

**TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO. 16-08
ADOPTION**

**AN ORDINANCE UNDER CHAPTER 55 OF THE CODE OF THE
TOWNSHIP OF WASHINGTON SETTING FORTH THE RATE OF
COMPENSATION AND MANNER OF PAYMENT OF OFFICERS AND
EMPLOYEES IN SAID MUNICIPALITY FOR THE YEAR 2016**

BE IT ORDAINED, by the Township Council of the Township of Washington, in the County of Bergen, New Jersey that the maximum wages, compensation and salaries are hereby established for officers and employees of the Township of Washington for the year 2016 as follows, on a per annum basis and payable semimonthly unless otherwise noted:

<u>Department of Administration</u>	<u>Annual Rate Unless Otherwise Noted</u>
1. Business Administrator	\$88,000.00
2. Administrative Secretary	35,992.00
3. Purchasing Assistant	39,464.00
4. Floating Staff (Part-Time) (16 hours weekly) (\$13.00/hour for hours in excess of 16 up to 35)	10,286.00
 <u>Uniform Construction Code Agency</u>	
1. Construction Code Official	27,146.00
2. Plumbing Sub-Code Official	10,711.00
3. Electrical Sub-Code Official	13,249.00

4.	Fire Sub-Code Official	7,985.00
5.	Technical Assistant (Part-Time) (20 hours weekly)(\$14.72/Hour)	15,307.00
6.	Technical Assistant (Part-Time) (Not to exceed \$9,500/year)	14.00/hr.
7.	Building/Plumbing Inspector (Part-Time) (not to exceed \$16,500.00 per year)	35.00/hr.
8.	Substitute Inspectors – Hourly	35.00/hr.
9.	Certificate of Continued Occupancy Inspections (CCO)	50.00/each
10.	Certificate of Smoke & Carbon Monoxide Detector Compliance	50.00/each
11.	Fire Inspection	25.00/each

Department of Municipal Facilities

1.	Superintendent without Certification	73,588.00
	Certified Superintendent	76,088.00
	Acting Superintendent	35.00/hr.
2.	Secretary (Part-Time) (20 hours weekly)	16,462.00

Department of Finance

1.	Chief Financial Officer (Part-Time) – Hourly	75.00/hr.
	Or Chief Financial Officer (Part-Time) – Salaried	12,500.00
2.	Tax Collector (Part-Time)	50.00/hr.
3.	Treasurer (Part-Time)	15,000.00
4.	Treasurer/CFO/Tax Collector (Part-Time)	20,000.00
5.	Deputy Treasurer/Finance Assistant/Benefits Coordinator	36,950.00
6.	Payroll Coordinator (Stipend)	3,000.00
7.	Tax Collector/Finance Clerk (Part-Time)	16.50/hr.
8.	Tax Assessor	25,613.00
	Average minimum of 20 hours per week, at least 5 hours shall be office hours.	
9.	Tax Assessor - Clerk (Part-Time)	12.25/hr

Department of Health and Welfare

1.	Health Officer	75,816.00
	*Local Health Portion - 68,356.00	
	*Joint Health Portion - 7,460.00	
	Joint Health Contractual Stipend	18,928.00
2.	Secretary (Part-Time)/Registrar	3,559.58

(5 Hours/Wk. thru 4/30/16; 4 Hours/Wk. Thereafter)

3. Secretary – Board of Health Meetings 75.00/each

Department of Law

1. Township Attorney 70,959.00

In addition thereto, services in connection with proceedings before any court or administrative tribunal or agency; and special projects; all of this shall be reasonably compensated in accordance with Township policies at the rate of \$135.00 per hour.

2. Prosecutor 6,623.00

Base includes two (2) court sessions per month. Extra court sessions shall be paid at the rate of \$75.00 per session, payable upon completion of a payment voucher.

3. Alternate Prosecutor – Per Session 75.00/each
(not to exceed \$500.00 per year)

Department of Public Safety

1. Chief of Police 173,058.00

2. Police Dispatchers (Full-Time) 38,634.00

3. Records Clerk (Part-Time) 10,440.00
(16 Hours Weekly)

Land Use Administration

1. Planning and Zoning Board Secretary 12,000.00

(16 Office Hours Weekly)

2.	Secretary – Planning and Zoning Board Meetings	75.00/each
3.	Zoning Officer	6,656.00
4.	Code Enforcement Officer	5,772.00

Department of Recreation

1.	Superintendent	9,963.00
2.	Secretary (Part-Time) (14 Hours Weekly)	8,918.00
3.	Secretary (Part-Time) (5 Hours Weekly)	4,133.29

Office of Municipal Court

1.	Municipal Court Administrator	44,802.00
	Includes 35 hours per week of office work, two (2) court sessions per month. Hourly rate for additional court sessions, call-outs & any sessions over 3 hours.	24.62/hr.
2.	Violations Clerk	19,918.00
	Includes 25 hours per week of office work, two (2) court sessions per month. Hourly rate for additional court sessions, call-outs & any sessions over 3 hours.	15.82/hr.
3.	Municipal Court Judge	9,937.00

Base includes two (2) court sessions per month.
Extra sessions shall be paid at \$175.00 per session,
payable upon completion of a payment voucher

Office of the Township Clerk

1. Township Clerk (Certified)	68,000.00
2. Election Officer – Per Election	400.00
3. Clerical Assistant (20 Hours Weekly)	15,008.00

Other Positions Annual – Payable Quarterly

1. Mayor	9,789.00
2. Council President	6,272.00
3. Council Member	6,053.00

Per Annum – Payable in December

1. Director, Engineering	1,250.00
2. Director, Finance	1,250.00
3. Director, Fire Department	1,250.00
4. Director, Health and Welfare	1,250.00
5. Director, Municipal Facilities	1,250.00

6.	Director, Public Affairs & Information	1,250.00
7.	Director, Public Safety	1,250.00
8.	Director, Recreation	1,250.00
9.	Director, Not Otherwise Listed	1.00
10.	Recycling Coordinator	1,000.00
11.	OEM Coordinator	1,000.00
12.	OEM Deputy Directors (2)	750.00

Annual Mileage Allowance – Payable Quarterly

1.	Business Administrator	600.00
2.	Building/Plumbing Inspector	250.00
3.	Electrical Sub-Code Official	250.00
4.	Fire Sub-Code Official	250.00
5.	Health Officer	2,700.00
6.	Tax Assessor	300.00
7.	Township Clerk	600.00

Per Hour Maximum

Persons holding any of the positions listed below are employed on any hourly basis and shall be paid upon submission of properly prepared forms as approved by the Administrator. None of the employees are defined as full time employees and are not entitled to hospitalization and group life insurance plans available to full-time employees and paid for by the Township.

- 1. Department of Recreation (All Programs)
 - a. Counselors – Hourly Maximum 15.00/hr.
 - b. Coordinators – Hourly Maximum 18.54/hr.
 - c. Specialists – Hourly Maximum 26.41/hr.

- 2. Department of Municipal Facilities
 - a. Seasonal Workers – Hourly Maximum 12.36/hr.
 - b. Seasonal Workers (w/ CDL) – Hourly Maximum 12.88/hr.
 - c. Senior Van Driver 15.95/hr.

- 3. Department of Public Safety
 - a. Dispatchers – Hourly Maximum 26.41/hr.
 - b. Special Police Officers – Hourly Maximum 26.41/hr.
 - c. School Crossing Guards as of 1/1/2014
 - Starting until 6 months – Hourly Maximum 15.78/hr.
 - 6 months to 1 year – Hourly Maximum 16.60/hr.
 - Over 1 year – Hourly Maximum 17.41/hr.

School Crossing Guards are entitled to maximum 4 days regular pay per school year in the event school is closed due to emergency closing/inclement weather. One (1) week pay for Holiday Recess. Two (2) days' pay for Winter Recess. One (1) week pay for Spring Recess. Not

to exceed 19.75 hours or less hours usually worked by individuals. In addition not to exceed 5 holidays, non-state or Federal holidays (based on hours usually worked by individual)

4. Miscellaneous – All Departments

a. Employees Not Otherwise Classified – Hourly Maximum 15.00/hr.

Contractual Non-Salaried Services

The professional services listed in this section are strictly contractual in nature and in no way shall be construed to create any relationship with the Township of Washington, other than as independent contractor.

1. Board Attorneys

Payable annually in December for attendance at meetings, hearings, preparation of routine resolutions, motions, consultations and other routine matters in connection therewith but exclusive of litigation, applicant related work and other extraordinary matters this shall be paid in accordance with relevant Township ordinances and practices upon submission of requisitions and vouchers as required by Township practices.

Planning Board Attorney 4,862.00

Zoning Board Attorney 4,862.00

2. Public Defender – Hourly 25.00

Public Defender shall be compensated for Court Appearances only. Not to exceed \$200.00 per case.

3. Uniform Fire Safety Act

a. Fire Official 4,500.00

- b. Fire Inspectors 2,000.00
- c. Substitute Fire Inspectors 25.00/hr.

1. Retroactivity – The provisions of this ordinance shall be retroactive to January 1, 2016 for all current employees in the designated position, unless otherwise described.
2. If any section, sub-section, 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.
3. All ordinances or any provisions of any ordinance inconsistent with the provisions of this ordinance except prior appropriations for this purpose herein stated, are hereby repealed as to such inconsistencies and not otherwise.

ATTEST:

APPROVED:

TOWNSHIP COUNCIL OF THE
TOWNSHIP OF WASHINGTON

see introduction
Susan Witkowski
Township Clerk

see introduction
Michael Ullman
Council President

Introduction Date: November 28, 2016 without minor changes as adopted
Motion Seconded Council Ayes Nays Abst. Absent

Bruno		Bruno		Bruno				
Calamari		Calamari		Calamari				
Cascio		Cascio		Cascio				
Sears		Sears		Sears				
Ullman		Ullman		Ullman				

ATTEST:

APPROVED:

TOWNSHIP COUNCIL OF THE
TOWNSHIP OF WASHINGTON



Susan Witkowski
Township Clerk



Michael Ullman
Council President

Adoption Date: December 19, 2016

Motion		Seconded		Council	Ayes	Nays	Abst.	Absent
Bruno		Bruno		Bruno	X			
Calamari	X	Calamari		Calamari	X			
Cascio		Cascio		Cascio		X		
Sears		Sears	X	Sears	X			
Ullman		Ullman		Ullman	X			