

NOTICE OF INTRODUCTION

PUBLIC NOTICE is hereby given that the Ordinance 2026-21 entitled:

ORDINANCE UPDATES THE TOWNSHIP CODE FINANCIAL CLAIMS PROVISIONS

BE IT ORDAINED by the Township Committee of the Township of Springfield, County of Union, State of New Jersey, that the Revised General Ordinances of the Township of Springfield are amended as follows:

SECTION I – AMENDMENT.

Chapter 2 (“Administration”), Article VI (“Policies and Procedures”), Section 2-85 (“Budget and Finance”) is amended at Subsection 2-85.5 (“Claims Procedure”) only, as follows:

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§ 2-85.5. Claims Procedure

- a. Any person claiming payment from the Township other than on the payroll account shall present a voucher to the Township ~~Clerk~~ **Chief Financial Officer** on a form prescribed by the Township, duly certified as supported by a certification and declaration of the claimant. In the case of reimbursement for actual and necessary traveling expenses, itemized claims supported by receipts, where available, shall be presented in order to obtain reimbursement for expenses incurred by local officials where authorized to travel by the Township.
- b. Claims shall then be presented to the appropriate department head responsible for the placing of the order, who shall approve them if satisfied the claims are proper. After such approval is given, the department head shall file the claims with the Township ~~Clerk~~ **Chief Financial Officer**, who shall then present them to the Finance Committee of the Township Committee or such Township Committee members as the Township Committee designates by resolution at the annual organization meeting.
- c. The Township ~~Clerk~~ **Chief Financial Officer** shall see that on every claim appears the signature of the officer or employee who has been duly designated by the Township to certify that the materials have been received by or the services rendered to the Township.
- d. Claims shall be reviewed by the Finance Committee of the Township Committee. **If it** appears to a member of the Finance Committee that any claim requires further study or investigation, the Finance Committee may withhold action on the claim for a reasonable period of time pending such further study or investigation. The Finance Committee shall approve or disapprove each claim ~~and submit it to the Township Committee.~~
- e. A list of all claims presented for approval of the Township Committee shall be

prepared for each regular meeting.

- f. Claims shall be considered by the Township Committee, which shall approve them, except that the Township Committee may reject any claim presented to it, stating the reason for such rejection. Any disapproved claim shall be referred back to the ~~Clerk~~ **Chief Financial Officer** with such instructions as the Township Committee may give at the time of the disapproval.

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SECTION II - RATIFICATION

Except as expressly modified herein, all other provisions and terms of the Code of the Township of Springfield shall remain in full force and effect.

SECTION III – SEVERABILITY

The provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

SECTION IV – REPEAL

This Ordinance is not meant to repeal any provisions of the Code or any other Ordinance other than those designated herein, and all ordinances or portions of ordinances which are inconsistent or in conflict with the provisions of this Ordinance are repealed only to the extent of such inconsistency or conflict.

SECTION V – EFFECTIVE DATE

This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

was introduced and passed on First Reading at the Regular Meeting of the Township Committee of the Township of Springfield, County of Union, State of New Jersey held on **October 13, 2026 at 7 p.m.** This Ordinance will be further considered for Final Passage, after public hearing, at the Regular Meeting of the Township Committee to be held in the Kenneth Faigenbaum Committee Chamber at the Township Municipal Building, 100 Mountain Avenue, Springfield, NJ, on **October 27, 2026, at 7 p.m.**, or as soon thereafter, as said matter can be reached. At which time and place, all persons who are interested therein will be given an opportunity to be heard and as questions concerning the same. During the week prior to and up to the time of Public Hearing, copies of said Ordinance will be available at no cost in the Township Clerk's office, 100 Mountain Avenue, Springfield, NJ, and to members of the general public who shall request the same.

**Linda M. Donnelly, RMC
Township Clerk**

