

## RESOLUTION NO. 21-01

### **A RESOLUTION OF THE CITY OF JEANNETTE APPROVING THE PREPARATION AND SUBMISSION OF A CREDIT CARD APPLICATION AND THE ISSUANCE OF A CREDIT CARD, AND AUTHORIZING USE OF SUCH CREDIT CARD.**

WHEREAS, it would be beneficial to the City of Jeannette, Westmoreland County, Pennsylvania (the "City") to have a credit card available for certain payments that are unavailable or cannot be arranged without a credit card; and

WHEREAS, the City does not currently have a credit card account; and

WHEREAS, the issuance of a credit card requires the preparation and submission of a credit card application; and

WHEREAS, the City Council of the City (the "City Council") desires that the Code Enforcement Officer of the City, be authorized to use such credit card for limited purposes; and

WHEREAS, the City Council desires to place certain restrictions on the use of any credit card issued to the Code Enforcement Officer of the City.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Jeannette that:

1. The City Council hereby approves the preparation and submission of a credit card application by the City Clerk, Chief Fiscal Officer, and Code Enforcement Officer, in their capacities as public officials of the City.

2. The City Council hereby approves the issuance of a credit card with a credit limit of twenty-five thousand and 00/100 (\$ 25,000.00), for the account of the City and in the name of the City, to the Code Enforcement Officer as the authorized user. To the extent that such credit card must and may only be issued in the name of an individual, such credit card shall be issued in the name of the Code Enforcement Officer as the only authorized user of such credit card.

3. The City Council hereby authorizes the Code Enforcement Officer to whom such credit card is issued to use such credit card, subject to the following limitations:

(a) The Code Enforcement Officer shall only use such credit card for the payment of amounts owing to the Commonwealth of Pennsylvania for Uniform Construction Code permits and reports, which amounts are owed by the City and are to or for the benefit of the City and which amounts have already been paid or reimbursed to the City. The Code Enforcement Officer shall not use such credit card for his or her personal use or benefit.

(b) The Code Enforcement Officer shall only use such credit card with the approval of the Chief Fiscal Officer, whose approval shall be given in writing (whether by initial on a report, invoice, or other document indicating the full payment amount and purpose for which the use of such credit card is anticipated or otherwise) to the Code Enforcement Officer.

(c) The Code Enforcement Officer shall take all necessary precautions to protect the financial information and credit of the City.

(d) The Code Enforcement Officer shall immediately turn in such credit card and all information related to such credit card (including, without limitation, any login names and passwords) in the event that he or she ceases to be the Code Enforcement Officer of the City.

4. The City Council hereby acknowledges that William Whetzel, the current Code Enforcement Officer, is an official of the City of the City authorized to perform code enforcement and building code activities, including the filing of reports, as a public official of the City.

5. The City Council hereby resolves that the persons who shall execute any credit card application shall be a current officer or employee of the City, each of whom is hereby authorized to execute such credit card application.

6. The City Council hereby acknowledges that Miranda Waugaman, the current Chief Fiscal Officer, is an official of the City authorized to perform certain financial transactions as a public official of the City.

7. The City Council hereby acknowledges that Nathan Benjamin Jay Bish, the current City Clerk, is an official of the City authorized to sign and execute certain documents on behalf of the City.

8. The Board hereby resolves that the undersigned are authorized and directed to certify the adoption of this resolution, the name(s) and title(s) and specimen signature(s) of the present officer(s) or employee(s) of the City contained in any credit card application.

9. The Board hereby resolves that it shall cancel and close or change and amend any credit card account and the name of the authorized user thereon in the event that the Code Enforcement Officer ceases to be employed by the City.

10. The Board does hereby authorize and direct all City officials and employees to take such actions as may be necessary to prepare and submit the aforesaid application, to monitor the use of such credit card and credit account, to use such credit card and credit account as expressly provided herein, and to take all actions necessary thereto.

11. The Board hereby resolves that all resolutions, or parts of resolutions, which are inconsistent herewith be and are repealed.

**RESOLVED, ENACTED, AND ADOPTED** at a meeting of the City Council of the City of Jeannette held on the 11th day of March, 2021.



ATTEST:

Nathan Benjamin Jay Bish  
City Clerk

THE CITY OF JEANNETTE

Curtis J. Antoniak  
Mayor and President of Council