

**ORDINANCE NO. 2018-13**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER,  
SALEM COUNTY, STATE OF NEW JERSEY, AMENDING CHAPTER 2, SECTION 2-9  
ENTITLED "CHIEF FINANCIAL OFFICER" OF THE CODE OF  
THE BOROUGH OF ELMER**

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**WHEREAS**, the Mayor and Council of the Borough of Elmer have determined that certain amendments to Chapter 2, Section 2-9 entitled "Chief Financial Officer" are necessary; and

**WHEREAS**, regular meetings of the governing body of the Borough of Elmer occur once per month; and

**WHEREAS**, debts and obligations of the Borough occasionally become due and payable on a date which falls prior to the governing body's regularly scheduled meeting; and

**WHEREAS**, to avoid a default on any debt or obligation of the Borough, N.J.S.A. 40A:5-17 and N.J.S.A. 2A:30(a)-1, et seq., enables local governing units to designate one person who may approve claims between meetings of the governing body; and

**WHEREAS**, the Mayor and Council of the Borough of Elmer seeks to designate the Borough's Chief Finance Officer as the certifying and approval officer to approve and pay claims between meetings; and

**WHEREAS**, in all other respects Chapter 2-9 entitled "Chief Financial Officer" shall remain in full force and effect;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Borough of Elmer, County of Salem and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

**Section 1.**

A new Section 2-9.6 entitled "Payment of claims between meetings" shall be added to Section 2-9 entitled "Chief Financial Officer" to read in its entirety as follows:

2-9.6. Payment of claims between meetings.

(1) Each Council member shall submit, in writing, a list of bills to be paid in between meetings of the Borough Council. That list can be a list for the fiscal year or the list can be submitted on an ad hoc basis for bills that must be paid in between meetings. This list must be submitted to the Chief Financial Officer of the Borough.

(2) All bills to be paid must be accompanied by the appropriate voucher which has been executed by the vendor, the Council member in charge of said department, as well as any other officer required to sign vouchers for the approval of payments.

(3) The bill, with all supporting documentation, must then be submitted to the Chief Financial Officer, for the purpose of certifying and approving the payment of this bill. The Chief Financial Officer is the approving officer for all bills to be paid by this method. Before the approving officer can approve a payment of a bill, the Council member requesting payment must sign the voucher for that bill.

(4) The approving officer must certify that the work has been performed or the product has been received by the Borough and, based on information from the Chief Financial Officer, that there are proper and sufficient funds for this payment as well as legal authorization to pay same.

(5) Once the claim has been approved and the approving officer has certified that the claim can be paid, the bill can be presented to the Chief Financial Officer or other agent of the Borough who is drawing the check for the payment of this claim. The checks must still be signed by all the appropriate parties as any other claim paid by the Borough.

(6) As long as the procedure set forth in this Section 2-9.6 is compliant, then the Mayor and Council shall ratify the payment of these bills at its next regular meeting.

## **Section 2.**

### **Repealer.**

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

## **Section 3.**

### **Severability.**

Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

## **Section 4.**

### **When effective.**

This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

**BOROUGH OF ELMER**

BY: \_\_\_\_\_  
**Joseph Stemberger, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Sarah D. Walker**  
**Registered Municipal Clerk**

**ROLL CALL VOTE as follows:**

	<u>MOTION</u>	<u>SECOND</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Schneider	_____	_____	_____	_____	_____	_____
Davis	_____	_____	_____	_____	_____	_____
Nolan	_____	_____	_____	_____	_____	_____
Richards	_____	_____	_____	_____	_____	_____
Schalick	_____	_____	_____	_____	_____	_____
Zee	_____	_____	_____	_____	_____	_____

**NOTICE**

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Council of the Borough of Elmer, in the County of Salem and State of New Jersey, held on October 10, 2018. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Council to be held in the Borough Hall, 120 South Main Street, Elmer, New Jersey 08318, on November 14, 2018 at 7:30 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at Borough Hall, 120 South Main Street, in the Borough, to the members of the general public who shall request the same.

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Sarah D. Walker  
Registered Municipal Clerk