

NOTICE OF PENDING ORDINANCE 960

The following Ordinance published herewith was introduced and passed upon first reading at a meeting of the Township Committee of the Township of Boonton, in the County of Morris, New Jersey, held on March 9, 2026. It will be further considered for final passage after the public hearing thereon, at a regular meeting of said Township Committee to be held in the Municipal Building in said Township on April 13, 2026 at 7:00 o'clock PM, and during the week prior to and up to and including the date of such meeting, copies of said ordinances will be made available at the Clerk's Office in said Municipal Building to the members of the general public who shall request the same.

Douglas Cabana, Municipal Clerk

Dated: March 9, 2026

ORDINANCE # 960

AN ORDINANCE OF THE TOWNSHIP OF BOONTON, COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING CHAPTER 5, "CLAIMS, APPROVAL OF", OF THE TOWNSHIP CODE TO UPDATE PROCEDURES FOR PAYMENT OF CLAIMS

WHEREAS, the Chapter 5 of the Township of Boonton Code governs procedures to be followed for payment of claims;

WHEREAS, Administration has recommended amending Chapter 5 to reflect updated procedures; and

WHEREAS, the Township Committee desires to approve the recommended amendments.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Boonton, County of Morris, State of New Jersey, as follows:

SECTION 1. Part I, Administrative Legislation, Chapter 5, Claims, Approval of, is hereby amended to read as follows:

§ 5-1. **Submission of claim against Township.**

Any person claiming payment from the Township shall present a fully itemized bill, claim, or demand to the Municipal Treasurer, on a form prescribed by the Treasurer.

§ 5-2. Duty of Clerk.

It shall be the duty of the Municipal Clerk to see that the signature of the officer or employee designated by the Township Committee to certify that materials have been received by, or services rendered to, the Township appears on each claim. Pursuant to N.J.S.A. 40A:5-16.c., the procedure for claimant certification shall become effective upon adoption of a resolution by the Township Committee and shall be filed with the Township Clerk.

§ 5-3. Presentation of claim to committee.

Claims shall then be presented to the Treasurer, who, if satisfied the claims are proper, shall generate appropriate vouchers, place the claims on the bills list, and thereafter file the bills list, with vouchers and supporting papers attached, with the Municipal Clerk. The Municipal Clerk shall then present these claims to the Township Committee for formal approval at a regular meeting or at a special meeting called for that purpose.

§ 5-4. Approval or disapproval of payment by Township Committee.

Claims shall be considered by the Township Committee, which shall approve the same, except that the Township Committee may reject any claim presented to it, stating the reason for such rejection. Any disapproved claim shall be referred back to the Municipal Clerk with such instructions as the Township Committee may give at the time of disapproval.

§ 5-5. Records.

It shall be the duty of the Municipal Clerk to record all claims in the official minutes, indicating that the Township Committee has by formal action approved the same, with appropriate record as to any claims disapproved or rejected.

§ 5-6. Indication of approval and date upon claim.

It shall be the duty of the Municipal Clerk, or such other officer or officers designated by resolution of the Township Committee, to indicate on said claims that they have been approved for payment, with the date of approval thereof noted on the claim.

§ 5-7. Duties of Treasurer.

After certification that the claims have been approved, said claims shall be forwarded to the Treasurer, who shall prepare the necessary checks for the payment thereof, which checks shall be signed by the Mayor and the Municipal Clerk and, thereafter, countersigned by the Treasurer. Thereafter, the Treasurer shall record them in proper books of account and mail or otherwise distribute the checks to the claimants.

SECTION 2. Renumbering. This Ordinance may be renumbered for codification purposes.

SECTION 3. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

SECTION 4. Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

SECTION 5. Effective Date; Publication. This ordinance shall take effect upon final passage and publication as required by law, following introduction and public hearing.