

Resolution of the Demarest Governing Body

Resolution No. 152-26

August 24, 2026

Council Member	Motion	Second	Yes	No	Abstain	Absent
Slowikowski			✓			
Carmeli			✓			
Collins	✓		✓			
Jiang		✓	✓			
Marks			✓			
Reiss			✓			

TITLE: RESOLUTION ESTABLISHING POLICIES AND PROCEDURE FOR THE PAYMENT OF CLAIMS, CLAIMANT'S SIGNATURE FOR PAYMENT PURSUANT TO N.J.S.A. 40A:5-16, N.J.A.C. 5:30-9a.6 AND N.J.A.C. 5:31-4.1

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WHEREAS, on August 18, 2016, the State of NJ legislature adopted PL 2016, Ch 29 which allows local units to 1) utilize standard electronic funds transfer technologies and, 2) greater flexibility when to require a vendor or certification prior to paying claims; and,

WHEREAS, N.J.S.A. 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless:

- (a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).
- (b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

WHEREAS, N.J.A.C. 5:30-9A.6(c0, N.J.A.C. 5:31-4.1, and Local finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and,

WHEREAS, the Local Finance Board adopted the rules and regulations that the local units must adhere to in order to enact the provisions of the law; and

WHEREAS, N.J.A.C.5:30-9A.6 allows that municipalities may by resolution set forth the circumstances when they will or will not require a vendor (claimant) signature on a purchase order; and

WHEREAS, Subsection (a) of N.J.A.C. 5:30-9.6 as well as 5:31-4.1 clarify that the certification may be executed by a vendor or claimant by signature stamp, facsimile signature, or by electronic signature in addition to a "wet" signature; and

WHEREAS, the Chief Financial Officer has determined that the following circumstances be applied with respect to this act:

Vendor Signature Required (stamp, fax, electronic or wet signature is acceptable)

1. Any Employee and/or Retiree Reimbursements
2. Refund or reimbursement of Municipal Revenue (i.e., taxes, fees, rents, and/or escrows.)
3. Capital projects and/or Grant expenditures.
4. Services provided exclusively and entirely by an individual or professional service.
5. Any situation deemed necessary and appropriate by the CFO or their designee.

Vendor Signature Not Required

1. Vendors who are paid through EFT technologies.
2. Vendors who do not provide certifications part of the normal course of business and/or Purchase Orders of \$4,000 or less.
3. Debt Service
4. Non-municipal taxes
5. Utilities regulated by tariff.
6. Professional Development Expenses

WHEREAS, the change in vendor certification does not change the procedure of obtaining a properly approved purchase order before placing orders or securing services.

NOW, THEREFORE BE IT RESOLVED THAT, that the Mayor and Council of the Borough Demarest, State of New Jersey, County of Bergen, agree that the above vendor claimant circumstances recommended by the Chief Financial Officer shall be enacted immediately and apply to all claims in 2026.

APPROVED:



Brian Bernstein, Mayor

CERTIFICATION

I, Julie Falkenstern, Borough Clerk of the Borough of Demarest, in the County of Bergen and the State of New Jersey do hereby certify that the foregoing Resolution is a true copy of the original resolution duly passed and adopted by the Governing Body at the meeting on August 24, 2026.



Julie Falkenstern, RMC
Borough Clerk