

**ADMINISTRATIVE FINANCE COMMITTEE MEETING**

**Wednesday, January 4 2023 10:00 a.m.**

Council Chambers or Teleconference (ZOOM):

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

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

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

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

**Citizens to be heard:**

1. Approval of the meeting minutes from the December 7, 2022 meeting.
2. Approval of the list of December vendors (will be provided at the meeting).
3. Approval of the list of December bills that were paid (will be provided at the meeting).
4. Approval of paying the Bloomsburg Fire Department \$500- \$1,000 for services provided during the Race the North event.
5. Review of the Safety Committee minutes from the December 14, 2022 meeting.
6. Review of the financials up through the end of December 2022 (will be provided at the meeting).
7. Review of the bank balances (will be provided at the meeting).
8. Discussion of the employee handbook.
9. Discussion of the 2023 fireworks- Bloomsburg Fair offered \$1,000 towards the fireworks if the show remains at the fairground location.
10. Discussion of the civil service process- Chief Scott Price.
11. Discussion of a part time officer- Chief Scott Price.
12. Discussion of Chief Price serving on a national vest committee.
13. Update: Mollie Faus will be the CSIU/ Career Link intern at the Bloomsburg Municipal Airport.
14. Update: Connor Shauger will start sometime in January at the Bloomsburg Police Department as an intern.
15. Vacancies.
  - (1) Code Appeal Board- Term expires 12/31/2025. Hearing time varies when occasion arises.
  - (2) Code Appeal Board Alternates. Terms expires 12/31/2025. Hearing time varies when occasion arises.

- (1) Human Relations Commission. Term expires 12/31/2024.
- (1) Planning Commission- Term expires 12/31/2024.
- (1) Shade Tree Commission- Term expires 12/31/2027.
- (1) Zoning Hearing Board Alternate. Term expires 12/31/2024.

**Next meeting: February 8, 2023**

**Administrative/Finance Committee Minutes  
Wednesday, December 7, 2022, 10:00 a.m.**

Justin Hummel called the meeting to order at 10:00 a.m., present were Council Members Toni Bell, Vince DeMelfi, Bonnie Crawford, Jim Garman, Town Manager/Secretary/Treasurer Lisa Dooley, Director of Finance Kim Pogash, Police Chief Scott Price, Director of Code Enforcement Mike Reffeor, Director of Public Works John Fritz, Administrative Finance Receptionist Kyleigh Bilger, Airport Coordinator BJ Teichman and Administrative Assistant Christine Meeker. Also present were MJ Mahon, Dawn Moore, Melissa Bio, Paul Pugielli and Kristina Marsten.

Kristina Marsten from Brown & Brown provided the Committee with the employee health insurance cost break down for 2023. Geisinger health rates came in with an 8.5% cost increase above last year's rates. However, the 2021 & 2022 rates saw no increase from 2020. The general consensus of the Committee is to stay with GHP with no changes to coverage.

Paul Pugielli provided the Committee with insurance rates for auto, liability, works comp. etc. for the 2023 year. Mr. Pugielli suggested that the Town have all employees that are driving town owned vehicles take a defensive driving course to help lower the auto insurance. He also suggested that the safety committee become state certified.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee approved the meeting minutes from the November 9, 2022 meeting with no corrections or additions.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council approve the list of November vendors.

The Committee reviewed the American Rescue Plan funds and the financials up through November 30, 2022.

Mike Reffeor made the request to allow employees to carry over 40 hours of comp/vacation time to the next year. Comp time is lost if not taken by the end of the year and that results in employees losing out on a benefit they have earned. The 40 hours would only be carried for one year and the time would be paid at the rate of the year it was accrued in. On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council approve the 40-hour comp/vacation carry over policy.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council approve Hill, Turowski, James and Lehman, LLP 2023 hourly rate and retain as the Town's solicitor.

The Committee accepted, with regret the resignation letter from Richard Bogar from the Planning Commission.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council approve the list of November bills that were paid through 11/30/2022.

On a motion by T. Bell, seconded by B. Crawford, and voted on unanimously, the Committee recommends Council approve the final invoice from Municipal Emergency Services in the amount of \$12,900.

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

BJ Teichman discussed the airport leases and amounts charged for hanger rentals.

L. Dooley updated the Committee on the status of the phone system. Chief Price reported that the system is in jeopardy of being hacked and should be upgraded or changed. The Committee decided not to upgrade due to the information stored on the phone system.

The Committee reviewed the board and commission vacancies.

Being no further business, the meeting adjourned at 12:34 p.m.

Notes taken by Christine Meeker and reviewed by Lisa Dooley.

**Safety Committee Meeting Minutes**  
**Wednesday, December 14, 2022, 10:00 a.m.**  
**Town Hall Council Chamber**

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

On a motion by M. Hartzell, seconded by T. Kishbaugh, and voted on unanimously, the group approved the November, 16, 2022 minutes.

C. Fritz noted that there were no workers comp or liability claims.

The committee reviewed the 2023 meeting schedule. The monthly safety committee meeting will be on Wednesday at 10:00 a.m. on the following dates: JAN 25 | FEB 15 | MAR 15 | APR 12 | MAY 10 | JUN 14 | JUL 19 | AUG 16 | SEP 13 | OCT 11 | NOV 15 | DEC 13.

The committee reviewed the 2023 safety committee recertification offering through the Dept. of Labor. There are two dates in January and two dates in February. The committee selected January 25<sup>th</sup> at 9:30 a.m. for the required training. C. Fritz will register the group.

The committee discussed new members or change of members for 2023. The committee is requesting a police officer to attend now that parking and police are located in separate buildings. K. Pogash will step off the committee and K. Bilger will attend for Town Hall. Departments are to let Charles know who will be the departments representative.

The committee discussed how to best provide all employees a copy of the safety committee minutes to keep all employees informed and aware of safety issues. It was decided that email for all employees that have provided an email to the Town for information would be best and provide a printed copy to those that do not have an email on file.

The committee would like to move forward with a safety slogan for 2023. Please send suggestions to Charles or give ideas to your department representative.

The committee is seeking safety awareness topics/ video training or speakers for 2023 meetings and for distribution with the safety minutes. Any recommendation for safety concerns should be given to the department representative to share at the monthly meetings.

The committee still needs a building inspection check list from the building inspection report. No update was provided at the December meeting.

K. Pogash reminded all departments that Town Hall has a supply of hand sanitizer available.

C. Fritz noted that the CPR certification training will expire in April 2023. Training will need to be scheduled.

**NEXT MEETING**  
January 25, 2022 9:30 a.m. Safety committee training