

ORDINANCE NO. 2021-09

**BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH**

**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, 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 Neptune City in the County of Monmouth, State of New Jersey, as follows:

SECTION 5.

Chapter 5 of the Revised General Ordinances of the Borough of Neptune City is hereby amended as follows:

5-1 Submission of bill demand required; duty of Treasurer (Collector)

Any person claiming payment from the Borough of Neptune City shall first submit a detailed statement of the items or demand necessitating such claim to the Borough, specifying particularly how the bill or demand is made up, and a certification of the party claiming payment is correct. 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. No bill, claim or demand shall be considered for payment unless the voucher has attached to it or includes a certification of a designated Borough employee, 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 Treasure (Collector) shall have the duty to audit, warrant and make recommendations on all claims and bills.

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.