RESOLUTION 2026-363

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING CREDIT AND DEBIT CARD PAYMENTS FOR RECREATION DEPARTMENT FEES AND ESTABLISHING A SEPARATE MUNICIPAL BANK ACCOUNT

WHEREAS, the Township of Barnegat currently accepts credit and debit card payments through merchant processing services provided by its banking institution; and

WHEREAS, the Township desires to extend this payment option to Recreation Department program registrations, activities, events, and other duly established fees; and

WHEREAS, N.J.S.A. 40A:5-45 and applicable regulations at N.J.A.C. 5:30-9 govern the authorization and administration of electronic receipt systems; and

WHEREAS, the Township desires to establish a separate municipal bank account for the deposit and reconciliation of Recreation Department electronic receipts, without creating a separate municipal fund; and

WHEREAS, the banking institution or merchant processor will charge and collect any applicable processing fee directly from the payer, separately from the underlying Township charge, so that the full municipal fee is deposited to the Township account; and

WHEREAS, the Chief Financial Officer shall ensure that receipts are recorded in the appropriate municipal fund and that the account is maintained in accordance with the Township's Cash Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey, as follows:

1. The Recreation Department is authorized to accept credit and debit card payments for duly established program registrations, activities, events, and other authorized Recreation Department charges.

2. The Chief Financial Officer is authorized to establish a separate municipal bank account designated "Township of Barnegat, Recreation Credit Card Receipts Account" at a depository authorized under the Township's Cash Management Plan.

3. The Township is authorized to use its banking institution's merchant processing services and a separate Recreation Department credit card terminal, subject to review and approval of applicable agreements and compliance with procurement requirements.

4. The merchant processor may separately disclose and collect from the payer its applicable processing fee under the approved agreement, subject to applicable law and card-network rules. The full amount of each Township fee shall be deposited without deduction of processing fees. Any fee assessed or collected by the Township itself shall require separate review for compliance with N.J.A.C. 5:30-9.9.

5. All receipts shall be classified and recorded in the appropriate municipal fund. The separate bank account is a collection and reconciliation account and does not authorize the creation of a new municipal fund or the expenditure of receipts outside applicable law.

6. The Chief Financial Officer shall establish procedures for transaction reporting, timely deposit verification, reconciliations, refunds, chargebacks, transfers, and segregation of duties.

7. The Cash Management Plan and bank signatory authorizations shall be updated as necessary to include the account.

8. This resolution shall take effect immediately upon adoption.

CERTIFICATION

I, Donna M. Manno Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Township Committee of the Township of Barnegat at their regular meeting held on the 5th day of November 2026 in the Municipal Complex, 900 West Bay Avenue, Barnegat, New Jersey.

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Donna M. Manno, RMC
Municipal Clerk