

Chapter 20

CLAIMS PROCEDURE

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HISTORY: Adopted by the Mayor and Borough Council of the Borough of Seaside Park 5-10-1973 as Ordinance No. 698. Amended 1-27-1977 by Ord. No. 749.

Be it ordained by the Mayor and Borough Council of the Borough of Seaside Park, in the County of Ocean and State of New Jersey, as follows:

§20-1. Form and content of claims.

Any person claiming payment from the Borough of Seaside Park 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 Seaside Park, and that those services or goods are consistent with an existing contract or purchase order. The Treasurer (Collector) shall have the duty to audit, warrant and make recommendations on all claims and bills.

§20-2. Presentation of claims to Clerk.

Amended 1-27-1977 by Ord. No. 749

The bills or claims duly certified shall be presented to the Municipal Clerk prior to the third Thursday of each month so that they may be reviewed by the Mayor and Council at its meeting held on the third Thursday. The Clerk shall examine all bills or claims submitted for payment in order to ascertain if proper administrative procedures have been followed. 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 the meeting held on the third Thursday. The governing body will take formal action on the payment of bills at its Council meeting held the fourth Thursday of each month or, if said meeting is not held for any reason, at its next succeeding Council meeting.

§20-3. Presentation of claims to Borough Council.

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 back to the Municipal Clerk with such instructions as the governing body may give at the time of disapproval.

§20-4. Record of claims.

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.

§20-5. Order for payment; veto procedure.

The Treasurer (Collector) shall make disbursements upon receipt of an order by Borough Council, attested by the Borough Clerk. In the event that the Mayor

vetoed the payment of any claims or bills, the Treasurer (Collector) may be authorized to make payment by a vote of the Borough Council whereby at least two-thirds (2/3) of all the Councilmen vote to override such veto of any claim or bill.

§20-6. Payment.

After the Clerk has certified that the claims have been approved, he shall turn the same over to the Treasurer (Collector), 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 Treasurer (Collector). After preparing checks for the payment of claims, he shall record them in proper books of account and thereafter mail the checks to the claimants.

§20-7. Repealer.

Any and all ordinance or ordinances and any part or parts of ordinances inconsistent herewith are hereby repealed.

§20-8. When effective.

This ordinance shall take effect immediately after final passage and publication according to law.