

**RESOLUTION 2026-143**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AN AMENDMENT TO THE TOWNSHIP PURCHASING MANUAL PURSUANT TO CHAPTER 14, CLAIMS APPROVAL**

**WHEREAS**, Little Egg Harbor Township Code, Chapter 14, Claims Approval, Section 14-1, Payment of claims, provides that payment of claims shall be in accordance with the policy and procedures as prescribed in a Purchasing Manual approved by resolution of the Township Committee and kept on file in the office of the Municipal Clerk; and

**WHEREAS**, the Chief Financial Officer has requested that the Purchasing Manual be amended to incorporate the terms of N.J.A.C. 5:30-9A.6 as to payments made without claimant certification that are equal to or less than \$2625.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the governing body does hereby authorize the amendment of the Purchasing Manual referenced in Chapter 14, Claims Approval, §14-1, to add the following language to the section, Purchasing System Summary:

11. (a) A certification, pursuant to N.J.S.A. 40A:5-16.a that a bill or demand is correct or N.J.S.A. 40A:5-16.b that the goods have been received by or services rendered to the Township, must either feature an original signature, signature stamp, facsimile signature, or electronic signature of the individual making the certification.

(b) Payments less than or equal to \$2625.00 may be made without certification by the Chief Financial Officer, when payment to vendors is required in advance of the delivery of the following materials or services, if those materials or services cannot be obtained from any other source at comparable prices:

**r|m|s|h|c**

Rothstein, Mandell, Strohm,  
Halm & Cipriani, P.A.  
ATTORNEYS AT LAW

98 East Water Street  
Toms River, NJ 08753

o: 732.363.0777

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1. For such purposes as may be permitted pursuant to N.J.S.A. 40A:5-16.2 and 16.3;
2. Payment obligations to the State or Federal governments;
3. Membership in a nonprofit organization;
4. Educational courses, including, but not limited to, those where continuing education credits are awarded; and
5. Website hosting, including registration and maintenance of a domain name.

(c) Payments less than or equal to \$2625.00 may be made without certification by the vendor or claimant as to the bill or demand being correct pursuant to the following circumstances:

1. When ordering, billing, and payment transactions for goods or services are made through a computerized electronic transaction utilizing standard electronic funds transfer technologies;
2. The circumstances specified at 11(b) above; and
3. If a vendor or claimant does not provide, as part of its normal course of business, a certification from an individual with knowledge of the transaction that a bill or demand is correct, the Township may not require a vendor or claimant certification. However, Township shall have the discretion to require vendor or claimant certification, as the Township deems necessary or appropriate.

(d) The provisions of 11(c) above shall not apply to the reimbursement of employee expenses or payment for personal services.

1. No employee expenses shall be reimbursed, unless the employee provides a detailed statement, certified, in writing, by the employee, along with documentation in support of each expense.
2. For purposes of this section, a "personal service" shall be a service provided exclusively and entirely by the individual seeking payment.

(e) Vendor or claimant certification shall not be required as a condition for payment to be made for debt service or any services set forth at N.J.S.A. 40A:5-16.d.

2. That a certified copy of this Resolution be forwarded to the Chief

Financial Officer and Interim Township Administrator

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**CERTIFICATION**

I, **KELLY LETTERA, CMC, RMC**, Municipal Clerk of the Township of Little Egg Harbor, do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 14<sup>th</sup> day of **May, 2026**.



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**KELLY LETTERA, CMC, RMC**  
Township Clerk  
Little Egg Harbor Township

**r|m|sh|c**

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