

**R: 2022-60**

**RESOLUTION AUTHORIZING THE DEPARTMENT OF ADMINISTRATION TO ISSUE REFUNDS WITHOUT COUNCIL APPROVAL IN THE AMOUNT OF \$50.00 OR LESS**

**WHEREAS**, the Town of Phillipsburg, through the various departments, often times accepts deposits for reservation of Town facilities; and

**WHEREAS**, a deposit is often times required at the time of reservation; and

**WHEREAS**, in the event of a cancellation of the reservation the deposit monies are returned; and

**WHEREAS**, the Department of Administration has requested the ability to issue, without Council approval, refunds which are \$50.00 or less; and

**WHEREAS**, Town Council believes that authorizing same would result in the more efficient operations and would benefit the Town residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the refunds which are \$50.00 or less may be issued without additional Council approval as requested by the respective department head, as well as approval from the Business Administrator and the CFO.

**BE IT FURTHER RESOLVED** that the Council of the Town of Phillipsburg hereby authorizes the Mayor and Municipal Clerk to execute any and all necessary documents in order to effectuate same.

**CERTIFICATION**

I, Lorraine Loudenberg, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their March 01, 2022 meeting.

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Lorraine Loudenberg  
Acting Municipal Clerk