



BOROUGH OF TARENTUM

Allegheny County, Pennsylvania



RESOLUTION #22-37

A RESOLUTION BY THE COUNCIL OF THE BOROUGH OF TARENTUM, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE ISSUANCE OF BOROUGH CREDIT CARDS TO AUTHORIZED EMPLOYEES

WHEREAS, The Borough Code provides that the council may make and adopt all ordinances, bylaws, rules, and regulations not inconsistent with or restrained by the Constitution of Pennsylvania and laws of this Commonwealth as may be expedient or necessary for the proper management, care and control of the Borough and its finances, and the maintenance of peace, good government, safety and welfare of the Borough and its trade, commerce and manufactures; and

WHEREAS, the Borough of Tarentum and FNB(Bank) will enter into a Borough Credit Card arrangement. The Borough Credit Cards shall be issued to an individual, authorized employees of the Borough, with established credit limits and specified purpose; and

WHEREAS, the Borough of Tarentum authorizes certain individual employees to procure products and supplies for the Borough; and, furthermore, authorizes the payment of Borough invoices submitted to the Accounts Payable Department to be paid utilizing a Borough Credit Card; and

WHEREAS, it is recognized that by enabling vendor invoices to be paid by utilization of a Borough Credit Card, or the securitization of certain goods and services, the Borough shall increase efficiency and reduce administrative costs associated with daily Borough operations and shall afford the opportunity for employees to respond to the necessities brought forth by operations; and

WHEREAS, it is the desire of the Borough of Tarentum to reduce the economic burden on the resources of the Borough of Tarentum by increasing efficiency and reducing the administrative costs of the Borough of Tarentum and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Pennsylvania Statutes; and

WHEREAS, the Borough of Tarentum recognizes that the Borough Credit Card is neither a substitute for public bidding nor the Borough of Tarentum's existing procurement program, and that the Borough Credit Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Borough Manager shall be responsible for establishing individual credit limits, and the overall governance of the credit card program.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council for the Borough of Tarentum adopts this resolution authorizing the issuance of Borough Credit Cards, as follows:

1. The Borough Manager is authorized to enter into an Agreement with FNB Bank to secure credit cards for each authorized employee of the Borough of Tarentum under the terms and conditions as approved by the two said parties and/or its legal representatives.
2. Prior to the relinquishment of a credit card to an Authorized Employee, an Agreement shall be duly executed and kept on file each year.
3. As a condition, the Borough Manager shall appoint a designee, Alice Drisko to make financial decisions regarding the credit card program, in the event of his absence.



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4. As a condition, an indemnification agreement shall be executed by each authorized employee.
5. As a condition, the credit card may only be used by the designated employee of the Borough. No employee shall act as a designee for the authorized user of the credit card.
6. As a condition, a list of all credit cards, containing all pertinent information regarding the cards, shall be maintained by the Accounts Payable Department, with a copy given to the Borough Manager and the designee, Alice Drisko.
7. As a condition, the Borough reserves the right to rescind an authorized employee's credit card for any reason, at any time.
8. As a condition, the following individuals shall be designated as authorized employee's and shall be issued a Borough Credit Card:

EMPLOYEE NAME	TITLE	CREDIT LIMIT
Dwight Boddorf	Borough Manager	\$ 10,000
Mark Anuszek	Director Of Public Works	\$ 3,000
Alice Drisko	Director Of Finance	\$ 30,000
Jeff Adams	Director of Water Plant	\$ 3,000
William Vakulick	Chief of Police	\$ 3,000

9. As a condition, all receipts, invoices and any other paperwork associated with any purchase of goods or services, must be turned into the Finance Department. Any violation of this condition shall result in cancellation of the individual credit card.
10. As a condition, a lost or stolen credit card must immediately be reported to the Borough Manager or his designee, Alice Drisko.
11. As a condition, any authorized employee who used a Borough credit card in a manner deemed to be contrary to this policy or any other Borough policy will be subject to disciplinary action.

ATTEST:

BOROUGH OF TARENTUM

Dwight D. Boddorf, Borough Manager

Scott Dadowski, President of Council



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EXAMINED AND APPROVED by me this 11th day of October, 2022.

Bob Lang, Mayor

I, the undersigned, duly qualified Secretary of the Borough of Tarentum, Allegheny County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of Tarentum at a regular meeting held on the 1st day of February, 2022 and said Resolution has been recorded in the Minutes of the Borough of Tarentum and remains in effect as of this date.

IN WITNESS WHEREOF, I affix my hand and attach the seal of the Borough of Tarentum, this 11th day of October, 2022.

Dwight Boddorf, Borough Manager