

**BOROUGH OF BRADLEY BEACH, MONMOUTH COUNTY**

**ORDINANCE 2026-4**

**ORDINANCE CREATING NEW ARTICLE IV: “THIRD-PARTY PAYROLL DISBURSEMENT” OF CHAPTER 78: “PERSONNEL POLICIES” OF THE BOROUGH’S REVISED GENERAL ORDINANCES IN COMPLIANCE WITH N.J.S.A. 52:27D-20.1 AND N.J.A.C. 5:30-17.1 ET SEQ.**

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**BE IT ORDAINED** by the Mayor and Council of the Borough of Bradley Beach, County of Monmouth, State of New Jersey, as follows:

SECTION 1. Chapter 78: “Personnel Policies”, of the Revised General Ordinances of the Borough of Bradley Beach is hereby supplemented with *new* Article IV: “Third-Party Payroll Disbursement”, as follows:

**CHAPTER 78**

**PERSONNEL POLICIES**

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**ARTICLE IV**

**THIRD-PARTY PAYROLL DISBURSEMENT**

**§ 78-27 Purpose; Definitions.**

- A. The purpose and intent of these regulations is to abide by the requirements of N.J.S.A. 52:27D-20.1 and N.J.A.C. 5:30-17.1 et seq., governing electronic disbursement controls for payroll purposes.
- B. *Definitions.* As used in this chapter, the following terms shall have the meanings indicated:

APPROVAL OFFICER – Person(s) responsible for authorizing and supervising the activities of the payroll service.

PAYROLL SERVICE – Third-party payroll service organization.

BOROUGH – Borough of Bradley Beach.

**§ 78-28 Authorization.**

- A. The Borough is authorized to use a payroll service to prepare payment documentation, take possession of Borough funds, and make such disbursements itself on behalf of the Borough, including the direct deposit of payroll disbursements.

- B. The following payroll service providers shall be required to comply with these regulations:
  - 1. Payroll service providers who use their own customized programming process to execute disbursements for the Borough;
  - 2. Payroll service providers who use a third-party processor to execute disbursements for the Borough.

**§ 78-29 Borough Requirements.**

- A. The appointment of a payroll service shall be pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and shall require the contractor to do the following, not by way of limitation: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements, and/or transfer of Borough funds to contractor's account for subsequent disbursement of payment.
- B. Any renewal or extension of a contract under these regulations shall be by resolution.
- C. The Chief Financial Officer is hereby appointed the approval officer and is responsible for authorizing and supervising the activities of the payroll service and shall further be charged with the reconciliation and analysis of all general ledger accounts affected by the activities of the disbursing organization.
- D. If required by the contract between the Borough and the payroll service, the payroll service is permitted to hold Borough funds pending transmittal to a payee.

**§ 78-30 Payroll Service Requirements.**

- A. A payroll service must meet all of the following requirements:
  - 1. Report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of the approval officer;
  - 2. Report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the services provided to the Borough.
- B. A payroll service must meet the requirements of N.J.A.C. 5:30-17.5, requiring that the approval officer be assured that the servicer has its own internal controls and appropriately guards against theft and other adverse conditions.
- C. All contracts entered into pursuant to these regulations and the laws authorizing the same shall comply with the requirements of N.J.A.C. 5:30-17.6, which sets out a series of mandatory contractual terms and conditions.

**§ 78-30 Establishment of Service.**

The Borough shall enter into a contract for payroll service in accordance with all local public contracting laws and N.J.A.C. 5:30-17. Appointment of the payroll service shall be by resolution of the Borough.

SECTION 2. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

SECTION 3. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Borough, the provisions hereof shall be determined to govern. All other parts, portions and provisions of The Revised General Ordinances of the Borough of Bradley Beach are hereby ratified and confirmed, except where inconsistent with the terms hereof.

SECTION 4. This Ordinance shall take effect upon adoption and publication in accordance with the laws of the State of New Jersey.

**SO ORDAINED** as aforesaid.

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Erica Kostyz, RMC, CMR  
Municipal Clerk

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Alan Gubitosi  
Mayor

Introduced: January 20, 2026

Date of Hearing and Adoption: February 3, 2026