

Resolution No. 2023-003

This resolution rescinds Resolution No. 2022-026 and establishes the procedures for expenditure of municipal funds; expenditures authorized to be paid without Council approval; the use of purchase orders; and the establishment of authorized purchasing representatives.

Section 1 Procedure for Expenditure of Municipal Funds

All expenditures must be approved by the Governing Body at a public meeting except those authorized to be paid under Section 2 of this Resolution. Expenditures will be paid only if sufficient monies are available.

Section 2 Expenditures Authorized to be paid between Council Meetings

The following types of invoices are authorized to be paid without Council approval when funds are available:

1. Utilities
2. Contracts and Awards
3. Reimbursements under \$250.00
4. Benefit premiums (health, vision, dental, life)
5. Municipal insurance premiums (workers comp, property & liability, etc.)
6. Magisterial filings
7. Insurance deductibles
8. Payroll Expenditures
9. Court filings (easements, etc.)
10. Petty Cash
11. Loan payments
12. Pension invoices - non-uniform and uniform
13. Finance Committee Authorizations

Section 3 Use of Purchase Orders

A Borough purchase order will be submitted for each vendor purchase except for the expenditures listed in Section 2 of this resolution. The purchase order will include a description of the item and the department budget line item for which it was purchased. Invoices received from vendors without a purchase order number displayed will not be paid. Fragmentation shall not be allowed for purchases all for the same expenditure.

All purchases less than \$500.00 must be signed by an authorized Borough purchaser.

All purchases equal to or greater than \$500.00 but less than \$1,000.00 shall require two signatures. The first signature shall be the department authorized purchaser and the second signature shall be the Chair or Vice-Chair of the committee affected by the purchase. If neither of the committee members is available in a timely manner, a documented phone conversation between the authorized purchaser and one of the committee members will be acceptable.

Purchases of \$1,000.00, but less than \$2,500.00 shall require the signature of an authorized purchaser, a member of the committee affected and a member of the Finance Committee. Two quotes are needed in this category prior to the presentation of the purchase order to the Committee members.

Purchases of \$2,500.00 or greater, shall require at least three quotations and the signatures of a member of the committee affected, a member of the Finance Committee and the Council President. Documented phone conversations with Council members shall be allowed.

Section 4 Authorized Purchasers

The authorized purchasers for the Borough of Honesdale are:

1. Borough Treasurer
2. Borough Secretary
3. Director of Public Works
4. Police Chief
5. Zoning Officer
6. Police Commissioner
7. Pool Manager

Section 5 Effective Date

This resolution will be effective FEBRUARY 22, 2023.


Adopted this 21ST day of FEBRUARY 2023 at the regular meeting of Honesdale Borough Council.

SEAL



Council President

Attest:



Borough Secretary
