

LOCAL LAWS, RESOLUTIONS AND MOTIONS:

LOCAL LAW NO. 3 - YEAR 1959
COUNTY OF LEWIS, NEW YORK

A LOCAL LAW creating the Office of County Purchasing Agent, defining the powers and duties of such office, and fixing the term and salary of such office.

BE IT ENACTED by the Board of Supervisors of the County of Lewis, New York, as follows:

Section 1. That there be and hereby is created and established the office of Lewis County Purchasing Agent, who shall be appointed for the term for which the members of such Board appointing such Purchasing Agent was elected.

Section 2. That such Purchasing Agent shall make all purchases and contracts for supplies for the various county offices, buildings, institutions and grounds of the County, except those purchases made by the Highway Department of the County of Lewis of highway machinery and equipment, and shall let to public advertisement and bid all purchases when so required by Section 103 of the General Municipal Law. Such Purchasing Agent shall prescribe the form of requisitions and of receipts for supplies delivered without requisition. No claim shall be audited and paid without the requisition or delivery receipt being attached thereto. Such Purchasing Agent shall be the custodian of all vouchers, requisitions, receipts and other papers pertaining thereto, which shall be open to public inspection. Such Purchasing Agent shall, five days before the date of each regular monthly meeting of the Board of Supervisors, furnish to the County Treasurer and file in the office of the Clerk of the Board of Supervisors verified statements of all purchases, together with the quantity and price, and shall furnish to the Board of Supervisors such additional statements as the Board may direct. Such Purchasing Agent shall perform such additional and related duties as may be prescribed by law and by the Board of Supervisors from time to time.

Section 3. Such office shall be a part-time position and shall be in conjunction with the positions of Clerk of the Board of Supervisors and of the Workmen's Compensation and Insurance Committee, without additional compensation.

Section 4. This LOCAL LAW shall take effect thirty (30) days after its adoption.