

WHEREAS,

1. 24 CFR 85.35; 24 CFR 84.13 requires that awards are not made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

2. 24 CFR 85.36 (b) (12); 24 CFR 84.84 requires that all disputes relating to procurement actions be handled, resolved and disclosed.

YEAS: 5

NAYS: 0

ABSENT: 0

Councilman Bartholomew

Councilman Creppel

Councilman Guillie

Councilman LeBeau

Councilman Smith

RESOLUTION # 1987

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution approving the following Contract Administration Policies and Procedures:

1. Contracts templates will be used based on the type of contract.

2. Timothy P. Kerner will be the designated contract administrator and will execute all contracts.

3. All documents will be reviewed and approved by the town engineer prior to a contract being signed.

4. Contractors will be held liable to complete the task outline in the contract and will be held to the repercussions outlined in the contract. Project manager(s) and engineers on said project will ensure that the projects are being delivered on time. If work falls behind schedule, the contractor will be notified and required to provide updated work scheduled.

5. If issues arise with the contractor, the Mayor, project manager(s), engineers and town attorney will meet to discuss the issues and create a plan of action to get the issues resolved.

YEAS: 5

NAYS: 0

ABSENT: 0

Councilman Bartholomew

Councilman Creppel

Councilman Guillie

Councilman LeBeau

Councilman Smith

RESOLUTION # 1988

On a motion by Councilman Guillie and seconded by Councilman Creppel the following resolution was adopted:

A resolution approving the following Financial Management Policies and Procedures:

1. 24 CFR 85.20 (b) (3) and 84.21 (b) (3) Internal Control Requirement – policies and procedures requires control over secure access to assets, blank forms, and confidential documents.

2. 24 CFR 85.20 (b) (4) and 84.21 (b) (4) Internal Control Requirement – policies and procedures include a process to periodically compare financial records to actual assets and liabilities.

3. 24 CFR 85.20 (b) (6) and 84.21 (b) (7) Support Documentation Requirement – require that documentation (receipts, invoices, cancelled checks, etc.) is available to support accounting record entries.
4. 24 CFR 85.20 (b) (5) and 84.21 (b) (6) Allowable Cost Requirement – policies and procedures clearly define reasonableness and allow ability of cost incurred that is consistent with OMB Circulars A-87 or A-122.
5. 24 CFR 85.20 (b) (1) and 84.21 (b) (1) Financial Reporting Requirement – policies and procedures require that financial statement and reporting are complete, current, reviewed periodically and provide complete disclosure of the financial results of each Federally-sponsored project or program.
6. 24 CFR 84.52 and 85.41 Financial Reporting Requirement – policies and procedures require that all of the following required HUD CDBG activities are captured within its report:
 - Amount Budgeted
 - Advances/Reimbursements received to date
 - Program income & other miscellaneous receipts
 - Actual expenditures/disbursements
 - Current encumbrances/obligations
 - Unpaid request for payments
7. 24 CFR 85.20 (b) (7) and 84.21 (b) (5) Cash Management Requirement – policies and procedures include a process to accurately project the cash needs of the organization.
8. Audits and Audit Findings Requirements – Policies and procedures require that audits are conducted in a timely manner and in accordance with applicable standards, including a systematic method to ensure timely and appropriate resolution of audit findings and recommendations.

YEAS: 5

NAYS: 0

ABSENT: 0

Councilman Bartholomew
 Councilman Creppel
 Councilman Guillie
 Councilman LeBeau
 Councilman Smith

RESOLUTION # 1989

On a motion by Councilman Guillie and seconded by Councilman Smith the following resolution was offered:

A resolution updating the current Record Keeping policy and procedure to include the following:

1. 24 CFR 85.40
2. 24 CFR 84.53
3. 24 CFR 570.506
4. 24 CFR 570.490

YEAS: 5

NAYS: 0

ABSENT: 0

Councilman Bartholomew
 Councilman Creppel
 Councilman Guillie
 Councilman LeBeau
 Councilman Smith

RESOLUTION # 1990

On a motion by Councilman Guillie and seconded by Councilman Smith the following resolution was adopted:

A resolution updating the current Section 3 policy and procedure to include the following:

1. 24 CFR 135.32 (a) – requires the subrecipient to have written procedures governing how Section 3 residents are to be notified about employment and training opportunities

