

**TOWNSHIP OF HOPEWELL  
MERCER COUNTY, NEW JERSEY**

**R E S O L U T I O N #23-175**

**A RESOLUTION ADOPTING NEW REGULATIONS REGARDING  
CLAIMANT CERTIFICAITONS 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 certification as it deems necessary and appropriate; and

**WHEREAS**, the Township would not require the 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 employees 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 Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey in accordance with N.J.A.C. 5:30-9A6 and Local Finance Notice 2018-13 the Township 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 certain situations that are deemed appropriate and necessary.
3. Permit payment in advance of 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; Township 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 that this policy shall be reviewed from time to time.

Date Adopted: April 17, 2023

**CERTIFICATION**

I, Katherine Fenton-Newman, Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 17<sup>th</sup> day of April, 2023, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.

  
Katherine Fenton-Newman, RMC, CMR  
Municipal Clerk