

**BOROUGH OF OLD TAPPAN
ORDINANCE NO. 1096-16**

**AN ORDINANCE TO FIX THE SALARIES, WAGE AND
COMPENSATION OF THE OFFICERS AND EMPLOYEES
OF THE BOROUGH OF OLD TAPPAN, COUNTY OF
BERGEN, STATE OF NEW JERSEY FOR THE YEAR 2016**

BE IT ORDAINED by the Mayor and Council of the Borough of Old Tappan as follows:

SECTION 1: That the respective wage or compensation to be paid to the Officers and Employees of the Borough of Old Tappan to a maximum as follows:

A.	Mayor - per annum.....	\$ 8,024
B.	Council Person - per annum.....	5,953
C.	Administrator - per annum.....	70,000 – 125,000
D.	Borough Clerk – per annum.....	40,000 - 65,000
E.	Elections Clerk – per annum.....	425
	• Additional special primary election	212.50
F.	Deputy Borough Clerk - per annum.....	25,000 - 45,000
G.	Tax Assessor – (Part-time) per annum.....	13,000 - 17,000
H.	CFO/Tax Collector/Tax Search Officer/Sewer Utility Collector.....	70,000 -125,000 per annum
I.	Deputy Tax Collector - per annum	30,000 - 50,000
J.	Deputy Treasurer - per annum	30,000 - 50,000
K.	Accounts Payable Clerk – per annum	30,000 - 50,000
L.	Administrative Assistant (Part-time) per annum	15,000 - 25,000
M.	Registrar – per annum	1,000 – 2,000
N.	Deputy Registrar – per annum	500-1,000
O.	Accounting/Payroll Clerk (Part-time) - per annum.....	20,000 - 35,000
P.	Insurance Commissioner - per annum	200 – 1,000
Q.	Asst. Insurance Commissioner - per annum	100 - 500
R.	Grant Recycling Coordinator - per annum.....	500 – 2,000
S.	Municipal Judge - per annum	7,000 - 14,000
	• Additional Court Sessions in excess of twelve (12)	308 per session
T.	Deputy Court Clerk – (Part-time) per annum.....	2,000 – 9,000
U.	Borough Prosecutor - per Court Session.....	409
	Additional Court Session	200
V.	Building Department Technical Assistant (Part-time) – per annum.....	20,000 - 45,000
W.	Construction Code Officials:	
	• Construction Sub-Code – (Part-time) per annum.....	20,000 - 40,000
	• Building Inspector – (Part-time) per annum.....	8,000 - 12,000
	• Fire Inspector – (Part-time) per annum.....	6,000 - 9,000
	• Plumbing Inspector – (Part-time) per annum.....	7,000 - 11,000
	• Electrical Inspector – (Part-time) per annum.....	8,000 - 12,000

X.	Zoning/Property Maintenance Official – (Part-time) per annum.....	7,000 - 11,000
Y.	Land Use Administrator – (Part-time) per annum.....	15,000 - 25,000
ZZ.	Annual Travel Allowance – per annum	300 – 800
	Borough Administrator, Borough Clerk, Chief Financial Officer/Tax Collector, Tax Assessor, Social Services Director	
Z.	Affordable Housing Secretary – (Part-time) per annum.....	4,000 - 6,000
AA.	Recording Secretaries – per meeting.....	100 - 500
	Environmental Commission, Golf Commission, Board of Health, Recreation Commission, Mayor and Council	
BB.	Police:	
	• **Chief - per annum.....	\$180,000-200,000
	(** Inclusive of Holiday, Longevity & College Pay**)	
	• Police Steno/Typist - per annum.....	25,000 – 45,000
	• Emergency Management Coordinator - per annum	500 – 1,000
	• Animal Control Person - per annum	2,500 – 5,000
CC.	Social Services Director – (Part-time)per annum	\$5,000 - 8,000
DD.	Recreation Director – (Part-time) per annum	\$20,000 – 35,000
EE.	Day Camp: Salary Ranges - per annum	
	• Camp Director (One)	\$850-1,500
	• Assistant Director (Each).....	500-750
	• Program Leaders (Each full session).....	300-600
	• Activity Counselors (Each).....	300-600
	• Senior Counselors	350-550
	• Junior Counselors	300-350
FF.	Department of Public Works:	
	• *Superintendent - per annum.....	\$93,000-125,000
	(*Inclusive of Longevity and Sewer Maintenance Operator*)	
GG.	Golf Course:	
	• *Golf Course Superintendent - per annum	\$80,000 – 115,000
	• Golf Play Supervisor - per annum.....	35,000-70,000
	(*Inclusive of Longevity*)	
HH.	Fire Department:	
	• Engineer - per annum.....	\$1,946
	• Fire Official - per annum	4,363
	• Fire Inspectors - per annum.....	8,726

- Firefighter Clothing Allowance (each) \$50 to \$500
- Fire Dept. LOSAP Coordinators (each)200
- Fire Chief Stipend – per annum1,500
- Asst. Fire Chief Stipend – per annum1,100
- Fire Captain Stipend – per annum750
- Fire Lieutenant Stipend – per annum550

SECTION 2: That the wage of compensation hereinbefore mentioned shall be paid bi-weekly on Friday for a total of 26 pay rolls.

SECTION 3: Longevity Pay

- A. Employees hired prior to January 1, 1981: Upon completion of three (3) years of employment, all full-time employees of the Borough shall be paid 1-1/2 percent longevity pay and the same percentage of payment for each three (3) years of employment thereafter of employment, up to a maximum of ten (10) percent.
- B. Employees hired after January 1, 1981 and before January1, 1999: Upon completion of six (6) years of employment, all full-time employees of the Borough shall be paid three (3) percent longevity. Thence, one and one-half (1-1/2) percent of each three (3) years thereafter of employment up to a maximum of ten (10) percent.
- C. All adjustments made in regard to longevity shall occur on either the first day of January when the employee's anniversary date occurs between January 1st and June 30th or on the first day of July when their anniversary occurs between July 1st and December 31st in the year of entitlement.
- D. Employees hired after January 1, 1999 or later shall not be entitled to longevity pay.

SECTION 4: Overtime - All full-time employees, other than those designated as Department Heads will be paid at the rate of time and one-half (1-1/2), or double time as per DPW policy.

SECTION 5: The rate of compensation of employees serving on an hourly and daily basis shall be as follows:

- A. School Marshalls - per duty period \$14 to 26.00
- B. School Marshall Traffic Director - per duty period \$15 to 28.00
- C. Public Works Employees part-time per hour \$9.25 to \$20.81
- D. Golf Course Employees part-time per hour \$9.25 to \$25.00
- E. Recycling - part-time per hour \$9.25 to 20.81
- F. Secretary/Stenographer/Typist/File Clerk per hour \$7.25 to \$25.00
- G. Deputy Court Clerk - per hour \$15.25 to \$19.00
- H. Sub-Code Officials - per hour \$19 to \$35.00
- I. Deputy Zoning Officer - per hour \$19 to 35.00

J.	Violations Clerk – per hour.....	\$15.25 to 19.00
L.	Sound Recorder – per hour	\$15.25 to 19.00
M.	Golf Course Employees part-time-weekend/holiday work per hour.....	\$22.08

SECTION 6: That the rate of compensation hereinbefore listed shall be paid to each and every employee as set forth above, upon presentation of the properly signed payroll voucher submitted and approved by the Mayor and Council.

SECTION 7: Education Pay: The Borough will pay or reimburse, up to \$500 per year, any employee for any course or training provided the following conditions are met: the employee has received prior approval from his or her department head and the Council Liaison; the course or training is either job related, mandated/required, or the Borough would benefit from the employee taking the course or training; and the employee must maintain a minimum grade of “C” or equivalent grade.

The Borough may pay or reimburse an employee for any course or training which cost exceeds \$500 per year provided the employee has obtained prior approval of the Mayor and Council of such payment or reimbursement and the conditions set forth hereinabove are met. Said prior approval shall be granted where, in the opinion of the Mayor and Council, the course or training confers a benefit upon the Borough which warrants such an expenditure.

The Borough shall pay for any course(s), training or seminar(s) mandated by the State of New Jersey for State Certification or any job requirement.

SECTION 8: All ordinances inconsistent with this Ordinance are hereby repealed.

SECTION 9: This Ordinance shall take effect when published according to law and a Public Hearing held as required by Law, and shall be retroactive to January 1, 2016.