

RESOLUTION NO. 27 - 11

BRICK TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

February 28, 2011

**A Resolution Establishing the Position of Qualified
Purchasing Agent for Brick Township Municipal Utilities
Authority**

WHEREAS, the Brick Township Municipal Utilities Authority (hereinafter referred to as the "Authority") is in need of creating a position of Qualified Purchasing Agent in order to address statutory pre-requisites imposed by New Jersey Legislature on all Governmental Agencies; and

WHEREAS, the Authority believes it is in the best interest of the Authority, its customers and rate payers, to create and fill the position of Qualified Purchasing Agent in order to address bidding and purchasing issues; and

WHEREAS, the Authority, through its personnel Committee, has reviewed this matter and believes it appropriate and necessary to establish a position of Qualified Purchasing Agent; and

NOW, THEREFORE, BE IT RESOLVED this day of January, 2011, by the Brick Township Municipal Utilities Authority as follows:

1. The Authority creates the position of Qualified Purchasing Agent.

2. The qualifications for a person to be appointed as Qualified Purchasing Agent, are as follows:

a. Completed the purchasing and administration courses offered by Rutgers University or the equivalent, and has received all appropriate and required certifications and meets all qualifications required by the State of New Jersey.

b. The ability to read, write, speak, and understand the English language sufficiently to perform the duties of this position.

**DASTI, MURPHY
McGUCKIN, ULAKY,
CHERKOS & CONNORS**

COUNSELLORS AT LAW

620 WEST LACEY ROAD
P.O. BOX 1057
FORKED RIVER, N.J. 08731

c. Considerable knowledge of the problems, procedures and practices involved in ensuring that supplies, materials and equipment are shipped by vendor on the promised shipping date and in arranging for proper distribution as required.

d. The ability to perform expediting work under a variety of circumstances, to be courteous at all times and to perform the clerical work involved in this kind of function.

e. Basic supervisory knowledge.

f. The ability to maintain effective relationships with vendors, suppliers, supervisors, department heads, employees, and the general public.

3. The duties of the Authority's Qualified Purchasing Agent are as follows:

a. The Qualified Purchasing Agent shall act as the contracting agent for the Authority and shall have the authority to prepare public advertisements for bids; to receive bids for the purchase of work, materials and supplies on behalf of the Authority; and to negotiate and award Contracts which do not exceed the sum not required to be submitted for public bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq., as amended; provided, however, that no Contract in excess of \$1,000.00 shall be awarded without the approval of the Executive Director of the Authority. In addition, the Qualified Purchasing Agent shall:

b. Be responsible for the development, coordination, implementation and supervision of the complete municipal purchasing program.

c. Perform all necessary purchasing functions, including, but not limited to, requests for bid submission, inventory control, inventory distribution and inventory receiving; and perform necessary overseeing for security functions as related to purchasing inventory protection.

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d. Perform other assignments as assigned at the discretion of the Authority's Executive Director and Certified Financial Officer (CFO), on an as is needed basis. The CFO shall be the immediate supervisor of the Qualified Purchasing Agent.

4. In addition, the duties of the Qualified Purchasing Agent shall include:

a. Check all incoming bills for accuracy and ensure purchase orders have the appropriate back-up information.

b. Maintain the purchase order register and issue purchase order numbers in accordance with established procedures.

c. Preparation of purchase orders and vouchers for inputting into the computer for budget and expenditures.

d. Provide detailed reports for monthly, and weekly disbursements, printing and disbursing of checks in accordance with the approved vouchers.

e. Accomplish monthly balancing with accounts receivable.

f. Assist in the balancing of daily receipts.

g. Assist in the Budget Preparation and inputting new budget in software.

h. Prepare new applications of new vendors and obtain business registration forms.

i. Assist the auditor with information for the annual audit.

j. Assist the clerical staff when needed.

k. Perform other duties as assigned by the Authority.

l. Perform and is responsible for writing accurate issuance and control of all purchase orders/vouchers with supporting documentation.

m. Sign purchase orders.

n. Supervise and administer the day-to-day operations of the purchasing for the Authority.

o. Authorize the purchase of goods.

p. Delegate workload when necessary, managing personnel and programs related to purchasing.

5. The Qualified Purchasing Agent shall be appointed by the Commissioners upon recommendation of the Personnel Committee.

6. The Chairman, Executive Director, CFO and Secretary of the Authority be and hereby are authorized to execute any and all necessary documents in order to implement the intent of this resolution.


1. A copy of this Resolution shall be forwarded by the Administrative Secretary of the Authority to the following:

- A. Honorable Joseph M. Veni, PE Chairman;
- B. James Lacey, Executive Director
- C. Frank Planko, CFO
- D. Jerry J. Dasti, Esq.

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CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Brick Township Municipal Utilities Authority at a meeting held on the 28th day of February, 2011, a quorum being present and voting in the majority.



JOSEPH P. BUTTACAVOLI, DMD
Asst. Secretary/Treasurer

Prepared by:

**DASTI, MURPHY, McGUCKIN, ULAKY,
CHERKOS & CONNORS**
Forked River, New Jersey 08731