# RESOLUTION 2024-28

*Township of New Hanover*

*County of Burlington*

*State of New Jersey*

**RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2024**

**WHEREAS**, the Township of New Hanover has budgeted funds for payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Township; and

**WHEREAS**, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

**WHEREAS**,payment of these bills in a prompt manner will avoid disruption of needed services and late payment charges; and

**WHEREAS**, the Township’s Chief Financial Officer and Township Administrator/QPA have advised that the governing body may provide for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of New Hanover in the County of Burlington, State of New Jersey that the Chief Financial Officer be and is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting’s list of bills and claims:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.).
2. Township payroll and payroll agencies.
3. Debt service as evidenced by pre-authorized bonds and/or notes.
4. Health, dental and other insurance premiums and/or claims.
5. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
6. Bills pertaining to the advertising, printing and mailing costs of the Township.
7. Third party fees collected through pre-authorized credit/debit card processing.
8. Bills where vendor discounts are granted for timely payment. Example 2% discount for payments made within 10 days. Maximum dollar amount allowed is $20,000.
9. Inter-fund Obligations.
10. Purchase of Investments.
11. Other items with written authorization of the Township Administrator.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  COMMITEE | YES | NO | NV | AB |  COMMITTEE | YES | NO | NV | AB |
| KOSHAK |  |  |  |  | SMITH |  |  |  |  |
| PAWLYZYN |  |  |  |  | PETERLA |  |  |  |  |
| MURPHY |  |  |  |  |  |  |  |  |  |
| MOTION |  | SECOND |  |
| X – INDICATES VOTE AB- ABSENT NV- NOT VOTING |

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township of New Hanover, Burlington County, New Jersey at the Reorganization meeting held on January 4, 2024.

 Susan D. Jackson, RMC

 Township Clerk