

RESOLUTION NO. 36-17

BRICK TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

March 30, 2017

**A Resolution Amending the Brick Township
Municipal Utilities Authority Administrative Code
Pertaining to Purchasing Policies**

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 adopting 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

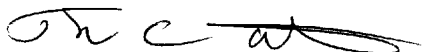
WHEREAS, the Authority, through its Commissioners, has carefully reviewed the proposed modifications to the Administrative Code and recommends adoption of it in its modified form. A true copy of the modified Administrative Code is on file at the office of the Authority and can be reviewed by the public during normal business hours; and

NOW, THEREFORE, BE IT RESOLVED this 30th day of March, 2017 by the Brick Township Municipal Utilities Authority as follows:

1. The Authority hereby adopts the modified Administrative Code which reflects changes pertaining to the purchasing policies as provided in Attachment 1 to this Resolution.
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 Administrative Secretary of Authority to the following:
 - (a) Gregory M. Flynn, Chairman;
 - (b) Chris Theodos, Executive Director;
 - (c) John Clifford, C.F.O.;
 - (d) Gary Vaccaro, Director of Compliance and Technology;
 - (e) Nicholas Montenegro, Esq.

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Brick Township Municipal Utilities Authority at a meeting held on the 30th day of March, 2017, a quorum being present and voting in the majority.



Thomas C. Curtis, Authority Secretary

ATTACHMENT 1

Purchasing Revisions to the Authority Administrative Code

Purchase Requisition (PR) Changes

- Monetary threshold to require three written quotes increased from \$2,000 to \$3,000
- Signature requirement for Executive Director increased from \$1,000 to \$3,000
- Signature requirement for Chairman increased from \$2,500 to \$5,000
- Monetary threshold for obtaining Board approval increased from \$5,000 to \$10,000
- Inventory Purchase Requisitions only require Qualified Purchasing Agent (QPA) signature unless \$3,000 or higher
- QPA required to sign all Purchase Requisitions

Purchase Order/Voucher Changes

- Eliminate requirement for Chairman and Executive Director to sign Authority Certification on Voucher
- QPA authorized to sign Authority Certification on Vouchers