

**BLOOMSBURG TOWN COUNCIL MEETING  
COUNCIL CHAMBERS OR TELECONFERENCE (ZOOM)  
MONDAY AUGUST 25, 2025, 7:00 P.M.**

PUBLIC CAN JOIN:

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

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

**Call to order.**

**Pledge of Allegiance.**

**Council remarks.**

-An executive session was held on 8/11/2025 from 9:58 p.m.- 11:00 p.m. regarding Public Works personnel and a Finance personnel matter.

**Citizens to be heard.**

Approval of the Council minutes from the August 11, 2025 meeting.

Amendment of Chapter 15, Part 2 establishing a “school zone, including traffic regulations for school zones, signage and penalties”.

1. **DEPARTMENT REPORTS.**
  - a. Airport report.
  - b. Police report.
2. **ADMINISTRATIVE FINANCE COMMITTEE- Jaclyn Kressler.**
  - a. Approval of Neil Zeisloft’s retirement in the Public Works Department effective September 11, 2025.
  - b. Approval of Scott Buck’s retirement in the Parking Enforcement Department effective August 15, 2025.
  - c. Approval of accepting the completion of Elizabeth Shampamore’s one year probationary period in the Police Department effective 8/13/2025.
  - d. Approval of accepting the resignation of Ian Abernethy in the Code Enforcement Department effective 8/12/2025.
  - e. Approval of hiring a Public Works candidate per contract and a six-month probationary period. Approval of accepting the Class B CDL.
  - f. Approval of adjusting the crossing guard hourly rate of \$12.50 an hour to \$30 a day for two shifts and \$15 for half shifts.
  - g. Random selection of non-profits to be assigned dates for parking in the West End.

- h. Approval of changing the job description for the Public Works Operator/Laborer to only require a Class B CDL.
  - i. Approval of reimbursing Brady Brink the \$3,800 for Class A CDL requirement.
  - j. Approval of reimbursing Brian Hess the difference of the Class A and Class B CDL price. Note: the price will be provided at the meeting.
  - k. Approval of submitting a referral bonus to Brian Hess in the amount of \$500 for the hire of Phil Unger. Note: Phil Unger's interview was 8/6/2025, Council approved the referral program on 8/11/2025 and approved the hire of Phil Unger on 8/11/2025.
3. **PUBLIC WORKS & ENVIRONMENTAL COMMITTEE- James Garman.**
- a. No approval is necessary other than note for record: Mayor Hummel has assigned John Grabusky to the Public Works & Environmental Committee.
  - b. Approval of the invoice from LIVIC Civil in the amount of \$1,212 for Traffic Signal Technology.
  - c. Approval of the proposal with Barry Isett & Associates Inc. for the Public Works and Recycling Building Roof Replacement.
  - d. Approval of advertising a "Launch Party" for the boat launch project on Saturday, September 6<sup>th</sup> from 2- 4 p.m.
  - e. Approval of Ashley Lopez from Pez Designs to assist the Town with the business logos to be placed on the pickleball courts at \$500 each.
  - f. Approval of payment to Mark Conner Electric LLC in the amount of \$2,812.
  - g. Update from Andrew Barton on the Kuharchik project.
    - i. Approval of releasing final payment to Kuharchik regarding the retiming, Rt. 11 and Park and 5<sup>th</sup> and Market Street project.
    - ii. Approval of withholding \$8,712.25 due to additional work that LIVIC Civil took on the project due to project delays/ controllers not working on the retiming project.
  - h. Update from Andrew Barton on the Ft. McClure relocation project.
    - i. Meeting is scheduled this Thursday with the Fair Board.
  - i. Approval of a quote from The Magic Touch Cleaning Services for strip and wax.
4. **COMMUNITY & ECONOMIC DEVELOPMENT & PUBLIC SAFETY COMMITTEE- Bonnie Crawford.**
- a. Approval of the agreement with ProFirst Training and Consulting, LLC for Professional Public Safety Pre-employment background investigative services.

5. **TECHNOLOGY COMMITTEE- Jaclyn Kressler.**
- a. Approval of the Pace Scheduler Proposal for scheduling assistance for the police department in the amount of \$1,600 annually.
  - b. Approval of a monthly reoccurring quote from RTI in the amount of \$120 for 6TB of Wasabi immutable backup that is their immutable backup solution.

**Executive session- Finance personnel.**

Any motion for the finance personnel matter.

**Next meeting: September 7, 2025.**

The Bloomsburg Town Council held a Council meeting on Monday, August 11, 2025 beginning at 7:00 p.m. in Council Chambers, 2<sup>nd</sup> Floor, Town Hall and via teleconference. The public joined by dialing: +1 646 558 8685 U.S. and included the meeting ID: 456-920-3798. The public could also join online at: <https://us02web.zoom.us/j/4569203798>.

Mayor Justin Hummel called the meeting to order at 7:00 p.m., present were Council members James Garman, Bonnie Crawford, Jaclyn Kressler, Nicholas McGaw, Jessica Jordan and newly appointed John Grabusky. Town Manager/ Secretary/ Treasurer Lisa Dooley, Town Solicitor Matthew Turowski, Chief of Police Mike Fosse, Director of Public Works Brady Brink, Director of Finance Jack Breech, Director of Governmental Services Charles Fritz, Director of Code Enforcement Mike Reffeor, and Fire Chief Scott McBride. Also attending were MJ Mahon, Mark Gardner, David Hill, Kris Barrett, Zane Houser, Jared Fenstermacher (7:10 p.m.), Jared Harris, Melissa Tucci, Eric Newman, Laurie Newman, Karen Tinstman, Mike Tinstman, David McHenry, Jill Carlson, Karen Anselm, Alex Dubil, Rick Bogar, William Stewart and four members of the public. Attending via Zoom were Steve and Barbara Coladonato, Dawn Moore, Jamie Harding, Steve, Brittany, Chris, E. Hill, a public citizen (7:36 p.m.), and Jamie Shrawder.

**Council remarks.**

- Public Works Address is 845 Catherine Street.
- An executive session was held on 7/28/2025 from 7:39 p.m.- 8:31 p.m. regarding Police, Public Works and real estate matters.

**THERE WERE NO CITIZENS TO BE HEARD.**

**NOMINATION AND APPOINTMENT OF A COUNCIL MEMBER.**

Mayor Hummel opened the floor for introductions of the residents interested in serving out the term on the Council. The below candidates submitted their letter of interest.

1. Kris Barrett
2. John Grabusky
3. Zane Houser- Withdrew at the meeting on 8/11/2025.
4. Bridget Taylor- Withdrew via e-mail on 8/8/2025.
5. Jared Fenstermacher
6. Jared Harris
7. David Hill
8. Melissa Tucci

On a motion by N. McGaw, seconded by J. Kressler, and voted on unanimously, Council opened the floor to receive nominations to fill the vacant Council position.

N. McGaw made a motion to nominate Kris Barrett

J. Kressler made a motion to nominate John Grabusky

J. Garman made a motion to nominate Jared Harris

J. Hummel made a motion to nominate David Hill

Being no other nominations, the Mayor closed the nominations.

Mayor Hummel called for a vote on the first candidate Kris Barrett, vote was 3-3 (Bonnie Crawford, Nicholas McGaw and Jessica Jordan voting for, Jaclyn Kressler, Justin Hummel and James Garman voting against).

Mayor Hummel called for a vote on the second candidate John Grabusky, vote was 4-2 (Bonnie Crawford, Nicholas McGaw, Jaclyn Kressler and Jessica Jordan voting yes, Justin Hummel and James Garman voting no). Voting was closed since Council reached a majority vote.

Mayor Hummel administered the oath of office to Mr. Grabusky. Mr. Grabusky also signed the residency affidavit. John Grabusky took a place at the front of the table to be able to participate and vote at the meeting.

**RESOLUTION 08.11.2025.01- APPOINTING A LANGUAGE ACCESS COORDINATOR.**

On a motion by N. McGaw, seconded by J. Kressler, and voted on unanimously, Council approved Resolution 08.11.2025.01- Appointing Lisa Dooley as the language access coordinator.

**APPROVAL OF THE LANGUAGE ACCESS PLAN (LAP) FOR THE HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS.**

On a motion by N. McGaw, seconded by J. Kressler, and voted on unanimously, Council approved the Language Access Plan (LAP) for the Housing and Urban Development (HUD) funded programs.

**APPROVAL OF THE CDBG/ HOME PROGRAM PROCUREMENT POLICY.**

On a motion by N. McGaw, seconded by J. Kressler, and voted on unanimously, Council approved the CDBG/Home program procurement policy.

**APPROVAL OF THE COUNCIL MINUTES FROM THE JULY 28, 2025, MEETING.**

On a motion by J. Garman, seconded by B. Crawford, and voted on unanimously, Council approved the July 28, 2025 meeting minutes with one correction. David Hill was added to the list of attendees.

**AMENDMENT OF CHAPTER 15, PART 10 ENTITLED "IMMOBILIZATION OF ILLEGALLY PARKED VEHICLES".**

On a motion by B. Crawford, seconded by J. Kressler, and voted on unanimously, Council approved amending Chapter 15, Part 10 entitled "Immobilization of Illegally Parked Vehicles".

**AMENDMENT OF CHAPTER 15, PART 3 ENTITLED "MOTOR VEHICLES AND TRAFFIC".**

On a motion by N. McGaw, seconded by J. Kressler, and voted on unanimously, Council approved amending Chapter 15, Part 3 entitled "Motor Vehicles and Traffic".

**AMENDMENT OF CHAPTER 15, PART 2 ESTABLISHING A "SCHOOL ZONE, INCLUDING TRAFFIC REGULATIONS FOR SCHOOL ZONES, SIGNAGE AND PENALTIES".**

On a motion by N. McGaw, seconded by J. Jordan, and voted on unanimously, Council approved to table the above listed item to allow for further legal review.

**AMENDMENT OF CHAPTER 13, PART 1 ENTITLED "TRANSIENT RETAIL BUSINESS".**

On a motion by B. Crawford, seconded by N. McGaw, and voted on unanimously, Council approved amending Chapter 13, Part 1, entitled "Transient Retail Business".

**APPROVAL OF A CHANGE ORDER WITH ROBERT C. YOUNG FOR THE PICKLEBALL PROJECT IN THE AMOUNT OF \$31,429. THIS AMOUNT INCLUDES \$28,929 FOR THE CONSTRUCTION OF A PAVED SOCIALIZATION AREA AND \$2,500 FOR THE ADDITION OF PERIMETER FENCING WEIGHTS.**

On a motion by B. Crawford, seconded by J. Garman, and voted on 6 to 1 (Kressler voting no), Council approved a change order with Robert C. Young for the pickleball court project in the amount of \$31,429. This amount includes \$28,929 for the construction of a paved socialization area and \$2,500 for addition of perimeter fencing weights.

**APPROVAL OF A SECURITY CAMERA AT THE PICKLEBALL COURT.**

On a motion by N. McGaw, seconded by J. Garman, and voted on unanimously, Council approved the purchase of a solar powered security camera in the amount of \$1,200 plus a \$20 monthly data fee for the pickleball courts.

**APPROVAL OF PURCHASING A 12 PADDLE RACK (30"): \$395 FOR COURT 8 FOR PICKLEBALL AND A 24 PADDLE RACK (57"): \$485 FOR COURTS 1-7 FOR PICKLEBALL.**

On a motion by B. Crawford, seconded by J. Garman, and voted on 5 to 2 (Kressler and Jordan voting no), Council approved the purchase of a 12 paddle rack in the amount of \$395 and a 24 paddle rack in the amount of \$485 for the pickleball courts.

**APPROVAL OF NAMING THE PICKLEBALL COURT.**

On a motion by N. McGaw, seconded by J. Kressler, and voted on unanimously, Council approved naming the pickleball courts the "Bloomsburg and Danville Pickleball Courts".

**APPROVAL OF HIRING SKYSTAGE (DRONE SHOW) FOR THE JULY 3, 2026 HOLIDAY EVENT AT THE TOWN PARK WITH MUSIC MIX PROVIDED FOR THE SHOW IN THE AMOUNT OF \$10,000.**

On a motion by J. Kressler, seconded by B. Crawford, and voted on unanimously, Council approved hiring SkyStage (drone show) for the July 3, 2026 holiday event at the Town Park with music mix provided for the show in the amount of \$10,000.

**APPROVAL OF SELECTING THE FIRST THREE BUSINESSES TO EMAIL INFO@BLOOMSBURGPA.ORG, IN ADDITIONAL TO PAYMENT RECEIVED IN THE AMOUNT OF \$1,000 EACH, TO HAVE THEIR LOGO INCLUDED AS PART OF THE 2026 DRONE SHOW SPONSORSHIP.**

Motion was made by B. Crawford, seconded by N. McGaw, and voted on 1 to 6 (John Grabusky voting yes) to approve selecting the first three businesses to email and submit payment to have their business logo included as part of the 2026 drone show sponsorship. Motion was voted down.

**APPROVAL OF SELECTING ENTERTAINMENT FOR THE 2026 DRONE SHOW.**

On a motion by J. Kressler, seconded by N. McGaw, and voted on unanimously, Council approved to hire Ostrich Hat at a rate of \$2,000 for a three hour show for the July 3, 2026 event at the Town Park.

**APPROVAL OF HIRING A PUBLIC WORKS OPERATOR LABORER AT THE UNION CONTRACT RATE AND A SIX-MONTH PROBATIONARY PERIOD.**

On a motion by J. Garman, seconded by N. McGaw, and voted on unanimously, Council approved to hire Phil Unger as a Public Works operator laborer at the union contract rate and a six-month probationary period.

**RECOMMENDATION FROM THE HUMAN RELATIONS COMMISSION TO HAVE THE FOLLOWING FOUR SIGNS CREATED AND PLACED:**

- i. BART: EVERYONE IS WELCOME- EVERY BODY, EVERY IDENTITY, EVERY ABILITY.
- ii. PAVILION AREA: WELCOME TO THE TOWN OF BLOOMSBURG. THIS IS A SAFE, ACCESSIBLE, AND AFFIRMING SPACE FOR ALL IDENTITIES AND ABILITIES.
- iii. DOG PARK: WHERE ALL PAWS AND ALL PEOPLE ARE WELCOME.
- iv. PLAYGROUND: WELCOME ALL- YOU BELONG HERE.

On a motion J. Jordan, seconded by J. Kressler, and voted on unanimously, Council approved to have the four above listed signs created and placed at the designated areas. Actual placement of the signs will be determined once the signs are available.

**RECOMMENDATION TO APPROVE THE JULY LIST OF BILLS.**

On a motion by J. Garman, seconded by J. Kressler, and voted on unanimously, Council approved payment of the following monthly bills: General Fund \$371,016.77, Recycling Fund \$55,640.88, Street Lighting Fund \$2,972.86, Fire Fund \$5,988.22, Pool Fund \$16,909.54, Airport Fund \$19,192.04, Liquid Fuels Fund \$5,619.22, Library Fund \$14,678.51, Commercial Loan Repayment \$11,000.00, CDBG Entitlement \$28,840.00, Home Fund \$26,039.78 and the July Payroll Authorization \$272,294.85.

**RECOMMENDATION TO APPROVE A REFERRAL POLICY.**

On a motion by J. Kressler, seconded by B. Crawford, and voted on unanimously, Council approved the referral policy.

**RECOMMENDATION TO APPROVE HAVING THE PA CHIEFS OF POLICE ASSOCIATION TO PERFORM THE ORAL INTERVIEW EXERCISE AT THE RATE OF \$2,000.**

On a motion by B. Crawford, seconded by J. Jordan, and voted on unanimously, Council approved having the PA Chiefs of Police Association perform the oral interview exercise at a rate of \$2,000.

**RECOMMENDATION TO PROVIDE REFUNDS ON THE 2025 SEASON POOL PASS:**

On a motion by B. Crawford, seconded by J. Kressler, and voted on 6 to 1 (Crawford voting no), Council approved providing pro-rated refunds to season pool pass holders that make the request in writing.

**APPROVAL OF PARKING CARS IN THE WEST END DURING FAIR WEEK.**

On a motion by J. Kressler, seconded by B. Crawford, and voted on unanimously, Council approved parking cars in the west end during fair week with the following; payment will be made in cash and solidify a schedule for coverage and possible non-profit involvement with a 50% split.

**RECOMMENDATION TO APPROVE THE FOLLOWING 2026 BUDGET MEETING DATES AT 10 A.M.**

On a motion by J. Kressler, seconded by J. Garman, and voted on unanimously, Council approved the following dates for 2026 budget meetings: October 23<sup>rd</sup>- 02, 03, 31 - October 30<sup>th</sup>- 04, 05, 23, 32, 37- November 6<sup>th</sup>- 24, 41, 45, 35, 01-November 20<sup>th</sup>- 01.

**APPROVAL OF SETTING A PERCENTAGE RATE PLACEHOLDER FOR THE 2026 BUDGET FOR NON-UNION EMPLOYEES.**

On a motion by J. Kressler, seconded by B. Crawford, and voted on unanimously, Council approved setting a 2-3% percentage rate placeholder for the 2026 budget for non-union employees.

**UPDATE ON THE TOWN'S MS4 PROJECT.**

L. Dooley provided an update that the annual report requires public feedback and awareness. This item is on the agenda to make the public aware of the Town participating in the program.

**ACKNOWLEDGEMENT OF THE FLY-IN ON SEPTEMBER 20, 2025 AT THE AIRPORT.**

Council acknowledged the September 20, 2025 Fly-In at the airport.

**RECOMMENDATION TO SELL THE PROPERTY AT 290 E. 9<sup>TH</sup> STREET PENDING LEGAL REVIEW AND POSSIBLE ZONING PROCESS.**

On a motion by B. Crawford, seconded by J. Kressler, and voted on unanimously, Council approved the sale by auction of the property located at 290 E. 9<sup>th</sup> Street pending legal review.

**RECOMMENDATION TO APPROVE THE QUOTE FROM NORTHEAST TREE SERVICE FOR REMOVING THE TREE IN THE TOWN PARK IN THE AMOUNT OF \$2,800.**

On a motion by N. McGaw, seconded by B. Crawford, and voted on unanimously, Council approved the quote from Northeast Tree Service for removing the tree in the Town Park in the amount of \$2,800.

**APPROVAL OF EXPLORING OPTIONS OF WHAT TIMBER TO TABLE CAN MAKE OUT OF THE TREE FOR 3D.**

On a motion by B. Crawford, seconded by J. Kressler, and voted on unanimously, Council approved exploring options of what Timber to Table can make out of the tree in item 3d.

**RECOMMENDATION TO APPROVE AN INVOICE FROM MARK CONNER ELECTRIC REGARDING POOL REPAIRS IN THE AMOUNT OF \$12,055.90.**

On a motion by N. McGaw, seconded by B. Crawford, and voted on unanimously, Council approved an invoice from Mark Conner Electric regarding pool repairs in the amount of \$12,055.90.

**APPROVAL OF A SENTENCE ADDITION TO EXEMPT PARTICIPANTS OF TOWN SANCTIONED EVENTS, SUCH AS FIRST FRIDAY, FROM BEING REQUIRED TO HAVE A PERMIT.**

On a motion by J. Kressler, seconded by J. Garman, and voted on unanimously, Council approved, pending legal review, a sentence addition to exempt participants of Town sanctioned events, such as First Friday, from being required to have a permit.

**APPROVAL OF WAIVING THE COLUMBIA COUNTY ROAD CLOSURE PERMIT FOR REDEDICATING THE MONUMENT AT MAIN AND MARKET STREETS FOR A 2026 EVENT.**

On a motion by J. Garman, seconded by J. Kressler, and voted on unanimously, Council approved waiving the Columbia County road closure permit for the rededicating of the monument at Main and Market Street for a 2026 event.

**APPROVAL OF ALLOWING THE CAREER LINK TRUCK PARKING AT THE TOWN FOUNTAIN AREA IN THE PARKING SPOT(S).**

On a motion by J. Garman, seconded by J. Kressler, and voted on unanimously, Council approved allowing the Career Link Truck to park in the parking spots at the Town fountain area.

On a motion by J. Kressler, seconded by J. Garman, and voted on unanimously, Council adjourned into an executive session to discuss Public Works and finance personnel at 9:58 p.m. until 11 p.m.

Lisa Dooley  
Town Manager/Secretary/Treasurer



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 15, PART 2 OF THE CODE OF  
ORDINANCES OF THE TOWN OF BLOOMSBURG TO ADD §15-221 ESTABLISHING  
A SCHOOL ZONE, INCLUDING TRAFFIC REGULATIONS FOR SCHOOL ZONES,  
SIGNAGE AND PENALTIES**

**WHEREAS**, pursuant to 75 Pa. C.S. §6109(a)(10) and (e) of the Pennsylvania Motor Vehicle Code, the Town of Bloomsburg (the “Town”) has caused an engineering and traffic investigation to be made to determine the maximum speed limit in a proposed school zone; and

**WHEREAS**, the traffic and engineering investigations were completed on June 30, 2025 and contain a determination that a school zone is warranted and/or recommended on the streets set forth below; and

**WHEREAS**, the traffic and engineering investigations contain a determination that the maximum reasonable safe speed limit of the streets set forth below shall be fifteen (15) miles per hour; and

**WHEREAS**, the Bloomsburg Town Council, pursuant to the authority granted to it under section 75 Pa. C.S. §6109(a)(10) and (e) and 75 Pa. C.S. §3365(b) of the Pennsylvania Vehicle Code and based upon the aforesaid traffic and engineering investigation desires to establish a school zone and the special speed limitations as set forth in this Ordinance; and

**WHEREAS**, the Bloomsburg Town Council desires to amend Chapter 15, Part 2 of the Code of Bloomsburg to add §15-221 in order to establish traffic regulations, signage and penalties.

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

The Code shall be amended to add the following to Chapter 15, Part 2:

**§ 15-221. School Zones, Traffic Regulations for School Zones and Signage.**

1. The following streets are hereby designated as school zone areas:

<b>Highway</b>	<b>Direction of Travel</b>	<b>Location</b>
Market Street	North	Beginning one hundred fifty feet (150') south of the intersection of Sixth Street and Market Street and continuing in a northbound direction to one hundred twenty-five feet

(125') north of the intersection of Fifth Street and Market Street.

Market Street

South

Beginning one hundred twenty-five feet (125') north of the intersection of Fifth Street and Market Street and continuing in a southbound direction to one hundred fifty feet (150") south of the intersection of Sixth Street and Market Street.

Fifth Street

East

Beginning at the intersection of Murray Avenue and Fifth Street and continuing in an eastbound direction through the intersection of Fifth Street and Market Street to the west of the end of the median island located between Market Street and Whiteman Avenue.

Fifth Street

West

Beginning to the west of the end of the median island located between Market Street and Whiteman Avenue and continuing in a westbound direction through the intersection of Fifth Street and Market Street to the intersection of Murray Avenue and Fifth Street.

Sixth Street

East

Beginning on Sixth Street two hundred feet (200') west of the intersection of Sixth Street and Market Street and continuing through the intersection of Sixth Street and Market Street in an eastbound direction to a point one hundred feet (100") east of the intersection of Sixth Street and Market Street.

Sixth Street

West

Beginning on Sixth Street at a point one hundred feet (100') east of the intersection of Sixth Street and Market Street and continuing through the intersection of Sixth Street and Market Street in a westbound direction to a point two hundred feet (200') west of the intersection of Sixth Street and Market Street.

2. The special speed limitation shall be fifteen (15) miles per hour upon those highways or portions thereof provided for in §15-221. 1., above.
3. The special speed limitations established in § 15-221. 1., above, shall be between 8:00 am and 9:00 am and 3:00 pm and 4:00 pm, Monday through Friday, eastern standard time, or such other times as the school located at the intersection of West Fifth and Market Streets is in session.
4. The erection and maintenance of all necessary signage in the school zone established in §15-221. 1 is hereby authorized. Said signage shall be placed as to properly notify all traffic of the imposed regulations in accordance with the traffic and engineering investigations and shall be done in accordance with 67 Pa. Code § 212.501 et. seq.
5. Any person violating any provision of this Section commits a summary offense, and shall, upon conviction, be sentenced to pay:
  - A. Except as set forth in subparagraph 5. B., below, a fine of thirty-five (\$35.00) dollars.
  - B. In the event that the person exceeds the maximum speed limit by more than eleven (11) miles per hour, such person shall pay a fine of not more than five hundred (\$500.00) dollars.
  - C. Any person exceeding the maximum speed limit established under this Section by more than five (5) miles per hour shall pay an additional fine to two dollars (\$2.00) per mile for each mile in excess of five miles per hour in excess of the maximum speed limit.

6. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.
7. The provisions of this Ordinance are severable. In the event that any provision, section, sentence, clause or part of this Ordinance shall be held to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, section, sentence, clause or part of this Ordinance. It is the intention of the Bloomsburg Town Council that such remainder of the Ordinance shall be and shall remain in full force and effect.
8. This Ordinance Amendment will be effective five (5) days after enactment.

**ORDAINED AND ENACTED** into law by the Bloomsburg Town Council in lawful session assembled this \_\_\_\_ day of \_\_\_\_\_, 2025.

**Attest:**

**TOWN OF BLOOMSBURG**

\_\_\_\_\_  
Lisa M. Dooley, Secretary

\_\_\_\_\_  
Justin C. Hummel, Mayor

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 15, PART 2 OF THE CODE OF  
ORDINANCES OF THE TOWN OF BLOOMSBURG TO ADD §15-221 ESTABLISHING  
A SCHOOL ZONE, INCLUDING TRAFFIC REGULATIONS FOR SCHOOL ZONES,  
SIGNAGE AND PENALTIES**

**WHEREAS**, pursuant to 75 Pa. C.S. §6109(a)(10) and (e) of the Pennsylvania Motor Vehicle Code, the Town of Bloomsburg (the "Town") has caused an engineering and traffic investigation to be made to determine the maximum speed limit in a proposed school zone; and

**WHEREAS**, the traffic and engineering investigations were completed on June 30, 2025 and contain a determination that a school zone is warranted and/or recommended on the streets set forth below; and

**WHEREAS**, the traffic and engineering investigations contain a determination that the maximum reasonable safe speed limit of the streets set forth below shall be fifteen (15) miles per hour; and

**WHEREAS**, the Bloomsburg Town Council, pursuant to the authority granted to it under section 75 Pa. C.S. §6109(a)(10) and (e) and 75 Pa. C.S. §3365(b) of the Pennsylvania Vehicle Code and based upon the aforesaid traffic and engineering investigation desires to establish a school zone and the special speed limitations as set forth in this Ordinance; and

**WHEREAS**, the Bloomsburg Town Council desires to amend Chapter 15, Part 2 of the Code of Bloomsburg to add §15-221 in order to establish traffic regulations, signage and penalties.

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

The Code shall be amended to add the following to Chapter 15, Part 2:

**§ 15-221. School Zones, Traffic Regulations for School Zones and Signage.**

1. The following streets are hereby designated as school zone areas:

<b>Highway</b>	<b>Direction of Travel</b>	<b>Location</b>
Market Street	North	Beginning one hundred fifty feet (150') south of the intersection of Sixth Street and Market Street and continuing in a northbound direction to one hundred twenty-five feet

(125') north of the intersection of Fifth Street and Market Street.

Market Street

South

Beginning one hundred twenty-five feet (125') north of the intersection of Fifth Street and Market Street and continuing in a southbound direction to one hundred fifty feet (150") south of the intersection of Sixth Street and Market Street.

Fifth Street

East

Beginning at the intersection of Murray Avenue and Fifth Street and continuing in an eastbound direction through the intersection of Fifth Street and Market Street to the west of the end of the median island located between Market Street and Whiteman Avenue.

Fifth Street

West

Beginning to the west-east  
of the end of the median  
located between

island

Market Street and

Whiteman Avenue and continuing in a westbound direction through the intersection of Fifth Street and Market Street to the intersection of Murray Avenue and Fifth Street.

Sixth Street

East

Beginning on Sixth Street two hundred feet (200') west of the intersection of Sixth Street and Market Street and continuing through the intersection of Sixth Street and Market Street in an eastbound direction to a point one hundred feet (100") east of the intersection of Sixth Street and Market Street.

Sixth Street

West

Beginning on Sixth Street at a point one hundred feet (100") east of the intersection of Sixth Street and Market Street and continuing through the intersection of Sixth Street and Market Street in a westbound direction to a point two hundred feet (200') west of the intersection of Sixth Street and Market Street.

2. The special speed limitation shall be fifteen (15) miles per hour upon those highways or portions thereof provided for in §15-221. 1., above.
3. The special speed limitations established in § 15-221. 1., above, shall be between 8:00 am and 9:00 am and 3:00 pm and 4:00 pm, Monday through Friday, eastern standard time, or such other times as the school located at the intersection of West Fifth and Market Streets is in session.
4. The erection and maintenance of all necessary signage in the school zone established in §15-221. 1 is hereby authorized. Said signage shall be placed as to properly notify all traffic of the imposed regulations in accordance with the traffic and engineering investigations and shall be done in accordance with 67 Pa. Code § 212.501 et. seq.
5. Any person violating any provision of this Section commits a summary offense, and shall, upon conviction, be sentenced to pay:
  - A. A Except as set forth in subparagraph 5. B., below, a fine of thirty-five (\$35.00) dollars. Notwithstanding the foregoing, in
  - A.B. In the event that the person exceeds the maximum speed limit by more than eleven (11) miles per hour, such person shall pay a fine of not more than five hundred (\$500.00) dollars.
  - B.C. Any person exceeding the maximum speed limit established under this Section by more than five (5) miles per hour shall pay an additional fine to two dollars (\$2.00) per mile for each mile in excess of five miles per hour in excess of the maximum speed limit.

6. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.
7. The provisions of this Ordinance are severable. In the event that any provision, section, sentence, clause or part of this Ordinance shall be held to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, section, sentence, clause or part of this Ordinance. It is the intention of the Bloomsburg Town Council that such remainder of the Ordinance shall be and shall remain in full force and effect.
8. This Ordinance Amendment will be effective five (5) days after enactment.

**ORDAINED AND ENACTED** into law by the Bloomsburg Town Council in lawful session assembled this \_\_\_\_ day of \_\_\_\_\_, 2025.

**Attest:**

**TOWN OF BLOOMSBURG**

\_\_\_\_\_  
Lisa M. Dooley, Secretary

\_\_\_\_\_  
Justin C. Hummel, Mayor



## Bloomsburg Municipal Airport Report 7/28– 8/9

### **1. Arrivals and Departures 7/28 – 8/9 (data from Flightaware)**

- Arrivals = 209 from 93 Aircraft
- Departures = 205 from 92 Aircraft
- Several Military Aircraft from Fort Indiantown Gap visited however unable to track due to their ADSB being disabled.

### **2. Fuel Farm**

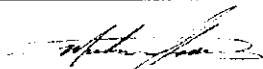
- New Farm was working well with no issues, until 7/24 when a circuit board failed in the QT Pod which wouldn't allow fuel to flow. Part should be here Monday 7/28 and should be back up and running
  - The Part did arrive, system was gone over by Grimm and TRA along with Qt people to ensure everything was hooked up correctly. New circuit board was installed, unit back up and functioning 100%
  - Some new fuel farm stats:
    - Total sales in April – 1318 Gal.
    - Total sales in May – 1202 Gal.
    - Total sales in June – 2603 Gal.
    - Total sales in July – 3608 Gal.
    - The tank is currently at 3300 gal on board so we will be looking at another load here in late August.
    - As a reference, 1/2 load in March for 4500 gal, then a Full load in June of 8500 gal. with a balance of 3300 gal. currently.
3. Performed regular runway, lighting checks & weather station checks. Changed out several light bulbs on runway lights
  4. Looking into LED bulbs for runway sign vs overpriced halogen light bulbs that are currently used.
  5. Performed some wildlife repelling.
  6. Found a taker on the old Jet A tank, however we must have it cleaned and decommissioned first. Mike for ARM environmental has provided a quote (see attached) and can decommission the tank mid Sept. if approved.
  7. We will retain the pump and filter assembly for now with hopes of turning them into some cash when we find a buyer.

Submitted 8/11/2025

Dan Broadt A/P Mgr.

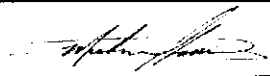
<b>Bloomsburg Police Department</b>		
<b>July 2025 - Council Report</b>		
	<b>2024</b>	<b>2025</b>
Calls Station Log Book	581	570
Calls 911 Center	727	683
Investigated Collisions		
Reportable Collisions	13	10
Non-Reportable Collisions		3
Traffic Citations	176	61
Non-Traffic Citations	19	8
Warnings		13
Criminal Arrests	15	8
Offense Reports (No longer includes parking for 2025)	182	37
Warrants Contacted	54	9
Warrants Fulfilled	76	12
<b>OTHER DEPARTMENTAL REVENUE</b>		
Accidents/Incidents/Record Checks	\$95.00	\$335.00
Dumpster	\$450.00	\$100.00
Street Closing	\$25.00	\$0.00
Secondhand Goods Permits	\$25.00	\$0.00
BYOB Permits	\$50.00	\$0.00
Event Permits	\$0.00	\$150.00
Bonfire Permits	\$0.00	\$0.00
Electronic Media	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$645.00</b>	<b>\$585.00</b>

Chief Michael Fosse



Date: 08/11/2025

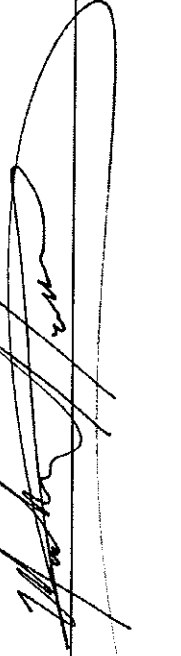
Bloomsburg Police Department					
July 2025 - Officer's Report					
Title	Name	Criminal Arrests	Traffic Arrests	Non-Traffic Arrests	Warnings
Chief	Fosse	0	0	0	0
Sgts.	Carl	0	0	0	0
	Bowman	0	5	1	2
<b>Police Officers:</b>					
	Cromley	0	0	1	0
	Hill	0	0	0	0
	Beck	1	1	0	0
	Auchter	1	2	3	0
	Szkodny	0	0	0	0
	Pfeiffer	1	8	0	2
	Edgar	1	15	0	0
	Dombrosky	3	3	0	5
	Reinford	0	0	1	0
	Stiver	0	9	0	2
	Fitzwater	0	4	0	1
	Lingousky	1	4	2	1
	Shampanore	0	10	0	0
Part Time	Deitterick	0	0	0	0
<b>TOTALS:</b>		<b>8</b>	<b>61</b>	<b>8</b>	<b>13</b>

Chief Michael Fosse   
Date: 08/11/2025

Bloomsburg Police Department - Parking		
July 2025 Council Report		
	2024	2025
Parking Tickets Issued	629	870
Parking Traffic Citations Issued	188	157
Parking Warrants Contacted	89	47
Parking Warrants Fulfilled	88	36
<b>Parking Office Revenue</b>		
Parking Tickets	\$11,007.87	\$19,327.10
Residential Permits	\$150.00	\$180.00
Zone Permits	\$35,465.00	\$37,740.00
Meter Rental	\$1,170.00	\$15.00
Boot Removal Fee	\$0.00	\$150.00
<b>TOTAL</b>	<b>\$47,792.87</b>	<b>\$57,412.10</b>

Meter & App Revenue - July 2025					
	2024	2025	2025	2025	2025
Collection Area		App Gross	Fees	App Net Total	Meters
1850 Downtown		\$11,370.75	(\$2,908.76)	\$8,461.99	\$9,570.58
1851 E. 2nd Street		\$325.00	(\$39.22)	\$285.78	\$36.95
Total Meters	\$13,379.24				
Total App Payments	\$6,704.12				
<b>Total Meters &amp; App</b>	<b>\$20,083.36</b>			<b>\$8,747.77</b>	<b>\$9,607.53</b>
				<b>Total Meters &amp; App</b>	<b>\$18,355.30</b>

Chief Michael Fosse:



**Neil Zeisloft**

8/20/2025

**Town of Bloomsburg**

Bloomsburg, PA

Dear Council Members and Public Works Administration,

I am writing to formally announce my retirement from the Town of Bloomsburg Public Works Department, effective **September 11, 2025**. This decision comes after **29 years of dedicated service** as a Streets Operator, and it is with both pride and gratitude that I take this next step.

It has been an honor to serve the residents of Bloomsburg and to work alongside such hardworking and committed colleagues. Over the years, I have taken great pride in contributing to the maintenance, safety, and improvement of our town's streets and infrastructure. I am thankful for the trust placed in me and for the opportunities I have had to serve this community.

While I look forward to the new chapter that retirement will bring, I will always value the friendships, experiences, and lessons gained during my career with the Town. I leave knowing the department is in capable hands and will continue to provide excellent service to the residents of Bloomsburg.

Thank you for the opportunity to serve for nearly three decades. It has truly been a privilege.

With respect and appreciation,

Sincerely,

**Neil Zeisloft**  
Streets Operator

Town of Bloomsburg Public Works Department

A handwritten signature in cursive script that reads "Neil B. Zeisloft". The signature is written in dark ink and is positioned to the right of the printed name and title.

Scott Buck  
P.O. Box 652  
Benton, Pa. 17814  
August 13 2025

Lisa Dooley, Chief Fosse  
Town Manager, Chief of Police  
The Town of Bloomsburg  
301 E 2<sup>nd</sup> Street  
Bloomsburg, Pa. 17815

Dear Lisa Dooley, Chief Fosse:

I am writing this to inform you of my intentions of resigning. The last 11 years in the The Town of Bloomsburg have been educational, interesting and enjoyable. I have met so many good individuals while working for the town and I will miss them. I have enjoyed working as a parking enforcement officer along with my co-workers. Due to physical conditions that aren't getting any better, I feel now is the time to step away. I thank everyone who has come across my path in the workplace. The town employs fine quality employees. Thanks again.

My last day at The Town of Bloomsburg will be Friday August 15th.

I wish the town and their employees the best of luck

Sincerely,

Scott Buck



Parking Enforcement Officer



## LIVIC Civil

61 Duke Street Suite 100  
Northumberland, PA 17857, United States  
Tel: 888-987-1993  
accounting@livicco.com  
www.liviccivil.com

Lisa Dooley  
Town of Bloomsburg  
301 E. Second Street  
Bloomsburg, PA 17815

## INVOICE

INVOICE DATE: 2/28/2025  
INVOICE NO: 9349  
BILLING THROUGH: 2/28/2025

### 1004-46 Traffic Signal Technology

Managed By: Andrew J Barton

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
1004-46B-Traffic Signal Technology Inspection - Inspection/Construction	\$6,060.00	30.00	\$1,818.00	\$606.00	\$1,212.00
<b>TOTAL</b>	<b>\$6,060.00</b>		<b>\$1,818.00</b>	<b>\$606.00</b>	<b>\$1,212.00</b>

**SUBTOTAL** \$1,212.00

**AMOUNT DUE THIS INVOICE** \$1,212.00

This invoice is due on 3/30/2025

VISA



DISCOVER



ACH payments accepted

Hi, hope you are having a great day! Please find the latest invoice for services completed during the last billing cycle. Thank you for the opportunity to guide you through this project. Any questions or recommendations on how we can meet your accounting needs better can be directed to accounting@livicco.com



8 West Broad Street, Suite 1100, Hazleton, PA 18201  
570.455.2999 570.454.9979  
barryisett.com

August 14, 2025  
Project #1013725.001

Ms. Lisa M. Dooley  
Town Manager/ Secretary/ Treasurer  
The Town of Bloomsburg  
301 E. 2<sup>nd</sup> Street  
Bloomsburg, PA 17815

Via DocuSign: [ldooley@bloomsburgpa.org](mailto:ldooley@bloomsburgpa.org)

**RE: BLOOMSBURG PUBLIC WORKS & RECYCLING BUILDING ROOF REPLACEMENT**  
Town of Bloomsburg, Columbia County, Pennsylvania  
Proposal for Roofing Design Services

Dear Ms. Dooley:

In accordance with your request, Barry Isett & Associates, Inc. (Isett) is pleased to provide this proposal for roofing design for the above-referenced project. This proposal is based on the previously issued bid for solar panel systems project at the same sites as designed by Rettew Associates, Inc., and discussions with the Town of Bloomsburg.

#### **PROPOSAL BASIS**

This project includes the replacement of the existing metal panel roof system and edge metal at the Town of Bloomsburg's Public Works facility and Recycling facility buildings. Isett will be proposing a replacement of new metal panel roofing system suitable to support the proposed solar panel systems designed for the facilities' roofs by Rettew Associates, Inc. The design will include the components required for the metal panels to accept the proposed solar panel systems. The gutters and downspouts will be assessed and reviewed for conveyance and discharge, and replacement will be included with the design.

This proposal does not include a structural analysis of the building structures. The proposed design of the metal panel roofing systems will be designed to support the loads associated with the proposed solar panel system. Should the building structures require additional structural bracing, Isett will provide these services as a separate service. It is assumed that there are no Asbestos Containing Materials (ACM) in the roofing system to be replaced under this scope of work.



Ms. Lisa M. Dooley

2

August 14, 2025

## **SCOPE OF SERVICES**

### **A. Roofing Design**

1. Conduct site visit(s) to verify the existing roof area locations to confirm base plan data received from the previously issued solar panel systems project prepared by Rettew Associates, Inc. Interior base plans are not included in the scope of work.
2. Design a replacement metal panel roof system, penetration flashing, terminations, fascia, gutters, and downspouts. Currently all downspouts convey and terminate at or below grade in some manner. Isett will keep this conveyance and discharge approach.
3. Damaged decking will be repaired or replaced using estimated quantity allowances to provide as much pricing as possible during the bid phase using allowances and unit pricing.
4. Prepare construction documents, including plans, details, and technical specifications to document the scope of work.

### **B. Bid Phase Services**

1. Prepare procurement specifications for public bidding in accordance with the funding requirements and state or federal law.
2. A lump-sum base bid for each facility will be prepared.
3. Prepare the bid invitation and submit to the Client for public advertisement.
4. Prepare and administer the contract documents via online through PennBID and coordinate the online bidding process.
5. Conduct one pre-bid meeting with prospective bidders. Prepare and issue addenda as required, per the contractors' Requests for Information and/or Client's direction.
6. Open the bids, via PennBID and review the Contractor's bids for responsiveness, accuracy, and completeness; prepare a bid tabulation sheet.
7. Provide a recommendation for bid award letter to the Client.
8. Upon award by the Client, Isett will issue a Notice of Award Certificate to the successful Contractor.

### **C. Construction Phase Services**

1. Prepare a Standard Form of Agreement in the form of the AIA-A104 between the Owner and Awarded Contractor. Isett will assist the Owner in executing the contract and obtaining the required bonds and insurance from the Contractor.
2. Conduct a pre-construction meeting with the Contractor and Owner. Meeting minutes will be delivered following the meeting.
3. Review and approve product submittals, shop drawings, and construction schedules.
4. Issue a Notice to Proceed Certificate after all preconstruction submittals have been received.
5. Perform periodic construction field observations to observe for general conformance with the design intent and construction documents, not intended to be continuous inspections and with Contractor remaining responsible for means, methods, sequence and safety. A field report will be submitted after each visit. Progress meetings shall occur at the time of the site visit, if desired.
  - a. This task is budgeted for 1 site visit every other week over an anticipated 6 weeks of active on-site construction for a total of 12 hours. At Owner's request, Isett can

Ms. Lisa M. Dooley

3

August 14, 2025

provide more frequent or extended site visits on a time and material basis.

- b. Per the AIA A104, Agreement, Chapter 9.2.1, "Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work." Under Chapter 10.3, "Engineer" will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures...since these are solely the Contractor's rights and responsibilities under the Contract Documents." Under Chapter 10.4, Engineer "...will not be responsible for the Contractor's failure to perform the work in accordance with the requirements of the Contract Documents." Engineer" will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work."
6. Review and approve product submittals, show drawings, and construction schedules.
7. Execute possible proposal requests, change orders, construction change directives, and/or field orders.
8. Review the Applications for Payment from the Contractor and make a recommendation for release of payment to the Owner.
9. Issue a Substantial Completion Certificate.
10. When the project is substantially complete, issue a Substantial Completion Certificate and prepare a punch list for any remaining work items and/or repair and/or non-conformances with the Contract Documents.
11. Complete project close-out. This will include a final inspection of the project for conformity with design, concept, and the contract documents. Verify the completion of the punch list, execute close-out documents, and assist the Owner on releasing final payment.
12. Prepare all project documentation and construction phase correspondence and submit to the Owner for their files.

## **SCHEDULE**

It is understood that construction of this project shall be completed ahead of the associated solar project construction and therefore Isett intends to follow the schedule listed below:

### **PHASE**

Design  
Bidding Phase  
Anticipated Construction

### **ANTICIPATED DATES**

August 14, 2025 – September 10, 2025  
September 11, 2025 – September 26, 2025  
October 15, 2025 – November 31, 2025

## **COMPENSATION**

Our fee for the services outlined above shall be lump sum amounts unless noted otherwise and billed monthly in accordance with the percentage of work completed.

A. Roofing Design Services	\$ 10,480.00
B. Bid Phase Services	\$ 3,900.00
C. Construction Phase Services (hourly, estimated)	\$ 7,500.00

Ms. Lisa M. Dooley

4

August 14, 2025

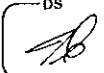
# QUALIFICATIONS/EXCLUSIONS

1. Prior to performing tasks outside the scope of the work, Isett will provide an estimate of the additional cost and will obtain approval from the Client. Work directed to be performed outside the Scope of Services above will be billed based on the attached hourly rate schedule. Out-of-scope services include, but are not limited to, additional repair areas, more involved structural repair than anticipated, value engineering, cost estimating and/or reviewing contractor cost estimates and payment verification.
2. This proposal does not include costs for asbestos project design, abatement, or third-party air testing (baseline and final clearance) services. If requested, a proposal for asbestos project design and third-party air testing services can be provided following the completion of this Scope of Services.
3. During the course of this project the demolition or new work may uncover unforeseen conditions that must be addressed to deliver a complete project. Such conditions on this project may be damage to the existing roof trusses, roof purlins, damage to support walls, the extend of damaged roof deck, etc. We will address these conditions as they arise on a Time and Material basis to keep the project on schedule. Any changes to our scope and fee will be discussed before undertaking the work.
4. Attendance at additional design meetings and site observation visits during construction will be performed as requested and will be billed on an hourly basis as an additional service, according to the attached rate schedule.
5. The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include mileage, long distance telephone calls, postage and handling, next day mail, preparation of materials for electronic transfer, hand delivery of materials, reproductions, photographs, and construction prints.
6. Insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried would be a reimbursable expense and itemized separately.
7. When project work is suspended for more than six months, fees will be renegotiated. The fee listed above is based upon our portion of the work being completed by the end of the calendar year 2025. Should the project be extended through no fault of Isett, we reserve the right to renegotiate the remaining services.
8. Digital information generated in the process of developing plans and specifications for this project is only for use in preparing said plans. Release of digital information to anyone not party to this agreement without prior, fair compensation constitutes a transfer of full liability to the releasing party.

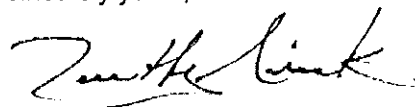
The attached standard contract terms and conditions shall be made part of this agreement.

If, after you have reviewed this proposal, you are satisfied with the terms, please sign one copy and return it to us, as it will serve as our agreement for this work. If work authorization is not approved, there is no obligation for Isett to complete the work. This proposal is valid for 60 days.

We appreciate the opportunity to serve you and look forward to the successful completion of this work.

Initial DS  
cm 

Sincerely yours,



Timothy Sisock, PMP, CDT, CCCA  
Technical Officer, PMO

Ms. Lisa M. Dooley

5

August 14, 2025

Attachments

ACCEPTED BY:

\_\_\_\_\_  
(Sign name)

DATE: \_\_\_\_\_

Lisa Dooley

\_\_\_\_\_  
(Print name and title)

# INVOICE

Mark Conner Electric LLC  
1130 Ridge Rd  
Bloomsburg, PA 17815

mconner@markconnerelectric.com  
+1 (570) 336-5237

#1578 (CK)

JUN 21 2025

TELEPHONE POLES

01-430-405246

BB



BLOOMSBURG PUBLIC WORKS:25BPW007

Bill to

25BPW007

Town of Bloomsburg

301 East 2nd St

Bloomsburg, PA 17815

## Invoice details

Invoice no.: 250711-10

Terms: Net 30

Invoice date: 07/11/2025

Due date: 08/10/2025

P.O. Number: APP # 309694

Job Description: MAKE READY

#	Product or service	Description	Qty	Rate	Amount
1.	Services	MAKE READY POLE MUNBER 35507N30599 POLE NUMBER 35371N30553 POLE NUMBER 35397N30569 BLOOMSBURG PUBLIC WORKS			\$853.60
2.	Services	POLE NUMBER 35389N30591 POLE NUMBER 35423N30525 POLE NUMBER 35435N30555 SERVICE ELECTRIC			\$1,129.80
3.	Services	POLE NUMBER 35374N30547 POLE NUMBER 35395N30560 POLE NUMBER 35411N30545 FAST BRIDGE FIBER LLC			\$1,682.20

Total

~~\$3,665.60~~

Checks can be made out to Mark Conner Electric LLC

\$853.00

MAKE READY APP\_309694

Pole Number 35507N30599, 35371N30553, 35397N30569

Bloomsburg Public Works

ITEM	RATES	ARMS	DAY	TOTAL
BUCKET TRUCK	\$100.00	3		\$300.00
BUCKET TRUCK OPERATOR	\$80.00	3		\$240.00
GROUND MAN	\$70.00	3		\$210.00
AUGER TRUCK	\$100.00	0		\$0.00
AUGER TRUCK OPERATOR	\$80.00	0		\$0.00
POLE HARD WARE	\$26.20	3		\$78.60
TRAFFIC CONTROL	\$1,808.95			\$0.00
ADMIN COST	\$25.00	1		\$25.00
TOTAL				\$853.60

# MAKE READY APP \_309694

Pole Number 35389N30591, 35423N30525, 35435N30555

35452N30601

## Service Electric

ITEM	RATES	ARMS	DAY	TOTAL
BUCKET TRUCK	\$100.00	4		\$400.00
BUCKET TRUCK OPERATOR	\$80.00	4		\$320.00
GROUND MAN	\$70.00	4		\$280.00
AUGER TRUCK	\$100.00	0		\$0.00
AUGER TRUCK OPERATOR	\$80.00	0		\$0.00
POLE HARD WARE	\$26.20	4		\$104.80
TRAFFIC CONTROL	\$1,808.95			\$0.00
ADMIN COST	\$25.00	1		\$25.00
TOTAL				\$1,129.80

# MAKE READY APP \_309694

Pole Number 35374N30547, 35395N30560, 35411N30545

35465N30574, 35480N30611, 35557N30658

## Fast Bridge Fiber

ITEM	RATES	ARMS	DAY	TOTAL
BUCKET TRUCK	\$100.00	6		\$600.00
BUCKET TRUCK OPERATOR	\$80.00	6		\$480.00
GROUND MAN	\$70.00	6		\$420.00
AUGER TRUCK	\$100.00	0		\$0.00
AUGER TRUCK OPERATOR	\$80.00	0		\$0.00
POLE HARD WARE	\$26.20	6		\$157.20
TRAFFIC CONTROL	\$1,808.95			\$0.00
ADMIN COST	\$25.00	1		\$25.00
TOTAL				\$1,682.20



# INVOICE

Mark Conner Electric LLC  
1130 Ridge Rd  
Bloomsburg, PA 17815

mconner@markconnerelectric.com  
+1 (570) 336-5237

#1578 (CL)

BB

JUN 21 2025

01.430.00.5240



BLOOMSBURG PUBLIC WORKS:25BPW006

Bill to

25BPW006

Town of Bloomsburg

301 East 2nd St

Bloomsburg, PA 17815

## Invoice details

Invoice no.: 250711-1

Terms: Net 30

Invoice date: 07/11/2025

Due date: 08/10/2025

P.O. Number: APP #308573

Job Description: MAKE READY

#	Product or service	Description	Qty	Rate	Amount
1.	Services	MAKE READY POLE NUMBER 3513N30666 SERVICE ELECTRIC			\$301.20
2.	Services	POLE NUMBER 35779N30747 POLE NUMBER 35724N30700 FAST BRIDGE FIBER, LLC			\$577.40

Total

**\$878.60**

Checks can be made out to Mark Conner Electric LLC

MAKE READY APP\_308573

Pole Number 3513N30666

Service Electric

ITEM	RATES	ARMS	DAY	TOTAL
BUCKET TRUCK	\$100.00	1		\$100.00
BUCKET TRUCK OPERATOR	\$80.00	1		\$80.00
GROUND MAN	\$70.00	1		\$70.00
AUGER TRUCK	\$100.00	0		\$0.00
AUGER TRUCK OPERATOR	\$80.00	0		\$0.00
POLE HARD WARE	\$26.20	1		\$26.20
TRAFFIC CONTROL	\$0.00			\$0.00
ADMIN COST	\$25.00	1		\$25.00
TOTAL				\$301.20

MAKE READY APP \_308573

Pole Number 35779N30747, 35724N30700

Fast Bridge Fiber, LLC

ITEM	RATES	ARMS	DAY	TOTAL
BUCKET TRUCK	\$100.00	2		\$200.00
BUCKET TRUCK OPERATOR	\$80.00	2		\$160.00
GROUND MAN	\$70.00	2		\$140.00
AUGER TRUCK	\$100.00	0		\$0.00
AUGER TRUCK OPERATOR	\$80.00	0		\$0.00
POLE HARD WARE	\$26.20	2		\$52.40
TRAFFIC CONTROL	\$0.00			\$0.00
ADMIN COST	\$25.00	1		\$25.00
TOTAL				\$577.40

## ESTIMATE

The Magic Touch Cleaning  
Services  
PO Box 23  
Mount Carmel, PA 17851

magictouch1501@gmail.com  
+1 (610) 393-0317



**Bill to**  
Bloomsburg Town Hall  
301 E. 2nd street Bloomsburg Pa. 17815

**Ship to**  
Bloomsburg Town Hall  
301 E. 2nd street Bloomsburg Pa. 17815

### Estimate details

Estimate no.: 1162  
Estimate date: 08/19/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Strip and wax	Town Hall-Hallways, stairwell landing, bathrooms, kitchenette	1	\$2,000.00	\$2,000.00
2.	Strip and wax	Police Station- entryway, bathroom, holding room, hallway, kitchenette, training room and office area	1	\$2,500.00	\$2,500.00
3.	Strip and wax	Public Works- hallway, bathrooms office and main entrance	1	\$1,200.00	\$1,200.00
4.	Strip and wax	Recycling-break room and office	1	\$700.00	\$700.00
Total					<b>\$6,400.00</b>

Accepted date

Accepted by

**AGREEMENT WITH PROFIRST TRAINING AND CONSULTING, LLC FOR  
PROFESSIONAL PUBLIC SAFETY PRE-EMPLOYMENT BACKGROUND  
INVESTIGATIVE SERVICES.**

This Agreement for Professional Public Safety Pre-Employment Investigative Services (this "Agreement") is effective 7/29/2025, by and between the Bloomsburg PD, Pennsylvania, hereinafter referred to collectively and individually as "BLOOMSBURG PD" and ***ProFirst Training and Consulting, dba ProFirst Training*** ("ProFirst"). BLOOMSBURG PD and ProFirst are sometimes individually referred to as "Party," or collectively referred to as "Parties."

**RECITALS**

WHEREAS, BLOOMSBURG PD desires to contract for professional MPOETC-compliant investigative services; and WHEREAS, ProFirst provides professional employment investigative services, and is particularly qualified to perform required services due to their specialized skill, legal knowledge, and expertise; and

WHEREAS, BLOOMSBURG PD desires to retain ProFirst's services (**as needed basis**) in connection with the scope of services provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

**ARTICLES**

- 1. Scope of Work:** The Scope of Work for this Agreement is attached hereto and incorporated herein by this reference as Attachment A.
- 2. Compensation:** The compensation to be paid to ProFirst for performing services in accordance with this Agreement is specified in Attachment B, which is attached hereto and incorporated herein by this reference and includes full compensation for providing all services performed under this Agreement. The approved flat rates set forth in this Agreement may not be amended or increased without approval of BLOOMSBURG PD, Chief or designee.
- 3. Invoicing/Payment:** All invoicing and payment for services performed under this Agreement shall be as specified in Attachment B hereto.
- 4. Agreement Term:** The Term of this Agreement shall commence on the date of execution by Bloomsburg PD and shall continue on a "**as needed basis**" until completion of the specific matters upon which the services of ProFirst have been requested hereunder, or until one year. **Both parties reserve the right to terminate this agreement at any time by written notice of intent to terminate.**

**5. General Conflicts of Interest:** ProFirst shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of BLOOMSBURG PD. This obligation shall apply to ProFirst; ProFirst's employees, agents, and relatives; and third parties associated with accomplishing services hereunder. ProFirst's efforts shall include, but not be limited to establishing precautions to prevent their employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of BLOOMSBURG PD. ProFirst's policy prohibits its employees from engaging in activities involving a conflict of interest. ProFirst shall not, during the period of this Agreement, employ or offer employment to any BLOOMSBURG PD employee for any purpose.

**6. Confidentiality and Communication with BLOOMSBURG PD:** ProFirst shall maintain the confidentiality of all information which they may acquire arising out of or connected with activities under this Agreement in accordance with all applicable Federal, State and BLOOMSBURG PD policies, regulations, ordinances and directives relating to confidentiality, including any Code of Professional Responsibility. ProFirst shall inform all of their principals, employees and agents providing services hereunder of the confidentiality provisions of this Agreement.

Investigations are conducted at the direction of BLOOMSBURG PD, or designee and are therefore deemed to be BLOOMSBURG PD work product. Any investigative materials, notes, audio or video recordings, documents, or reports created in the course of an investigation are deemed to be covered under privileged communication work-product doctrine.

ProFirst recognizes that the relationship with BLOOMSBURG PD and its agents and employees, officers and/or representatives is subject to applicable privilege and that any information acquired during the term of this Agreement from or through BLOOMSBURG PD is considered to be confidential and privileged. ProFirst warrants that they shall not disclose or use in any manner whatsoever any of the information from BLOOMSBURG PD's officers, employees, and agents in connection with said relationships or proceedings. ProFirst shall not, without specific direction from BLOOMSBURG PD communicate with, advise, or represent BLOOMSBURG PD officers or employees. These confidentiality obligations shall survive this Agreement's termination or expiration.

**BLOOMSBURG PD agrees to maintain all investigative background reports as confidential and not accessible to the applicant, unless under court order and only after a motion to deny the applicant's request has been made.**

**7. Independent Contractors:** ProFirst shall be considered as independent contractors and neither ProFirst, its employees nor anyone working under ProFirst shall be considered an employee of BLOOMSBURG PD. Neither ProFirst, their employees, nor anyone working under ProFirst shall qualify for workers' compensation or other fringe benefits of any kind through BLOOMSBURG PD.

**8. Assignment or Sub-Contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the Parties. Furthermore, neither the performance of this Agreement nor any portion thereof may be assigned or sub-contracted by ProFirst without the express written consent of BLOOMSBURG PD. Any attempt by ProFirst to assign or sub-contract the performance or any portion thereof of this Agreement without the expressed written consent of BLOOMSBURG PD shall be invalid and shall constitute a material breach of this Agreement.

**9. Performance:** ProFirst shall perform all work under this Agreement, taking necessary steps and precautions to perform the work to BLOOMSBURG PD 's satisfaction. ProFirst shall be responsible for the professional quality, technical assurance, state compliance, timely completion and coordination of all documentation and other services performed by ProFirst under this Agreement. ProFirst shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all labor, supervision, materials, and supplies necessary therefore; shall at their sole expense obtain and maintain all permits and licenses required by public authorities, including those of BLOOMSBURG PD required in its governmental capacity, in connection with performance of the services; and, if permitted to subcontractors, shall be fully responsible for all work performed by subcontractors. ProFirst's services do not include a medical examination, polygraph, or psychiatric assessment; however, ProFirst will make themselves available to assist with each of these steps.

ProFirst reserves the right to decline a background investigation on any applicant whose background is deemed to be a conflict with industry standards, a liability risk for ProFirst Training and Consulting, LLC or other cause. The decision to refuse to conduct the background investigation shall be at the sole discretion of ProFirst Training and Consulting, LLC.

**10. Compliance with Laws:** ProFirst represents and warrants that services to be provided under this Agreement shall fully comply with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by BLOOMSBURG PD in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by BLOOMSBURG PD. ProFirst acknowledges that BLOOMSBURG PD is relying on ProFirst to ensure such compliance. ProFirst agrees that they shall defend, indemnify, and hold BLOOMSBURG PD harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

**11. ProFirst's Personnel:** ProFirst warrants that all ProFirst's personnel engaged in the performance of work under this Agreement shall possess sufficient experience and/or education and the required licenses set forth herein in good standing to perform the services requested by BLOOMSBURG PD. BLOOMSBURG PD expressly retains the right to have any of the ProFirst personnel removed from performing services under this Agreement to BLOOMSBURG PD. All ProFirst investigators will be law enforcement, or retired law enforcement personnel or certified police background investigators with at least 10 years of experience or supervised by personnel with at least 15 years of experience. All ProFirst investigators will also be subject matter experts in FCRA, ADA, Title VII and MPOETC public safety background investigations.

ProFirst's Supervising Investigator for this Agreement shall be [John Pallas]. ProFirst's Supervising Investigator shall have full authority to act for ProFirst on all daily operational matters under this Agreement and shall serve as or designate lead investigator ("Lead Investigator") for all activities performed under the scope of services described below. Any change in ProFirst Supervising Investigator shall be first authorized in writing by BLOOMSBURG PD, Chief, or designee.

BLOOMSBURG PD designated authority under this Agreement shall be [Chief Michael Fosse] who shall have authority to act for BLOOMSBURG PD, within the scope of his authority, on all daily operational matters under this Agreement and shall review and approve all ProFirst reports, whether written or verbal, and any change in ProFirst work. Whenever BLOOMSBURG PD designates a new authority, the designee shall notify ProFirst in writing.

**12. Reports/Meetings:** At the direction of BLOOMSBURG PD, ProFirst shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Agreement. BLOOMSBURG PD and ProFirst will meet on reasonable notice to discuss the ProFirst performance and progress under this Agreement. If requested, ProFirst personnel shall attend all meetings in person or virtually. ProFirst shall provide such information that is requested by BLOOMSBURG PD for the purpose of monitoring progress under this Agreement.



**13. Patent/Copyright Materials/Proprietary Infringement:** ProFirst shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Agreement. ProFirst warrants that any materials and software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. ProFirst agrees that, in accordance with the more specific requirement contained in the Indemnification section below, they shall indemnify, defend, and hold BLOOMSBURG PD Indemnitees (as defined below) harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.

**14. Each Party's Responsibility:** Each party shall be responsible to the fullest extent allowed under the law for its own negligence, and the negligence of its employees and authorized personnel acting within the scope of their actual authority. It is expressly understood and agreed that nothing contained in this Agreement shall be construed as an express or implied waiver by either party.

ProFirst shall not be held liable for any data breaches or confidentiality breaches that result from the actions or negligence of BLOOMSBURG PD or third-party systems used by BLOOMSBURG PD.

ProFirst agrees to indemnify BLOOMSBURG PD solely for damages or liabilities directly arising from ProFirst's proven negligence or willful misconduct. ProFirst shall not be liable for indirect, incidental, or consequential damages, or for acts beyond its control.

**15. Insurance Provisions:** Prior to the provision of services under this Agreement, ProFirst agrees to purchase all required insurance at ProFirst's expense.

Each Occurrence Limit	\$2,000,000
Damage to Premises Rented to you Limit	\$100,000 (Any one premises)
Medical Expense Limit	\$5,000 (Any one person)
Personal & Advertising Injury Limit	\$2,000,000 (Any one person or org)
General Aggregate Limit	\$2,000,000
Products/Completed Operations Agg Limit	\$2,000,000

**16. Title to Data:** All materials, documents, data, or information obtained from the BLOOMSBURG PD, or any BLOOMSBURG PD medium furnished to ProFirst in the performance of this Agreement, will at all times remain the property of BLOOMSBURG PD. Such data or information may not be used or copied for direct or indirect use by ProFirst after completion or termination of this Agreement without the express written consent of BLOOMSBURG PD. All materials, documents, data, or information, including copies, must be returned to BLOOMSBURG PD at the end of this Agreement.

**17. Records:** ProFirst shall keep an accurate record of time and progress expended by ProFirst and the subcontractors working for ProFirst in the performance of this Agreement. Such record shall be available for periodic inspection by the BLOOMSBURG PD at reasonable times.

**18. Audits/Inspections:** BLOOMSBURG PD reserves the right to audit and verify the ProFirst records before final payment is made.

ProFirst agrees to maintain such records for possible audit for a minimum of one (1) year after final payment, unless a longer period of records retention is stipulated under this Agreement or by law.

Should ProFirst cease to exist as a legal entity, ProFirst's records pertaining to this Agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the BLOOMSBURG PD Supervising Attorney.

**19. Termination for BLOOMSBURG PD 's Convenience:** Services performed under this Agreement may be terminated in whole or in part at any time BLOOMSBURG PD deems termination of this Agreement to be in its best interests. ProFirst also has the right to do the same. BLOOMSBURG PD shall terminate services by delivering to ProFirst a written Termination Notice specifying the extent to which services are terminated and the effective termination date. After receiving a Termination Notice and unless otherwise directed by BLOOMSBURG PD, ProFirst shall:

- a) Take all necessary steps to stop services on the date and to the extent specified in the Termination Notice.
- b) Complete services not terminated by the Termination Notice.
- c) Complete and submit a written Closing Report within 30 days after the termination date, including a brief description of any outstanding legal issues or matters which are pending with ProFirst (including a discussion of applicable law) a list and description of all scheduled meetings, court appearances or matters which ProFirst was to attend and an assessment of the accomplishments of ProFirst engagement.
- d) Submit final billing for terminated services no later than sixty (60) calendar days from the effective termination date. If ProFirst fails to submit a final billing within the time allowed, BLOOMSBURG PD may determine, on the basis of information available to it, the amount, if any, due to ProFirst. After BLOOMSBURG PD makes a determination, it shall pay ProFirst that amount. BLOOMSBURG PD 's determination shall be final.
- e) Provide BLOOMSBURG PD with copies (electronic or hardcopies) of all files and work product for any matters in which ProFirst was retained by BLOOMSBURG PD. This includes any computerized index, computer programs and document retrieval systems created or used for the matters.

20. **Breach of Agreement:** The failure of ProFirst to comply with any of the terms, provisions, covenants or conditions of this Agreement shall constitute a material breach of this Agreement. In such event, BLOOMSBURG PD may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Agreement:

- a) Afford ProFirst written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Agreement within which to cure the breach; and/or
- b) Discontinue payment to ProFirst for and during the period in which ProFirst is in breach; and offset against any monies billed by ProFirst but yet unpaid by BLOOMSBURG PD those monies disallowed pursuant to the above; and/or
- c) Terminate the Agreement immediately, without penalty to BLOOMSBURG PD.

**Consent to Breach Not Waiver:** No term or provision of this Agreement shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

21. **Remedies Not Exclusive:** The remedies for breach set forth in this Agreement are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Agreement does not preclude resort by either Party to any other remedies provided by law.

In the event of a dispute arising out of or related to this Agreement, the Parties agree to first attempt resolution through good-faith mediation. If mediation fails, the dispute shall be resolved through binding arbitration in accordance with the rules of the American Arbitration Association, with each party bearing its own legal costs and fees

22. **Notices:** Any and all notices, requests, demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day.

23. **Consulting Fees and/or Court Appearances.** In the event BLOOMSBURG PD requires subject matter expert testimony, or witness testimony, from ProFirst and either requests and/or subpoenas ProFirst as a witness, BLOOMSBURG PD agrees to reimburse ProFirst for all travel expenses, per diem and court appearance hourly rate not to exceed \$680 per day.

All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

For ProFirst: Name: ProFirst Training and Consulting, LLC

Address: 6339 Charlotte Pike #596 Nashville, TN 37209  
Attn.: John Pallas  
Title: Owner  
Phone: (888) 477-2526  
Email: jpallas@profirsttraining.com

For BLOOMSBURG PD: Name: BLOOMSBURG PD  
Address: 119 E. 7<sup>th</sup> St. Bloomsburg, PA 17815  
Attn.: Michael Fosse  
Title: Chief  
Phone: (570) 784-4155 ext. 168  
Email: mfosse@bloomsburgpa.org

24. **Taxes:** Unless otherwise provided herein or by law, the compensation provided for herein includes Tennessee state sales or use tax applicable now or in the future unless business is being conducted with a tax-exempt entity.
25. **Change of Ownership:** ProFirst agrees that if there is a change or transfer in ownership of ProFirst business prior to completion of this Agreement, the new owner(s) or successors to ProFirst shall be required to provide documentation satisfactory to BLOOMSBURG PD that the new owner(s) or successor(s) have assumed and will assume ProFirst's duties and obligations contained in this Agreement and that this Agreement constitutes a valid and fully binding agreement of such new owner(s) or successor(s).
26. **Publication:** No copies of schedules, written documents, and computer-based data, photographs, maps or graphs, resulting from performance or prepared in connection with this Agreement, are to be released by ProFirst and/or anyone acting under the supervision of ProFirst to any person, partnership, company, corporation, or agency, without prior written approval by BLOOMSBURG PD, except as necessary for the performance of the services of this Agreement.
27. **Headings:** The various headings and numbers herein, the grouping of provisions of this Agreement into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
28. **Severability:** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
29. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
30. **Attorney's Fees:** In any action or proceeding to enforce or interpret any provision of this Agreement, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.
31. **Waiver of Jury Trial:** Each Party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each Party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any Party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this Agreement and /or any other claim of injury or damage.
32. **Interpretation:** This Agreement has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Agreement. The provisions of this Agreement shall be interpreted in a reasonable manner to affect the purpose of the Parties.

33. **Authority:** The Parties to this Agreement represent and warrant that this Agreement has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

34. **Miscellaneous:** Neither party shall be liable for delays or failure in performance caused by circumstances beyond their reasonable control, including but not limited to acts of God, natural disasters, pandemics, or government actions.

**SIGNATURES ON FOLLOWING PAGE**

The Parties hereto have executed this Agreement on the dates shown opposite their respective signatures below.

Dated: [       ]

BLOOMSBURG PD

By: \_\_\_\_\_  
Chief Michael Fosse (Authorized Representative)

Dated: [       ]

ProFirst Training and Consulting, LLC

By: \_\_\_\_\_  
John Pallas

**ATTACHMENT A**  
**SCOPE OF SERVICES**

1. ProFirst shall do all work necessary to complete each assigned public safety pre-employment background investigation.

Pre-employment background investigation as described by the Contract above, including but not limited to interviewing witnesses, researching legal issues, preparing investigative summaries and final reports. Such reports shall include a description of the investigative procedures used, a detailed summary of the evidence reviewed - including witness interviews - and supporting documentation.

ProFirst shall strive to complete each background investigation within a three-to-four-week timeframe after submission of all applicant documents.

2. ProFirst shall provide BLOOMSBURG PD with the necessary representation by staff qualified to perform work described above.
3. ProFirst shall provide all investigative services requested by BLOOMSBURG PD within or reasonably related to the description of the Scope of Work.
4. ProFirst shall meet with BLOOMSBURG PD representatives as requested by BLOOMSBURG PD, Chief or designee.
5. ProFirst shall obtain written approval before initiating any pre-employment public safety background or follow-up investigation.
6. ProFirst shall obtain BLOOMSBURG PD 's prior approval for travel outside the boundaries of: The State of Tennessee.
7. ProFirst shall consult with BLOOMSBURG PD on strategic and tactical decisions.
8. **BLOOMSBURG PD shall provide ProFirst with copies of all employment applications, and any NCIC returns. ProFirst operates under a Level 2 CJIS organization FBI security addendum and CJIS training certificates are available for the records bureau for audit purposes.**
9. Police officer background investigations will be conducted in accordance with ID state guidelines as well as accepted best practices. The investigations will include but will not be limited to the following Scope of Work:



**Applicant interview and review of PHS (Approximately 1.5 hours)**

**Employment Investigation- 10 years or further if necessary**

**Interviews with previous employers / Co-workers**

**Lateral Applicants - Interview with HR and Professional Standards Unit**

**Military verification**

**Criminal History – NCIC / FBI/ DMV / Nationwide courts**

**Family members, and associates, investigation**

**Civil Courts - Nationwide search**

**MPOETC verification (if required)**

**Child Protective Services check**

**Public Records – Nationwide search**

**Property records**

**Marriage / Divorce**

**Licenses / Business / Liens / Foreclosures / Evictions**

**Insurance Claims – risk assessment databases**

**Credit and Financial Investigation**

**Social Media Investigations**

**Education- Review and verification of all education**

**Residence- Review and verification of all residence**

**Neighbor interviews**

**Utilities verification**

**Local police / sheriff records requests**

**CAD/Records**

**Utilities search**

**House Check and neighbor interviews**

**Spouse interview**

**Interviews with roommates, others in home**

## **ATTACHMENT B**

### **COMPENSATION, INVOICING AND PAYMENT**

#### **FLAT RATE SCHEDULE:**

#### **FLAT RATE:**

**PUBLIC SAFETY PRE-EMPLOYMENT-  
MPOETC-COMPLIANT  
BACKGROUND INVESTIGATIONS**

**\$995**

**CVSA EXAM (optional)**

**\$150**

#### **OTHER EXPENSES LIMITED TO BELOW LISTED**

Reimbursable ordinary expenses shall include those directly related to the investigation and must be pre-approved by BLOOMSBURG PD if they exceed \$50. ProFirst will submit receipts or documentation for all expenses exceeding \$50 as part of the invoicing process:

- a. Records Requests Fees – (Not to exceed \$50)

If an investigation exceeds 50 hours or involves substantial additional work beyond the defined scope of work due to unforeseen complexity, ProFirst shall notify BLOOMSBURG PD promptly. Any additional hours or services beyond this threshold shall be billed at a rate of \$50 per hour, subject to prior written approval from BLOOMSBURG PD.

ATTACHMENT B – continued

**BILLING AND PAYMENTS**

- A.** ProFirst shall submit billing after background investigations have been completed. Multiple background investigations can be included on one invoice.

BLOOMSBURG PD will provide ProFirst with the billing address and format to submit invoicing.

- B.** Each invoice statement shall be identified by a unique number and shall be itemized to include:
1. Background investigation – applicant’s name / position
  2. Who authorized work – name of BLOOMSBURG PD representative or PO number
  3. Flat fee, Travel fee (if any) and other limited fees.

- C. PAYMENTS:** BLOOMSBURG PD shall make payment(s) for services under this agreement in arrears based on work performed on the itemized billing statement. BLOOMSBURG PD shall make its best effort to process payments promptly after receiving ProFirst’s billing statement.

Terms will be net 30, and no interest or late fees will be assessed by ProFirst for up to 60 days. In the event that payment is not made within 60 calendar days from the receipt of an invoice, a late payment fee of 1.5% per month on the outstanding balance will be applied, unless otherwise agreed upon in writing.



**SCHEDULER**  
Scheduling. Simplified.

# Pace Scheduler Proposal

BLOOMSBURG POLICE DEPARTMENT  
CHIEF MICHAEL FOSSE  
119 E. 7<sup>TH</sup> ST.  
BLOOMSBURG, PA 17815

Frank Provenzano  
08-15-2025





**SCHEDULER**  
Scheduling, Simplified

## OVERVIEW

Dear Chief Fosse,

Thank you for taking the time to view a demonstration of our scheduling software. Based on our discussion during the demo, we hope you agree that the software will be an excellent fit for your department.

Our system will allow you to quickly and easily:

- Create schedules utilizing our permanent shift and customized rotation patterns and populate schedules for any schedule period you choose (ex. 3 months, 6 months, year, indefinitely)
- Easily identify and fill staffing deficits
- Automate the vacation bidding process
- Manage on-the-fly schedule changes
- Notify and let officers sign up for available extra-duty or open-shift overtime
- Send unlimited email and/or text alerts and messages to your staff
- Handle time off/overtime requests electronically, all backed by a full audit trail and extremely robust reporting.
- Track benefit time
- Quickly assign beats/areas/sectors and equipment needed for them.
- Ease the burden on your payroll/admin staff by allowing us to create an export for your payroll system at no charge to you.

Our extensive experience working with police departments has allowed us to optimize our onboarding and training processes to ensure a successful and smooth transition to our software. You can rest assured that the Pace Team is with you every step of the way!

Sincerely,

Frank Provenzano

National Account Manager

Pace Scheduler



## SCOPE OF SERVICES

The Pace Scheduler software is an advanced scheduling solution built specifically for the unique needs of law enforcement. It is an online-hosted solution, which allows users 24-7 access anywhere they have an active internet connection. The site is scalable and fully functional on any modern device (tablet, phone, laptop, PC, etc.).

The software is based on a yearly subscription model and includes the following:

- 13 Month first-year term (extra month to cover the setup/onboarding process)
- Site hosting, Maintenance, Standard Updates, and bug fixes.
- Unlimited Phone and Email Support (M-F, 8A-5P, NBD response)
- Initial Online Training for Admins, Supervisors, and Regular Users
- Unlimited Text/Email Messaging and Alerts
- Any New Standard Pace Planned Features Released as Part of the Core Software
- Unlimited Storage of Client Scheduling Data (data is never deleted)
- Custom Export to Payroll Software (if applicable)

Any additional features/needs requiring custom development will be reviewed by the development team for feasibility, a clearly written scope defined, and will be quoted separately.

## ONBOARDING PROCEDURE

Upon purchasing Pace Scheduler, you will receive a welcome email requesting the following:

- Fill out Google Sheet – details what info we need from you to setup your site, along with examples
- Provide 1-2 months of your current schedule
- Provide current roster in specified format
- Identify who will be the Pace “Project Lead” and “Co-Lead” for your department – these will be the Pace Scheduler experts from your department who will be the main POC.

## ONBOARDING ESTIMATED TIMEFRAME

The timeline below is merely an estimate and is dependent on many factors including, but not limited to department size, when data is received, client availability and responsiveness, and client scheduled “go-live” date.

Phase	Timeframe
Data Collection	Weeks 1-2
Site Setup	Weeks 3-4
Review and Training	Week 5-6
GO LIVE	Weeks 6-7
Custom Payroll Reports	TBD



## **TERMS AND CONDITIONS**

### **PACE SCHEDULER SERVICES AND SUPPORT**

*Subject to the terms of this Agreement, Company (Pace Scheduler) will use commercially reasonable efforts to provide Customer the Services as agreed upon. As part of the setup process, Customer will identify the key admin level user who will be the go-to contact person when the Pace Scheduler team needs to contact Company.*

### **RESTRICTIONS AND RESPONSIBILITIES**

*Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; or remove any proprietary notices or labels.*

*Further, Customer may not remove or export from the United States or allow the export or re-export of the Services, Software or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in FAR section 2.101, the Software and documentation are "commercial items" and according to DFAR section 252.227-7014(a)(1) and (5) are deemed to be "commercial computer software" and "commercial computer software documentation." Consistent with DFAR section 227.7202 and FAR section 12.212, any use modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by Customer will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.*

*Customer represents, covenants, and warrants that Customer will use the Services only in compliance with Company's standard published Term of Service and all applicable laws and regulations. Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services. Although Company has no obligation to monitor Customer's use of the Services, Company may do so and may*

*prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.*

*Customer consents on behalf of all its users to receive automated text messages related to the software's functionality. These messages may include notifications, alerts, and reminders. Standard message and data rates may apply. Users can opt out individually by replying "STOP" to any message. Customer is responsible for updating Pace Scheduler with any changes to its users' mobile numbers. Company is not liable for delayed, undelivered, or compromised messages.*

*Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.*

### **CONFIDENTIALITY; PROPRIETARY RIGHTS**

*Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.*

*Customer shall own all right, title and interest in and to the Customer Data. Company shall own and retain all right, title and interest in and to (a) the Services and Software, all improvements,*



## **SCHEDULER**

Scheduling, Simplified

enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing.

Notwithstanding anything to the contrary, Company shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings. No rights or licenses are granted except as expressly set forth herein.

Notwithstanding anything in this Agreement to the contrary, it is the express intention of the parties to this Agreement that all right, title and interest of whatever nature in the Company's user manuals, training materials, all computer software, report formats, together with all subsequent versions, enhancements and supplements to said software and written materials, all copyright rights (including both source and object code) and all oral or written information relating to the Company's software or written materials conveyed in confidence by the Company pursuant to this Agreement which is not generally known to the public and which give the Company an advantage over their respective competitors who do not know or use such information, and all other forms of intellectual property of whatever nature is and shall remain the sole and exclusive property of the Company and shall not be exploited by the Customer, except as expressly set forth herein.

### **PAYMENT OF FEES**

Customer will pay Company the applicable fees described in the Order Form for the Services and Custom Implementation Services in accordance with the terms therein (the "Fees"). If Customer's use of the Services exceeds the Service Capacity set forth on the Order Form or otherwise requires the payment of additional fees (per the terms of this Agreement), Customer shall be billed for such usage and Customer agrees to pay the additional fees in the manner provided herein. Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's customer support department.

Company will bill customer via an invoice. Full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on Company's net income.

### **TERM AND TERMINATION**

Subject to earlier termination as provided below, this Agreement shall be automatically renewed for additional periods of the same duration as the Term as specified in the Order Form unless either party requests termination at least thirty (30) days prior to the end of the then-current term.

In addition to any other remedies it may have, either party may also terminate this Agreement upon thirty (30) days' notice (or without notice in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

### **WARRANTY, MAINTENANCE, AND DISCLAIMER**

Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.





**SCHEDULER**  
Scheduling. Simplified

#### **LIMITATION OF LIABILITY**

NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, OR NEGLIGENCE THEORY,: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

#### **MISCELLANEOUS**

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sub licensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt

requested. This Agreement shall be governed by the laws of the State of Illinois without regard to its conflict of laws provisions.

## **SECURITY STATEMENT**

The Pace Scheduler is a cloud based software solution, which therefore poses little risk to any internal IT networks. Further, no highly sensitive data is stored anywhere within the Pace Scheduler databases. We do not collect social security numbers, payment information, health information, or external passwords. For all of the data that we do collect, we keep it secure in the following ways:

The Pace Scheduler uses 256-bit secure sockets layer encryption for all communications with our servers.

All data is password protected and multiple security and permission layers are enforced at the application level to ensure only the proper users view the data they are entitled to view. Passwords are encrypted using the PBKDF2 algorithm with a SHA256 hash, a password stretching mechanism recommended by NIST. This means even members of the Pace Scheduler development team cannot gain access to a user's password.

The data is physically stored on the highly secured AWS technology infrastructure. The AWS data center operations have been accredited under ISO 27001, SOC 1 and SOC 2/SSAE 16/ISAE 3402 (Previously SAS 70 Type II), PCI Level 1, FISMA Moderate, Sarbanes-Oxley (SOX). These centers also provide environmental/disaster safeguards, network security safeguards, and system security safeguards that all comply with industry standards.

Database backups are taken and stored at regular intervals, no less than once per day, and are also stored within the secure AWS technology infrastructure. Every change to your data is written to write-ahead logs, which are shipped to multi-datacenter, high-durability storage. In the unlikely event of unrecoverable hardware failure, these logs can be automatically 'replayed' to recover the database to within seconds of its last known state.

## **UPTIME AND AVAILABILITY**

### **Uptime**

The Pace Scheduler application is hosted on Amazon Web Services servers, which guarantees a 99.99% uptime. To date, Pace Scheduler has kept a historical 99.996% uptime (including both planned and un-planned outages), while frequently releasing features and making many improvements on the application.

### **Scheduled Maintenance**

When Pace releases new functionality that may require downtime, releases updates to existing features that may require downtime, or needs to bring the website down for maintenance for any other reason, Pace will schedule these updates or outages between 12:00AM CST and 5:00AM CST unless extenuating circumstances exist. Releases that require 0 seconds of downtime may happen at alternate times. During the vast majority of releases there will be no downtime. The reason for scheduling certain releases in the night is to ensure that if downtime happens it will not affect users during normal business hours. There may occasionally be exceptions when the Pace team may need to do maintenance during business hours, and in these instances the Pace Scheduler team will communicate as appropriate to any affected clients.



**SCHEDULER**  
Scheduling, Simplified.

## **SUPPORT TERMS**

Company will provide Technical Support to Customer via both telephone and electronic mail on weekdays during the hours of 9:00 am through 5:00 pm US/Central time, with the exclusion of Federal Holidays ("**Support Hours**").

Customer may initiate a helpdesk ticket during Support Hours by calling 630-395-2185 or any time by emailing [support@pacescheduler.com](mailto:support@pacescheduler.com).

Company will use commercially reasonable efforts to respond to all Helpdesk tickets within one (1) business day.



**SCHEDULER**  
Scheduling, Simplified

## PRICING AND FEES

**PACE SCHEDULER**  
**2040 CORPORATE LANE**  
**NAPERVILLE, IL 60563**

**DATE:** August 15, 2025  
**QUOTATION #:** BLO20250815  
**QUOTE VALID UNTIL:** November 15, 2025

### BILL TO:

BLOOMSBURG POLICE DEPARTMENT  
CHIEF MICHAEL FOSSE  
119 E. 7<sup>TH</sup> ST.  
BLOOMSBURG, PA 17815

DESCRIPTION	TYPE OF FEE	TOTAL
General Software License Fee - up to 20 Users	Yearly Recurring	\$1,600.00
Setup Fee	One-time	<del>(\$500.00)</del> WAIVED

### COST BREAKDOWN:

DESCRIPTION	TOTAL
YEARLY RECURRING TOTAL FEES	\$1,600.00
ONE-TIME FEES	NONE
FIRST YEAR TOTAL	\$1,600.00*

Please check the option below to add Single Sign On (SSO) through Microsoft Azure to your subscription:

\_\_\_\_\_ SSO Pricing for above stated user count: \$240.00/Year (\$1,840.00 subscription total per year with SSO)

\*Pace Scheduler offers a satisfaction guarantee, whereby once your full team has attended and completed all training and onboarding meetings, and are using the system and considered live, if you are dissatisfied with the product during the first 12 months of your subscription, Pace will prorate and refund the unused portion of your subscription. Refund does not include any custom development fees.

\* Purchase a multi-year subscription in order to lock in your current pricing with no increases throughout the multi-year subscription contract.

Please check an option below if you would like to take advantage of a multi-year subscription agreement:

\_\_\_\_\_ 2 Year \_\_\_\_\_ 3 Year \_\_\_\_\_ 4 Year \_\_\_\_\_ 5 Year

**Payment is due upfront for selected number of years in order to take advantage of this offer.**



**SCHEDULER**  
Scheduling. Simplified

## **EXHIBIT A**

### **Custom Implementation Services**

**Custom Implementation Services:** Pace will use commercially reasonable efforts to provide Customer the additional services and/or functionality described here in Exhibit A (hereafter referred to as Custom Implementation Services), and Customer shall pay Company the Custom Implementation Fee in accordance with the terms herein.

This exhibit describes all items that go beyond the scope of the core Pace Scheduler program and are therefore considered to be Custom Implementation Services:

- N/A. Customer did not request any Custom Implementation Services in this contract.



**SCHEDULER**  
Scheduling. Simplified.

**PACE SCHEDULER SERVICES AGREEMENT**  
**QUOTATION #: BLO20250815**

This Pace Scheduler Services Agreement ("Agreement") is entered into on \_\_\_\_\_ (the "Effective Date") between Pace Systems, Inc. with a place of business at 2040 Corporate Lane, Naperville, IL 60563 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the proposal in its entirety, as well as the stated Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Customer acknowledges and agrees to payment being due upfront and within 30 days of receipt of Pace Scheduler invoice.

**Pace Systems, Inc.:**

**Customer:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO# (If Applicable): \_\_\_\_\_



**CLIENT BILLING INFORMATION**

Date: \_\_\_\_\_

**Company Information**

<i>Company Name:</i>		<i>Company Address:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	
<i>Phone Number:</i>	<i>Fax Number:</i>	<i>Website:</i>	
<i>Company Contact:</i>		<i>Title:</i>	<i>Phone Number:</i>

Tax Exempt? ☐ Yes ☐ No

FEIN#: \_\_\_\_\_

**Accounting Contact**

<i>Name:</i>	<i>Phone:</i>	<i>Email:</i>
--------------	---------------	---------------

---

Authorized Signature

Title

Date

**PLEASE EMAIL A COPY OF YOUR COMPLETED W9 FORM TO YOUR ACCOUNT MANAGER**



**SCHEDULER**  
Scheduling, Simplified.

In order to move forward, we will need the following from you:

1. Copy of signed Proposal (Including pricing page)
2. Completed Client Billing Information (see Page 12)
3. PO (if you use them)
4. Tax Exempt Certificate
5. Completed W9 Form
6. Full contact information (name, phone, email) for the following:
  - **Project Lead**
  - **Co-Lead**
  - **Head of Department** - (this person will be copied on correspondence and progress)
  - **Payroll Contact** – Person who manages the payroll software (if you want us to build a payroll export)

The Project Lead/Co-Lead will be the main points of contact for us, will fill out the information we need to setup your new site, and will be the driving force at your department to get everyone on board.

Once we receive the above information, we will send out a welcome email within 24 hours to the Project Lead and Co-Lead.

The welcome email will detail the information we need from you in order to setup your site. Once you receive it, please **do not** fill anything out until we have had a chance to review it together. This reduces the chance of errors, which may delay the building of your new Pace Scheduler site.



**Lisa Dooley**

---

**From:** Dave Schaar <DSchaar@1RTI.com>  
**Sent:** Thursday, August 21, 2025 3:46 PM  
**To:** Lisa Dooley  
**Cc:** Dominick Tureaud; Thaddeus Smyda; Michael Fosse; Randi Fetterman  
**Subject:** RE: Here is your quote - Quote #DS131762 Town Of Bloomsburg Immutable Wasabi Storage offsite monthly Town Of Bloomsburg

Lisa,

We are starting to recommend immutable backups; and this is our immutable backup solution?  
Immutable backup (cannot be changed, modified, deleted, or encrypted for a defined period of time)

Thanks,  
Dave



---

**Dave Schaar | Director of Managed Services**

Phone: 605-242-0329 | Cell: 712-899-5769 | Fax: 866-812-5370

[www.1RTI.com](http://www.1RTI.com) | [DSchaar@1RTI.com](mailto:DSchaar@1RTI.com)



A DIVISION OF RIVERSIDE TECHNOLOGIES, INC.

*Design Your Own Apparel Today!*

[RTIThreads.com](http://RTIThreads.com)

**From:** Lisa Dooley <ldooley@bloomsburgpa.org>  
**Sent:** Thursday, August 21, 2025 10:11 AM  
**To:** Dave Schaar <DSchaar@1RTI.com>  
**Cc:** Dominick Tureaud <DTureaud@1RTI.com>; Thaddeus Smyda <TSmyda@1RTI.com>; Michael Fosse <mfosse@bloomsburgpa.org>; Randi Fetterman <rfetterman@bloomsburgpa.org>  
**Subject:** RE: Here is your quote - Quote #DS131762 Town Of Bloomsburg Immutable Wasabi Storage offsite monthly Town Of Bloomsburg

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please let me know what this quote is for.



## Town Of Bloomsburg Immutable Wasabi Storage offsite monthly

Quote #DS13176

**Prepared For**

**Town Of Bloomsburg**

Lisa Dooley  
301 E 2nd Street

Bloomsburg, Pennsylvania 17815

**P:** 570-784-7123 x123 or 111  
**E:** ldooley@bloomsburgpa.org

**Prepared by**

**Riverside Technologies, Inc.**

Dave Schaar  
724 N 109th Court  
Omaha, ne 68154

**P:** 866.804.4388  
**E:** dschaar@riversidetechnologies.com

**Date Issued:**

**04.18.2025**

**Expires:**

**10.24.2025**

**Contact:**

Hardware	Price	Qty	
Wasabi Immutable backup - 6TB	\$20.00	6	
			Subtotal:

Quote Summary	
Hardware	
	Total: 120

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**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

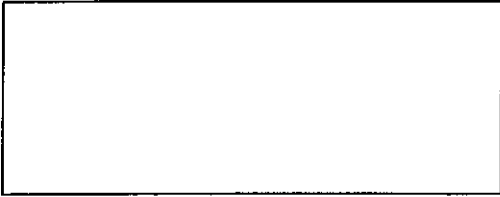
**From:** Dave Schaar <daves@1rti.com>

**Sent:** Thursday, August 21, 2025 11:10 AM

**To:** Lisa Dooley <ldooley@bloomsburgpa.org>

**Cc:** dominickt@1rti.com; tsmyda@1rti.com

**Subject:** Here is your quote - Quote #DS131762 Town Of Bloomsburg Immutable Wasabi Storage offsite monthly Town Of Bloomsburg



Hi Lisa,

We have prepared a quote for you. You can electronically place your order online by clicking the following:

[View your quote](#)

Thank you,

Dave Schaar  
Riverside Technologies, Inc.  
724 N 109th Court  
Omaha, ne 68154  
Phone: 866.804.4388  
Email: [dschaar@riversidetechnologies.com](mailto:dschaar@riversidetechnologies.com)