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**ORD12-03: AN ORDINANCE DESIGNATING PROCEDURE FOR THE PAYMENT OF BILLS BY VOUCHER FOR THE BOROUGH OF PINE VALLEY**

BE IT ORDAINED, by the Mayor and Commissioners of the Borough of Pine Valley, County of Camden, State of New Jersey, that:

1. Any person claiming payment from the Borough of Pine Valley shall first submit a detailed statement of the items or demand necessitating such claim to the Chief Financial Officer, specifying particularly how the bill or demand is made up, and a certification of the party claiming payment that it is correct. No bill, claim or demand shall be considered for payment unless the voucher has attaché to it (or included) a certification from a designated Borough employee, having personal knowledge of the facts that the goods have been received by, or the service rendered to the Borough of Pine Valley, and that those services or goods are consistent with an existing contract or purchase order. The Chief Financial Officer shall have the duty to audit, warrant and make recommendations of all claims and bills.
2. The bill or claim duly certified shall be presented to the Municipal Clerk for inclusion in the proceedings of the next immediate formal meeting of the governing body and it shall be the duty of the clerk to examine all bills or claims submitted for payment in order to ascertain if proper administrative procedures have been followed. All claims or bills to be considered by the governing body shall be listed systematically and without preference and said list shall be made available to every member of said governing body, prior to formal action by that body.
3. Claims shall be considered by the Commissioners which shall approve the same, except that said governing body rejects any claim presented to it, stating the reason for such rejection. Any disapproval claim shall be referred back to the Municipal Clerk with such instructions as the governing body may give at the time of disapproval.
4. It shall be the duty of the municipal Clerk to record all claims in the official minutes or through an appropriate claims register indicating that the governing body has the formal action approved or disapproved or rejected. All records pertaining to approval or disapproval of bills or claims shall be available for public inspection.
5. The Chief Financial Officer shall make disbursements upon receipt of an order by Commissioners. If in the event that the Mayor vetoes the payment of any claim or bills, the Chief Financial Officer may be authorized to make payment by a vote of the Commissioners whereby at least two-thirds of all commissioners vote to override such veto of any claim or bill.
6. After approval, the Chief Financial Officer shall prepare the necessary checks for payment. The signatories for all Borough of Pine Valley checks shall be the Mayor, the Chief Financial Officer, the Borough Clerk and the Deputy Borough Clerk. Three signatures will be required on all checks, unless at least two of the above named signatories are unavailable, in that event two signatures will be considered acceptable.

SECTION 7..

All ordinance or parts of ordinance which are inconsistent with the provision hereof, are, to the extent of such inconsistencies, hereby repealed.

SECTION 8.

This ordinance shall take effect after final passage, adoption and publication in the manner prescribed by law.

Motion by D. Kennedy, seconded by M. Kennedy to adopt Ordinance 12-03.

Floor open to the public for comment. Hearing none, the Mayor closed the public portion.

R.C.:

In Favor: M. Kennedy, D. Kennedy

Those Against: None

**INTRODUCTION/FIRST READING:**

**ORD12-04: AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE 2012-01 “ AN ORDINANCE PROVIDING FOR THE SALARIES AND WAGES OF EMPLOYEES AND OTHER OFFICIALS”**

SECTION 1.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Pine Valley, County of Camden, State of New Jersey that the 2012 Salary Ordinance be amended for the part-time police officers hourly rate as follows:

Part-Time Police Officer

\$17.50 per hour

SECTION 2.

All ordinances or parts of ordinances which are inconsistent with the provisions hereof, are, to the extent of such inconsistencies, hereby repealed.

SECTION 3.

This ordinance shall take effect after final passage, adoption and publication in the manner prescribed by law.

Motion by M. Kennedy, seconded by D. Kennedy to adopt.

R.C.:

In Favor: D. Kennedy, M. Kennedy

Those Against: None

**R12-35: RESOLUTION TO REAFFIRM RESOLUTION 2010-33, THE BOROUGH OF PINE VALLEYS’ CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

WHEREAS, it is the policy of the Borough of Pine Valley to treat the public. employees, prospective employees, appointees, volunteers and contractors in a manner