

THE EATONTOWN SEWERAGE AUTHORITY

RESOLUTION NO. 2025-03-01

RESOLUTION ADOPTING EMERGENCY PURCHASING POLICY

WHEREAS, the Eatontown Sewerage Authority (the "Authority"), Borough of Eatontown, County of Monmouth, desires to adopt an emergency purchasing policy; and

WHEREAS, pursuant to N.J.S.A. 40A:11-6 of the Local Public Contracts Law, local contracting units are permitted to procure goods and services in the case of an emergency; and

WHEREAS, pursuant to the Local Public Contracts Law's corresponding regulations, the governing body of each contracting unit must adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency and provisions to ensure that if initially designated individuals are not available, there is a clear chain of command for emergency decision making; and

WHEREAS, the Authority has developed and desires to adopt an Emergency Purchasing Policy to comply with the State's requirements.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Eatontown Sewerage Authority that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Authority does hereby adopt and implement the Emergency Purchasing Policy attached hereto as **Exhibit A**.
3. This Resolution shall take effect immediately.

Motion by East

Seconded by Seitz

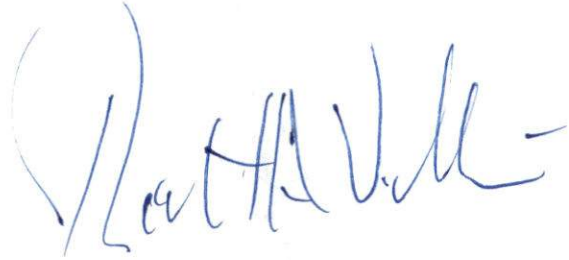
ROLL CALL:

Yes: East, Seitz + Sevarappa

No:

Absent: Bentley

Abstain: none



EATONTOWN SEWERAGE AUTHORITY EMERGENCY PURCHASING POLICY

DEFINITION

Emergency purchase of supplies or contractual services are those supplies or services necessary because of emergent situations or conditions occurring that affect the health, safety and welfare of the area residents or the Authority employees.

CRITERIA FOR EMERGENCIES

- A. The emergency must affect the health, safety or welfare of individuals.
- B. The failure to plan cannot be the basis for an emergency purchase. The emergency must be unforeseen, unforeseeable and immediate in nature.
- C. Quotations are not required but are suggested for emergency purposes

D. EMERGENCY CERTIFICATION

- 1. Detail the nature of the emergency, whether it was unforeseen and unenforceable, and by immediate action is required.
- 2. Must be filed and signed by the Executive Director or Superintendent.

EMERGENCY PURCHASE AT NIGHT, WEEKENDS OR HOLIDAYS

All emergency purchases shall be approved by the Executive Director in his absence the Authority Superintendent shall be contacted. If an emergency should arise during a time when the Executive Director or Authority Superintendent is unavailable, the Finance Director shall act to secure the necessary materials or service. The evidence of purchase such as sales tickets, bills, delivery slip, counter receipt, etc., which the supplier normally furnishes shall be attached to the requisition form.

For emergency purchases in excess of the bid threshold, the Executive Director shall endeavor to notify the Chairman or, in his absence, the Vice Chairman prior to any purchase.

GENERAL INFORMATION

When emergency purchases are made, the Authority will make the purchase as the best possible price. A true emergency will often occur as a result of an act of nature or something unforeseen. Emergencies created through negligence are to be avoided. Failure to anticipate normal speeds or project deadline dates does not constitute an emergency.