

TOWNSHIP OF VERONA  
COUNTY OF ESSEX, STATE OF NEW JERSEY

ORDINANCE NO. 2022-02

**AN ORDINANCE REPEALING CHAPTER 12 (CLAIMS) IN ITS ENTIRETY  
AND ESTABLISHING A NEW CHAPTER 12 (CLAIMS, PAYMENT OF) OF  
THE CODE OF THE TOWNSHIP OF VERONA**

**BE IT ORDAINED** by the Township Council of the Township of Verona, in the County of Essex and New Jersey, as follows:

**SECTION 1.** Chapter 12 (Claims) of the Code of the Township of Verona is hereby repealed in its entirety.

**SECTION 2.** There is hereby established a new Chapter 12 (Claims, Payment of) of the Code of the Township of Verona to read as follows:

**CHAPTER 12 CLAIMS, PAYMENT OF**

**§ 12-1. Procedure for presentation and approval.**

- A. Any person or firm claiming payment from the Township shall first submit to the Township a payment voucher setting forth in detail the basis for the claim and giving full particulars as to the goods supplied and/or services rendered. Such payment voucher shall include a certification by the claimant that same is correct in all particulars.
- B. To be considered for payment, the payment voucher shall have attached to it (or include) a certification by a department head or his or her duly designated representative or other township official having knowledge of the facts that the goods have been received by or the services rendered to the Township.
- C. It shall be the duty of the Chief Financial Officer or his or her duly designated representative to audit, warrant and make recommendations on all claims, bills and demands to ascertain that proper administrative procedures have been followed and that the goods and/or services are consistent with an existing contract or purchase order.
- D. After having been audited, the payment voucher for such bill, claim or demand shall be included on a bill list for approval by the Township Manager.
- E. The Township Manager shall approve payment of the claims or shall state its reason for rejecting same. Any disapproved claim shall be sent to the Chief Financial Officer with the reason for refusal and instructions.

**§ 12-2. Method of payment.**

Approved payment vouchers shall be sent to the Chief Financial Officer for disbursement via check or electronic fund transfer (EFT). Checks shall be drawn by the Chief Financial Officer, bearing the signatures at least two of the following officers: the Mayor, the Township Manager; the Chief Financial Officer, or the Deputy Treasurer (whose signatures may be made mechanically by facsimile) and distributed after proper records have been made.

**§ 12-3. Circumstances when claimant certification shall not be required.**

Claimant certification is not required under the following circumstances: when payment is made using EFT methods, claimant certification is not part of the vendor's normal course of business, payment of utility, bulk, regular monthly services, contracted services acquired by bid or competitive contracting, refunds due to individuals, or purchases under \$1,000, excluding vendors prohibited by law.

**SECTION 3.** If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

**SECTION 4.** All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 5.** This ordinance shall take effect after final adoption and publication and otherwise as provided by law.



ATTEST:

*Jennifer Kiernan*  
JENNIFER KIERNAN  
MUNICIPAL CLERK

**NOTICE**

**I HEREBY CERTIFY THAT THE AFOREMENTIONED ORDINANCE WAS PUBLISHED IN THE STAR LEDGER, A NEWSPAPER PUBLISHED IN THE COUNTY OF ESSEX AND CIRCULATED IN THE TOWNSHIP OF VERONA, IN THE JANUARY 7, 2022 AND JANUARY 28, 2022 ISSUES.**

**JENNIFER KIERNAN  
MUNICIPAL CLERK**

INTRODUCTION: January 3, 2022  
PUBLIC HEARING: January 24, 2022  
EFFECTIVE DATE: February 17, 2022