



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: JUNE 28, 2022

AGENDA ITEM SECTION: DISCUSSION AND RESOLUTION ITEMS

AGENDA ITEM NO. : 2

DEPARTMENT: VILLAGE TREASURER

AGENDA ITEM:

DISCUSSION: CONSIDER AN AMENDMENT TO THE CREDIT CARD USE POLICY FOR VILLAGE OFFICERS AND STAFF

RESOLUTION: TO CONSIDER AMENDING THE CREDIT CARD USE POLICY FOR VILLAGE OFFICERS AND STAFF

ITEM BACKUP DOCUMENTATION:

1. DRAFT RESOLUTION
2. MEMORANDUM DATED JUNE 22, 2022 FROM MR. JEFF CHUHTA/VILLAGE TREASURER TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES

**RESOLUTION AMENDING THE USE OF THE VILLAGE CREDIT CARD
POLICY FOR THE VILLAGE OF DOBBS FERRY OFFICERS AND STAFF**

WHEREAS, the Village of Dobbs Ferry often makes purchases on a Credit Card for various items, such as Flowers, materials and other Village-related expenses; and

WHEREAS, the Village of Dobbs Ferry currently has a policy authorizing credit card purchases up to three thousand (\$3,000) dollars; and

WHEREAS, the Village maintains a Village credit card with a maximum purchase limit of three thousand five hundred (\$3,500) dollars; and

WHEREAS, the Village Treasurer recommends amending the Use of the Village Credit Card Policy be consistent with the current \$3,500 purchase limit currently maintained on the Village credit card account; and

WHEREAS, the current policy authorizes the Village Administrator and the Police Chief to use the Village Credit Card; and

WHEREAS, it is recommended that the authority to use the Village Credit card be changed to the Village Administrator and Village Treasurer, and remove the Police Chief, to enable the Village to maintain more control on credit card expenditures; and

WHEREAS, all Village-related purchases are subject to approval by the Board of Trustees.

NOW, THEREFORE, BE IT

RESOLVED, that the Village Board of Trustees does hereby adopt the following Credit Card Policy for use by all Village officers and staff.

Policy - Use of the Village Credit Card

The Village may issue a credit card in its name for the use of its officers and designated employees for authorized, reimbursable, Village business related expenses.

The maximum credit limit on each card shall be \$3,500. However, authorized personnel must submit purchase orders for those Village business related expenses, such as EZ-Pass fees, tuition charges for attendance at conferences, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

The Village Administrator and the Treasurer shall be authorized to use the Village credit card.

Expenses incurred on the credit card shall be paid in such a manner as to avoid interest charges.

Village of Dobbs Ferry

Mayor

Vincent Rossillo

Board of Trustees

Donna Cassell – Deputy Mayor

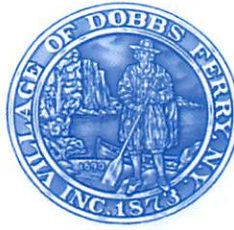
Shari Rosen Ascher

Michael Patino

Matthew Rosenberg

Nicole Sullivan

Lawrence Taylor

**Village Administrator**

Melissa Ferraro

Village Treasurer

Jeff Chuhta

Village Clerk

Elizabeth Dreaper

Village Justice

David Koenigsberg

To: Mayor Rossillo
Board of Trustees

From: Jeff Chuhta, Village Treasurer

CC: Melissa Ferraro, Village Administrator

Date: June 22, 2022

Re: Village Credit Card Policy Update

In June 2016, the Board of Trustees adopted a credit card policy and authorized the use of Village credit cards to facilitate easier processing of certain types of purchases and purchases where the vendor will not accept a purchase order from the Village. The policy as adopted needs updating for a couple of changes that have occurred since that time. The first change is a small increase to the credit limit from \$3,000 to \$3,500. It has been determined that the \$3,000 limit is too low. The second change is to eliminate the Police Chief as a cardholder and add the Village Treasurer as a cardholder. It has been determined that it is easier to control purchases on the credit card if they remain in the administrative offices.