

ORDINANCE NO.13 - 14

AN ORDINANCE TO ESTABLISH A SCHEDULE OF SALARIES, WAGES AND COMPENSATION OF THE PUBLIC OFFICIALS, OFFICERS AND EMPLOYEES OF THE BOROUGH OF WESTWOOD IN THE COUNTY OF BERGEN, AND TO ESTABLISH A METHOD OF PAYMENT OF SUCH COMPENSATION DURING CALENDAR YEAR 2013.

SECTION 1

That the annual salaries of the following public officials of the Borough of Westwood shall be paid quarterly and fixed in the amounts set opposite their respective titles.

Mayor	\$4,000 - 8,000
Councilmembers	\$3,000 - 7,000

SECTION 2

That the annual salaries of the following officers and employees of the Borough of Westwood shall be paid in bi-weekly installments and fixed within the ranges set opposite their respective titles.

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Borough Administrator	\$67,600	\$160,000
Administrative Asst	28,000	51,000
Borough Clerk	30,000	65,000
Deputy Borough Clerk	20,000	45,000
Secretary	20,000	42,000
Secretary (PT)	15,000	33,000
Gen Office Clerk	12,000	25,000
Secy Planning/Zoning (PT)	100.00/per mtg.	210.00/per mtg.
CFO / Treasurer	60,000	85,000
Tax Collect or Finance Asst	35,000	50,000
Finance /Payroll Clerk	20,000	45,000
Accounts Payable Clerk	20,000	40,000
Senior Finance Clerk	25,000	40,000
Deputy Tax Collector	1,000	3,000
Tax Assessing Clerk/Sect	12,000	30,000
Deputy Tax Assessor	20,000	40,000
Tax Assessor	30,000	94,000
Housing Officer	20,000	25,000
Municipal Judge (PT)	15,000	43,000
Court Administrator	25,000	65,000

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Deputy Court Administrator	20,000	40,000
Violations Clerk	18,000	40,000
Prosecutor (PT)	10,000	25,000
Public Defender (PT)	3,000	12,000
Welfare Director (PT)	20,000	45,000
Chief of Police	100,000	160,000
Captain	100,000	159,000
Lieutenant	100,000	135,000
Police Records Clerk	15,000	38,000
Dispatcher (PT)	10.00 hr	22.00hr
Dispatcher	20,000	44,000
School Specials (PT)	10.00 hr	22.00/hr
Special Pol-OffClass2 PT	10.00 hr	25.00/hr
Recreation Director	30,000	75,000
Secretary	15,000	38,000
Recreation Asst/Supv (PT)	7.15 hr	30.42/hr
Recreation Aides (PT)	7.15 hr	20.00/hr
Van Driver	12.00 hr	15.00/hr
Pre School Teacher & Aide	15.00 hr	35.00/hr
Construction Official	18,000	104,000
Building Sub-Code Official		
Zoning Official	10,000	50,000
Asst Zoning Officer	5,000	30,000
Sub-Code Electrical	18.00/hr	42.50/hr
Sub-Code Plumbing	18.00/ hr	52.50/hr
Sub-Code Fire	18.00/ hr	42.50/hr
Sub-Code Property Maint	18.00/ hr	37.50/hr
Technical Ass't	20,000	50,000
Clerk/Zoning & Planning Asst	20,000	42,000
Secretary (PT)	15.00/ hr	18.72/hr
Fire Prevention Official	25,000	65,500
Fire Inspector (PT)	12.40 hr	18.70/hr
Fire Education Special	12.40 hr	18.70/hr
Fire Prevention Ass't	2,500	4,000
Fire Prevention Secretary	3,000	6,000
Tax Search Officer		1.00
Assessment Search Officer		1.00
Superintendent/Mgr DPW	50,000	110,000
Foreman, DPW	40,000	85,000
Recycling Coordinator (PT)	1,000	4,160
C-2 Wastewater Operator	2,500	3,000

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Secretary, DPW	30,000	35,000
Facilities Maint Person	20,000	45,000
Custodian	15,000	35,000
OEM Coordinator	2,500	5,000
OEM Deputy	750	3,500

School Specials shall be paid for a maximum of three (3) emergency school closings if declared.

### SECTION 3

Except as to employees who are covered by collective bargaining agreements, this ordinance and the Personnel Ordinance also know as Employee's Manual of the Borough of Westwood adopted the 15th day of June 2010 and amended on the

15<sup>th</sup> day of April, 2011 and again on March 15, 2012 (resolution 12-128) shall define and limit all economic, fringe, medical, vacation, retirement and other entitlements of Borough employees.

Employees who are members of a collective bargaining agreement shall be entitled to the compensation and benefits set forth in said agreements and shall not receive any economic and fringe benefits not set forth in said document.

No person who is not a member of a collective bargaining agreement shall receive benefits set forth in any such agreement, rather persons not so covered shall have their terms and conditions of employment defined and limited by this ordinance, or specific employment letters, and the aforementioned Borough personnel ordinance.

### SECTION 4

The hourly rate of the Foreman, Department of Public Works shall at a rate of pay that is one (1) percent more than the hourly rate of pay for the position of Crew Chief A. The Foreman shall also be eligible for overtime.

### SECTION 5

The salaries and wages of the employees of the Free Public Library of Westwood are established by the Resolution of the Board of Trustees of the Westwood Free Public Library.

### SECTION 6

The gross appropriation for salaries and wages for the Board of Health for the year 2013 shall not exceed \$125,000.

SECTION 7

This section containing the schedule for the Department of Public Works is established by contract. The Borough and Department of Public Works Union representatives are negotiating a contract in good faith. The terms and conditions of the contract which expired on December 31, 2010 remain in affect until the new contract is approved. The following pay rates will continue until the new contract is approved.

Hire Rate	\$14.31 p/hr
Upon Completion of:	
6 months	17.16 p/hr
12 months	19.17 p/hr
24 months	21.17 p/hr
36 months	22.89 p/hr
48 months	26.32 p/hr
60 months	28.05 p/hr
72 months	30.27 p/hr

Refer to Contract for terms and conditions

SECTION 8

This section is reserved for Police Officers' salaries as established by contract for the period January 1, 2010 through December 31, 2014.

Police Department

\*\* SEE ATTACHED SCHEDULE A \*\*

SECTION 9

The Borough Attorney and Borough Engineer, shall receive compensation at the hourly rate agreed to in the professional services agreement for additional services rendered and authorized by resolution of the Borough Mayor and Council. Further, all such payments will be made only upon receipt of vouchers with detailed breakdowns of activities reflecting services rendered on a daily basis. In addition to the Attorney's salary setforth in section 2 the hourly rate compensation referenced herein will be paid for services by the Borough Attorney in connection with (a) any proceeding before any court or administrative tribunal: (b) codifications, bonding and zoning ordinances: (c) extraordinary matters arising outside the ordinary course of business referred to the Attorney by the Council.

Such other compensation shall not be drawn from salary and

wage accounts in the effective Municipal Budget. Said amounts to be computed in accordance with the standing agreement with said Attorney.

#### SECTION 10

Reasonable compensation will be paid to Attorneys representing the Planning Board and Zoning Board for their services.

#### SECTION 11

The duties and terms of employment of the several officers and employees shall be as heretofore, except as otherwise provided by statute, or as shall be set forth in any subsequent ordinance or ordinances of the Governing Body.

All regular non contractual employees who retire or voluntarily leave Borough employment over 55 years of age and having not less than 5 years of continuous, full time service shall be paid in cash for any unused and unpaid sick days on the basis of the following schedule; one (1) days pay for each four (4) unused sick days for up to and including the first forty (40) banked sick days; One (1) additional days pay for each two (2) unused, banked, sick days for the next 80 days of unused sick leave (41 through 120). For a total of fifty (50) sick days. Unpaid sick pay accumulated during employment with the Borough shall be used for the required computation.

#### SECTION 12

The Borough Treasurer shall present bi-weekly to the Governing Body for approval, warrants drawn to the order of the Borough of Westwood Payroll account.

At the first meeting of the Governing Body in January of each year, there shall be approved an account to be designated "The Borough of Westwood Payroll account", and from time to time the Borough Treasurer, upon receipt of a warrant for the amount due such Payroll account shall deposit the same to the credit of the Payroll account, charging the appropriate budgetary accounts therewith.

The Borough Treasurer shall thereafter draw checks on said Payroll account to the employees entitled to payment therefrom.

At each regular meeting of the Governing Body the Borough Treasurer shall submit for approval or ratification as the cause may be, the necessary payrolls for the amount due to the several officers and employees for compensations. The

payroll shall be considered by the Governing Body in due course and approved if found to be correct.

In case of error or adjustment in the payroll, it shall be the duty of the Borough Treasurer to see that such error or adjustment is properly corrected and appropriate record made thereof.

Such officers as may be determined by the Governing Body are hereby authorized to sign warrants drawn in favor of the Payroll account, upon due notice that the appropriate payrolls have been approved by the proper committees and by the proper certifying authorities, which certifying authorities and committees shall be those designated in a resolution such as mentioned in Section XI hereof.

SECTION 13

This ordinance shall be operative as of January 1, 2013, and salaries shall be adjusted in accordance with the 2013 salary budget and shall not exceed the amounts set forth as maximum and as provided herein.

SECTION 14

The 2013 Salary Ordinance repeals the 2012 Salary Ordinance and any and all amendments there to. This ordinance shall take effect immediately upon publication in the manner provided by law.

SECTION 15

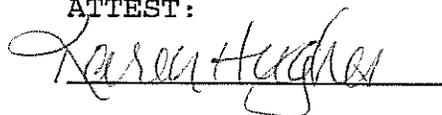
The mileage reimbursement amount will be at whatever the current IRS rate is at the time the usage is incurred.

SECTION 16

All payments made under this ordinance shall be subject to the provisions of any and all Executive Orders provided for the stabilization of prices, rents, wages and salaries, together with any and all rules, regulations, orders, and directions, court decisions and determinations.

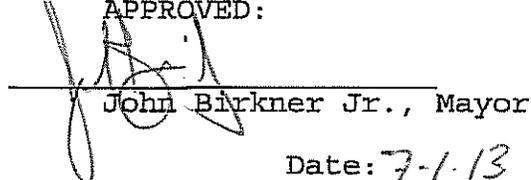
This ordinance shall take effect immediately upon publication in the manner provided by law.

ATTEST:



Karen Hughes  
Borough Clerk

APPROVED:

  
John Birkner Jr., Mayor

Date: 7-1-13

# BOROUGH OF WESTWOOD

Mayor John Birkner, Jr.



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DATE: 7/1/2013  
TO: KAREN HUGHES – BOROUGH CLERK  
CC: ROBERT HOFFMANN, RUSSELL HUNTINGTON, JOHN "J" SCIARA, RAYMOND ARROYO,  
PETER GREFRATH, ROBERT MILLER, INGRID QUINN, CYNTHIA WANECK  
FROM: MAYOR JOHN BIRKNER, JR.  
RE: BOROUGH OF WESTWOOD ORDINANCE # 13-14

As a result of my review of salaries, job duties, and interviews of department heads, I am exercising veto authority over specific titles as included in the provision of the Borough of Westwood Ordinance # 13-14 as passed on June 25, 2013. Specifically the applicability of salary increases for the following positions as listed in Sections 1 & 2 of the above referenced ordinance are not approved:

Section 1:

1. Mayor
2. Councilmembers

Section 2:

1. Secretary Planning and Zoning Board
2. Deputy Tax Collector
3. Housing Officer
4. Zoning Official
5. Asst. Zoning Official
6. Fire Prevention Assistant
7. Fire Prevention Secretary
8. Recycling Coordinator
9. C-2 Licensed Wastewater (Collections System) Operator
10. OEM Coordinator
11. OEM Deputy Coordinator

Each of the above titles represents either part-time work paid as an annual stipend, per event stipend, or a supplemental stipend for an existing employee that is compensated for a specialized service. My review further recognizes the need to analyze the above listed positions with the personnel committee for determination of the duties and responsibilities of each, necessity of each position, and to establish a separate section of a future ordinance for the salaries, wages, and compensation of each title.