

RESOLUTION NO. 12-12

BRICK TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

January 23, 2012

**A Resolution Amending and Supplementing the Brick Township
Municipal Utilities Authority Administrative Code**

WHEREAS, the Brick Township Municipal Utilities Authority (hereinafter referred to as the "Authority") is an autonomous public body duly incorporated pursuant to the provisions of *N.J.S.A. 40:14B-1 et seq.*; and

WHEREAS, the Authority has previously adopted, by Resolution No. 04-08 on January 28, 2008, a Resolution approving and accepting the Administrative Code of the Authority dated January 28, 2008; and

WHEREAS, the Authority believes it necessary to review the Administrative Code and as appropriate modify it in order to best provide efficiency of service and management skills for its customers; and

WHEREAS, the Authority has carefully reviewed the proposed modifications to the Administrative Code, a true copy of which is on file at the office of the Authority and can be reviewed by the public during normal business hours; and

NOW, THEREFORE, BE IT RESOLVED this 23rd day of January, 2012, by the Brick Township Municipal Utilities Authority as follows:

1. The Authority hereby modifies the Administrative Code previously adopted as follows:

Article III. Department of Finance

Item 3-2 General Policies and Procedures of the Division of Finance

1. Purchasing Procedures for the Authority.

a. Regular Purchases:

(1) A Purchase Request (PR) form is required for all purchases over \$300.00. For purchases under \$300.00, a PR is not required. The \$300.00 threshold is a self imposed BTMUA Procedure and not a State mandated requirement.

(4) For purchases over \$300.00, three quotes must be entered on the PR form in the space provided. Note: Local public law requires 3 quotes for purchases over 15% over bid threshold.

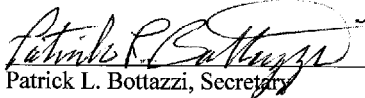
2. The Authority authorizes and directs its professional and administrative staff to undertake all necessary steps in order to implement these modifications and revisions to the Administrative Code.

3. A copy of this Resolution shall be forwarded by the Executive Supervisor of Authority to the following:

- (a) Honorable Joseph M. Veni, P.E., Chairman;
- (b) James Lacey, Executive Director;
- (c) Frank Planko, C.F.O.;
- (d) Stephen Specht, P.E.,
- (e) Jerry J. Dasti, Esq;

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Brick Township Municipal Utilities Authority at a meeting held on the 23rd day of January, 2012, a quorum being present and voting in the majority.


Patrick L. Bottazzi, Secretary