

ADMINISTRATIVE FINANCE COMMITTEE MEETING

Wednesday, November 6, 2024, 10 a.m.

Council Chambers or Teleconference (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), Bonnie Crawford, Jaclyn Kressler and Maria Valentin.

Citizens to be heard.

Paul Pugielli

Gretchen Osterman- 2025 pool dates, towel idea, domain request.

- Approval of setting the 2025 pool dates .
- Approval of approving the pool rates.

Jonathan DeWald- Amusement/ Mechanical Ordinance update.

Caleb Sheldon- discussion of updating property values. L. Dooley received the enclosed quote on 9/6/2024. C. Sheldon provided two other contacts for quotes if the Committee wishes to further explore.

1. Approval of the October 2, 2024 meeting minutes.
2. Approval of the October list of vendors.
3. Approval of the October list of bills.
 - a. Any questions on the list of bills.
4. Review of the 2024 financials.
5. Review of the American Rescue Funds.
6. Review of the cleaning bid and discussion of supplies being streamlined.
7. Update on the PPL invoice for the Pool for the 2024 season.
8. Discussion of 2025 airport rates in order to roll out the 2025 leases.
9. Discussion of Cindy Schultz's request of an additional member on the Renaissance Committee.
10. Discussion of patrol rifles/ red dot optics: \$35,928.
11. Approval of Town departments participating in the Veterans Day Parade on Saturday, November 9th at 10 a.m. Is the Town okay with paying the overtime rate for participation? Approval of purchasing candy up to x amount of dollars.

12. Approval of the Town submitting for an LSA equipment grant for a police vehicle. Note: make and model of the vehicle is needed for the correct quote to be used for submission.
13. Approval of setting a Zoom public meeting the week of November 25, 2024 to approve the Autoneum plans- request by the legal applicant.
14. Vacancies.
 - (1) Code Appeal Board. Term expires 12/31/2025. Hearing time varies when the occasion arises.
 - (2) Code Appeal Board Alternates. Terms expires 12/31/2025. Hearing time varies when the occasion arises.
 - (2) Zoning Hearing Board Alternate. Term expires 12/31/2024 & 12/31/2025.

Next meeting: December 4, 2024

Executive session- Public Works & Recycling Departments.

SWIMMING POOL:

PURSUANT TO POOL PASS RATES: the fee for an individual pass will be \$95, 2 people will be \$185, 3 people will be \$205, 4 people will be \$230, 5 people will be \$275, 6 people will be \$320, 7 people will be \$365 and \$45 per person thereafter.

PURSUANT TO ADMISSION PASS RATES: the admission fee will be \$6.00 and after 5 p.m. will be \$3.00.

PURSUANT TO WEEK GROUP CARE: the below rates will be set after 1 p.m.

\$500	1-2 Adults	5-8 Children
\$750	3-4 Adults	9-14 Children
\$1,000	5-8 Adults	15-22 Children
\$2,000	8-10 Adults	23-90 Children

PURSUANT TO DAILY GROUP: the below rates will be set after 1 p.m.

\$35	1-2 Adults	5-8 Children
\$70	3-4 Adults	9-14 Children
\$120	5-8 Adults	15-22 Children
\$300	8-10 Adults	23-90 Children

PURSUANT TO POOL PARTIES: the rate for 2 hours will be \$275.

PURSUANT TO SWIMMING LESSONS: the rate for each child will be \$135 or \$110 for season pass holders.

PURSUANT TO RE-PRINTING OF A PASS: the rate for each additional pass that needs to be re-printed will be \$5.00.

PURSUANT TO LANYARD RATES: the fee for a lanyard will be set at \$2.00.

PURSUANT TO DIAPER RATES: the fee for a diaper will be \$2.00.

PURSUANT TO EXERCISE CLASS RATES: The fee will be \$5 for season pass holders or same day daily admission holders, and \$7 for non-pass holders.

PURSUANT TO CONCESSION STAND RATE: The fee will be \$300 per month and pro-rated based on the number of days in operation.

PURSUANT TO POOL USAGE RATE: The fee of \$15 per hour for Bay/ YMCA Water Safety class.

ORDINANCE NO. _____**AN ORDINANCE AMENDING CHAPTER 24, PART 1 OF THE CODE OF ORDINANCES OF THE TOWN OF BLOOMSBURG ENTITLED "AMUSEMENT TAX"**

WHEREAS, the Town of Bloomsburg (the "Town") has enacted Chapter 24, Part 1 of the Code of Ordinances of the Town of Bloomsburg (the "Code") which enacted an Amusement Tax; and

WHEREAS, the Town previously amended Chapter 24, Part 1 of the Code as set forth in Ordinance No. 1053, which was ordained and enacted on May 13, 2024; and

WHEREAS, the aforementioned Ordinance No. 1053 is effective January 1, 2025; and

WHEREAS, the Town now desires to repeal Ordinance No. 1053 in its entirety, while also amending Chapter 24, Part 1 of the Code as set forth herein, which shall result in the below provisions replacing Ordinance No. 1053 and amending provisions of Chapter 24, Part 1 of the Code as outlined herein.

AND NOW be it ORDAINED and ENACTED by the Bloomsburg Town Council, as follows:

Section 1. The changes to Chapter 24, Part 1 of the Code shall be as follows:

1. The following shall be added to §24-103 "Definitions" of Chapter 24, Part 1:

APPLICANT: any organization, person, limited liability company, trust or other business entity of any nature who is seeking a license for an amusement device, jukebox or pool table under this Part.

JUKEBOX: any device, machine or apparatus which plays recorded music, whether by record, tape, compact disc or other means, by the insertion therein of any coin, currency, metal disc, slug, or token, or by the payment of any price including, without limitation, the internet, app, mobile device or in person.

OWNER: a person having ownership of an amusement device, jukebox or pool table.

POOL TABLE: any device or apparatus upon which is played the games of eight-ball, billiards, pool, snooker, or other similar games for which a fee is charged, whether or not such device is operated through the insertion of coin, currency, metal disc, slug, or token, or by the payment of any price (via the internet, app, mobile device or in person).

PROPRIETOR: any organization, person, limited liability company, trust or other business entity who owns, leases or operates any type of business establishment in which any jukebox, pool table or amusement device is place for

the use, patronage, recreation or amusement of the public or of persons in or about the premises where such jukebox, pool table or amusement device is located.

VENDOR: any organization, person, limited liability company, trust or other business entity who is the lawful owner of any jukebox, pool table or amusement device for which a license is sought under this Part or makes, assembles, sets up, maintains, sells, lends, leases, gives away, or offers for sale, loan, lease, or gift any jukebox, pool table or amusement device for which a license is sought under this part.

2. The following shall be added to the definition of "AMUSEMENT DEVICE" in §24-103:

This term shall include "skill games" consisting any electronic, computerized, mechanical contrivance, terminal, machine or other device to play or activate a game the outcome of which is determined by any element of skill of the player and which may deliver or entitle the person playing or operating the device to receive cash, cash equivalents or gift cards or vouchers, billets, tickets, tokens or electronic credits to be exchanged for cash or to receive merchandise or anything of value, whether the payoff is made automatically from the device or manually.

3. Section 24-104.2. shall be deleted and replaced with the following:

2. Amusement Device, Jukebox and Pool Tables. Subject to the exemptions listed in §24-105, below, each applicant, organization, owner, person, proprietor and/or vendor in possession Amusement Device, juke box and/or pool table in the Town shall be required to obtain a license pursuant to §24-104(3). No license shall be issued until the following fees shall have been paid to the Town, subject to amendment by Bloomsburg Town Council, by resolution:

- i. Jukebox: \$50.00
- ii. Pool Table: \$100.00
- iii. Amusement Devices consisting of mega-touch or similar devices: \$100
- iv. Amusement Devices consisting of "skill games": \$400.00
- v. Amusement Device, which is not otherwise skill game or mega-touch or similar device: \$50.00

A license shall be effective for (1) calendar year and it shall be for the calendar year in the date of issuance, as further outlined in §24-104(3)(D). Payment for the license fee described above may be paid in a lump-sum annual payment or in quarterly installments, as further outlined in §24-104(3)(E)(ii).

4. The following shall be added as §24-104(3). to Chapter 24, Part 1 of the Code:

- A. No organization, owner, person, limited liability company, trust or other business entity of any nature whatsoever shall at any time have in its possession any jukebox, pool table or amusement device for the playing of games and amusement without first having procured a license and paying a license fee therefor as set forth in §24-102(2).
- B. Any applicant for a license desiring to procure a license as required in §24.104(3). A. shall apply therefor in writing to the Town Finance Director. Said application shall require information including, but not limited to, the following with regard to the applicant, as appropriate:
 - i. The application status (new or renewal).
 - ii. The type of business
 - iii. A list of the type and number of amusement devices as well as the vendor and place when the amusement device, jukebox and/or pool table will be located.
 - iv. Election as to payment of license fee, whether lump sum payment or quarterly installments of the license fee.
 - v. Attestation by applicant, under penalty of perjury, that the amusement device (if part of the application) is not a gambling device.
- C. The Finance Director shall not issue any license:
 - i. To a person who is not twenty-one (21) years of age or older;
 - ii. Until a period of ten (10) days shall have elapsed from the date of application during with the Finance Director at his or her discretion, may investigate the facts set forth in the application;
 - iii. For any amusement device that is intended to be used for gambling purposes.
- D. The license fee for the year shall be due and earned by the Town at the time of application. The application for a calendar year shall be made no later than April 15th of the calendar year for which licensure is sought. For instance, if an applicant is seeking to have amusement device, juke box and/or pool table in an establishment for all or a part of calendar year 2025, then the applicant must make application to the Town's Finance Director no later than April 15, 2025, along payment of the annual fee as discussed in Section (E).
- E. Arrangements for payment of the annual fee may be made with the Town, through the Finance Director, as follows:

- i. An annual, lump-sum payment at the time of application, made payable to the Town of Bloomsburg; or
 - ii. In equal, quarterly installments. The first quarterly installment shall be paid at the time of application on or before April 15th. The Finance Director shall issue a coupon sheet to the applicant at the processing the application for the three (3) remaining quarterly payments. If the license is surrendered during the annual license term, revoked as outlined in section (H) below, or the applicant no longer has amusement device, juke box and/or pool table so licensed, then the applicant shall still make the balance of the quarterly payments so due to the Town.
- F. Upon the payment of the license fee provided by this Part, and upon a determination that the application fully complies with this Part, the Town Finance Director shall issue a disc, plate, sticker or other affixable emblem setting forth the number of the license for each amusement device, juke box and/or pool table so licensed, and said disc, plate, sticker or other affixable emblem shall be attached and fastened to the respective amusement device, jukebox and/or pool table so that the same may be clearly observable and readable. Discs, plates, stickers or other affixable emblems issued for a particular amusement device, jukebox or pool table are not transferrable. All discs, plates, stickers or other affixable emblems issued by the Town shall provide that the amusement device or pool table is solely for amusement purposes and use in accordance with this Part.
- G. The Town or its agents may, during regular business hours, conduct inspections of any location where any amusement device, jukebox or pool table licensed under this Part is located, installed, placed or used to ensure compliance with this Part. During such inspections, the Town or its agents reserve the right to review any amusement device to ensure it is not a gambling device, as attested to by the applicant.
- H. In the event that any applicant:
 - i. falsifies any information on the applicant for license of amusement device, jukebox, pool table or violates this Part, the Town shall immediately revoke all licenses issued under this Part to such applicant, vendor or proprietor; or
 - ii. is convicted of possessing or using an amusement device in violation of the Crimes Code of the Commonwealth of Pennsylvania (18 Pa. C.S.A.

§101 et. seq.) or has accepted accelerated rehabilitative disposition for the same, the Town shall revoke each license issued to such person.

5. Section 24-107 of Chapter 24, Part 1 of the Code shall be amended to read as follows:

§24-107. Collection and Recording by Tax Collector and Finance Director

The Tax Collector of the Town of Bloomsburg is hereby authorized and empowered to collect and receive the taxes pursuant to §24-104(1). of this Part as well as the fines and penalties imposed by this Part for the same and to make return of funds collected for the Town of Bloomsburg. The Finance Director and/or his/her authorized designee of the Town of Bloomsburg is hereby authorized and empowered to collect and receive the fees pursuant to §24-104(2). of this Part as well as the fines and penalties imposed by this Part for the same and to make return of funds collected for the Town of Bloomsburg. It shall also be the Tax Collector's and Finance Director's duties to keep a record showing the amount received by him or her and the date of receipt.

6. Section 24-110 of Chapter 24, Part 1 of the Code shall be amended to read as follows:

§24-110. Failure to Comply

Upon failure of the sponsor of any amusement or the owner of any amusement device to make payment of the amounts due under this Part, a penalty of two hundred fifty dollars (\$250) per day, per license that was improperly obtained or for which was not licensed, shall be imposed. The unpaid licensing fee and penalty imposed herein shall bear interest at the rate of 6% per annum until paid in full.

7. Section 24-111 of Chapter 24, Part 1 of the Code shall be amended to read as follows:

§24-111. Means For Recovery

The Tax Collector and/or Finance Director, as applicable is hereby authorized to sue for the recovery of licensure fees, penalties and amounts due and unpaid under this Part and to enforce such judgments therein obtained as provided by law for the enforcement of judgments of like amount. Where suit is brought for the recovery of any such tax, the person liable therefore shall, in addition, be liable for the costs of collection and the penalties herein imposed.

8. The words "and/ or Finance Director, as applicable" shall be added following "Tax Collector" in §24-108, §24-109(3)(B), §24-112 and §24-113.

Section 2. The provisions of this ordinance are severable. If any part of this ordinance is declared to be unconstitutional, illegal or invalid, the validity of the remaining provisions shall be unaffected thereby. It is the intention of the Town Council of the Town of Bloomsburg that this ordinance would have been adopted had such unconstitutional, illegal, or invalid part not been included.

Section 3. This Ordinance shall become effective January 1, 2025.

DULY ENACTED AND ORDAINED this ____ day of December, 2024, by the Town Council of the Town of Bloomsburg, Columbia County, Pennsylvania, in lawful session duly assembled.

Attest:

TOWN OF BLOOMSBURG

Lisa M. Dooley, Secretary

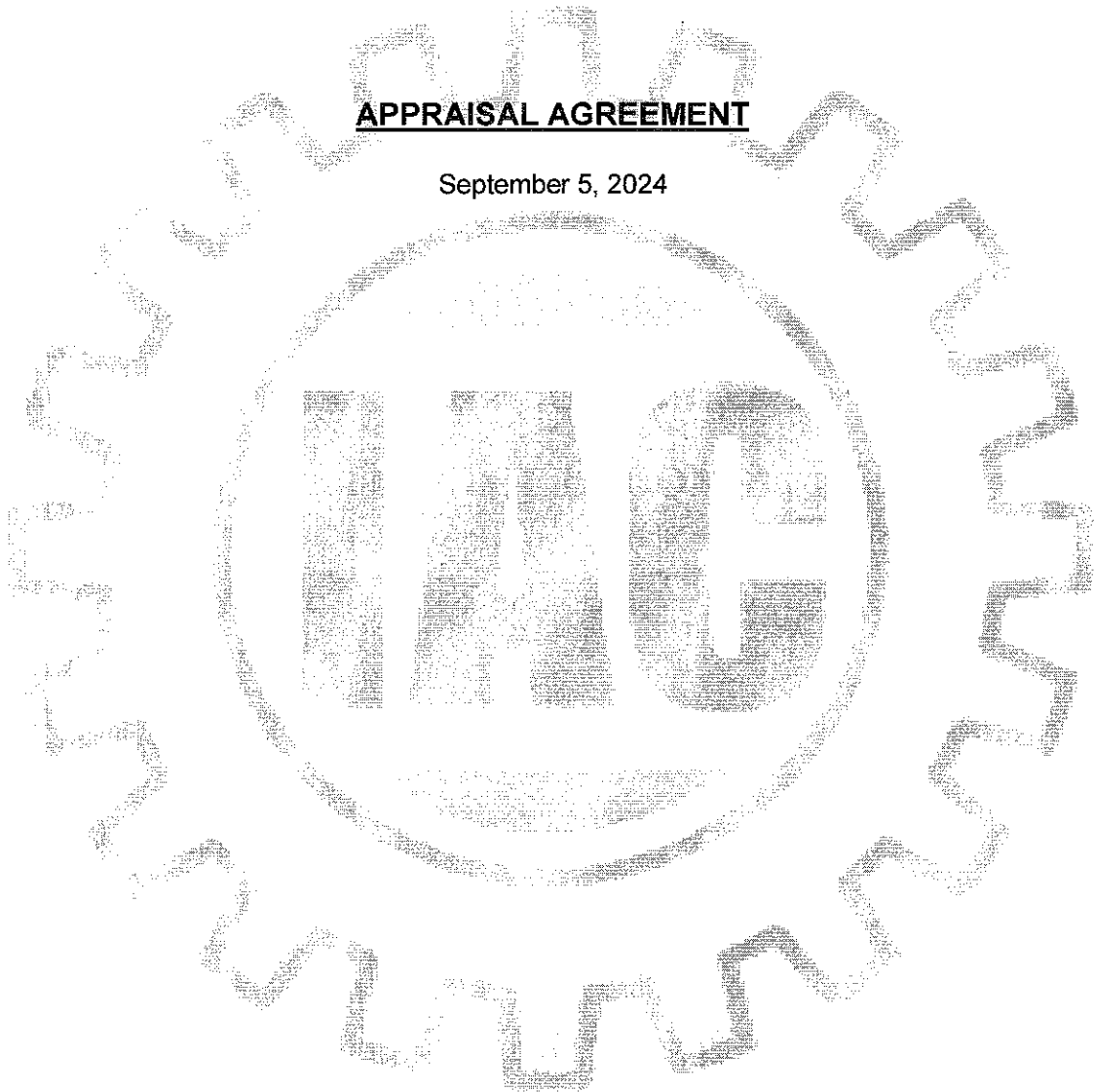
Justin C. Hummel, Mayor

THE TOWN OF BLOOMSBURG

BLOOMSBURG, PENNSYLVANIA

APPRAISAL AGREEMENT

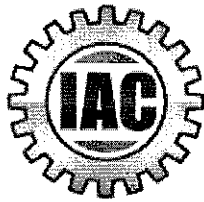
September 5, 2024



Industrial Appraisal
— COMPANY —

Two Gateway Center
603 Stanwix Street, Suite 1450
Pittsburgh, Pennsylvania 15222
800-245-2718 / 412-471-1758 FAX
www.indappr.com

James V. Nash, Regional Manager
Phone 610-970-1050, Fax 610-970-1561, Email jnash@indappr.com



Industrial Appraisal — C O M P A N Y —

TWO GATEWAY CENTER, 603 Stanwix St., Suite 1450, Pittsburgh, Pennsylvania 15222
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

September 5, 2024

Email to: ldooley@bloomsburgpa.org

Ms. Lisa Dooley
Town Manager
The Town of Bloomsburg
301 E. 2nd Street
Bloomsburg, Pennsylvania 17815

Dear Ms. Dooley:

We welcome the opportunity to submit our proposal to provide an appraisal for The Town of Bloomsburg for insurance valuation purposes.

Under the terms of our agreement, we will conduct an on-site inspection and appraisal of the *buildings/structures, machinery and equipment* associated with the property locations identified on the Addendum of the agreement.

When completed, our certified appraisal report will set forth the cost of reproduction new and sound value (actual cash value) of the properties appraised.

When our proposal is accepted, please sign and date the Acceptance Page (Page 4 of the Agreement), Initial the Verification of Property Listing as shown in the Addendum (Page 6 of the Agreement) and return the signed, dated and initialed Agreement to me. Upon receipt, we will proceed promptly in making arrangements to schedule the on-site inspection.

If you wish to have us furnish your insurance agent or broker with a copy of the appraisal summary, please complete and return the attached Form 311, agent authorization (Page 7). Due to the confidential nature of these figures, they will be released only with your written consent.

Should you have any questions, concerns, or if we can be of assistance in any way, do not hesitate to contact me at 610-970-1050, fax 610-970-1561 or email jnash@indappr.com.

Thank you for considering the professional appraisal services of Industrial Appraisal Company. We look forward to being of service in these important valuation requirements.

Very truly yours,

INDUSTRIAL APPRAISAL COMPANY

James V. Nash

James V. Nash
Regional Manager

JVN/mg



Industrial Appraisal — COMPANY —

TWO GATEWAY CENTER, 603 Stanwix St., Suite 1450, Pittsburgh, Pennsylvania 15222
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

APPRAISAL AGREEMENT

The Industrial Appraisal Company hereby proposes to provide professional appraisal services for the:

The Town of Bloomsburg
301 E. 2nd Street
Bloomsburg, Pennsylvania 17815

PROPERTIES TO BE APPRAISED

The properties to be appraised under this agreement will include the **Buildings/Structures, Machinery and Equipment** associated with the property locations identified in the Addendum to this agreement.

PROVISIONS AND SCOPE OF APPRAISAL

The appraisal services and report are to consist of an on-site inspection and certified appraisal of the properties for the purpose of establishing current insurance valuation.

The *buildings/structures, machinery and equipment* under appraisement will receive an investigation which will record, as of the date of the appraisal, description and location of the property as well as a depreciation study based upon observed condition and other pertinent influencing factors.

We will provide an impartial statement of the *Cost of Reproduction New* and *Sound Value* based upon the following:

Cost of Reproduction New is defined as the cost to reproduce the entire property at one time, in new condition of like kind and quality at current market prices for material, labor, cost of freight and installation, contractor's overhead and profit, but without provision for overtime, bonuses and premiums of any kind.

Sound Value is defined as the *Cost of Reproduction New* less accrued depreciation resulting from observed conditions involving age, utility and remaining serviceable life. *Sound Value* is often referred to as *Actual Cash Value* within the insurance industry.

REPORT

The report will be arranged in well-defined property classifications.

A. Buildings/Structures

The appraisal of the Buildings/Structures will be rendered in condensed form providing description of the components of construction and valuation for the overall structure. The building items excluded in the insurance policy will be segregated for each building appraised. A plat plan of each building outline and general location as well as a color photograph of each major building will be included.

B. Machinery and Equipment

The appraisal of the major items of Machinery and Equipment, having a replacement cost of **\$3,000.00 and above**, will include detailed description, location and valuation by item. Assets below the unit cost threshold will be included and valued by group classification.

We care about the environment. All Industrial Appraisal Company reports are provided in electronic format. An additional charge will apply for hard copy reports. Please contact Industrial Appraisal Company if a hard copy is required.

PROFESSIONAL FEE

The total fee for the appraisal services outlined herein is:

EIGHTEEN THOUSAND SIX HUNDRED AND TWENTY DOLLARS

\$18,620.00

FEE IS INCLUSIVE OF ALL EXPENSES

This fee covers work under this contract only, and such items as legal conferences, depositions, court testimony or expansion of the appraisal for purposes not specified in this agreement will be billed at a per diem rate to be determined.

BILLING PROCEDURE

The fee quoted for services to be provided currently will be progressively billed as follows:

- 60% of Appraisal Service Fee due upon completion of the on-site fieldwork
- Balance due upon delivery of the completed appraisal report

Unless special arrangements have been made all progressive payments must be in hand before the appraisal results are released for delivery.

This agreement may be terminated by either party at any time given 10 days written notice, however, accumulated fees and costs incurred to the point of termination will be billed through the active period.

ANNUAL REVALUATION SERVICE

Industrial Appraisal Company will maintain an Annual Revaluation Service for the original appraisal to keep current from year to year the statement of insurable values. This service will provide summary office repricing, redepreciation and revaluation once each year for the property covered by the original appraisal to keep current additions, deletions and transfers that have been reported to the Industrial Appraisal Company. The Industrial Appraisal Company will prepare a new certified appraisal summary containing its opinion of the current Cost of Reproduction New and Sound Insurable Value.

The fee for the Annual Revaluation and Maintenance Service is **\$1,400.00** each year for a three-year period. This charge will due on the first anniversary of the completed appraisal and annually thereafter at the beginning of each appraisal protection service year.

PROOF OF LOSS SERVICE

In the event of a loss covered by insurance, provided immediate written notice is given to our Corporate Office, and our Annual Revaluation Service is in effect, the Industrial Appraisal Company will provide updated values, for preparation of proof of loss, of the appraised property as of the date of the loss.

TERMS AND CONDITIONS

General

In the event Industrial Appraisal Company's services are requested to include items not covered by this agreement, these services shall be negotiated between The Town of Bloomsburg and Industrial Appraisal Company.

Fee stated in this agreement are predicated on property as indicated to us without benefit of independent verification. Should the results of our investigation indicate that the scope of the project or the amount of assets to be appraised is greater than indicated, we reserve the right to adjust our fee based on the additional work effort. Correspondingly, if we are requested to include other properties not listed in the information provided, we will identify the cost to provide those additional services in a separate notification.

Performance of this contract and fees developed hereunder are predicated upon reasonable free access to the property and required information and available data to be provided promptly as requested. When formulating our conclusions, we may rely on information provided by The Town of Bloomsburg or others. Should new information become available after a draft or final report has been submitted, we reserve the right to amend or modify our report and the conclusions therein. The fee quoted is contingent upon the on-site inspection being conducted during normal business hours, Monday through Friday. Should it be necessary to conduct the on-site inspection other than during normal business hours, an additional fee may apply.

Terms and conditions on purchase orders issued to Industrial Appraisal Company for authorization are for The Town of Bloomsburg's internal use only and shall not modify the terms and conditions of this agreement, addenda, or related documents.

Limitation on Damages

The Town of Bloomsburg agrees that the Industrial Appraisal Company officers, directors, employees, shareholders, agents and subsidiary or related entities shall not be liable to The Town of Bloomsburg for any claims, liabilities, causes of action, losses, damages (whether compensatory, consequential, special, direct, indirect, incidental, punitive, exemplary, or of any other type), costs and expenses (including, but not limited to reasonable attorneys' fees and expert witness fees and the reasonable time and expenses of Industrial Appraisal Company's personnel involved) in any way arising out of this engagement in any amount greater than the total amount of fees paid by The Town of Bloomsburg to the Industrial Appraisal Company, except to the extent finally and judicially determined to have been the result of bad faith, gross negligence, or intentional or willful misconduct of the Industrial Appraisal Company. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, statute, tort, strict liability or otherwise.

Force Majeure

Neither Party shall be liable for or deemed to be in default for any delay or failure to perform any act under this Agreement (other than the payment of money) resulting, directly or indirectly, from Acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquake, flood, failure of transportation, strikes or other work stoppages by either Party's employees, or any other cause beyond the reasonable control of such Party.

Confidentiality

To the extent Industrial Appraisal Company, its employees or agents is provided, has access to or comes into possession of, any protected proprietary and/or confidential information of The Town of Bloomsburg (collectively, "Confidential Information"), the Industrial Appraisal Company, its employees and agents shall not, directly or indirectly, acting alone, or with others: (i) disclose to any other person or entity any Confidential Information (unless required by law); or (ii) use any Confidential Information other than for performance of this contract.

Industrial Appraisal Company agrees that upon completion and delivery of the appraisal reports, whether physically or electronically, the appraisals shall be the property of The Town of Bloomsburg. Industrial Appraisal Company agrees to maintain the confidentiality of this Agreement and the information contained in the appraisals unless compelled to disclose such information by judicial process from a court of competent jurisdiction. Industrial Appraisal Company agrees that prior to any disclosure pursuant to judicial process, Industrial Appraisal Company shall notify, and provide a copy of such process to, The Town of Bloomsburg.

Property Exclusions

The appraisal will not include land, landscaping, licensed vehicles, fine arts, museum items, inventory, product, work in progress, consumable supplies, valuable papers, intangible assets, property of third parties, or properties other than those indicated in this agreement.

ACCEPTANCE AND AUTHORIZATION TO PROCEED

Neither party to this agreement is bound by any promise, term nor condition, either oral or written, not incorporated in this instrument. Acceptance of this Appraisal Agreement indicates acceptance of Addendum. This offer for appraisal services **expires after sixty (60) days** at which time it may be renegotiated.

SUBMITTED this 5th day of **September 2024**

**INDUSTRIAL APPRAISAL COMPANY
TWO GATEWAY CENTER
603 STANWIX STREET, SUITE 1450
PITTSBURGH, PENNSYLVANIA 15222**

James V. Nash

James V. Nash
Regional Manager

ACCEPTED:

**THE TOWN OF BLOOMSBURG
301 E. 2ND STREET
BLOOMSBURG, PENNSYLVANIA 17815**

Signature

Date

Print Name

ADDENDUM

Properties to be Appraised

APPRAISAL AGREEMENT

The Town of Bloomsburg
301 E. 2nd Street
Bloomsburg, Pennsylvania 17815

PROPERTY LOCATION
Town Hall
301 East 2 nd Street
Offices/Storage
200 East 8 th Street
DPW Storage
200 East 8 th Street
DPW Maintenance Building
821 Catherine Street
Salt & Barrel Storage
821 Catherine Street
Recycling Center
901 Patterson Drive
Pool/Bathhouse/Concession
Ft McClure Boulevard
Pool Pavilion
Ft McClure Boulevard
Toddler Park
Ft. McClure Boulevard
Pavilion # 4 Veitag
Ft. McClure Boulevard
Pavilion #2 Rotary
Ft McClure Boulevard
Day Care Center
215 E 5 th Street
Bandshell & Rest Room
Market Street
Rest Room
Market Street
Pavilion #3 Rotary II
Market Street
Pavilion #7 Edwards
Market Street
Skatepark
Market Street
Pavilion #6 Bicentennial
Catherine St
Pavilion Reimard
Catherine Street
Pavilion #1 Federoff
Colonial Street
Tennis Courts
Railroad Street
Street Lights
Throughout Town

ADDENDUM

PROPERTIES TO BE APPRAISED CONTINUED...

PROPERTY LOCATION
Fountain
Main & Market
Traffic Signal
Route 11 & Leonard
Traffic Signal
Route 11 & West Street
Traffic Signal
Route 11 & Market Street
Traffic Signal
Route 11 & Center Street
Traffic Signal
Route 11 & Iron Street
Traffic Signal
Route 11 & 487
Traffic Signal
Route 11 & 6th Street
Traffic Signal
Route 487 & 7th Street
Traffic Signal
Route 11 & 5th Street
Traffic Signal
Route 11 & Park Street
Traffic Signal
Route 487 & Country Club Road
Police Department
119 E 7th Street
Airport-Plane Terminal/Repairs
301 Airport Road
Hoch Hanger
301 Airport Road
T Hanger
301 Airport Road
Puderbaugh Hanger
301 Airport Road
Main Terminal
301 Airport Road
Storage
119 E 7th Street
Traffic Signal
Route 11 & Giant Plaza Driveway
Traffic Signal
5th Street & Market Street
Dog Park
East 13th St & Catherine Street
Yard and Outside Insurable Items
Property Locations Listed Above
To Include: Lighting, Fencing, Signs, Property in the Open, Etc.

THE FEE QUOTED IN THIS AGREEMENT IS FOR THE APPRAISAL OF THE LOCATIONS AS INDICATED ON THIS ADDENDUM ONLY. THE APPRAISAL OF LOCATIONS NOT LISTED ON THIS ADDENDUM OR SIGNIFICANT INCREASE IN SQUARE FOOTAGE WILL RESULT IN ADDITIONAL CHARGES.

Please Initial Verification of Property Listing _____




Industrial Appraisal — C O M P A N Y —

FORM 311

Corporate Office
Two Gateway Center
603 Stanwix Street, Suite 1450
Pittsburgh, PA 15222
800-245-2718
412-471-2566
Fax: 412-471-1758
www.indappr.com

Please forward a copy of the Appraisal Summary to our Advisor Listed Below:

Advisor's Email:			
	Please indicate if you wish to have a copy forwarded to your advisor electronically each year: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:			
Company:			
Address:			
Name of Appraised Property:			
Signature:			
Print Name:		Date:	
Telephone:			
<div> Industrial Appraisal — C O M P A N Y —</div> Form 311			

**Administrative/Finance Committee Minutes
Wednesday, October 2, 2024, 1:00 p.m.**

The meeting was called to order at 1:00 p.m., present were Council Members Justin Hummel, Bonnie Crawford (Zoom), Jaclyn Kressler, Maria Valentin, and Jim Garman (Zoom). Town Manager/ Secretary/ Treasurer Lisa Dooley, Director of Public Works John Fritz (Zoom), Director of Governmental Services Charles Fritz, Airport Coordinator BJ Teichman, Chief of Police Scott Price, Director of Code Enforcement Mike Reffeor, Director of Finance Jack Breech, and Administrative Finance Receptionist Rachel Hager. Also present were MJ Mahon (Zoom), Drew McIntyre, and Caleb Sheldon.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve to have Kilmer Group be the property and casualty broker of record.

On a motion by J. Kressler, seconded by B. Crawford, and voted unanimously, the Committee approved the minutes from the September 4, 2024 meeting.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee approved the September list of vendors.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve the September list of bills.

The Committee reviewed the 2024 financials and the American Rescue Funds.

The Committee reviewed the safety committee minutes from July-September 2024.

L. Dooley updated the Committee that RTI is still working on submitting updated quotes for the servers/ computers/ camera servers.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve to sell a 2011 John Deere Model 825 Gas UTV from the police department.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve to request proposals for cleaning services for the Town.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve issuing four individual pool passes to the Friends of the Pool for the Bingo event.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve issuing one individual pool pass to the Bloomsburg Public Library.

S. Price provided an update that the Civil Service Commission was on board with revising the regulations to include a sponsor in the Act 120 program. The Committee was also in agreement of this change.

On a motion by J. Kressler, seconded by M. Valentin, and voted on unanimously, the Committee recommends Council approve of purchasing forensic service supplies in the police department in the amount not to exceed \$1,100.

The Committee recommends Council approve July 4th as the date for the 2025 fireworks with a rain date of July 5th.

The Committee wishes to see other quotes other than the one provided by SkyShooters. L. Dooley said she would work on obtaining other quotes.

L. Dooley provided an update on the Cohen Law Group cable franchise agreement and Comcast. Comcast will reimburse the Town \$4,500 on the franchise agreement.

The Committee reviewed the vacancies on the boards. The meeting adjourned into executive session at 2:40 p.m. and lasted until 3:50 p.m. The following was discussed 2:40 p.m.- 2:50 p.m. airport legal matter. From 2:51 p.m.- 3:30 p.m. legal matters. From 3:31 p.m.- 3:40 p.m.- recycling personnel matter. From 3:41 p.m.- 3:50 p.m.- code personnel matter.

Notes were taken by Christine Meeker and reviewed by Lisa Dooley.



Project: Town of Bloomsburg Janitorial Services

Open Date: November 11, 2024

Questions Due Date: November 22, 2024, 12 p.m.

Close Date: December 6, 2024, 10 a.m.

Contract Type: Term Contract

County, State: Columbia County, PA

Project Description:

NOTICE TO BIDDERS

Notice is hereby given that the Town of Bloomsburg is soliciting sealed bids for janitorial services.

All bids must be submitted to Town Hall by December 6, 2024 at 10 a.m. at which time the bidding will be closed and announced. A bid bond in the amount of 10% of the bid price for the contract term must accompany all bids.

One mandatory Town Tour will need to be attended by the bidder's representative. Tour options are Monday, December 2, 2024 at 9 a.m. or Tuesday, December 3, 2024 at 1 p.m. The multiple sites will be a part of the Tour and the first place to meet will be at Town Hall, 301 E. 2nd Street, Bloomsburg, PA 17815.

No additional time outside of the above stated dates will be permitted.

Cleaning Services Specifications

Instructions/Information to Prospective Bidders

Invitation to Bid

The Town of Bloomsburg is requesting proposals for Cleaning Services for multiple locations. If you are interested in bidding an intent to bid response is requested and due by December 6th at 10 a.m. This bid will be for February 1, 2025- December 31, 2025.

Schedule of Events

Release of RFP November 11, 2024

Deadline for submission December 6, 2024 by 10 a.m.

Selection of Service provider on or about December 16, 2024

Inquiries

Questions regarding this RFP are to be submitted to info@bloomsburgpa.org with "**Cleaning Services**" in the subject line.

Questions regarding this RFP will only be accepted by email.

Process for Submitting Proposal

Proposals delivered on the day of the deadline must be received at Bloomsburg Town Hall located at 301 E. 2nd Street, Bloomsburg, PA 17815 by 10:00 a.m. Mailed proposals shall be sent to Bloomsburg Town Hall, 301 E. 2nd Street, Bloomsburg, PA 17815. Proposal should be clearly marked: "**Cleaning Services**" on the outside of the envelope and addressed to Town Manager. Emailed proposals shall be sent to info@bloomsburgpa.org with "**Cleaning Services**" in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of the Town of Bloomsburg to accept or reject any or all proposals and to waive any informality in any proposal received.

Information Required with Proposal

The proposal should include the following:

- Estimated cost
- References
- W-9
- Certificate of Insurance

Supplies

The service provider shall provide all cleaning equipment and supplies including trash can liners, paper towels, toilet tissue, and liquid soap, floor cleaning products, window cleaner, kitchen cleaners, polishes, vacuum cleaners, etc.

There will be a price request for supplies not being provided.

Invoicing

The Town of Bloomsburg requires prompt invoicing within 30 days after the service is provided.

Description of Work

A. The general areas to be serviced once a week include the following locations:

- a. Town Hall- 301 E. 2nd Street, Bloomsburg, PA 17815 Fridays between 8 a.m.- 12 p.m.
- b. Public Works Department- 821 Catherine Street, Bloomsburg, PA 17815
- c. Recycling Center- 901 Patterson Drive, Bloomsburg, PA 17815
- d. DUI Center- 821 Catherine Street, Bloomsburg, PA 17815

B. The areas to be serviced twice a week include the following locations:

- a. Police Department- 119 E. 7th Street, Bloomsburg, PA 17815

C. The areas to be serviced daily during season:

- a. Town Park bathrooms-1259 Market Street, Bloomsburg, PA 17815
 - b. Norris E. Rock Memorial Pool bathrooms- 1360 Catherine Street, Bloomsburg, PA 17815
1. Empty wastebaskets, replace liner, recycle material in proper receptacles
 2. Dust and disinfect (where appropriate) furniture, including desktops, computers equipment, tables, and chairs with treated cloth
 3. Vacuum carpeting and runners
 4. Damp mop all tile floors
 5. Clean tiles and stairway treads
 6. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, inside windows and faucets
 7. Clean all breakroom areas
 1. Fridges
 2. Microwaves
 3. Ovens
 4. Sinks
 8. Wipe clean and polish all splash areas

9. Scrub toilet bowl/ base/ tank and urinal interiors with a liquid abrasive and flush afterwards
10. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
11. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
12. Removing dust, dirt, and other particles from the ceiling/ corners/ space
13. Clean and sanitize drinking fountains and door handles
14. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture
15. Remove trash to appropriate outside dumpster
16. Remove recycling to appropriate containers in buildings
17. Inspect area; secure doors and lights (doors found locked shall be re-locked)
18. Refill hand and dish soap.
19. Clean and disinfect telephones weekly

Overall Requirements

- The following holidays are excluded:
New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day After Thanksgiving
Christmas Eve
Christmas Day
- In the event that the Town offices will be closed on days before or after the above holidays, note: the policy of closings if the holiday fall on a weekend: if the above holiday(s) falls on Saturday, the holiday will be observed on Friday; if the holiday falls on a Sunday the holiday will be observed on Monday.
- The service provider warrants, covenants and otherwise agrees that the personnel it sends to the Town of Bloomsburg shall be responsible individuals free of felony convictions. **All staff must be fingerprinted, pass a background check, and complete a security training prior to working.**
- The service provider's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- Town of Bloomsburg telephones shall not be used by the service provider's personnel for personal use.
- Under no circumstances shall the service provider's personnel be allowed to bring visitors, children, or other relatives into the Town of Bloomsburg buildings.
- Under no circumstances should the service provider's personnel be on their individual cell phones during the chargeable time.
- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the Town facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the Town.

Overall Requirements – continue

Qualified service provider shall contain all of the following procurement provisions, as applicable:

- Equal Employment Opportunity Act
- Contract Work Hours and Safety Standards
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act and the Federal Water Pollution Control Act
- Debarment and Suspension
- Remedies
- Termination

Qualifications and Experience

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Have adequate manpower and equipment to perform the services in adequate manner
- Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months

Selecting Proposal

The Town reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

Evaluation Criteria

The following criteria will be used to evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel
- Demonstrate company experience
- Other technical specifications (designated by program requesting proposals)

- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by vendor
- Ability/commitment to meeting time deadlines
- Cost

Rejection of Proposal

The Town reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of the Town of Bloomsburg.

Confidentiality

All information presented in this RFP, including information subsequently disclosed by the Town of Bloomsburg during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

Project Deliverables

All recommendations identified during this engagement will be documented and reviewed with the Town of Bloomsburg management. All bids will be public record.

Cost of Bid

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and the Town of Bloomsburg shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Vendor Name: _____

Contact information: _____

References

Provide at least three (3) references

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Authorized Representative: _____

(Print or type name)

Signature: _____

6-9

Date: _____

Monthly Service Cost Estimate

Location	Square Footage	Service Frequency	Monthly cost with Supplies	Monthly cost without supplies
Town Hall		Once a week		
Public Works Department		Once a week		
Recycling Center		Once a week		
DUI Center				
Police Department				
Town Park Bathrooms				
Norris E. Rock Memorial Pool				

AIRPORT:

PURSUANT TO RENTAL OF AIRPORT TERMINAL BUILDING CONFERENCE ROOM: the fee for half a day (less than 4 hours) shall be \$50.00 and \$100.00 for a full day (more than 4 hours).

PURSUANT TO EVENTS AT THE MUNICIPAL AIRPORT: the fee to hold an event on the grounds of the Municipal Airport is \$350.

PURSUANT TO TIE DOWN FEES FOR TRANSIENT TWIN PISTON/ LARGE SINGLE PISTON AT THE MUNICIPAL AIRPORT: the fee is \$15 per day and the overnight fee is \$20 per night. Twins may purchase a minimum of 30 gallons of fuel for a \$15 per day waiver. There will be no landing fees for general aviation.

PURSUANT TO TIE DOWN FEES FOR TRANSIENT TURBO ENGINES AT THE MUNICIPAL AIRPORT:
The fee is \$30 per day and the overnight fee is \$60 per night. There will be no landing fees for general aviation.

PURSUANT TO TIE DOWN FEES FOR HELICOPTERS AT THE MUNICIPAL AIRPORT:
The fee is \$15 per day and the overnight fee is \$20 per night. Helicopters may purchase a minimum of 30 gallons of fuel for a \$15 per day waiver. There will be no landing fees for general aviation.

PURSUANT TO HANGAR FEES: the monthly fee to have an airplane stored in a hangar is \$175.00.

PURSUANT TO EAST RIVER HANGAR FEE: the monthly fee is \$400.00 for **ONE** twin engine plane.

PURSUANT TO EAST RIVER HANGAR FEE: the monthly fee is \$350.00 for **TWO** single engine planes occupying the hangar at the same time. Note: \$175.00 per single engine plane. Does not have to be same owner.

PURSUANT TO EAST RIVER HANGAR FEE: the monthly fee is \$370.00 for **ONE** single engine in the East River Hangar.

PURSUANT TO TIE DOWN FEES FOR NON-TRANSIENTS AT THE MUNICIPAL AIRPORT: the monthly fee is \$70.00

PURSUANT TO A HELICOPTER APPLICATOR USING N13 FACILITY: the fee will be \$600.00 per year.

PURSUANT TO A SMALL STORAGE FEE IN THE SOUTH WEST CORNER OF THE T- HANGAR: the monthly fee is \$70.00.

PURSUANT TO AVIATION FUEL: the fee will be set at \$0.60 per gallon increase from purchase price.

PURSUANT TO A SMALL STORAGE FEE IN THE SOUTHEAST CORNER OF THE HOCK HANGAR: the monthly fee is \$165.00.