

## **RESOLUTION #2025 – 16**

### **RESOLUTION ADOPTING PROCEDURES FOR WIRE TRANSFERS FOR MANTUA TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**WHEREAS**, the Mantua Township Municipal Utilities Authority (“MTMUA”), has its principal place of business at 401 Main Street, Mantua, New Jersey 08051; and

**WHEREAS**, the purpose of MTMUA is the provisioning of water and sewer services to the residents of Mantua Township; and

**WHEREAS**, the Mantua Township Municipal Utilities Authority desires to adopt procedures for Wire Transfers; and

**WHEREAS**, the procedures for wires from BNY Mellon to a Local Bank shall include:

1. The payroll clerk and accounts payable clerk request wire transfers from BNY Mellon via email to the Vice President and Client Service Manager. The Executive Director and Office Manager are carbon copied on all requests for wires.
2. Funds are wired from the Authority’s operations fund at BNY Mellon to the operations account or payroll account at Fulton Bank.
3. The amount wired for payroll corresponds to the amount of payroll for that week. The amount wired into the operations account corresponds to the most recent payments to vendors. The amounts may be rounded up.
4. With approval from the Executive Director, additional funds may be transferred to ensure there are sufficient funds in the operations and payroll accounts; and

**WHEREAS**, the procedure for wires from Fulton Bank to BNY Mellon shall include:

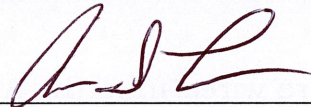
1. Within the first week of every month, the Bank of NY Mellon shall send to the managers at Fulton Bank an email requesting that the balance in the Fulton revenue trust be wired to the Authority’s Revenue account at BNY Mellon.

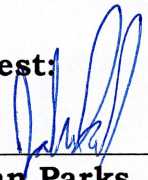
2. The Fulton Bank branch manager shall respond by email, providing the balance in the revenue trust account. The Authority's Executive Director and Accounts Payable Clerk shall be copied on the email.
3. Further, the Wire Department at Fulton Bank requires a second approval for any wire over \$300,000.00
4. The Executive Director and Accounts Payable clerk have authority to confirm the wire. They shall be asked for a PIN, the amount to be transferred, and the name of the account/beneficiary of the transfer.

**NOW, THEREFORE, BE IT RESOLVED** by the Mantua Township Municipal Utilities Authority, that the MTMUA is authorized to adopt these procedures, and does adopt these procedures, for wire transfer, effective immediately.

**DULY ADOPTED** at the Regular Meeting of the Mantua Township Municipal Utilities Authority held on February 4, 2025.

**Mantua Township Municipal Utilities Authority**

By:   
 Mario DiLisciandro, Chairman

Attest:   
 John Parks, Secretary

**Resolution 2025-16  
Wire Transfer Procedure**

	Mario DiLisciandro Chairman	Tim Sheehan Vice Chair	John Parks Secretary	James Neely Treasurer	Kevin Howarth Engineering Coordinator	Chris Acister Alt #1	Alt #2
MOTION					✓		
SECOND				✓			
AYE	✓	✓	✓	✓	✓		
NAY							
ABSENT							
ABSTAIN							