

**BOROUGH OF OLD TAPPAN
ORDINANCE 1257-24**

**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 2024**

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.....	\$ 9,500
B.	Council Person - per annum.....	\$6,975
C.	Administrator - per annum.....	\$80,000 – 135,000
D.	Assistant Administrator – per annum	\$70,000 – 100,000
E.	Borough Clerk (includes election) per annum	\$40,000 - 75,000
F.	Deputy Borough Clerk - per annum.....	\$25,000 - 45,000
G.	Tax Assessor – (Part-time) per annum.....	\$14,000 - 19,000
H.	Chief Financial Officer/Treasure/QPA – per annum	\$110,000 - 125,000
I.	Tax and Sewer Utility Collector/Tax Search Officer per annum	\$15,000 - 25,000
J.	Deputy Tax Collector - per annum	\$30,000 - 56,000
K.	Assistant Tax Collector – per annum.....	\$20,000 - 47,000
L.	Deputy Treasurer - per annum	\$30,000 - 56,000
M.	Accounts Payable Clerk Finance/Escrow – per annum	\$30,000 – 55,000
N.	Administrative Assistant (Part-time) per annum	\$15,000 - 26,000
O.	Registrar – stipend per annum	\$1,000 – 2,000
P.	Deputy Registrar – per annum	\$500 - 1,000
Q.	Accounting/Payroll Clerk (Part-time) - per annum	\$20,000 - 40,000
R.	Insurance Commissioner - per annum	\$200 – 1,000
S.	Asst. Insurance Commissioner - per annum	\$100 - 500
T.	Grant Recycling Coordinator - per annum.....	\$ 2,500 – 11,500
U.	Class A Operator Underground Storage Tanks per annum	\$4,000
V.	Municipal Judge - per annum	\$ 7,000 - 14,000
	Additional Court Sessions in excess of twelve (12).....	\$500 per session
W.	Deputy Court Clerk – (Part-time) per annum	\$2,000 – 9,000
X.	Borough Prosecutor – per annum	\$2,000 – 6,000
	Additional Court	\$200 per session
	Alternate Prosecutor – per Court Session	\$400 per session
	Annual Travel Allowance – per annum	\$300 – \$800
	Borough Administrator, Borough Clerk, Chief Financial Officer, Tax Collector, Tax Assessor, Social Services Director	
	Recording Secretaries – per meeting	\$100 - \$300
	Environmental Commission, Recreation Commission	
Y.	Building Department Technical Assistant – per annum	\$30,000 - 56,000

Construction Code Officials:

- Construction Code Official – (Part-time) per annum \$ 20,000 - 40,000
 - Building Subcode and/or Inspector – (Part-time) per annum \$4,000 - 15,000
 - Fire Subcode and/or Inspector – (Part-time) per annum..... \$4,000 - 11,000
 - Plumbing Subcode and/or Inspector – (Part-time) per annum..... \$4,000 - 15,000
 - Electrical Subcode and/or Inspector – (Part-time) per annum..... \$4,000 - 15,000
 - Borough Code Enforcement Officer – (Part-time) \$25.00 per hour
 - Zoning/Property Maintenance Official – (Part-time) per annum \$4,000 - 12,000
 - Land Use Board Secretary – (Part-time) per annum..... \$12,000 - 17,000
- Annual Travel Allowance Construction Code Officials per annum:
- Auto Expense Fire, Plumbing, Electrical Inspectors per annum \$690-1,500
 - Auto Expense Construction Code Official, Zoning, Property Maintenance Official (one individual) per annum\$1,500
 - Auto Expense Borough Code Enforcement Officer \$35 per month

TEMPORARY ADDITIONAL COVERAGE AND INSPECTION SERVICES FOR NEW COMMERCIAL DEVELOPMENTS STARTING IN 2021-2022

ZZ. Building Department Assistant (Part-time) – per hour \$20.00-\$25.00

Construction Code Officials:

- Building Inspector – (Part-time) per annum \$2,000 - 10,920
- Fire Subcode and Inspector – (Part-time) per annum \$2,000 - 7,020
- Fire Subcode – (Part-time) per annum.....\$2,000 – 7,020
- Fire Inspector – (Part-time) per annum.....\$2,000 – 7,020
- Plumbing Subcode and Inspector – (Part-time) per annum \$4,000 -14,040
- Plumbing Subcode – (Part-time) per annum.....\$4,000 – 14,040
- Plumbing Inspector (Part-time) per annum.....\$4,000 – 14,040
- Electrical Subcode and Inspector – (Part-time) per annum\$4,000 – 14,040
- Electrical Subcode – (Part-time) per annum.....\$4,000 – 14,040
- Electrical Inspector (Part-time) per annum.....\$4,000 – 14,040
- Fill in inspectors Building, Fire, Plumbing, Electrical per annum\$2,000 – 14,040
- Construction Official/Building Subcode.....\$2,000 – 14,040

AA. **Police:**

- ****Chief** - per annum \$180,000-\$237,111
 (** Inclusive of Holiday & College Pay**) In addition 5% longevity paid bi-weekly with regular salary per contract.
- Police Steno/Typist - per annum.....\$25,000 – 50,000
- Emergency Management Coordinator – stipend per annum\$8000
- Emergency Management Deputy Coordinator – stipend per annum\$2000
- Special Law Enforcement Officers, Class III per hour..... \$30.00 to \$50.00

BB. **Social Services Director** – (Part-time) per annum \$5,000 - 8,000

- CC. **Recreation Director** – (Part-time) per annum.....\$20,000 – 35,000

- DD. **Day Camp: Salary Ranges - per annum**
 - Camp Director (Each).....\$21.00 to \$35.00 per hour
 - Assistant Director (Each)..... \$15.00 to \$25.00 per hour
 - Junior/Senior Counselors Under Age 18 **\$10.00 - \$15.00 per hour
 - Counselors in Training (CIT) (Each) Under Age 18**\$500-700 (Stipend for 4 weeks)
 - Supervisors Aged 18 and older (Each)\$15.00 to \$20.00 per hour

**Minors under 18 as employees at summer camp are exempt from minimum and overtime rates during the months of June, July, August and September.

- EE. **Department of Public Works:**
 - *Superintendent - per annum..... \$95,000-160,000
- FF. (*Inclusive of Longevity and Sewer Maintenance Operator*)
 - DPW Foreman – per annum\$4,000
 - Sewer Utility Foreman – per annum.....\$4,000
 - DPW/Mechanical Maintenance Admin Asst.- per annum.....\$26,000

- GG. **Golf Course:**
 - *Golf Course Superintendent - per annum (1/1/22-3/31/22).....\$80,000 – 135,000
 - Golf Play Supervisor - per annum (1/1/22-6/30/22) \$35,000-76,000
(*Inclusive of Longevity*)

- HH. **Fire Department:**
 - Engineer - per annum.....\$2,000
 - Assistant Engineer – per annum\$500
 - Fire Official - per annum\$5,610
 - Fire Inspectors - per annum \$6,000 to \$10,000
 - Fire Prevention Inspectors \$25.00 hour
 - Firefighter Clothing Allowance (each)..... \$100 to \$750
 - Fire Dept. LOSAP Coordinators (each).....\$200
 - Fire Chief Stipend – per annum (inclusive of clothing allowance) \$500-2,500
 - Deputy Fire Chief Stipend – per annum (inclusive of clothing allowance) \$500-2,000
 - Fire Captain Stipend – per annum (inclusive of clothing allowance)..... \$500-1,750
 - Fire Lieutenant Stipend – per annum (inclusive of clothing allowance)..... \$500-1,500

- II. **First Aid Organization:**
 - Chief Stipend – per annum\$1,800
 - Deputy Chief Stipend – per annum.....\$1,500
 - Captain Stipend – per annum.....\$1,200
 - Lieutenant Stipend – per annum.....\$1,000
 - First Aid Members Clothing Allowance (each)..... \$50 to \$800

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 January 1, 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 Marshall - per hour	\$27.47
B. School Marshall Traffic Director - per hour	\$29.05
C. School Marshall hired after 1/1/18 per hour	\$23.00
D. School Marshall Traffic Director after 1/1/18 per hours	\$24.48
E. Public Works Employees part-time per hour	\$13.00 to \$25.00
F. Public Works Employees snowplowing part-time per hour	\$13.00 to \$40.00
G. Public Works Part-time Mechanic	\$20.00 to \$40.00
H. Recycling - part-time per hour	\$13.00 to \$25.00
I. Secretary/Stenographer/Typist/File Clerk per hour	\$13.00 to \$30.00
J. Deputy Court Clerk - per hour	\$15.25 to \$21.00
K. Sub-Code Officials/Inspectors per inspection	\$25.00
L. Deputy Zoning Officer - per hour	\$19.00 to 35.00
M. Violations Clerk – per hour (2 hour minimum)	\$15.25 to 21.00
L. Sound Recorder – per hour	\$15.25 to 21.00

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, 2024.