

**BOROUGH OF PENNINGTON  
RESOLUTION 2026 5.10**

**RESOLUTION ADOPTING NEW REGULATIONS REGARDING CLAIMANT  
CERTIFICATIONS AND PAYMENTS IN ADVANCE**

**WHEREAS**, N.J.A.C. 5:30-9A6(a) permits a local unit to accept vendor certifications in the form of signature stamp, facsimile signature, electronic signature and “wet” signatures; and

**WHEREAS**, N.J.A.C. 5:30-9A6(c) and Local Finance Notice 2018-13 provide that a local unit may enact a policy by resolution to not require claimant certification where the vendor or claimant does not provide such certification as part of its normal course of business. In instituting such a policy, the local unit shall have the discretion to require claimant certificate as it deems necessary and appropriate; and

**WHEREAS**, the Borough would not require claimant certification for the following types of payments and expenditures: government entities; insurance coverages; lessors with contractual obligations; motor fuels, refunds; public utilities; other miscellaneous payments under \$2,500.00 and any other situation deemed necessary and appropriate by the CFO; and

**WHEREAS**, claimant certification is not permitted to be waived for reimbursement of employee expenses or for services provided exclusively and entirely by an individual (sole proprietor); and

**WHEREAS**, N.J.A.C. 5:30-9A6(c)(1) and Local Finance Notice 2018-13 permit a local unit to submit payment in advance of delivery of materials or services for certain purposes including, but not limited to, conference registrations, educational courses, annual memberships and permitting fees.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Pennington that in accordance with N.J.A.C. 5:30-9A6 and Local Finance Notice 2018-13 the Borough shall:

1. Accept claimant signature in the form of a signature stamp, facsimile signature, electronic signature and “wet” signatures.
2. Waive the requirement to acquire a claimant certification in situations deemed necessary and appropriate by the CFO.
3. Permit payment in advance for services as deemed appropriate and necessary.

**BE IT FURTHER RESOLVED**, that the following policies shall remain in effect: a copy of the purchase order shall be provided to the vendor; invoices are required for payment; Borough staff shall review and approve transactions prior to submitting to the Finance Office for payment; and the bills list approval process shall remain in place; and this policy shall be reviewed from time to time.

**Record of Council Vote on Passage**

| <b>COUNCILMAN</b> | <b>AYE</b> | <b>NAY</b> | <b>N.V.</b> | <b>A.B.</b> | <b>COUNCILMAN</b> | <b>AYE</b> | <b>NAY</b> | <b>N.V.</b> | <b>A.B.</b> |
|-------------------|------------|------------|-------------|-------------|-------------------|------------|------------|-------------|-------------|
| Angarone          |            |            |             |             | Rubenstein        |            |            |             |             |
| Chandler          |            |            |             |             | Stern             |            |            |             |             |
| Kassler-Taub      |            |            |             |             | Valenza           |            |            |             |             |

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on May 4, 2026.

---

Gian-Paolo Caminiti, Borough Clerk