

BOROUGH OF GIBBSBORO
HEARING NOTICE

The ordinance published herewith was introduced and passed on first reading at a meeting of the Governing Body of the Borough of Gibbsboro on November 10, 2021, at 7:00 PM and will be further considered for final passage after public hearing at a meeting of said Governing Body to be held via conference call on December 8, 2021 beginning at 7:00 PM. Details for public participation will be posted to the municipal website at www.gibbsborotownhall.com. The ordinance will also be posted in full to the municipal website for public inspection.

2021-17

**ORDINANCE OF THE BOROUGH OF GIBBSBORO
AMENDING CHAPTER 54 PURCHASING OF THE CODE OF THE BOROUGH OF
GIBBSBORO**

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND BOROUGH COUNCIL
THAT:

Section 1.

§ 54-5 Requisitions is amended as follows:

§ 54-5 Requisitions.

- A. The Borough Council shall, by resolution, designate the person or persons who shall prepare and sign requisitions for purchase orders.
- B. Requisitions having an estimated value in excess of \$500 shall be approved by the Department Head.
- C. Requisitions shall be completed and signed by the authorized person. Requisitions shall describe the items requested in sufficient detail to make them understandable to the Purchasing Agent and identifiable to the vendor and include a brief reason for the purchase. Requisitions shall include prices, if available; otherwise, estimated prices should be entered. In the event that the amount is in excess of \$250, there shall be three prices or quotes included with the requisition. Purchase orders will not be issued without prices. In the event three vendors cannot provide prices or quotes, the vendors names shall be submitted with a statement that they could not supply the item or quote. Requisitions shall be prepared in duplicate and submitted to the Purchasing Agent. The original will be attached to the office copy of the purchase order. The second copy will be retained by the using agency.

§ 54-9 Direct payment vouchers is amended as follows:

§ 54-9 Direct payment vouchers.

Direct payment vouchers shall be issued in cases where it is inappropriate to issue purchase orders. A direct payment voucher will be issued for the purchase of the following services and in other cases at the discretion of the Purchasing Agent:

- A. Electric and gas utility bills and services.
- B. Telephone, cable, and cell phone bills and services.
- C. Gasoline.

- D. Legal advertising.
- E. Professional services.
- F. Payroll transfers.
- G. Insurance coverages.
- H. Social security.
- I. Pension payments including P.E.R.S. and P.F.R.S.
- J. Health benefits.
- K. Reimbursement for purchases under \$10.

Section 2. Repealer. Any article, section, paragraph, subsection, clause, or other provision of the Code of the Borough of Gibbsboro, inconsistent with the provisions of this ordinance, is hereby repealed to the extent of such inconsistency, only

Section 3. Severability. If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

Section 4. Enactment. This ordinance shall become effective immediately after publication in the manner provided by law.

Section 5. Continuation and Codification. This ordinance shall be a part of the General Code of the Borough of Gibbsboro as through codified and fully set forth herein. The Borough Clerk shall have this ordinance codified and incorporated in the official copies of the Borough Code. The Borough Clerk and Borough Attorney are authorized and directed to change any chapter, article and/or section number of the General Code of the Borough of Gibbsboro in the event that the codification of this ordinance reveals that there is a conflict between the numbers and the existing Code, and in order to avoid confusion and accidental repeal of existing provisions not intended to be repealed.

Edward G. Campbell, III
Mayor

Amy C. Troxel, RMC
Borough Clerk

Introduced: November 11, 2021
Public Hearing: December 8, 2021
Adoption Date:

Roll Call Vote: Councilman Brown
Councilman Deterding
Councilwoman Karsh
Councilman MacFerren
Councilman Rickert
Councilman Werner

CERTIFICATION

I, Amy C. Troxel, Borough Clerk of the Borough of Gibbsboro, County of Camden, State of New Jersey, do hereby certify that the foregoing is a true copy of an ordinance introduced by the Mayor and Council of the Borough of Gibbsboro at a meeting held on the 10th day of November, 2021.

Amy C. Troxel, RMC
Borough Clerk