

**CORBIN CITY
ORDINANCE NO. 3-2023**

**AN ORDINANCE BY THE CITY COUNCIL OF CORBIN CITY AMENDING THE
CODE OF THE CITY, TO ADOPT A NEW CHAPTER, CHAPTER 4, CLAIMS AND
PURCHASING PROCEDURES OF THE CITY OF CORBIN CITY, ATLANTIC
COUNTY, NEW JERSEY AND REPEALING ALL ORDINANCES HERETOFORE
ADOPTED THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH**

WHEREAS, the Mayor and City Council for the City of Corbin City (“City”) wish to amend the City of Corbin City Code (“Code”) to include Chapter 4, Claims and Purchasing Procedures, to codify the procedures for claims and purchasing in the City; and

WHEREAS, the Mayor and Council for the City find that there is a need to amend the Code to permit and set procedures for interim and emergency payments.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Corbin City that the following Chapter 4, Claims and Purchasing Procedures, be added to the Code of the City of Corbin City.

SECTION 1: Purpose: The purpose of this Ordinance is to adopt Chapter 4, Claims and Purchasing Procedures, to codify the procedures for claims and purchasing in the City and to permit and set procedures for interim and emergency payments.

Chapter 4. Claims and Purchasing Procedures

Section 4-1. General policy.

No article or service shall be contracted for or purchased by a department, board, agenda or office of the City of Corbin City except in accordance with the procedures set forth herein. The City of Corbin City will not be bound by a purchase of contract made contrary to this policy, and any employee or representative of the City of Corbin City who violates the policy may face disciplinary action, as well as be personally liable for any costs of obligations improperly incurred.

Section 4-2. Claims Procedure, certification.

- A. All claims for the payment of money shall be made to the claimant upon the appropriate voucher and shall be approved or disapproved in accordance with the procedures hereinafter set forth.
- B. No claim shall be paid unless the claimant shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the claimant that it is correct, said bill or demand and certification to be attached to the voucher. Claimant certification is required only for the advance or reimbursement of employee expenses, professional services, and goods and services provided exclusively and entirely by an individual.

- C. The Chief Financial Officer shall have the duty to audit, warrant and make recommendations on all claims and bills.

Section 4-3. Emergency purchases and contracts.

Emergency purchases and contracts shall only be authorized when a situation requires immediate purchase of delivery of goods or services to meet an actual emergency. An emergency defined by statute as “affecting the public health, safety or welfare that requires immediate delivery of the article or the performance of services” (N.J.S.A. 40A:11-6). The City Official seeking the purchase shall contact the Chief Financial Officer to receive approval for the expenditures and certification of availability of funds. On the next working day following the emergency, the City Official shall submit a written request to the Chief Financial Officer and City Council describing the emergency and the steps taken to resolve the matter. The Chief Financial Officer will then prepare the purchase order and obtain all required approvals.

Section 4.4. Bill list.

A detailed listing of all bills ready for payment shall be prepared by the Chief Financial Officer for City Council’s approval at their regularly scheduled City Council Meeting. The approved bill list shall be maintained and recorded in a manner approved by the Division of Local Government services and kept available for public inspection.

Section 4.5. Signatures. All city checks will be executed with the required signatures as designated by Resolution. These signatures will be of the city officials that will be authorized by Resolution at the annual reorganization meeting of City Council.

Section 4.6. Authorizing payment of claims between meetings of City Council.

- A. Whenever a voucher approved provides for a discount if paid prior to the next regularly scheduled meeting or special meeting of the City Council or involves a progress payment on a contract theretofore approved by City Council or where there exist other circumstances which may justify immediate action, the Chief Financial Officer may authorize a warrant to be drawn on the City treasury and pay such voucher.
- B. The Chief Financial Officer is hereby designated as the certifying and approval officer of the City of Corbin City and is permitted to pay claims between meetings of the City Council provide that:
 - (1) All proper certifications are documented as per N.J.S.A. 40A:5-16.
 - (2) The claim was incurred within the scope of prior specific or general authority from the City Council.
 - (3) There are proper and sufficient appropriations for the payments to be made.

(4) There is legal authority for the payments to be made.

B. All payments made pursuant to this section shall be presented to the City Council at the next meeting held by the City Council for its review and ratification.

SECTION 2. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies, and should any section, clause, sentence or provision of any item in this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3. This Ordinance shall take effect upon its final passage and publication as provided by law.

First Reading: February 13, 2023

Adoption: March 13, 2023

WAYNE SMITH, MAYOR

Attest:

KIMBERLY JOHNSON, MUNICIPAL CLERK