

BOROUGH OF WOODCLIFF LAKE

ORDINANCE NO. 24-03

'AN ORDINANCE TO FIX THE COMPENSATIONS OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF WOODCLIFF LAKE, COUNTY OF BERGEN AND STATE OF NEW JERSEY'

BE IT ORDAINED by the Mayor and Council of the Borough of Woodcliff Lake as follows pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165:

SECTION I. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall be fixed for the year 2024 as follows:

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Mayor	4,550	10,000
Councilmembers	2,900	7,500

SECTION II. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall be for the year 2024 as follows:

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
<u>Administration</u>		
Administrator (FT)	90,000	150,000
Admin. Asst./Fire Prev Secretary	30,000	60,000
Summer Intern	15.13/hour	18.00/hour
<u>Clerk</u>		
Borough Clerk/Office Manager/Registrar/ Safety Coordinator/Board of Health Secretary	85,000	120,000
<u>Building Dept</u>		
Construction Code Official (PT)	30,000	50,000
Tech. Assistant (FT)	30,000	50,000
Tech. Assistant (PT)	20,000	40,000
Property Maintenance Official(s) (PT)	20,000	40,000
Construction Supervisor (PT/Salaried)	15,000	25,000
Building Sub code Official (PT/ Salaried)	15,000	25,000
Plumbing Sub code Official (PT/Salaried)	15,000	25,000
Electrical Sub code Official (PT/Salaried)	15,000	25,000
Fire & Mechanical Sub code Official (PT/Salaried)	15,000	25,000

Building Inspector (PT/Salaried)	10,000	20,000
Electric Inspector (PT/Salaried)	10,000	20,000
Plumbing Inspector (PT/Salaried)	10,000	20,000
Zoning Official (PT/Salaried)	10,000	20,000
Deputy Zoning Official (PT/Salaried)	5,000	10,000
Zoning Board Administrator	46,000	60,000
Planning/Zoning Board Secretary (up to 20 meetings)		5,000/annually
• Special Meetings (Over 20 meetings)	\$250.00 per meeting	
• Alternate Secretary	\$250.00 per meeting	

	SALARY RANGE	
	MIN.	MAX.
<u>Finance</u>		
Chief Financial Officer (PT)	25,000	55,000
Chief Financial Officer (FT)	55,000	95,000
Finance Clerk/Asst to CFO	32,000	65,000
Finance Clerk/Purchasing/Payroll Benefits (FT)	32,000	65,000
Finance Clerk/Purchasing/Floater (PT)	16,000	30,000
Tax Collector (FT)	42,600	66,000
Tax Collector (PT)	20,000	40,000
Deputy Tax Collector (PT)	10,000	20,000
Tax Assessor (PT)	20,000	40,000

<u>Fire Prevention</u>		
Fire Prevention Official (PT/Salaried)	15,000	32,000
Deputy Fire Prevention Officials	25.00/hour	40.00/hour
Fire Prevention Inspectors	23.00/hour	35.00/hour

	SALARY RANGE	
	MIN.	MAX.
<u>Additional Stipends</u>		
Website Administrator/Social Media	2,000	6,000 annually
QPA	3,000	6,000 annually

SECTION III. Public Safety. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall not exceed the following amounts for the year 2024.

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Police Chief	175,000	241,000
Captain	160,000	220,000
Admin. Asst./ Matron	30,000	60,000
Admin. Asst./Matron (P/T)	25.00/hour	35.00/hour
Emergency Mgmt. (OEM) Coordinator (P/T)	10,000	20,000
Deputy OEM Coordinator (P/T)	2,000	4,000
School Crossing Guards (P/T)	15.13/hour	27.00/hour
SLEO Class II	20.00/hour	30.00/hour
SLEO Class III	35.00/hour	45.00/hour

SECTION IV. Department of Public Works. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall not exceed the following amounts for the year 2024.

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Superintendent	90,000	150,000
Foreman	85,000	120,000
DPW All Other F/T	48,000	86,000

DPW Step Guide:

Employees are hired at Step 1 or 1A and move to the next step on the yearly anniversary of their hire date.

- Step 1 (Entry) 48,000
- Step 1A (w/CDL)* 50,000
- Step 2 54,000
- Step 3 58,000
- Step 4 62,000
- Step 5 66,000
- Step 6 70,000
- Step 7 74,000
- Step 8 78,000
- Step 9 82,000
- Step 10 86,000

After reaching Step 10 Employee is subject/entitled to any yearly raise that may be approved by the Mayor & Council. Each step increase is effective upon the employee's yearly employment anniversary. The Borough reserves the right to hire staff starting at any Step level upon the recommendation of the Superintendent and Borough Administrator, provided that said hire has prior experience documented. At no time shall anyone be hired at higher than Step 4. This does not apply to supervisory positions.

**CDL is defined as CDL WITH Air Brakes and WITHOUT Restriction (E) the Manual Transmission Restriction. Employees MUST complete said certification by set date as a condition of their continued employment (Normally w/in 12 months of hire). Current Employees who do not possess the valid CDL Certification cannot advance to the next Step.*

Stipends/Licenses – Annual Amount

To be paid quarterly providing the employee is in that role at the time and has met the requirements including any certifications/licenses for the position. Not Subject to Longevity and/or pension.

Recycling Coordinator	4,000 – 6,000
Deputy Recycling Coordinator	2,000 – 4,000
Sewer License Holder	2,500 - 6,000
Facilities Management (Main)	2,500 – 5,000
Facilities Management (Asst.)	1,500 – 3,000
Tree Truck (Main)	1,500 - 2,500
Tree Truck (Asst)	1,000 - 2,000
Mechanic	1,500 - 3,000

SALARY RANGE

	<u>MIN.</u>	<u>MAX.</u>
<u>Seasonal/Stand-by/Hourly Employees</u>		
Ecology Lead	25.00/hour	36.00/hour
Ecology Assistant	18.00/hour	24.00/hour
Snow Plow Helper/Driver	25.00/hour	36.00/hour
Summer Help	15.13/hour	20.00/hour
Leaves – Fall Help	15.13/hour	25.00/hour
Senior Van Driver	25.00/hour	35.00/hour
Stand-By pay/period		350.00/week
Lead Man – <i>Designated on occasion at discretion of the DPW Supt</i>		\$50/Day

SECTION V. Parks & Recreation. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall not exceed the following amounts for the year 2024:

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Recreation Director	40,000	70,000
Co-Director – Summer Day Camp	6,500	8,500
Camp Counselor	15.13/hour	16.50/hour

SECTION VI. Hourly Rate/miscellaneous compensation. That the rate of time employed for part time or temporary shall be no less than that set by the United States Department of Labor Fair Standards Act.

That the rate of overtime shall be computed at the rate of one and one-half (1-1/2) times the base salary hourly wage of the employee after 40 hours worked.

That all full-time employees may be compensated one day's pay (base pay) for each two (2) unused sick days.

Maximum twelve (12) sick days per year for full-time employees. All full-time employees have an option to accumulate sick days in lieu of this compensation.

Any additional compensation must be approved by the Mayor and Council.

SECTION VII. Longevity. All full-time salaried employees hired prior to July 1, 2003 shall receive, in addition to the above base salary, the following:

STEP	LONGEVITY %	AFTER YEARS OF SERVICE
1	2	6
2	4	11
3	6	15
4	8	19
5	10	22
6	12	25
7	14 (CAP)	28

LONGEVITY IS *NOT* REFLECTED IN 2023 SALARIES ON APPLICABLE EMPLOYEES

SECTION VIII. Contracts. Any contracts or agreements, which have been duly authorized by the Mayor and Council, the terms and conditions of said agreements will be adhered to.

SECTION IX. That this ordinance shall be retroactive to January 1, 2024 upon passage and publication as required by law.

SECTION X. Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

SECTION XI. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

SECTION XII. This ordinance shall be construed consistent with its purpose. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

SECTION XIII. This ordinance shall be codified as an amendment to the salary ordinance.