

Section 103 (3) of the General Municipal Law permits any municipality within Oneida County to make purchases of materials, equipment or supplies through Oneida County. These purchases still are processed through the Comptroller and the appropriate Oneida County Reference number has to be included on the purchase order/requisition in order for it to be approved.

Note: All state and county contracts/reference numbers are checked by the Comptroller to verify that they are still valid.

EMERGENCY PURCHASES

Only those situations that require immediate action, apart from normal procedures, would classify as “emergency”.

This would include situations that would be threatening to life and property due to fire, explosion, flood, electrical failure or extreme weather and immediate action is required. Also, when an emergency vehicle is involved and repairs are required immediately, to enable the vehicle to be put back in service.

Procedure:

Emergency situations are brought to the attention of the responsible department head immediately and action is taken to correct the situation immediately.

Written notification is made by the department head, in detail, describing the situation and what action was taken, also what further action is required to put things back in normal operating order. Notification is sent to the Town Supervisor and Town Comptroller.

Unless an emergency meeting is required, at the next Town Board meeting, the Supervisor, Comptroller and responsible Department Head will apprise the Board of the situation, what was done and what needs to be done. The situation can only be declared “emergency” by Town Board resolution. This will allow necessary repairs to be made.

A permanent file for each emergency will be maintained of all memos, correspondence, police reports (if required), resolutions and vouchers in the Accounting Department.

Any vouchers/expenses involved with the emergency will have to have authorization (signature) of the Town Comptroller prior to being processed. In all cases, reimbursement is sought from insurance company. Any legal consultation required will be obtained by and go through the Town Comptroller’s or Town Supervisor’s office.

BLANKET ORDERS