

**ORDINANCE NO. 19-2018**

**BOROUGH OF ROSELAND  
COUNTY OF ESSEX, STATE OF NEW JERSEY**

**AN ORDINANCE TO AMEND CHAPTER II  
“ADMINISTRATION”, SECTION 2-65 “PAYMENT OF CLAIMS”  
IN ORDER TO COMPLY WITH STATUTORY CHANGES**

**WHEREAS**, the Mayor and Council of the Borough of Roseland wish to amend Chapter II “Administration”, Section 2-65 “Payment of Claims” to comply with recent changes to best practices/recommendations from the NJ DLGS;

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of Roseland that Chapter II “Administration”, Section 2-65 “Payment of Claims” of the Revised General Ordinances of the Borough shall be amended as follows:

**SECTION I**

That Section 2-65 entitled “Payment of Claims” shall be amended adding the following **thus** and deleting the following ~~thus~~:

**2-65 PAYMENT OF CLAIMS.**

**2-65.1 Disbursements.**

Disbursements in payment of bills and demands shall be made in the following manner, except that payments from the payroll account shall be made pursuant to subsection 2-65.2.

a. Any person claiming payment from the Borough shall first submit a detailed invoice of the items or demand necessitating such claim to the responsible Department, Board or Commission, specifying particularly how the bill or demand is made up, and a certification of the party claiming payment that it is correct. No bill, claim or demand shall be considered for payment unless the voucher has attached to it **the original invoice, the original packing slip**, or includes a certification from a designated Borough employee, having personal knowledge of the facts that the goods have been received, or the services or goods are consistent with an existing contract or purchase order. The Chief Financial Officer shall have the duty to audit, warrant and make recommendations on all claims and bills. Every warrant shall be in the form of a warrant-check payable to the order of the person entitled to receive it, and shall specify the purpose for which it is drawn and the account or appropriation to which it is chargeable.

**b. Claimant Certification**

**1. In accordance with N.J.S.A 40A:5-16(a), a certification pursuant to N.J.S.A. 40A:5-16(a) that a bill or demand is correct shall either feature an original signature, signature stamp, facsimile signature, or electronic signature of the individual making the certification.**

**2. In accordance with N.J.S.A. 40A:5-16.2 and 16.3, claimant certification will be waived for: payments of goods and services under the quote threshold, payment obligations to State and Federal Governments, memberships in a nonprofit organization, educational courses authorized by the governing body, registration for conference sponsored by a nonprofit organization and authorized by the governing body, and website hosting, including registration and maintenance of a domain name.**

**3. Exemption. The claimant exemption described in subsection 2. Above shall not apply to claimant certifications required for employee reimbursements, refunds, vendors who are individuals or sole proprietors, and Professional Services.**

~~b. c.~~ Renumber section “b” to section “c”

~~e. d.~~ Renumber section “c” to section “d”

~~d. e.~~ Renumber section “d” to section “e”

~~e. f.~~ Renumber section “e” to section “f”

~~f. g.~~ Renumber section “f” to section “g”

**SECTION II**

If any section of provision of this ordinance shall be invalid in any court the same shall not affect the other sections or provisions of this ordinance except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**SECTION III**

This ordinance shall take effect upon publication as provided by law.

DATE OF INTRODUCTION: November 13, 2018

Motion to Introduce by: Councilwoman Tolli  
 Motion Seconded by: Councilman Bardi  
 Introduction Approved: 6-0 Voice Vote

DATE OF ADOPTION:

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	RECUSE	ABSENT
Councilman Bardi							
Councilman Jacobs							
Councilman Leonard							
Councilman Smith							
Council President Tolli							
Councilman Tsilionis							
Mayor Duthie (In case of tie)							
		VOTE:					

I hereby certify that the above Ordinance was duly adopted by the Mayor and Council of the Borough of Roseland at a meeting of Borough Council held on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
 John Duthie, Mayor

\_\_\_\_\_  
 Jock H. Watkins, Borough Clerk

Date of Publication: