

Member Hopewell Twp introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS**

WHEREAS, the [Entity Name] 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 [Entity Name] to enable each authorized individual employee to procure authorized supplies and other products for [Entity Name] purposes in order to facilitate creative pedagogical and governmental processes and efficient [Entity Name] operations; and

WHEREAS, it is the desire of the [Entity Name] to reduce the economic burden on the resources of the [Entity Name] by increasing efficiency and reducing the administrative costs of the [Entity Name] 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 [Entity Name] recognizes that the Procurement Card is neither a substitute for public bidding nor the [Entity Name]’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 [Entity Name] 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 [Entity Name], Commonwealth of Pennsylvania, as follows:

1. The Board Chair or President and Secretary or Chief Clerk are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of the [Entity Name] under such terms and conditions as approved by its legal counsel and the [Entity Name].
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, Manager or designee] 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, Manager or designee] 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 [Entity Name] goods and services to be annually purchased with the card, which shall be approved in writing by [the Board, Manager or designee].

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 [Entity Name] hereby expressly authorizes the Board Chair or President and Secretary or Chief Clerk to execute the Procurement Card Use 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, Manager or designee].
8. The [the Board, Manager or designee] shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized [Entity Name] 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 [Entity Name] at least annually for its review and input.
9. If [Entity's Name] has indicated to PFM that the account to be debited in connection with [Entity Name]'s use of the Procurement Cards will be an account of [Entity Name] with the Pennsylvania Local Government Investment Trust. [Entity Name] will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by [Entity Name] to debit such account and make payment to Bank of Montreal in connection with [Entity Name]'s use of the Procurement Cards.

The motion for the adoption of the foregoing resolution was duly seconded by

Rick Bufalino
Board President

and upon vote being taken thereon the following voted in favor thereof:

and the following voted again the same:

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF Beaver

I the undersigned, being the duly qualified and Secretary or Chief Clerk of *Hopewell Township* 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 [Entity Name] of said local governments and school district duly called and held on *March 28, 2016*, 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 or Chief Clerk this 28 day of March, 2016.


Secretary / Chief Clerk

**-TOWNSHIP OF HOPEWELL
Beaver County, Pennsylvania
BOARD OF COMMISSIONERS
BUSINESS MEETING MINUTES**

7:10pm Business Meeting Called to Order by Mr. Bufalini and he announced that the meeting will be recorded

7:10pm PLEDGE OF ALLEGIANCE

ROLL CALL 7:11pm

President Rich Bufalini In Attendance
Vice President Joe Kusnir In Attendance
Commissioner David Ciccone Absent
Commissioner Nick DiPietro In Attendance
Commissioner Gary Tranelli In Attendance

OTHERS PRESENT

Norm Kraus, Jr./ Township Manager
Marie Stratakis Hartman/ P.E. , Engineer/Assistant Manager
Mike Jones (McMillen, Urick, Tocci and Jones) Township Solicitor

7:11 pm CITIZEN COMMENTS PERTAINING TO THE BUSINESS AGENDA None

7:12 pm BUSINESS AGENDA

Mr. Kusnir Motion to approve the Business Meeting Minutes of February 22nd, 2016
Mr. DiPietro Second the Motion

Roll Call Vote:

Mr. Tranelli Yes
Mr. Ciccone Absent
Mr. DiPietro Yes
Mr. Kusnir Yes
Mr. Bufalini Yes

Motion Carried

Mr. Bufalini Motion to approve the list of bills dated March 28th, 2016, as stated; General Fund;
\$24,921.58; Sewer Fund; \$14,311.17 and State Fund; \$82.18.

Mr. Tranelli Second the Motion

Roll Call Vote

Mr. Tranelli Yes
Mr. Ciccone Absent
Mr. DiPietro Yes
Mr. Kusnir Yes
Mr. Bufalini Yes

Motion Carried

Mr. Kusnir Motion to approve the February 2016 Tax Collector's Report for Tax Year 2015.
Mr. Bufalini Second the Motion

Roll Call Vote

Mr. Tranelli Yes
Mr. Ciccone Absent
Mr. DiPietro Yes
Mr. Kusnir Yes
Mr. Bufalini Yes

Motion Carried

Mr. Kusnir Motion to approve Resolution R-2016-05, authorizing issuance of individual procurement cards
for designated Staff Supervisory personnel.

Mr. Bufalini Second the Motion

Roll Call Vote

Mr. Tranelli Yes
Mr. Ciccone Absent
Mr. DiPietro Yes
Mr. Kusnir Yes
Mr. Bufalini Yes

Motion Carried

Mr. Tranelli Motion to approve Resolution R -2016-06, a Resolution of the Township of Hopewell, Beaver
County, Pennsylvania, approving the C.L. McClure Plan, which proposes the Subdivision of (1)
one lot into two (2) lots situate along Todd Road, Hopewell Township and Center Township, in
accordance with the terms and provisions of the Hopewell Township Subdivision and Land
Development Ordinance No. 91-2.

Mr. DiPietro Second the Motion

Roll Call Vote

Mr. Tranelli Yes
Mr. Ciccone Absent
Mr. DiPietro Yes
Mr. Kusnir Yes
Mr. Bufalini Yes

Motion Carried

7:14 pm COMMISSIONERS REPORTS NONE

7:15pm THE VARIOUS DEPARTMENT REPORTS WERE GIVEN AND ARE ON FILE

7:24pm OLD BUSINESS NONE

7:24pm NEW BUSINESS NONE

7:25pm PUBLIC FORUM

Cindy Murphy B.F. Jones Library, Aliquippa, PA.

Cindy Murphy of the B. F. Jones Library addressed the Board with the
Calendar of Events for March 2016 and other adult programs taking place at the library.
Cindy also mentioned the fundraiser the "Friends of B.F. Jones Library" have coming up on April
9th, 2016. It's called "Unplugged" featuring an indoor acoustic guitar concert by Dan Bubien from

from 7:30pm till 10:00pm. Doors open at 7:00pm.

7:26pm

ANNOUNCEMENTS :

Please check our website at www.hopewelltp.com, our Facebook page, and Twitter, for updates on Hopewell Township news and events.

7:27pm

At this time, President Bufalini announced that the Board of Commissioners would be going into Executive Session on the police contract, personnel and litigation

8:00pm

Executive Session Begins

8:40pm

Executive Session Ends

Commissioner Joe Kusnir asked Engineer Marie Hartman to establish a timeline summary of the Hopewell Community Park Project on the adjoining piece of property for the next workshop meeting. Ms. Hartman said she would have a summary put together for the BOC to review.

President Bufalini also announced the following changes within the responsibilities of the Board Of Commissioners, effective immediately: Commissioner Nick DiPietro is moving from the Supervisor of the Park Board to Supervisor of the Road Department. Commissioner Gary Tranelli Is moving from Supervisor of the Road Department to Supervisor of the Park Board.

President Bufalini also announced that at the next Park Board meeting, an election must be held in order to elect a Park Board President and Vice President. The next Hopewell Community Park Board meeting is slated for Tuesday, April 5th, 2016.

8:55pm

ADJOURNMENT

Mr. Kusnir Motion to adjourn
Mr. Tranelli Second the motion
Voice Vote: All in favor
Motion Carried

Minutes Recorded by: Norm Kraus 3/28/2016
Minutes Prepared by: Norm Kraus 3/29/2016