

RESOLUTION AUTHORIZING P-CARD PROCUREMENT
PURSUANT TO N.J.S.A. 40A:15-16(C)

WHEREAS, the Board retained the services of a Qualified Purchasing Agent (QPA) to strengthen its purchasing control; and

WHEREAS, in furtherance of this objective, the Board finds and determines that the use of procurement cards and electronic fund transfers for the acquisition of goods and services would be useful and beneficial tools; and

WHEREAS, the Board further finds and determines its objective will only be achieved with proper management, education, internal controls and reporting guidelines being enacted.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it authorize a P-Card Procurement Program in accordance with the applicable statutory and administrative laws and regulations; and

BE IT FURTHER RESOLVED, that the Board Chairman be authorized to execute all necessary documents to effectuate participation in a P-Card Procurement Program, specifically, but not limited to, a Linking Authorization Contract with Provident Bank and the Board Clerk attest thereto; and

BE IT FURTHER RESOLVED, that the Board create and promulgate policies, guidelines, regulations and other directives and procedures necessary to manage, control, limit or otherwise restrict the P-Card Procurement Program; and

BE IT FURTHER RESOLVED, that the District Auditor shall review the above referenced proposed promulgation for input prior to its implementation; and

BE IT FURTHER RESOLVED, that the Board Chairman, Board Treasurer, Board Administrative Assistant and Board Administrative Clerk shall be issued P-Cards and no waiver of this provision shall be granted without a majority of the full Board resolving to do so; and

BE IT FURTHER RESOLVED, that the designated Board Administrative Clerk shall be the administrator and manager of the P-Card Procurement Program under the supervision of the Board Treasurer; and

BE IT FURTHER RESOLVED, that all P-Card procurements be made in accordance with the Local Public Contracts Law; and

BE IT FURTHER RESOLVED, that the Board Treasurer provide the Board with a monthly accounting of P-Card usage; and

BE IT FURTHER RESOLVED, that a dedicated P-Card account be opened with Provident Bank and be funded to an amount established by the Board and re-funded on a monthly basis, if necessary; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

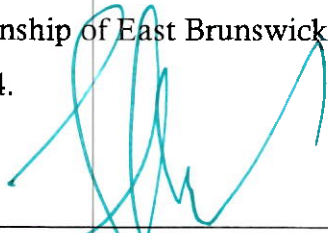
CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public hearing held on the 1st day of October, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 1st day of October, 2024.



FREDERICK J. HOOVER, JR., CLERK
Board of Fire Commissioners
Fire District No. 1
Township of East Brunswick