

# RESOLUTION

## OF THE

# UNION COUNTY UTILITIES AUTHORITY

Resolution No.: 10-2025

Date: February 19, 2025

Approved as to form:

*Bianca Vargas*, Clerk

Approved as to sufficiency of funds:

*John Ciuffa*, Acting Comptroller  
 YES  NO  NONE REQUIRED

### AMENDMENT TO POLICY FOR CLAIMANT'S CERTIFICATION

**WHEREAS**, New Jersey's laws and regulations regarding the requirements for a claimant's signature on payment vouchers have been amended in recent years, including the elimination of signature and/or certification requirements in certain circumstances; and

**WHEREAS**, the Authority is desirous of updating its policies consistent with these amendments.

**NOW, THEREFORE, BE IT RESOLVED**, the Union County Utilities Authority Board of Commissioners hereby approve the attached revised policy on claimant's certifications.

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Eastman</i>	✓		✓				
<i>Figueiredo</i>	✓		✓				
<i>Holder</i>	✓		✓				
<i>Jackus</i>		✓					
<i>Kahn</i>	✓		✓				✓
<i>McManus</i>	✓		✓				
<i>Rachlin</i>	✓		✓				
<i>Scutari</i>	✓		✓			✓	
<i>Szpond</i>	✓		✓				
<i>Alma, Alternate No. 1</i>	✓		✓				
<i>Scott-Bey, Alternate No. 2</i>	✓						

**Attachment A**  
**UNION COUNTY UTILITIES AUTHORITY**  
**POLICY ON CLAIMANT'S CERTIFICATION**

N.J.A.C. 5:30-9A et seq. allows greater flexibility for authorities implementing the claimant certification requirements set forth in N.J.S.A. 40A:5-16(a). In accordance therewith, the policy of the Union County Utilities Authority is as follows:

A. Claimant certification not required. Except as otherwise set forth herein, a claimant certification is not required where the vendor or claimant does not provide such certification as part of its normal course of business.

B. EFT payments. A claimant certification is not required for transactions where the Authority makes payment to a vendor or claimant through standard electronic funds transfer (EFT) technologies.

C. Payments in advance. A claimant certification is not required for payments in advance of delivery of materials or services as permitted by N.J.A.C. 5:30-9A et seq., including the following:

- 1) Advancing administrative or direct service costs of a shared services agreement;
- 2) Payment obligations to the State or federal government;
- 3) Educational courses;
- 4) Registration for a conference or convention sponsored by a non-profit organization; and,
- 5) Website hosting, including registration and maintenance of a domain name.

D. Exceptions. Claimant certification shall not be waived:

- 1) For the advance or reimbursement of Authority employee expenses;
- 2) For services provided exclusively and entirely by an individual (e.g. sole proprietors).
- 3) For services provided by Professionals and Consultants as noted in Resolution 13-2025.

E. Discretion to require claimant certification. The Acting Comptroller shall have discretion to require a claimant certification whenever necessary or appropriate for the protection of the Authority's interests, provided such discretion is applied in a non-arbitrary manner.