

Warren County Board of Supervisors

RESOLUTION NO. 72 OF 2012

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

AUTHORIZING CHAIRMAN OF THE BOARD OF SUPERVISORS OR THE WARREN COUNTY TOURISM DIRECTOR TO ENTER INTO AND EXECUTE AGREEMENTS WITH VARIOUS VENDORS OR CONTRACTORS REGARDING SERVICES REQUIRED, FROM TIME TO TIME, BY THE WARREN COUNTY TOURISM OFFICE, SUBJECT TO CERTAIN CONDITIONS

WHEREAS, in the regular course of performing its customary and usual governmental functions or performing functions assigned to it by the Board of Supervisors, the Tourism Department utilizes minor routine and/or emergency services of a number of vendors or contractors for services such as, but not limited to, travel brochure distribution, and

WHEREAS, the Warren County Tourism Director budgets for these types of services which generally range in cost from a few hundred dollars to a few thousand dollars, and

WHEREAS, the Warren County Tourism Director is requesting that she be allowed to enter into and execute agreements with various vendors or contractors regarding services as set forth above, required from time to time by the Warren County Tourism Department, provided any one of the such agreements does not exceed Two Thousand Dollars (\$2,000), and

WHEREAS, the aforesaid services are not usually something that would be done in house by Tourism Department or Department of Public Works employees and approval of these agreements by the Board of Supervisors appears to be routine and ministerial due to the obvious need for the same, and

WHEREAS, the budget process provides an opportunity for adequate review and approval of these types of services and expenses associated with the same and the Board of Supervisors desires to avoid needless additional paperwork and resolutions concerning agreements for the aforesaid services, now, therefore, be it

RESOLVED, that, until such time as this resolution is repealed, the Chairman of the Board of

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Supervisors or the Warren County Tourism Director be, and hereby are, authorized, from time to time and without the need for additional separate resolutions, to enter into and execute agreements on behalf of Warren County with various vendors or contractors with regard to governmental work activities or services within the budget of the Warren County Tourism Department, subject to the following conditions:(1) any agreement may not individually exceed the aggregate amount of Two Thousand Dollars (\$2,000) in any fiscal year; (2) the services must have been budgeted for; there must be budgeted funds available to pay for the same, and purchase orders and/or computer data entries required by the County's accounting software must occur; (3) the established Purchasing Policy must still be followed (with the exception of the need to acquire resolutions); and (4) any required agreements must be approved by the Warren County Tourism Director and in a form approved by the County Attorney.