

**ORDINANCE 3 - 2022**

**ORDINANCE AMENDING CHAPTER 17 OF THE GREENWICH TOWNSHIP CODE TO REVISE THE PROCEDURES FOR CLAIMS APPROVAL AND PURCHASING WITHIN THE TOWNSHIP OF GREENWICH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY**

**WHEREAS**, the Mayor and Council wish to create streamline the procedure for processing claims for payment and purchasing within the Township of Greenwich; and

**WHEREAS**, Chapter 17 of the Greenwich Township Code establishes a procedure for claims for payment and purchasing within the Township of Greenwich; and

**WHEREAS**, the Mayor and Council wish to amend the current procedure to ensure that claims for payment and purchases are processed more efficiently; and

**WHEREAS**, the Mayor and Council have determined that it is in the best interest of the citizens of the Township of Greenwich to efficiently process claims for payment and purchases; and

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Greenwich, Gloucester County, New Jersey that the Greenwich Township Code is hereby amended as follows:

**SECTION 1.**

- A. Chapter 17 of the Greenwich Township Code is hereby repealed in its entirety. The following shall be inserted in its place:

**Chapter 17. Claims Approval, Purchasing**

**§ 17-1.Voucher form.**

All claims against the Township of Greenwich for payments shall be submitted on a voucher form, to be supplied by the Chief Financial Officer, or else on a state-approved voucher form.

**§ 17-2. Submission of voucher.**

All vouchers shall be signed by the claimant and dated and submitted no later than the third business day of the calendar week immediately preceding the meeting at which they are to be considered.

**§ 17-3. Chief Financial Officer to receive vouchers.**

All vouchers shall be submitted to the Chief Financial Officer at his office during normal business hours.

**§ 17-4. Certification of receipt.**

Prior to review by the Mayor and Council, the Chief Financial Officer's certification as to receipt of goods or services shall have been properly signed and dated.

**§ 17-5. Township Committee to review vouchers.**

The Mayor and Council shall review and approve or reject each properly signed and submitted voucher on or prior to the regular township meeting.

**§ 17-6. Bill List.**

Approval of vouchers by the Mayor and Council shall be evidenced by of a majority of the Mayor and Council present at the meeting on a Bill List, and bill list which shall be presented to the Mayor and Council at or before the meeting when the payment is approved. The Bill List shall state the date and number of the voucher, the name of the claimant, the amount of the claim and a brief designation of the kind of goods or type of services on which it is based. Said Bill List shall be made a part of the minutes of the Township meeting. Mayor and Council, in signing the Bill List, may note abstentions or disapproval as to particular vouchers.

**§ 17-7. Payments.**

All payments shall be made by check on a township account, properly signed as provided by law.

**§ 17-8. Emergency purchases.**

A contract may be awarded or negotiated without public advertising for bids, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting

the public health, safety or welfare requires the immediate delivery of goods or the performance of services, provided the award of the contract is made in the manner established herein.

**A. Procedure for authorizing emergency contracts.** The department head of the department wherein the emergency occurs shall notify the Township Administrator of the need for the performance of the contract, the nature of the emergency, the time of its occurrence and the need for invoking this emergency contract section of the Township Code. The department head providing the notification of emergency shall reduce the request to writing and file it with the Administrator as soon as practicable. The Township Administrator shall advise the Mayor, or, in the Mayor's absence, the President of Council, of the department head's request for an emergency contract. The Mayor, or, in his absence, the President of Council, will direct the Township Administrator whether to proceed with the emergency purchase. The Township Administrator shall then implement the procedures for undertaking the emergency purchase and, upon doing so, shall also notify the council member who is liaison to the department wherein the emergency occurred of the need to undertake the emergency purchase. Notification of the council person is for information purposes only; the council person shall not participate in the procedure for determining whether to authorize an emergency contract.

**B. Payment to contractor.** Upon the furnishing of such goods and/or services in accordance with the terms of the emergency contract awarded by the Township Administrator, the contractor furnishing such goods or services will be entitled to payment therefor upon presentation of a duly executed voucher for the emergency services or purchases rendered.

**C. Requirement of emergency circumstances.** An actual or imminent emergency must exist requiring the immediate delivery of goods or the performance of services in order for the emergency contract to be awarded in accordance with this section.

**D. Good faith or lack of foreseeability.** This emergency purchase procedure may be utilized only in the event the need for goods or services could not have been reasonably foreseen or the need for such goods or services arose notwithstanding a good faith effort on the part of the governing body to plan for the purchase of any goods or services required by it.

**E. Duration of contract.** The emergency contract shall be of such limited duration as to meet only the immediate needs of the emergency. Under no circumstances shall this emergency purchasing procedure be used to enter into a multiyear contract.

**F. Chain of command in Administrator's absence.** In the event the Township Administrator, due to illness, absence, or other incapacity, is unavailable when emergency action may become necessary, then the Superintendent of the Department of Public Works shall be consulted by the department head regarding the emergency purchase. The Superintendent of the Department of Public Works shall then comply with the procedures established in this chapter for emergency purchases and act in place of the Township Administrator.

**G. Coordination with Chief Financial Officer.** The official awarding the emergency contract in accordance with this section shall coordinate his actions with the Chief

Financial Officer of the Township so appropriate provision is made for funding the acquisition of emergency services or purchases.

**SECTION 2.** Effective Date. Introduced at a meeting of the Mayor and Council of the Township of Greenwich held on the 21st day of March, 2022 and passed upon second reading of the Mayor and Council held on the 18th day of April, 2022. This Ordinance shall take effect twenty (20) days after adoption and publication according to law.

ATTEST:

APPROVED:

---

JEFFREY GODFREY, Acting  
Municipal Clerk

---

VINCE GIOVANNITTI, Mayor