

The West Mifflin Sanitary Sewer Municipal Authority introduced the following resolution and moved its adoption:

***RESOLUTION NO. 170-23 AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS***

WHEREAS, the West Mifflin Sanitary Sewer Municipal Authority has authority to authorize the purchase of goods and services by use of Procurement Cards; and

WHEREAS, PFM Financial Services LLC (“PFM”) has agreed to administer, on behalf of participating local governments and schools in the State of Pennsylvania, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the district, by Bank of Montreal, a Canadian chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

WHEREAS, it is the desire of the West Mifflin Sanitary Sewer Municipal Authority to enable each authorized individual employee to procure authorized supplies and other products for West Mifflin Sanitary Sewer Municipal Authority purposes in order to facilitate creative pedagogical and governmental processes and efficient West Mifflin Sanitary Sewer Municipal Authority operations; and

WHEREAS, it is the desire of the West Mifflin Sanitary Sewer Municipal Authority to reduce the economic burden on the resources of the West Mifflin Sanitary Sewer Municipal Authority by increasing efficiency and reducing the administrative costs of the West Mifflin Sanitary Sewer Municipal Authority 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 West Mifflin Sanitary Sewer Municipal Authority recognizes that the Procurement Card is neither a substitute for public bidding nor the West Mifflin Sanitary Sewer Municipal Authority’s existing procurement program, and that the Procurement 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 West Mifflin Sanitary Sewer Municipal Authority recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

NOW, THEREFORE, BE IT RESOLVED by the West Mifflin Sanitary Sewer Municipal Authority, Commonwealth of Pennsylvania, as follows:

1. The Board of Directors and or, the Authority Director are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of the West Mifflin Sanitary Sewer Municipal Authority under such terms and conditions as approved by its legal counsel and the West Mifflin Sanitary Sewer Municipal Authority.
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.

3. As a condition precedent to receiving the Procurement Card, the Board of Directors and or, the Authority Director shall establish a monetary limit of authority for each employee's use of the Procurement Card.
4. As a condition precedent to issuance of a Procurement Card, the Board of Directors and or, the Authority Director shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of West Mifflin Sanitary Sewer Municipal Authority goods and services to be annually purchased with the card, which shall be approved in writing by the Board of Directors and or, the Authority Director.
5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.
6. The West Mifflin Sanitary Sewer Municipal Authority hereby expressly authorizes the Board of Directors and or the Authority Director to execute the Member Account Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Board of Directors and or, the Authority Director.
8. The Board of Directors, and or the Authority Director shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized West Mifflin Sanitary Sewer Municipal Authority business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to the West Mifflin Sanitary Sewer Municipal Authority at least annually for its review and input.
9. If West Mifflin Sanitary Sewer Municipal Authority has indicated to PFM that the account to be debited in connection with West Mifflin Sanitary Sewer Municipal Authority's use of the Procurement Cards will be an account of West Mifflin Sanitary Sewer Municipal Authority with the Pennsylvania Local Government Investment Trust. West Mifflin Sanitary Sewer Municipal Authority will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by West Mifflin Sanitary Sewer Municipal Authority to debit such account and make payment to Bank of Montreal in connection with West Mifflin Sanitary Sewer Municipal Authority's use of the Procurement Cards.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted again the same:

whereupon said resolution was declared duly passed and adopted.

COMMONWEALTH OF PENNSYLVANIA)
COUNTY OF ALLEGHENY)

I the undersigned, being the duly qualified and Secretary of _____,
Commonwealth of Pennsylvania, hereby certify that the attached and foregoing is a full, true and correct
transcript of the minutes of a meeting of the West Mifflin Sanitary Sewer Municipal Authority of said
local governments and school district duly called and held on February 2nd, 2023, so far as
such minutes relate to the adoption of a resolution authorizing the issuance of individual procurement
cards, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Secretary on this day of February 2nd, 2023.

James Hess
Secretary, James Hess