

**FAILS**  
**TOWNSHIP OF HILLSIDE**  
**COUNTY OF UNION, STATE OF NEW JERSEY**  
**ORDINANCE NUMBER O-23-08**

**AN ORDINANCE ESTABLISHING CHAPTER XX CLAIMS APPROVAL**

**WHEREAS**, pursuant to *N.J.S.A.* 40A:5-17, The Township of Hillside is empowered to designate one person who may approve claims between meetings of the governing body; and

**WHEREAS**, pursuant to *N.J.S.A.* 40A:5-17, the specified designee shall be chosen from the following positions; the certified financial officer, chief fiscal officer, county administrator, director of finance, treasurer or comptroller; and

**WHEREAS**, the Township of Hillside believes it is in its best interest, as well as the best interest of its residents, to designate the Chief Financial Officer as the specified designee to ensure the expedient and orderly approval and processing of claims.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF TOWNSHIP OF HILLSIDE:**

1. CHAPTER XX CLAIMS APPROVAL is hereby adopted to read as follows:

**Article XXX**

**Claims Approval**

**§ XX-1 Procedure established.**

Unless otherwise provided for elsewhere in this chapter, the following procedure is established for the payment of claims made to the Township of Hillside:

- A. All claims submitted to the Township shall be on the forms prescribed by the Township. The claim submitted on the prescribed form shall first be transmitted to the department from which the claim was originated to be executed by the department head. The signature of the department head shall certify that the goods or services ordered have been received to his or her satisfaction.
- B. The claim on the prescribed form will then be transmitted to the Chief Finance Officer for his or her execution. The Chief Finance Officer's signature shall certify that the claim is a proper claim as provided for in the municipal budget and also that adjustments made to the claim are proper.
- C. The claim on the prescribed form will then be transmitted to the Business Administrator for his or her execution. The Business Administrator's signature shall certify and confirm that the claim is proper as provided for in the municipal budget and that any deviations from the budget have been approved by him or her and are as prescribed by law.
- D. The claim on the prescribed form will then be transmitted to the member of the Township Committee who has been directed by the Mayor to be the Committee person in charge of the department in which the claim originated. The Township Committee person's signature certifies that he or she is aware of the claim and is rendering final approval of the claim.

- E. Upon the receipt of a claim on the form prescribed by the Township which has been fully executed in the aforesaid manner, the Chief Finance Officer is then authorized to include that claim on the next available bill list for presentation to the governing body of the Township of Hillside at the next available public meeting for its approval.

**§ XX-2 Exemptions.**

- A. Notwithstanding the procedure stated in § XX-1 described herein, the following categories of claims are hereby exempted from that procedure: refunds authorized by resolutions, bank disbursements, insurance disbursements, miscellaneous allowances, tax disbursements, pension disbursements, utility disbursements, petty cash disbursements and postmaster, public assistance and monthly contractual disbursements.
- B. The Chief Finance Officer is hereby authorized and is designated as the certifying and approval officer of the claims described in Subsection A above and will make payment on checks drawn on the Township of Hillside to be signed by the Mayor, the Township Clerk and countersigned by the Business Administrator, or their respective designees, in a timely fashion without the benefit of the governing body's approval.
- C. The Chief Finance Officer, acting in his or her capacity as the certifying and approval officer of the afore stated claims, shall prepare and execute a certification that there exist proper and sufficient appropriations for their payment, that he or she has determined that there is a legal authority for the payment and that he or she is satisfied that the goods or services ordered have been received. Said certification shall be affixed to the claims for payment.

**§ XX-3 Authorization to pay claims.**

The Chief Finance Officer, in his or her capacity as the certifying and approval officer, is further authorized to pay claims not enumerated above where the payment of such claims would afford the Township the advantage of a discount and, in his or her discretion, the prompt payment of that claim would afford the municipality a positive cash advantage.

**§ XX-4 Approval and payment of claims between meetings of the governing body.**

- A. Emergency procedures authorized. The Township Committee hereby designates the Township's Chief Financial Officer as the "approval officer" within the meaning of *N.J.S.A. 40A:5-17(a)(1)* who shall be authorized, after consultation with the Business Administrator (and in the absence of the Administrator, the Mayor, and Committee Member Liaison to the appropriate department), to approve payments of claims that would normally be considered by the Township Committee, at its regular meetings, and which must be paid in order to comply with state law and/or contractual requirements with the vendor, and which otherwise would not be able to await a meeting of the governing body, subject, nevertheless, to sufficient appropriations being available for the payments to be made; and subject further to a determination by the approval officer that there is legal authority for the payments, which shall be evidenced by the action of the appropriate department or purchasing agent or officer in respect to the goods or services so ordered having authorized same, and the incurring of the expense having already occurred therefore.
- B. Prior to making payment on such claims, the approval officer shall receive the same certification as the Township Committee would receive before authorizing payment, under *N.J.S.A. 40A:5-16(b)*, that the claims were properly incurred and should be paid.

C. Following payment of the claims, the approval officer shall certify the same to the governing body, by providing the same list the governing body would have received had it approved said payments, which certification and list(s) shall be provided to the Township Committee for its review at the next meeting, and which shall be entered into the minutes of said meeting as having been paid. Notwithstanding the foregoing, the approval officer shall not make payment upon any claim in excess of \$17,500.00 without having first secured verbal approval of at least a quorum of the governing body to pay said bill. This exception shall not apply to the payment of invoices for goods and/or services where the governing body has previously authorized that particular expenditure, nor to the payment of taxes due to the school districts, and county; nor to the payment of insurance premiums and debt payments.

D. The Chief Financial Officer, the Township Clerk, or their designee shall be required to shall record all payment of claims and related checks in proper books of account, which shall be maintained and kept by the Chief Financial Officer, the Township Clerk, or their designee.

**2. SEVERABILITY**

If any provision of this Ordinance, or the application of any such provision to any person or circumstances, shall be held invalid, the remainder of this Ordinance to the extent it can be given effect, or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby, and to this extent the provisions of this Ordinance are severable.

**3. REPEALER**

All ordinances or parts of ordinances which are inconsistent with any provisions of this Ordinance are hereby repealed as to the extent of such inconsistencies.

**4. EFFECTIVE DATE**

This Ordinance shall become effective twenty (20) days following the final adoption thereof by the Township Council of the Township of Hillside and shall be published as required by law.

**First Reading and Introduction on February 28, 2023**

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT	EXCUSED
		DeAugustine		X			
		Freedman		X			
		Hyatt		X			
X		Mobley		X			
	X	Rios		X			
		Bonanno, VP		X			
		Epps, CP		X			