

MUNCIE SANITARY DISTRICT
RESOLUTION 2020-14

A RESOLUTION ALLOWING FOR THE PRE-APPROVAL AND PAYMENT OF CLAIMS.

WHEREAS the Muncie Sanitary District (“the District”) is permitted to adopt resolutions, rules, and bylaws to carry out their duties and powers, pursuant to Indiana Code § 36-9-25-10;

WHEREAS the District occasionally has bills and other obligations which come due and may need paid immediately, prior to formal approval by the Board of Sanitary Commissioners (“the Board”) to avoid late fees, penalties, interest, or other expenses;

WHEREAS the Board has complete and exclusive authority to expend the District’s funds for the purposes permitted under law, pursuant to Indiana Code § 36-9-25-37.

WHEREAS the payment of certain claims prior to board allowance would promote efficiency in payment of claims and decrease costs associated with this function; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SANITARY COMMISSIONERS OF THE MUNCIE SANITARY DISTRICT, THAT:

SECTION 1. Prior Approval of Claims. The financial manager, when immediate payment is necessary to avoid fees, interest, or other expenses, may make payment for the following kinds of claims prior to formal approval of the Board:

- (1) Property or services purchased or leased from the United States government, its agencies, or its political subdivisions;
- (2) License or permit fees;
- (3) Insurance premiums;
- (4) Utility payments or utility connection charges;
- (5) General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced;
- (6) Grants of state funds authorized by statute;
- (7) Maintenance or service agreements;
- (8) Leases or rental agreements;
- (9) Bond or coupon payments;
- (10) Payroll;
- (11) State, federal, or county taxes;
- (12) Expenses that must be paid because of emergency circumstances; and
- (13) Other expenses specifically described in an ordinance or resolution.

SECTION 2. Requirements of Claims. Each payment of claims under this Resolution must be supported by a fully itemized invoice or bill and certification by the financial manager. If immediate payment of these claims is not necessary to avoid fees, interest, or other expenses, the financial manager shall wait to make payment for the claims until the Board has had an opportunity to review the claim and grant specific prior approval.

SECTION 3. Confirmation of Approval. The Board shall review and approve any claims made pursuant to the authority granted within this Resolution at its next regular or special meeting following the payment of the pre-approved claim.

SECTION 4. Improper Action. If the Board determines that immediate payment of a claim was not necessary to avoid fees, interest, or other expenses, but was still paid in violation of the terms of this Resolution, the Board shall take appropriate remedial and/or disciplinary action.


SECTION 5. Emergency Circumstances. Emergency circumstances are those circumstances which pose an immediate threat to the health or welfare of the customers of the District (including but not limited to: major failure of the District's Wastewater Treatment Plant, major failure of the District's collection system, or major damage to the District's necessary infrastructure).

SECTION 6. Bidding Requirements. Nothing in this Resolution is intended to abrogate or modify the requirements for public purchasing or bidding as required under Indiana Law or under the City of Muncie Code of Ordinances.

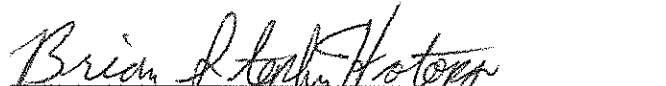
THE RESOLUTION PASSED AND ADOPTED by the Board of Sanitary Commissioners of the Muncie Sanitary District, Muncie, Indiana this 4th day of November, 2020.

MUNCIE SANITARY DISTRICT


BOARD OF SANITARY COMMISSIONERS




By: Stephen Brand, President




By: Brian Stephens-Hotopp, Vice President



By: Joseph Evans, Secretary



By: William Smith



By: Tonya Brothers-Bridge