

**ORDINANCE NO. 04-2023**  
**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9,**  
**"CLAIMS APPROVAL", OF THE CODE OF**  
**THE BOROUGH OF SEA BRIGHT.**

**BE IT ORDAINED** by the Borough Council of the Borough Sea Bright in the County of Monmouth, State of New Jersey, as follows:

**SECTION ONE:** Chapter 9, "Claims Approval," of the Code of the Borough of Sea Bright, be and the same is hereby amended and supplemented to read, in full, as follows:

**Chapter 9. Claims Approval**

**§ 9-1 Submission of detailed statement; certification of facts.**

Any person claiming payment from the Borough of Sea Bright shall first submit a detailed statement of the items or demand necessitating such claim to the responsible executive agency 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 (or includes) a certification from a designated Borough employee having personal knowledge of the facts that the goods have been received by or the services rendered to the Borough of Sea Bright and that those services or goods are consistent with an existing contract or purchase order.

*In order to facilitate a timely review, bills, claims and demands must be submitted to the Borough within 30 (thirty) days, unless otherwise specified by law or contract, following the provision of goods or rendering of services for which payment is sought. The Chief Financial Officer is authorized to provide extensions upon written request in his or her discretion. This requirement shall be a term that is contained in each contract entered into by the Borough.*

**§ 9-2 Designation of Certifying and Approval Officer.**

The Chief Financial Officer is hereby designated as the approval officer pursuant to N.J.S.A. 40A:5-17 with the title of "Certifying and Approval Officer" and shall have the duty to audit, warrant and make recommendations on all claims and bills.

**§ 9-3 Submission of bill or claim to Clerk.**

It shall be the duty of the *Finance Manager* to examine all bills or claims submitted for payment in order to ascertain if proper administrative procedures have been followed. The bills or claims, duly certified, shall be presented to the Municipal Clerk for inclusion in the proceedings of the next immediate formal meeting of the governing body. All claims or bills to be considered by the governing body shall be listed systematically and without preference and said list shall be made available to every member of said governing body at least one full day prior to formal action by that body.

**§ 9-4 Approval or rejection of claim.**

Claims shall be considered by the Council which shall approve the same, except that said governing body may reject any claim presented to it, stating the reason for such rejection. Any tie votes may be broken by vote of the Mayor. Any disapproved claim shall be referred to the *Finance Manager* with such instructions as the governing body may give at the time of disapproval.

**§ 9-5 Records.**

It shall be the duty of the Municipal Clerk to record all claims in the official minutes or through an appropriate claims register, indicating that the governing body has by formal action approved the same, with appropriate records as to any claims disapproved or rejected. All records pertaining to approved or disapproved bills or claims shall be available for public inspection.

**§ 9-6 Disbursements and payments.**

The *Finance Manager* shall make disbursements upon receipt of an order by the Borough Council, attested by the Borough Clerk. If in the event that the Mayor vetoes the payment of any claims or bills, the Chief Financial Officer may be authorized to make payment by a vote of the Borough Council whereby at least 2/3 of *Council* vote to override such veto of any claim or bill.

**§ 9-7 Preparation and recording of checks.**

After the *Municipal Clerk* has certified that the claims have been approved, *he/she* shall turn the same over to the *Finance Manager* who shall forthwith prepare the necessary checks for the payment thereof, which said checks shall be signed by the Mayor and thereafter signed by the *Finance Manager*. After preparing checks for the payment of claims, *he/she* shall record them in proper books of account and thereafter mail the checks to the claimants.

**SECTION TWO:** All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION THREE:** If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION FOUR:** This Ordinance shall take effect immediately upon its passage and publication according to law and upon filing with the Monmouth County Planning Board.

**I HEREBY CERTIFY** this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Sea Bright, introduced on February 21, 2023 and will be further considered after a Public Hearing held on March 7, 2023 at the Municipal Building, 1097 Ocean Avenue, at 7:00 pm.

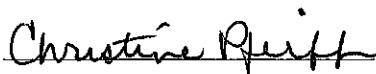
INTRODUCED: February 21, 2023

PUBLIC HEARING: March 7, 2023

ADOPTED: March 7, 2023

**Witness**

**BOROUGH OF SEA BRIGHT**

  
CHRISTINE PFEIFFER, CLERK

  
BRIAN KELLY, MAYOR