

R2024-13

**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 and that a copy of this resolution shall be forwarded to the Chief Financial Officer.

CERTIFICATION

I, Matthew C, Hall, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on January 1, 2024.



Matthew C. Hall, MPA, Acting Municipal Clerk