

# RECORD OF RESOLUTIONS

Government Forms and Supplies (844) 224-3338 FORM NO. 30045

Resolution No.

2023-R-03

Passed

January 3<sup>rd</sup>, 2023

## VILLAGE COUNCIL OF GREENWICH, OHIO RESOLUTION NO.: 2023-R-03

### BLANKET CERTIFICATES ORC 5705.04

A RESOLUTION REQUIRING THAT BLANKET CERTIFICATES OF THE FISCAL OFFICER SHALL NOT EXCEED A MAXIMUM AMOUNT OF 1.8 MILLION DOLLARS AND DECLARING AN EMERGENCY

WHEREAS, the Fiscal Officer reports that the state auditor's office has recommended that ***"The auditor said it can be very simple, just council stating in writing that blanket certificates must not exceed \$1.8 million dollars."***; and

WHEREAS, the Fiscal Officer specifically request that Council establish in writing that ***"blanket certificates must not exceed \$1.8 million dollars"***; and

WHEREAS, Section 5705.04(D)(1) of the Ohio Revised Code provides that no contracts involving the expenditure of money may be made unless the fiscal officer has certified that "the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasurer or in the process of collection to the credit of the appropriate fund free from any previous encumbrances"; and

WHEREAS, the vehicle to present this certification of the Fiscal Officer is the purchase order. [See OHIO VILLAGE OFFICER'S HANDBOOK, Ohio Auditor of State, August 2020, Chapter Five: Uniform system of Accounting, Section VII Purchase Orders, Page 5-49]; and

WHEREAS, PURCHASE ORDERS. There are four types of purchase orders – regular, blanket, then and now, and super blanket. [See OHIO VILLAGE OFFICER'S HANDBOOK, Ohio Auditor of State, August 2020, Chapter Five: Uniform system of Accounting, Section VII Purchase Orders, Page 5-49]; and

WHEREAS, REGULAR. A regular purchase order is issued when the purchase of a specific item(s) is planned. It can be for any amount and is good until the contract is fulfilled or canceled. This certifies that the amount required to meet the obligation, in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances. This certificate only needs to be signed by the fiscal officer. [See OHIO VILLAGE OFFICER'S HANDBOOK, Ohio Auditor of State, August 2020, Chapter Five: Uniform system of Accounting, Section VII Purchase Orders, Subsection 1 Regular, Page 5-49]; and

WHEREAS, BLANKET. A blanket purchase order is best described as a certification for the expenditure of funds for which the vendor, price, or quantity is open ended on the purchase order. It can be used to purchase a variety of items over a period of time. A blanket purchase order cannot extend beyond the current fiscal year. The maximum amount of the blanket purchase order per appropriation account is determined by the legislative authority. [See OHIO VILLAGE OFFICER'S HANDBOOK, Ohio Auditor of State, August 2020, Chapter Five: Uniform system of Accounting, Section VII Purchase Orders, Subsection 2 Blanket, Page 5-50]; and



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WHEREAS, SUPER BLANKET. The super blanket purchase order permits the fiscal officer to certify any dollar amount. The certification is authorized to be outstanding for any period up to the end of the fiscal year, and more than one certificate is permitted to be outstanding at a time. It must identify a specific line item appropriation in a specific fund and may be limited to a specific vendor, if desired. A list of obligations incurred and expenditures made under each certificate must be maintained by the fiscal officer. Permitted purposes for a super blanket include the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor or appraiser by or on behalf of the subdivision, fuel oil, gasoline, food items, roadway materials, utilities, any purchase exempt from competitive bidding under Ohio Revised Code Section 125.04, and any other specific expenditure that is a recurring and reasonably predictable operating expense. [See OHIO VILLAGE OFFICER'S HANDBOOK, Ohio Auditor of State, August 2020, Chapter Five: Uniform system of Accounting, Section VII Purchase Orders, Subsection 4 Super Blanket, Page 5-51]; and

NOW THEREFORE, BE IT RESOLVED, BY COUNCIL, THE LEGISLATIVE AUTHORITY OF THE VILLAGE OF GREENWICH, STATE OF OHIO, (RC 731.18) to wit:

SECTION 1. That Council hereby requires that Blanket Certificates of the Fiscal Officer shall not exceed a maximum amount of 1.8 million (\$1,800,000.<sup>00</sup>) dollars.

SECTION 2. Any and all previous authorizations and/or policies inconsistent herewith are hereby rescinded and repealed.

SECTION 3. DISPENSE WITH THREE READINGS. That the legislative authority, upon a vote of at least three-fourths of its members, hereby dispenses with the rule requiring each ordinance or resolution shall be read on three different days. [R.C. 705.15 and 731.17(A)(2)]

SECTION 4. DECLARATION OF EMERGENCY FOR IMMEDIATE EFFECT. That by two-thirds vote of all the members elected to the legislative authority, this Ordinance/Resolution is hereby declared to be an emergency measure pursuant to RC 731.30, being necessary for the immediate preservation of the public peace, health, or safety of the municipal corporation and shall go into immediate effect for the following reason(s): ***To implement this necessary policy as soon as possible.***

SECTION 5. PUBLIC MEETING. That it is found and determined that all formal actions of this public body concerning or relating to the passage of this Resolution / Ordinance were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of Section 121.22 of the Ohio Revised Code.

WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

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Resolution No. 2023-R-03 Passed January 3<sup>rd</sup>, 2023

PASSED AND ADOPTED on this 3<sup>rd</sup> day of January, 2023.

AUTHENTICATION and ATTESTATION  
(RC 731.20)

We hereby attest and affirm that the foregoing Ordinance/Resolution received the necessary affirmative roll call votes required for passage by R.C. 731.17.

Wesley Saltee MAYOR [Signature] FISCAL OFFICER

Vote on the passage was taken by yeas and nays and entered upon the journal as follows R.C. 731.17(A)(3):

YEAS: 5 NAYS: - ABSTAIN: -

First Reading: 01/03/2023  
Second Reading: waived [may be dispensed by a vote of at least three-fourths of members. R.C. 731.17(A)(2)]  
Third Reading: waived [may be dispensed by a vote of at least three-fourths of members. R.C. 731.17(A)(2)]

PREPARED BY AND APPROVED AS TO FORM:  
[Signature]  
VILLAGE SOLICITOR, Steve Palmer

CERTIFICATE OF PUBLICATION  
RC 731.24

I hereby certify that a succinct summary of the above legislation was/will be published *once a week for two consecutive weeks* as required by RC 731.21 and 731.22(A) in the following newspaper(s) of general circulation: Shopper's Helper North, 211 Myrtle Ave., P.O. Box 368, Willard, OH 44890, 419.935.0184.

[Signature]  
CLERK OF COUNCIL