

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH AMENDING CHAPTER 29  
OF THE WOOLWICH TOWNSHIP CODE ENTITLED “OFFICERS AND  
EMPLOYEES” TO ADD THE POSITION OF QUALIFIED PURCHASING AGENT  
2014-12**

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

**WHEREAS**, Woolwich Township Code Chapter 29 establishes certain positions within the Township of Woolwich; 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 Woolwich 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 Woolwich 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 Woolwich that a new Section be added to Chapter 29 of the Code of the Township of Woolwich to read as follows:

**ARTICLE XI            QUALIFIED PURCHASING AGENT**

**29-34 Creation**

There is hereby established the part time position of Qualified Purchasing Agent who shall serve no specific term.

**29-35 Compensation**

Compensation for the position of Qualified Purchasing Agent shall be set annually within the Woolwich Township Salary Ordinance.

**29-36 Schedule; Duties and Responsibilities**

(a) An individual shall be considered a qualified purchasing agent pursuant to N.J.S.A. 40A:11-9.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 June 30, 2014, Environmentally Preferable Procurement.

(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 Woolwich Township Committee

This Ordinance shall take effect twenty (20) days after adoption and publication as required by law.

Introduced at a regular meeting of the Township of Woolwich Committee held on the 2nd day of September, 2014 and passed upon a second reading of the Woolwich Township Committee held on the 15th day of September, 2014.

**TOWNSHIP OF WOOLWICH**

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Samuel Maccarone Jr., Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

### CERTIFICATION OF INTRODUCTION

The foregoing Ordinance was introduced and passed upon first reading by the Township Committee of the Township of Woolwich at a meeting conducted on the 2nd day of September, 2014. It will further be considered for final adoption upon second reading and subsequent to a public hearing conducted on same at the next regularly scheduled meeting of the Woolwich Township Committee at which time and place any member of the general public may be heard. Said meeting to be held on the 15th day of September, 2014, at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township New Jersey beginning at 7:00 p.m.

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Jane DiBella, Administrator/Clerk

### CERTIFICATION OF ADOPTION

The foregoing Ordinance was adopted by the Township Committee of the Township of Woolwich upon second reading and subsequent to a public hearing conducted on same, at a meeting of the Township Committee conducted on September 15, 2014 and therefore becomes effective.

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Jane DiBella, Administrator/Clerk