

**BOROUGH OF PENNINGTON
RESOLUTION 2025 2.10**

**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

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Rubenstein				
Chandler					Stern				
Marciante					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 February 3, 2025.

Elizabeth Sterling, Borough Clerk