

**RESOLUTION APPROVING THE “WAIVING” OF THE CLAIMANT
CERTIFICATION AS ALLOWABLE IN CERTAIN CIRCUMSTANCES PURSUANT
TO N.J.A.C. 5:30-9A.6(c) AND N.J.A.C. 5:31-4.1**

WHEREAS, N.J.S.A. 40A:5-16 requires that the governing body of any local unit shall not pay out any of its moneys unless: (a) The person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, (Claimant Certification); and (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 the local unit, (Certification of Department Head); and

WHEREAS, N.J.A.C. 5:30-9A.6(c) and N.J.A.C. 5:31-4.1 give local units discretion to not require claimant certification under certain circumstances, first where a local unit makes payment through standard EFT technologies or second, where the vendor or claimant does not provide such certification as part of its normal course of business, however the local unit shall have the discretion to require claimant certification as it deems necessary and appropriate; and

WHEREAS, generally, vendors do not provide such certification as part of their normal course of business, which creates confusion and delay in the processing of claims; and

WHEREAS, the claimant certification cannot be waived for the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual (e.g. sole proprietors).

NOW, THEREFORE, BE IT RESOLVED by the Township of West Orange Council, County of Essex, New Jersey, that pursuant to N.J.A.C 5:30- 9A.6(c) and N.J.A.C. 5:30-4.1, the Township of West Orange exercises its discretion to not require claimant certifications except as required for the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual; and

BE IT FURTHER RESOLVED that this resolution shall take effect upon its adoption for all claims paid subsequent to May 6, 2025.

Karen J. Carnevale, R.M.C.
Township Clerk

Joe Krakoviak
Council President

CERTIFICATION

I, Karen Carnevale, Municipal Clerk of the Township of West Orange, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Council meeting held on Tuesday, May 6, 2025.

Karen J. Carnevale, R.M.C.
Township Clerk

Adopted: May 6, 2025