

**TOWNSHIP OF FREDON
ORDINANCE 2024-07**

**AN ORDINANCE OF THE TOWNSHIP OF FREDON AMENDING CHAPTER
58 OF THE FREDON TOWNSHIP CODE ENTITLED “OFFICERS AND
EMPLOYEES” TO ADD THE POSITION OF QUALIFIED PURCHASING
AGENT**

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF FREDON AS FOLLOWS:

WHEREAS, Fredon Township Code Chapter 58 establishes certain positions within the Township of Fredon; and

WHEREAS, Under the Local Public Contracts Law at N.J.S.A. 40A:11-3, the governing body of a contracting unit desiring to take advantage of the QPA position must “designate” an individual (not a board) to serve as purchasing agent. This is done by creating the position by ordinance in municipalities, and by resolution in other contracting units. Once the position is created, appointment of the individual is a personnel appointment subject to the routine procedures of the agency; and

WHEREAS, the Fredon Township Committee has determined that it is in the best interest of the Township to create the new Municipal position of Qualified Purchasing Agent to enhance the purchasing power of the Township; to obtain the best pricing possible; and to save costs involved with the development of specifications, legal and advertising fees associated with the public bid process; and

WHEREAS, the Fredon Township Committee has concluded that the applicable saving generated through the creation of this position save the Township sufficient funds to make the salary for said position worthwhile without additional burden to the taxpayers; and

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Fredon that a new Section be added to Chapter 58 of the Code of the Township of Fredon to read as follows: **ARTICLE VII QUALIFIED PURCHASING AGENT 58-16 Creation** There is hereby established the part time position of Qualified Purchasing Agent who shall serve no specific term.

58-17 Compensation for the position of Qualified Purchasing Agent shall be set annually within the Fredon Township Salary Ordinance.

58-18 Schedule; Duties and Responsibilities

(a) An individual shall be considered a qualified purchasing agent pursuant to N.J.S.A. 40A:119.b to exercise the supplemental authority as set forth in N.J.S.A. 40A:11-3 and 40A:11-4.3 or N.J.S.A. 18A:18A-3 and 18A:18A-4.3 upon meeting the criteria relevant to the individual as set forth in N.J.S.A. 40A:11-9.

(b) To meet the criteria of required training courses set forth in

N.J.S.A. 40A:11-9.b(5), an applicant shall successfully complete the following courses, provided by the Center for Government Services at Rutgers, the State University, by the Division of Local Government Services, or, with the approval of the director, an alternative State University or county college:

1. Principles of Public Purchasing I;
2. Principles of Public Purchasing II;
3. Principles of Public Purchasing III;
4. Municipal Finance Administration, or either of the following courses: Municipal Finance Administration for Municipal Clerks, or Municipal Finance Administration for Purchasing Agents; and
5. For individuals applying for a qualified purchasing agent certificate after January 1, 2025.

(c) There shall be no specific hours of work for the position of Qualified Purchasing Agent, however, said position shall require the coordination and certification of all purchases by the Township within the confines of the Local Public Contracts Law; and abide by the bid thresholds as contained therein.

(d) Prepare, as needed, reports; establish and maintain files

(e) Maintain renewal of state issued certification

(f) Perform any and all other duties as may be required by the Fredon Township Committee This Ordinance shall take effect twenty (20) days after adoption and publication as required by law.

CERTIFICATION

TAKE NOTICE that the foregoing ordinance, Ordinance 2024 – 07, was introduced and approved at first reading at a meeting of the Fredon Township Committee, County of Sussex, State of New Jersey, held on June 26, 2024 and that said Ordinance will be further considered for final passage at a meeting of the Township Committee beginning at 7:00 p.m. on July 10, 2024 at the Fredon Municipal Building, 443 Route 94, in the Township of Fredon, at which time and place all persons interested will be given an opportunity to be heard concerning said Ordinance and during the week prior to and up to and including the date of such meeting, copies of said ordinance will be made available at the Township Clerk's Office to the members of the general public who shall request the same.

Suzanne Boland, RMC
Township Clerk

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29 OF THE FREDON TOWNSHIP CODE ENTITLED “OFFICERS AND
EMPLOYEES” TO ADD THE POSITION OF QUALIFIED PURCHASING
AGENT**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP
OF FREDON AS FOLLOWS:**

STATEMENT

The Ordinance published herewith has been finally adopted on July 10, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the
Corporate Seal of the Township this 10th day of July 2024.

Suzanne Boland, RMC
Township Clerk