

**BOROUGH OF HILLSDALE  
RESOLUTION 20124**

---

**RESOLUTION ESTABLISHING POLICIES AND PROCEDURE FOR THE  
PAYMENT OF CLAIMS, CLAIMANT'S SIGNATURE FOR PAYMENT  
PURSUANT TO N.J.S.A. 40A:5-16, N.J.A.C. 5:30-9A.6 AND N.J.A.C. 5:31-4.1**

**WHEREAS**, on August 18, 2016 the State of NJ legislature adopted PL 2016, Ch 29 which would allow local units to 1) utilize standard electronic funds transfer technologies and 2) greater flexibility on when to require a vendor certification prior to paying claims; and

**WHEREAS**, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

**WHEREAS**, N.J.A.C. 5:30-9A.6(c), N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

**WHEREAS**, the Local Finance Board adopted the rules and regulations that the local units must adhere to in order to enact the provisions of the law; and

**WHEREAS**, N.J.A.C. 5:30-9A.6 allows that municipalities may by resolution set forth the circumstances when they will or will not require a vendor (claimant) signature on a purchase order; and

**WHEREAS**, Subsection (a) of N.J.A.C. 5:30-9A.6 as well as 5:31-4.1 clarify that the certification may be executed by a vendor or claimant by signature stamp, facsimile signature, or by electronic signature in addition to a "wet" signature; and

**WHEREAS**, the Chief Financial Officer has determined that the following circumstances be applied with respect to this act

<b>Vendor Signature Required (stamp, fax electronic or wet is acceptable)</b>	<b>Vendor Signature not Required</b>
Employee Reimbursements	Vendors who are paid through EFT technologies
For services provided exclusively and entirely by an individual or professional service	Vendors who do not provide certifications part of the normal course of business and/or Purchase orders \$5,000.00 or less.
Refund of municipal revenue	Debt Service

Retiree reimbursements	Non-Municipal Taxes
Individual /sole proprietor or single member LLC	Utilities regulated by tariff
Any situation deemed necessary by the CFO or his designee	Professional Development expenses

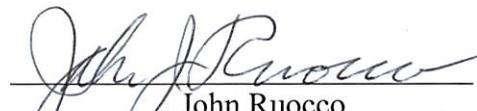
**NOW, THEREFORE BE IT RESOLVED** on the 9<sup>TH</sup> day of June, 2020, by the Council of the Borough of Hillsdale, State of New Jersey, that the above vendor claimant circumstances recommended by the Chief Financial Officer be enacted effective immediately.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeRosa, Anthony			X				
Escobar, John			X				
Horvath, Zoltan			X				
Lundy, Abby		X	X				
Pizzella, Frank	X		X				
Trochimiuk, Janetta			X				
Ruocco, John							

Adopted: June 9, 2020

Attest:

  
 Denise Kohan  
 Municipal Clerk

  
 John Ruocco  
 Mayor