ORDINANCE NO. 2025-04

BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH

ORDINANCE REQUIRING THE TIMELY SUBMISSION OF INVOICES

WHEREAS, the Borough Council seeks to amend the Neptune City Borough Code Chapter 5, Section 1 in order to require the timely submission of invoices.

NOW THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Neptune City, County of Monmouth, State of New Jersey that Chapters 5 be amended as follows:

Deletions are noted by ~~strike throughs~~
Additions are indicated in **bold underline**
Language that remains unchanged is not highlighted in any way

SECTION 5.
Chapter 5 of the Revised General Ordinances of the Borough of Neptune City is hereby amended as follows:

5-1 Submission of bill of demand required; duty of Treasurer (Collector).

a. Any person claiming payment from the Borough of Neptune City shall first submit a detailed statement of the items or demand necessitating such claim to the Borough, specifying particularly how the bill or demand is made up, and a certification of the party claiming payment is correct. **The foregoing certification requirement shall not apply to any insurance premiums, state fees, school taxes, county taxes** ~~the certification requirement shall not apply to any~~ **or** claims for $1,000 or less, unless such claim is for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual, in which case this exemption is inapplicable.

b. No bill, claim or demand shall be considered for payment unless the voucher has attached to it or includes a certification of a designated Borough employee, or other municipal official responsible for certain functions, or of his/her duly designated representative, having personal knowledge of the facts that the goods have been received by or the services rendered to the Borough, and that those services or goods are consistent with any existing contract or purchase order. The Treasurer (Collector) shall have the duty to audit, warrant and make recommendations on all claims and bills.

c. **In order to facilitate a timely review; bills, claims, and demands must be submitted to the Borough no later than three months following the provision of goods or rendering of services for which payment is sought. The Borough Administrator is authorized to provide extensions upon written request in his or her discretion. No bills. claims, or demands over one year old will be considered for payment by the Borough. This requirement shall be a term that is contained in each contract entered into by the Borough**.

SECTION 2. Severability.
If any section, subsection or paragraph of this ordinance be declared unconstitutional, invalid or inoperative, in whole or in part, by a court of competent jurisdiction, such chapter, section subchapter or paragraph shall to the extent that is not held unconstitutional, invalid or inoperative remain in full force and effect and shall not affect the remainder of this ordinance.

SECTION 3. Repealer.
All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

SECTION 4. Effective Date.
This ordinance shall take effect upon final adoption and publication in accordance with law.

Date Introduced: March 24, 2025
Public Hearing: April 14, 2025