

**MILLERSBURG BOROUGH  
DAUPHIN COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 14-05**

**A RESOLUTION ESTABLISHING BOROUGH COUNCIL POLICY ON  
THE EXPENDITURE OF BOROUGH FUNDS BY EMPLOYEES  
AND ELECTED OFFICIALS OF MILLERSBURG BOROUGH**

**WHEREAS**, the Millersburg Borough Council is an elected body charged with the wise stewardship of taxpayer money; and

**WHEREAS**, the Millersburg Borough Council recognizes that effective day-to-day administration of Borough business requires some flexibility with the expenditure of small dollar amounts; and

**WHEREAS**, occasionally, extreme situations require that major expenses be approved prior to a formal council meeting.

**THEREFORE BE IT RESOLVED** as follows:

1. All purchases shall conform to state procurement laws and the Borough Code outlining allowable expenditures of public funds.
2. The Borough Manager is authorized to approve invoices totaling up to \$500.
3. The public works crew leader is authorized to make purchases totaling \$25 per invoice without prior approval from the Borough Manager.
4. The Borough Manager shall advise the Council President and the appropriate committee chair via email prior to authorizing any purchase totaling \$501 to \$1000. The President and/or Committee Chair may refer the request to the full committee or approve the expenditure. This decision shall be rendered by the end of the following business day.
5. In the event that a vendor cannot give an estimate, but it is likely that the price will exceed \$500, the Manager shall advise the Council President and the appropriate Committee Chair via email. The President and/or Committee Chair may refer the request to the full committee or approve the expenditure. This decision shall be rendered by the end of the following business day.
6. The above provisions only apply if there is money available in the budget. Council action shall be required to exceed the budgeted amount in any particular line item.
7. Expenditures exceeding \$1,000 shall be reviewed by Council. A purchase exceeding \$1,000 shall not be approved without an affirmative vote by a majority of Council members present.
8. The Council President and a Committee Chair shall have the authority to authorize expenditures exceeding \$1,000 if they conclude that an emergency situation exists. In these cases, the full council shall be notified at the next regular meeting.
9. The following regular bills are not subject to this requirement:
  - a. Electricity
  - b. Propane
  - c. Telephone
  - d. Previously authorized insurance premiums

- e. Payroll and all associated payments, including but not limited to health insurance, pension contributions, tax withholdings and wage attachments
- f. Vehicle Fuel
- g. Heating Oil

**BE IT FURTHER RESOLVED THAT:**

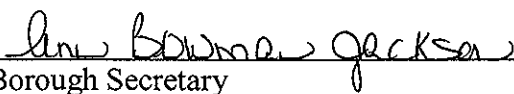
1. The above requirements do not apply to police department expenditures (line items numbers 410). Instead, the following procedures apply to police department spending.
2. All purchases shall conform to state procurement laws and the Borough Code outlining allowable expenditures of public funds.
3. The Officer in Charge (OIC) is authorized to approve invoices up to \$250.
4. The OIC shall advise the Mayor and the Public Safety Committee Chair via email prior to authorizing any purchase totaling \$251 to \$1000. The Mayor and the Public Safety Committee Chair may refer the request to the full committee or approve the expenditure. This decision shall be rendered by the end of the following business day.
5. In the event that a vendor cannot give an estimate, but it is likely that the price will exceed \$250, the OIC shall advise the Mayor and the Public Safety Committee Chair via email. The Mayor and the Public Safety Committee Chair may refer the request to the full committee or approve the expenditure. This decision shall be rendered by the end of the following business day.
6. The above provisions only apply if there is money available in the budget. Council action shall be required to exceed the budgeted amount in any particular line item.
7. Expenditures exceeding \$1,000 shall be reviewed by Council. A purchase exceeding \$1,000 shall not be approved without an affirmative vote by a majority of Council members present.
8. The Mayor and the Public Safety Committee Chairman shall have the authority to authorize expenditures exceeding \$1,000 if they conclude that an emergency situation exists. In these cases, the full council shall be notified at the next regular meeting.

RESOLVED this 13th day of August, 2014.

**BOROUGH OF MILLERSBURG**

By:   
President of Council

**ATTEST:**

  
Borough Secretary

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