

**THE BOROUGH OF GLEN RIDGE**  
Essex County, New Jersey

**ORDINANCE NO. 1627**

**AN ORDINANCE TO AMEND**

**Chapter 3.04 – Claims Against the Borough and to repeal Chapter 2.48 – Purchasing Board**

**BE IT ENACTED AND ORDAINED**, by The Mayor and The Borough Council of The Borough Of Glen Ridge, in The County Of Essex and The State Of New Jersey that Chapter 3.04 is repealed and amended,  
as follows:

- **3.04.010 - Form of claims.**

All claims against the borough shall be presented in writing, fully itemized, on such voucher forms as shall be provided for that purpose and all vouchers shall be certified to by the claimant.

- **3.04.020 - Checking of claims.**

All vouchers shall be reviewed and checked by, or under the direction of, the borough official in charge of the department responsible for the claim and if found correct the official shall complete the "officer's certification" thereon.

It shall be the duty of the Chief Financial Officer or his or her designated representative to audit, warrant and make recommendations on all claims, bills and demands to ascertain that proper administrative procedures have been followed and that the goods and/or services are consistent with an existing contract or purchase order.

All vouchers shall thereafter be presented to the Borough Administrator, who, if satisfied with the propriety of the claim, shall so note his/her approval and refer the voucher to the Borough Treasurer. The Treasurer shall then prepare checks and bill list, which shall then be forwarded to the Borough Clerk for presentation to the Mayor and Borough Council at a meeting of said body.

The governing body shall approve payment or shall state its reason for rejecting the same. Any disapproved claim shall be sent to the Borough Administrator with the reason for refusal and instructions.

The Borough Clerk shall record all claims in the official minutes, together with the governing body's disposition of the same. Such records shall be available for public inspection.

Vouchers for statutory payments, payrolls, investments, utilities and other periodic recurring payments required to be made by the Borough of Glen Ridge between formal public meetings of the governing body may be certified by the Borough Administrator and sent to the Treasurer for disbursement. All such payments shall require ratification by the governing body at the formal public meeting of the governing body next following payment.

**BE IT FURTHER ENACTED AND ORDAINED**, by The Mayor and The Borough Council of The Borough Of Glen Ridge, in The County Of Essex and The State Of New Jersey that Chapter 2.48 – Purchasing Board is repealed.

**VIII. Severability and Repealer**

(A) If any provision or portion of a provision of this Ordinance is held to be unconstitutional, preempted by federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the Ordinance shall not be invalidated.

(B) All ordinances or parts of ordinances which are inconsistent with any provisions of this ordinance are hereby repealed as to the extent of such inconsistencies.

Ordinance Adopted: Monday,

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Peter A. Hughes,

Mayor

ATTEST: \_\_\_\_\_

Michael J. Rohal, Municipal Clerk