

**TOWN OF COPEN**  
**RESOLUTION**  
**Number 4 of January 3, 2024**

**A Resolution regarding Expenditures by and for Departments**

**BE IT RESOLVED**, that a department head (Town Clerk, Assessor, Building Inspector, Zoning Board Chair or Planning Board Chair) or the Park Commission may authorize an expenditure for equipment not to exceed two hundred fifty dollars (\$250) without prior approval of the Town Board, provided that any such expenditure is made within the amount budgeted for the line item applicable to such expenditure, and that the department head shall promptly approve and provide a voucher for any such expenditure, to be subsequently audited by the Town Board; and

**BE IT FURTHER RESOLVED**, that the Park Superintendent may authorize an expenditure for equipment not to exceed five hundred dollars (\$500) without prior approval of the Town Board, provided that any such expenditure is made within the amount budgeted for the line item applicable to such expenditure, and that the Park Superintendent shall promptly provide a voucher for any such expenditure, to be subsequently audited by the Town Board; and

**BE IT FURTHER RESOLVED**, that in the Supervisor may authorize an expenditure not to exceed five hundred dollars (\$500) without prior approval of the Town Board, provided that any such expenditure is made within the amount budgeted for the line item applicable to such expenditure, and that the Supervisor shall promptly provide an invoice for any such expenditure, to be subsequently audited by the Town Board; and

**BE IT FURTHER RESOLVED**, that committees may not authorize the expenditure of funds without prior approval of the Town Board; and

**BE IT FURTHER RESOLVED**, that the Town Clerk is authorized to purchase all necessary supplies, stationery and dockets on behalf all departments not to exceed the total budgeted amounts for such purchases included in the current year budget as part of each department's budgeted .4 account, in accordance with the approved Town Procurement Policy; and

**BE IT FURTHER RESOLVED**, that notwithstanding the above, in the case of an emergency, the Supervisor may authorize the expenditure by a department head (Town Clerk, Assessor, Building Inspector, Zoning Board Chair or Planning Board Chair) of an amount not to exceed two thousand five hundred dollars (\$2,500) without prior approval of the Town Board, provided that prior approval is obtained from the Town supervisor and the supervisor provides prior notice by email to all Board members of the nature of the emergency, the amount to be paid and the identity of the recipient vendor, and provided that any such expenditure is made within the amount budgeted for the line item for the type of such expenditure. The department head shall promptly approve and provide a voucher for any such expenditure, to be audited by the Town Board as soon as is reasonably possible, but no later than the next Town Board meeting.

Roll Call Vote The foregoing Resolution, offered by \_\_\_\_\_ and seconded by Councilperson \_\_\_\_\_, was duly put to a roll call vote as follows:

Resolution No. 4

Dated January 4, 2024  
Copake, New York

Roll Call Vote.

Supervisor Wolf  
Councilperson Gansowski  
Councilperson Judd  
Councilperson Haight  
Councilperson

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Lynn M. Connolly, Town Clerk

(seal)

January 3, 2024