

**TO:** Mt. Lebanon Commission  
**FROM:** Keith McGill, Municipal Manager  
**DATE:** October 15, 2024  
**SUBJECT:** Agenda –Adjourned Meeting – October 22, 2024 – 8 p.m. – Mt. Lebanon Municipal Bldg., 710 Washington Road, Commission Chambers – Meeting is Recorded  
**Zoom Link:** <https://us02web.zoom.us/j/84115714944?pwd=rxrAFaNIInLuefAQgWo9vRYz29POCzF.1>

Call to Order – Pledge of Allegiance to the Flag – Roll Call

**ASW 1. Commission / Manager’s announcements:**

- Summary of discussion session topics (Manager McGill)
- Manager’s announcements (Manager McGill)
- Community highlights (Commission Vice President Craig Grella)

**ASW 2. Junior Commissioner Clara Sun Comments.**

**ASW 3. Citizens Comments / Online Comments.**

**CG 4. Consideration of the minutes from the Regular Meeting held October 8, 2024.**

*Recommended Action:* Move to approve the minutes.

**JS 5. Public hearing and consideration on an Ordinance Amending the Purchasing Code.**

The Municipal Administrative Code establishes and includes a Purchasing Code, which establishes a process and requirements for Municipal purchases and contracts.

The purchasing code is based in part on the Commonwealth’s First Class Township Code. The proposed ordinance incorporates statutory changes to the purchasing rules in the Township Code, particularly with regard to utility type purchases and software purchases. The proposed ordinance also specifically provides a three quote process for purchases under the normal bid threshold.

*Recommended Action:* **ASW** 1. Conduct public hearing.  
**JS** 2. Move to enact Ordinance ([Bill No. 3-24](#)).

**SS 6. Consideration of a final Deed of Transfer and Agreement with Indoor Tennis**

Indoor Tennis for Mt. Lebanon and the Municipality agreed to shift responsibility for operation of the Tennis Center on a year-round basis to the Municipality. The parties previously entered into a transition agreement, and now desire to execute a Deed of Transfer and Agreement to finalize the transition.

Recommended Action: Move to authorize the execution of a Deed of Transfer and Agreement with Indoor Tennis, subject to the approval of the Manager and the Solicitor of any minor and final language changes to the agreement.

AF 7. **Consideration for renewal of Microsoft licensing and cloud services including email and file storage.**

The municipality's current licenses have expired and require renewal. These licenses cover all of our office and productivity packages including email services, shared web services, communications and cloud based storage. The amount for the renewal of these licenses is \$51,966.90 and is within budget.

Recommended Action: Move to approve the renewal of Microsoft licensing and services in the amount of \$51,966.90

CG 8. **Consideration of the Expenditure List for September totaling \$4,474,042.33.**

Recommended Action: Move to approve the expenditure list for September totaling \$4,474,042.33.

JS 9. **Departmental reports.**

Recommended Action: Ask that the reports be received and filed.

ASW 10. **Adjournment.**

Introduced: October 8, 2024  
By Commissioner: Andrew Flynn  
Enacted: October 22, 2024

**MT. LEBANON, PENNSYLVANIA  
ORDINANCE NO. 3367**

**AN ORDINANCE AMENDING THE PURCHASING CODE**

**WHEREAS**, the Charter of Mt. Lebanon, Pennsylvania (the "Municipality") provides in Section 1002 that no contract for supplies, material, labor, franchise, or other valuable consideration, to be furnished to or by the Municipality, shall be authorized on behalf of the Municipality, except with the best responsible bidder after competitive bidding; and

**WHEREAS**, Section 1003 of the Charter provides that the Commission shall establish a system of competitive bidding, including such definitions, publication requirements, deposit and bond requirements, conditions, terms, rules, regulations, waivers, and exceptions as it shall from time to time deem advisable; and

**WHEREAS**, the Commission desires to implement the foregoing by amending the Municipal Purchasing Code to be more consistent with State municipal codes.

**NOW THEREFORE**, Mt. Lebanon, Pennsylvania, hereby ordains:

1. Section 152 of the Administrative Code (Chapter I, part 1 of the Municipal Code of Mt. Lebanon) is amended to read as follows (with new text underlined):

§ 1-152 Competitive Bidding

All purchasing of goods and services by the Municipality with a cost in excess of an amount equal to 1/10 of 1% of the current year's general fund budget shall be made through the competitive bidding process except for:

152.1. Labor or services rendered by any Municipal officer or employee.

152.2. Labor, material, supplies or services furnished by one Municipal department to another Municipal department.

152.3. Contracts for labor, material, supplies or services available from only one vendor.

152.4. Contracts relating to the acquisition or use of real property.

152.5. Contracts for professional or unique services.

152.6. Contracts for insurance.

152.7. Contracts for emergency repairs or replacements.

152.8. Contracts with other governmental entities, authorities, agencies or political subdivisions.

152.9 Contracts set forth in section 150.

152.10 Contracts where particular types, models or pieces of new equipment, articles, apparatus, appliances, computer software, vehicles or parts thereof are desired by the board of commissioners which are patented or copyrighted products or are needed to ensure compatibility with existing systems, facilities or equipment.

152.11 Contracts made for public utility service and electricity, natural gas or telecommunications services.

152.12 Contracts for the purchase of repair parts or materials for use in existing Municipal equipment or facilities if the item or material to be purchased is the sole item of its kind on the market or is manufactured as a replacement for the original item or equipment being repaired.

152.13 Contracts with any person or entity for which contracts may be entered into without public bidding under any statute applicable to a political subdivision or authority including: the Borough Code, the Third Class City Code, the First Class Township Code or the Second Class Township Code.

2. A new section 152A shall be added to read as follows:

**§ 1-152A Amounts less than the bid threshold.**

Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts in excess of the base amount of 0.0005 of the current year's general fund budget but less than the amount requiring advertisement and competitive bidding set forth in section 1-152 or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work that was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years. Written price quotations as used throughout this section include electronic mail.

3. Sections 154.2.1 and 154.2.2 are revised as follows (new text underlined and deleted text in strikethrough):

154.2.1.

Except as otherwise hereinafter provided, no Municipal personal property with a value in excess of ~~0.005%~~ 0.0005 of the general fund budget for the year in which the sale takes place shall be disposed of, by sale or otherwise, except upon approval of Commission. Except as provided

herein, such a sale or other disposition shall be to the best responsible bidder after advertisement and receipt of bids or after the conduct of a public auction.

154.2.2.

Surplus or unnecessary Personal Property with a value under ~~0.005%~~ 0.0005 of the general fund budget for the year in which the sale takes place may be disposed of by the Manager in a manner that the Manager reasonably believes will provide fair value for the property. A public auction or the solicitation of at least three bids is sufficient for these purposes.

4. This ordinance will take effect immediately.

**ORDAINED AND ENACTED** into an Ordinance and passed by the Commission of Mt. Lebanon, Pennsylvania on this \_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

MT. LEBANON, PENNSYLVANIA

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President of the Commission