

ORDINANCE NO. 2017 – 03

AN ORDINANCE OF THE TOWNSHIP OF FRANKLIN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 19 OF THE TOWNSHIP CODE OF THE TOWNSHIP OF FRANKLIN, ENTITLED "CLAIMS"

discussed
no need
to consider
at this
time

BE IT ORDAINED, by the governing body of the Township of Franklin, County of Hunterdon, State of New Jersey, as follows:

SECTION 1. The Township Code of the Township of Franklin is hereby amended and supplemented so as to amend Chapter 19, entitled "Claims," so as to create §19-2 which shall be entitled "Designation of approval officer; duties" which shall read as follows:

- A. The Chief Financial Officer of the Township of Franklin is hereby designated as the approval officer with the title of "Certifying and Approval Officer."
- B. The certifying and approval officer shall ascertain the existence of proper and sufficient appropriations for the payments to be made and determining that there is legal authority for the payments, evidenced by action of a purchasing department or agent or officer in respect to the goods or services ordered and the incurring of expense therefore.

SECTION 2. The Township Code of the Township of Franklin is hereby amended and supplemented so as to amend Chapter 19, entitled "Claims," so as to create §19-3 which shall be entitled "Procedure for approval of claims" which shall read as follows:

Any and all purchases to be made by the Township of Franklin, or any department thereof, which do not require sealed bids pursuant to statute shall be in accordance with the method designated herein, as follows:

- A. Approvals. All purchases in excess of \$1,000 shall be forwarded to the Township Committee liaison for the department which originated the order. The Committee liaison shall approve or disapprove the order and return the purchase order to the Township Administrator. For any purchase less than \$1,000 the approval and signature of the Committee liaison shall not be required, but a copy of the purchase order shall be provided to the Committee liaison as soon as possible. The Township Administrator then reviews the purchase order to ascertain compliance with these purchasing procedures and policies and the provisions of the Local Public Contracts Law. All purchase orders which are approved by the Township Administrator are then delivered to the Mayor for approval and signature. If the Township does not have a Township Administrator then the Township Clerk shall perform the above listed duties.
- B. Following receipt and inspection of goods received or assuring the completion of services in accordance with the contract, the Department Head certifies the receipt of goods or services to the Certifying and Approval Officer.
- C. The Certifying and Approval Office reviews the invoice and voucher for correctness and process the claim for approval or disapproval as appropriate.

SECTION 3. The Township Code of the Township of Franklin is hereby amended and supplemented so as to amend Chapter 19, entitled "Claims," so as to create §19-4 which shall be entitled "Presentation of claims to Township Committee; approval by resolution" which shall read as follows: The Chief Financial Officer shall certify to the Township Committee that the goods have been received by, or the services rendered to the Township, and that the claims have been paid. The Township Committee shall ratify approved claims by resolution, at a regular public meeting the month following payment.

SECTION 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 5. This ordinance shall take effect after second reading and publication as required by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee of the Township of Franklin held on the 27nd day of April, 2017, and will be considered for second and final passage at a meeting of the Township Committee to be held on the 25th day of May, 2017, at 7:30 p.m. at the Municipal Building located at 202 Sidney Road, Pittstown, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

Ursula Stryker, RMC, Clerk
Township of Franklin