

**TOWNSHIP OF HOPEWELL  
MERCER COUNTY, NEW JERSEY**

**R E S O L U T I O N #26-29**

**A RESOLUTION ESTABLISHING MANDATORY DIRECT DEPOSIT FOR FULL-TIME AND PART-TIME TOWNSHIP EMPLOYEES, WITH AN EXEMPTION FOR TEMPORARY AND SEASONAL EMPLOYEES**

**WHEREAS**, the Township of Hopewell seeks to promote efficient, secure, and cost-effective payroll administration; and

**WHEREAS**, the use of direct deposit for employee compensation reduces administrative costs, minimizes the risk of lost or stolen checks, and improves the timeliness and reliability of payroll distribution; and

**WHEREAS**, pursuant to N.J.S.A. 52:14-15f and related regulations, municipalities are authorized to require direct deposit of net pay for employees, subject to reasonable exemptions; and

**WHEREAS**, the use of direct deposit shall ensure the processing of payments in the event of a natural or man-made disaster or state of emergency; and

**WHEREAS**, the Township Administrator recommends that direct deposit be made mandatory for all full-time and part-time Township employees, with an exemption for temporary and seasonal employees whose limited duration of employment may make direct deposit impractical;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that:

1. All full-time and part-time employees of the Township of Hopewell shall be required to receive their net pay through direct deposit to a financial institution of their choosing.
2. Temporary and seasonal employees are exempt from the mandatory direct deposit requirement and may receive paper checks unless they voluntarily elect direct deposit.
3. The Township Administrator, Chief Financial Officer, and Payroll Department are authorized to implement this policy, including the distribution and collection of required enrollment forms.
4. This resolution shall take effect immediately and shall apply to the first full payroll cycle following its adoption and submission of processing forms.

Date Adopted: January 12, 2026

**CERTIFICATION**

I, Katherine Fenton-Newman, Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 12<sup>th</sup> day of January 2026, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.



Katherine Fenton-Newman, RMC  
Municipal Clerk