

Licenses are issued following a passed inspection and the licenses are created and logged in the iWorQ software with the entity number and year of issue becoming the license number.

ZONING HEARING BOARD FEES & SUBDIVISION LAND DEVELOPMENT FEES

An individual/company seeking an ordinance variance; exception; permission for subdivision land development must complete an application and pay a fee. The volume of these applications varies from month to month. When receiving money from the applicant, a receipt is prepared and given to the applicant. The checks are copied (if a check is received) and kept with the application. Codes staff records the purpose of the payment and gives it to Administrative Assistant. Codes responsibilities for the money are then complete. The Administrative Assistant logs the payment in her cash receipts log book and takes the payment to the Finance Dept. Same cash receipt process is followed as previously noted. Note: the zoning hearing board fees are for the subdivision land development fees vary depending on the procedures being performed.

INSPECTION/ NO FEES

Inspections of student rentals are required. If the codes department inspector arrives at the rental unit and no one is there, the owner is charged a "no show" fee. Staff creates an invoice with the "no show" fee included and holds the license until the fee is paid. Staff maintains a spreadsheet with a listing of all the owners that have received "no show" fees. The list includes the owners

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RECEIPTS SYSTEM UNDERSTANDING**

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name, the invoice number sent, what the fee is for, how much is owed and, once paid, the date payment was received.

When Codes staff the money, a copy of the check is made (if a check is received) and immediately takes the money to the Administrative Assistant. Codes staff verbally informs Administrative Assistant of purpose of funds; Administrative Assistant logs the cash receipts in her cash receipts log book. Code's staff responsibility for the money are then complete. Staff files the copied checks and invoices in the filing cabinet

ZONING ORDINANCE AND ZONING MAP COPIES

Occasionally the Codes Department receives requests from individuals/companies for copies of the zoning ordinance and/or the zoning maps. Due to the Public Right to Know legislation, we are only allowed to charge a reasonable cost for duplication. The Ordinances are on-line so copies are not necessary. When Codes staff receive the payment for the copies, Staff immediately takes the payment to the Administrative Assistant and verbally informs him/ her of purpose. The monies are then logged in the cash receipts in her cash receipts log book and Code staff's responsibility for the money is complete.

REAL ESTATE TAX & INTERIM TAX

In January of each year, the tax collector forwards the amount of the duplicates for real estate to Finance Department. Finance Department keeps this information on file. Finance Department starts receiving RE taxes in March. The tax collector prepares reports for the finance department related to the RE tax; these reports detail the receipts by fund type. The tax collector also prepares a report for Interim Tax. Checks from the tax collector are given to Administrative Assistant who logs it, stamps "For Deposit Only" and forwards to Finance Department.

Finance Department verifies tax collector spreadsheet total equals the check amount. Checks under the determined threshold limit are deposited remotely with the funds deposited into the respective accounts. If the check exceeds the remote deposit amount threshold, a deposit ticket is created. The check is deposited into the general fund and a subsequent transfer is made from the general fund to the respective accounts. A journal entry is entered and posted in the accounting software.

DELINQUENT TAXES

Delinquent tax receipts are received from the County on a quarterly basis. The receipt is split out based off the tax mill rate set for each purpose. The monies are allocated accordingly to the separate accounts and deposited as procedure.

ALL DEPOSITS

All deposits are prepared by either the Finance Director. The Town Manager or Finance Clerk will prepare deposits in the absence of the Finance Director. All copies remain within the Finance Office. When one is out of the office, there is only one person making this deposit. All receipts are locked in a drawer until the deposit takes place.

BONNER

Chevrolet

COSTARS™

Pennsylvania Department of General Services

January 21, 2022

Revised Costars Member Price quote for the Town of Bloomsburg

2022 Chevrolet Trax LT AWD

Bonner Chevrolet is pleased to submit our revised Costars member price quote to the Town of Bloomsburg for the vehicle referenced above with specifications sent in previous email. Please review option contents carefully. Bonner Chevrolet looks forward to the acceptance of our quote by The Town of Bloomsburg.

Costars Member Price: \$24,489.00**

Thank you for your time and consideration in this manner.

Victor J Daylida

Costars, Fleet, Commercial & Medium Duty Mgr.

570-287-2117 ext. 238

Costars Member # 141414

Costars Municipal Work vehicles contract # 025-300 Costars Passenger Vehicles contract # 026-108

Costars Emergency vehicle contract# 013-198

**price is plus any/all applicable taxes/tags/reg/lien/doc/transport/shipping fees or any third party upfits. prices valid for 3 days on current in stock, & 18 days for vehicle orders from date of quote and/or unavailability of vehicle or equipment. All prices and specifications are subject to change by the respective manufacturer(s). Final pricing will be dictated at time of delivery. Any addition/deletions to specifications requires a revised quote and supersedes all previous quotes.

Lisa Dooley

From: Tyler Kazar <tyler.kazar@mepush.com>
Sent: Monday, December 13, 2021 10:23 AM
To: Lisa Dooley
Subject: Website Findings
Attachments: after.png; before.png

Categories: Yellow category

Please see below and the two attachments.

Hi Tyler,

I went through the site and here's a rundown of what I found, plus some recommendations to get them a good result moving forward.

First, I ran some scans with some online ADA/WCAG tools and the stuff it gave back was pretty typical for a site this age. Alt text, contrast, font size, etc. All stuff that would get resolved in the refit we're going to do anyhow:

<https://wave.webaim.org/report#/https://www.bloomsburgpa.org/>
<https://wave.webaim.org/report#/https://www.bloomsburgpa.org/community/>

Since readability and accessibility is a big thing for them, I'd suggest:

- Increasing the layout width from 960px to 1200px
- Increasing the baseline font size from 12px to 18px (maybe 16px but no smaller)
- Darken the baseline font from #666 (a medium gray) to #111 (close to black)
- Darken link text from the current light blue to web-friendly blue.
- Increasing the heading sizes proportionally
- Changing the baseline font to something with high readability and contrast potential (Open Sans, Droid Sans, etc.) - We can leave the headlines Times New Roman if that's part of their branding, otherwise a nice bold Open Sans replacement would pull it together.

Attached is a screenshot showing the difference this would make just for the body copy. The few things will make a world of difference and solve most of their issues with accessibility and usability. Mobile weirdness will go away as well, as the theme prevents any kind of pinching on touch screens and the single-column layout it collapses down to could be cleaned up a lot.

For the airport pages, those can get their own unique header with a button that points you back to the main site.

For long pages, a floating sidebar menu that anchor-links you to the relevant section is something we could do to help with the scroll-fatigue they mentioned. This is something I could record a video explaining how to set up on other pages in the future, too.

Outside of that, I think the general layout is simple and works well for what their site is for. It's information heavy, so typography should be big and clear and divisions in composition should have clear contrast. This is a straight-forward site to clean up, nothing weird except for the age of the theme and the way it does a couple things.

Let them know there is no rush on deciding on the calendar stuff we start on the things above. It might even be easier to quote the refit and knock that out, then revisit the calendar as a second phase. We can use that interim time to make

sure the calendar solution they're getting is what will work the best for them. On that end, it's really beneficial if they understand what they're purchasing and how it'll work with nuances on their end that only they know about.

Lastly, I worked through each page and found the following broken links (out of about 1200 unique). I identified a few easy fixes which I took care of (minor things like a bad mailto link and links to old pages on BloomPD). The ones below in bold are internal links with pages that simply don't exist, and the others are external links that the client will want to find a new link for or remove the content from the site.

- <https://www.bloomsburgpa.org/government/>
 - "IRS" (<http://www.irs.ustreas.org>) => Error 404
- <https://www.bloomsburgpa.org/visitors/>
 - "Restaurants/Bars" (<https://www.bloomsburgpa.org/visitors/restaurantsbars/>) => Page doesn't exist
 - "Shopping" (<https://www.bloomsburgpa.org/visitors/shopping/>) => Page doesn't exist
- <https://www.bloomsburgpa.org/community/new-resident-information/>
 - "Geisinger-Bloomsburg Hospital" (<http://www.bloomhealth.net/bloomsburg-hospital.php>) => Error 404
 - "First Columbia Bank & Trust Co." (<https://www.firstcolumbiabank.com/index.php?p=home>) => Error 403
 - "PNC Bank" (<https://www.pnc.com/webapp/unsec/Homepage.do?siteArea=/PNCCorp/PNC/Home/Personal>) => Error 403
 - "Service 1st Federal Credit Union" (<https://www.service1.org/default.aspx>) => Error 404
 - "BLOOMSBURG POST OFFICE" (<https://tools.usps.com/go/POLocatorDetailsAction!input.action?locationTypeQ=all&address=17815&radius=20&locationType=po&locationID=1355212&locationName=BLOOMSBURG&address2=&address1=230+MARKET+ST&city=BLOOMSBURG&state=PA&zip5=17815&zip4=9998&tollFree=&fax=&tAddress=&tAddress1Ams=&tAddress2Ams=&tCityAms=&tStateAms=&tZipAms=&tCarrierRouteAms=&latitude=41.00209031100047&longitude=-76.45769520699963&sWithin=20&&&&&&&>) => Error 403
 - "COLUMBIA COUNTY ASSISTANCE OFFICE" (<http://www.dhs.pa.gov/citizens/findfacilsandlocs/countyassistanceofficecontactinformation/>) => Error 404
- <https://www.bloomsburgpa.org/community/organizations-groups/>
 - "Bloomsburg Kiwanis Club" (http://www.pakiwanis.org/clubs-and-divisions/club-details/?club_id=17) => Error 404
 - "Bloomsburg Little League" (<http://www.eteamz.com/bloomsburglittleleague/>) => Error 404
 - "Geisinger-Bloomsburg Hospital" (<http://www.bloomhealth.net/>) => Error 404
 - "The Exchange" (<http://mooseexchange.org/site/>) => Error 404
 - "United Way of Columbia County, PA" (<http://www.unitedwaycolumbiacounty.com/>) => Error 404
- <https://www.bloomsburgpa.org/business/historic-district/>
 - "PVC Boards" (<http://www.fypon.com/products/pvc/propak.asp>) => Error 404
- <https://www.bloomsburgpa.org/harb/>
 - "FYPON PVC Trim Pieces" (http://www.fypon.com/literature/pdfs/pvc/fypon_pvc_catalog.pdf) => Error 404
 - "VINYL Molding Shapes" (<http://www.versatex.com/exterior-mouldings.php>) => Error 404
- <https://www.bloomsburgpa.org/shade-tree/>
 - "Penn State Woody Ornamental Pest Guide" (<http://pubs.cas.psu.edu/FreePubs/PDFs/agrs025.pdf>) => Error 404

- <https://www.bloomsburgpa.org/bloomsburg-farmers-market/>
 - "PA Dept. of Agriculture - Farmers Market License"
(<http://www.agriculture.pa.gov/Protect/FoodSafety/Retail%20Food/Pages/Farmers-Markets.aspx>) => Error 404
- <https://www.bloomsburgpa.org/community/bloomsburg-airport/about-us/>
 - "www.flybloomsburg.com" (<http://www.flybloomsburg.com/>) => Error 404

All in all, the site really just suffers from being on a theme built in 2012. Their content is fine, their overall composition works well. Just needs to be brought into the current year so they can do things without the solution getting in the way.


Hopefully this helps - Happy to answer any questions or revisit something that doesn't make sense :)

8:00am Administrative Finance Committee

Thursday, December 9

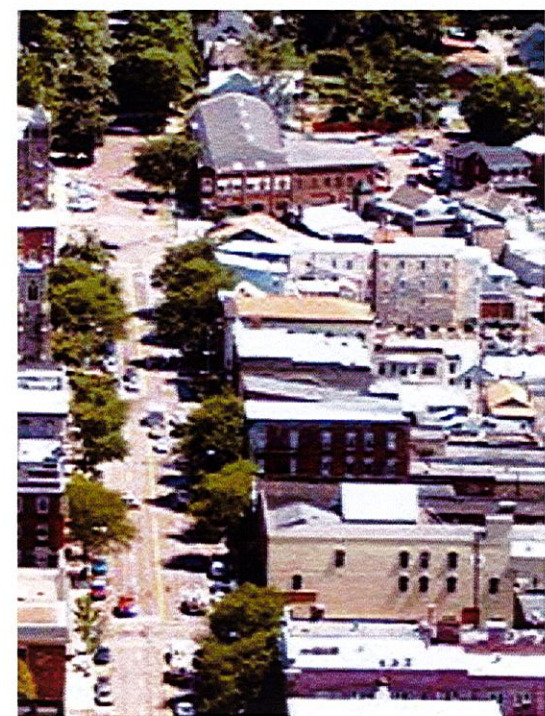
1:00pm Planning Workshop

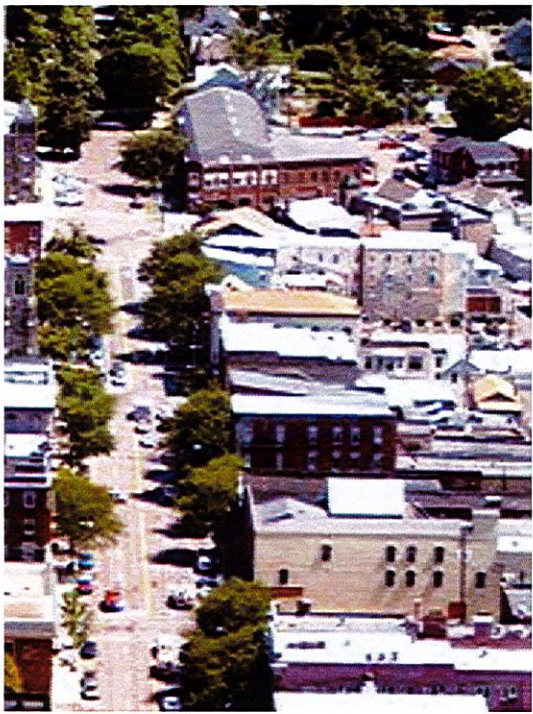
Events shown in time zone:
Eastern Time - New York



Welcome to Bloomsburg!

Bloomsburg, PA is a small, historic town located within Columbia County and is home to 14,000 residents. Being located along Route 11 and less than 5 minutes from two expressways, I-80 and I-81, makes Bloomsburg a hub of activity for residents or visitors. The County seat, Bloomsburg is a "college town" and strives to provide a welcoming, inclusive, and equitable environment. Located in the heart of the Susquehanna River Valley, Bloomsburg boasts a rich economic history and a diverse economy thanks to Autoneum, Bloomsburg University, Geisinger-Bloomsburg Hospital, Geisinger-Kawneer, and a vibrant downtown community of small businesses from shops to restaurants. Bloomsburg is home to a municipal airport, landmark Town Park with many acres of recreational activities, and has one of the largest and longest running fairs in the country. With so much to see and do, Bloomsburg is a great place to live, work, and play!





WELCOME TO BLOOMSBURG!

Bloomsburg, PA is a small, historic town located within Columbia County and is home to just over 14,000 residents. Being located along Interstate 80 and less than 5 minutes from two exits of Interstate 80 make Bloomsburg a hub of activity for residents or visitors. The College of Bloomsburg, is a "college town" and strives to provide a welcoming, inclusive, and equitable environment for all. In the heart of the Susquehanna River Valley, Bloomsburg boasts a rich economy and has a diverse economy thanks to Autoneum, Bloomsburg Geisinger-Bloomsburg Hospital, Kawneer, and a vibrant downtown community of small businesses from shops to bars and eateries. Bloomsburg is home to a municipal airport, landmark Town Farm, many acres of recreational activities, and has one of the largest longest running fairs in the country. With so much to do and see, Bloomsburg is a great place to live, work, and play!

Lisa Dooley

From: James Huber
Sent: Friday, January 28, 2022 3:16 PM
To: Lisa Dooley
Subject: Zoom meetings

Hi was that a new camera at the last TC meeting? is it was a good improvement. Now all we need is eight omni directional Mics for each Councilpersons and one for citizens to be heard. Cost is about \$800 for all. Is it possible to have whomever is speaking at these meetings to have the camera on them when they speak? Thanks for the improvement. JHH. have a great wkend.

Town of Bloomsburg

Code of Ethics and Conduct For
Elected and Appointed Officials

"Always do right. This will gratify some people and astonish the rest."
--Mark Twain

Policy Purpose

The Town of Bloomsburg Town Council adopts this Code of Ethics and Conduct to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the Town of Bloomsburg government.

A. ETHICS

The citizens and businesses of Bloomsburg are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly in an atmosphere of respect and civility.

Therefore, members of the Town Council, Town Manager, and of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Bloomsburg and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
2. **Comply with both the spirit and the letter of the Law and Town Policy.** Members shall comply with the laws of the nation, the State of Pennsylvania and the Town of Bloomsburg in the performance of their public duties.
3. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Commissions and Committees, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the Town Council.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussion before the body; and focus on the business at hand.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

7. **Communication.** For adjudicative matters pending before the body, Members must disregard information received from outside sources and not introduced as evidence during adjudication proceedings.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, or (b) a conflict of interest with an organization in which they are a member.

A member who has a conflict of interest regarding a particular decision shall disclose that fact. If uncertain if a conflict exists the members should seek advice from the Pennsylvania Ethics Commission. Members shall not participate in a decision in which they have a conflict of interest.

In accordance with the law, members annually shall disclose investments, interests, in real property, sources of debt and income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g. Town staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the Town, nor shall members of Boards, Committees and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. **Advocacy.** Members shall represent the official policies or positions of the Town Council, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Bloomsburg, nor will they allow the inference that they do. Council members, Committee and Commission members have the right to endorse candidates for all Council seats and Committee appointments.
14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Bloomsburg Town government as outlined in the Town Code and by ordinance. In this structure, the Town Council determines the policies of the Town with the advice, information and analysis provided by Town staff, Boards, Committees and Commissions, and the public. The Mayor serves as President of the Council, provides oversight and direction of the police department and not interfere with the administrative functioning of the Town Manager or the professional duties of Town staff; nor shall any member of Council impair the ability of staff to implement Council policy decisions.
15. **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of Boards, Committees and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board, Committee and Commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate supervising of staff.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials should treat one another, Town staff, constituents, and others they come into contact with while representing the Town of Bloomsburg.

1. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

(a) Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(b) *Practice civility and decorum in discussions and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) *Avoid personal comments that could offend other members*

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

(d) *Demonstrate effective problem-solving approaches*

Members have public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. **Elected and Appointed Officials' Conduct with the Public in Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of the individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) *Be welcoming to speakers and treat them with care and gentleness.*

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) *Be fair and equitable in allocating public hearing time to individual speakers.*

The chair will determine and announce limits on speakers at the start of the public hearing process.

(c) *Practice active listening*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) *Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) *Ask for clarification, but avoid debate and argument with the public*

Only the chair- not individual members - can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or

exhibiting behavior or language the member finds disturbing.

3. **Elected and Appointed Officials' Conduct with Town Staff**

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and Town staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) Do not disrupt Town staff from their jobs

Elected and appointed officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend Town staff meetings unless requested by staff- even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the Town Manager or the Mayor. Personnel matters should be discussed by Council only in executive sessions.

(d) Do not solicit political support from staff

Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(e) No Attorney-Client Relationship

Members shall not seek to establish an attorney-client relationship with the Town Attorney, including his or her staff and attorneys contracted to work on behalf of the Town. The Town Attorney represents the Town and not individual members. Members who consult with the Town Attorney cannot enjoy or establish an attorney-client relationship with the attorney.

4. Council Conduct with Boards, Committees and Commissions

The Town has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the Town Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

- (a) *if attending a Board, Committee or Commission meeting, be careful to only express personal opinions*

Council members may attend any Board, Committee or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation - especially if it is on behalf of an individual, business or developer - could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board, Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

- (b) *Limit contact with Board, Committee and Commission members to questions of clarification*

It is inappropriate for a Council member to contact a Board, Committee or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Council members to contact Board, Committee or Commission members in order to clarify a position taken by the Board, Committee or Commission.

- (c) *Respect that Boards, Committees and Commissions serve the community, not individual Council members*

The Town Council appoints individuals to serve on Board, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Council members, nor should Council members feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue.

Appointment and re-appointment to Board, Committee or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

- (d) *Be respectful of diverse opinions*

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on full spectrum of concerns and perspectives. Council members may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

- (e) *Keep political support away from public forums*

Board, Committee and Commission members may offer political support to a Council member, but

not in a public forum while conducting official duties. Conversely, Council members may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Council member.

C. SANCTIONS

(a) *Acknowledgement of Code of Ethics and Conduct*

Council members, upon taking office, should sign an acknowledgement that they have read and understand this Code of Ethics and Conduct and pledge to comply with its provisions to the best of their ability. Refusal to do so will render the member ineligible for intergovernmental assignments or appointments as a Committee Chairperson.

(b) *Behavior and Conduct*

The Bloomsburg Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Town Council, Boards, Committees and Commissions.

The chairs of Boards, Committees and Commissions and the Mayor and Council have the responsibility to intervene when actions of a member appear to be in violation of the Code of Ethics and Conduct.

Council Members:

Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose committee assignments or other privileges afforded by the Council.

Individual Council members should point out to the offending Council member perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor for action. If the Mayor is the individual whose behavior is being questioned, then the matter should be referred to the Vice President of Council. It is the responsibility of the Mayor (or Vice President) to initiate action if a Council member's behavior may warrant sanction. If no action is taken by the Mayor (or Vice President), then alleged violations(s) can be brought up by any member for review by Council.

Board, Committee and Commission Members:

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board, Committee and Commission members failing to comply with Town policy if directed by a majority of Council to do so.

D. IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the Town. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientation of new members on Town Council, Boards, and Commissions. Members entering office shall sign a statement (example below) acknowledging they

have read and understand the Code. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the Town Council, Boards, Committees and Commissions, and updated as necessary.

EXAMPLE:

I affirm that I have read and understand the Town of Bloomsburg Code of Ethics and Conduct for Elected and Appointed Officials and will, to the best of my ability, comply with its guidance.

Signature

Date