

ORDINANCE NO. 2020 - 09

BOROUGH OF BAY HEAD
COUNTY OF OCEAN

ORDINANCE WAIVING REQUIREMENT FOR CLAIMANT
CERTIFICATIONS FOR CLAIMS \$1,000 OR LESS AND REMOVING FINANCE
COMMITTEE APPROVAL OF BILLS

WHEREAS, N.J.S.A. 40A:5-16 requires that all claims for payment being made include claimant certifications for the processing of purchase orders for payments; and

WHEREAS, N.J.A.C. 5:30-9A.6(c)(3) gives municipalities discretion to not require claimant certification by enacting a standard policy for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, consistent with same, the Borough's Chief Financial Officer has recommended waiving the claimant certification requirement for all claims under \$1,000, except those for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual; and

WHEREAS, there exists an inconsistency in that the Finance Committee is required to examine and approve all bills prior to payment which has been performed by the Chief Financial Officer of the Borough; and

WHEREAS, the Borough Council seeks to amend the relevant Borough ordinance in order to provide for the amendments.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Bay Head in the County of Ocean, State of New Jersey, as follows:

SECTION 1.

Chapter 11 of the Revised General Ordinances of the Borough of Bay Head is hereby amended as follows:

11-1 Procedure.

Any person claiming payment from the borough shall first submit a detailed statement, in writing, of the items or demand necessitating such forms as the borough should provide for that purpose. The certification requirement shall not apply to any claims for \$1,000 or less, unless such claim is for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual, in which case this exemption is inapplicable.

11-2 Certification of claim or bill.

No bill, claim or demand shall be considered for payment unless the voucher has attached to it or includes a certification of a department head, or other municipal official responsible for certain functions, or of his/her duly designated representative, having personal knowledge of the facts that the goods have been received by or the services rendered to the Borough, and that those services or goods are consistent with any existing contract or purchase order. The Chief Financial Officer shall have the duty to audit, warrant and make recommendations on all claims and bills.

11-3 REPEALED

SECTION 2. Severability.

If any section, subsection or paragraph of this ordinance be declared unconstitutional, invalid or inoperative, in whole or in part, by a court of competent jurisdiction, such chapter, section subchapter or paragraph shall to the extent that is not held unconstitutional,

invalid or inoperative remain in full force and effect and shall not affect the remainder of this ordinance.

SECTION 3. Repealer.

All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

SECTION 4. Effective Date.

This ordinance shall take effect upon final adoption and publication in accordance with law.

ATTEST:


Patricia M. Applegate, Municipal Clerk

APPROVED:


William W. Curtis, Mayor

Introduced on First Reading:
Introduced on Second Reading:
Approved on Second Reading:

June 1, 2020
July 6, 2020
July 6, 2020

ATTEST:


Patricia M. Applegate, Municipal Clerk

APPROVED:


William W. Curtis, Mayor