

**BOROUGH OF WOODCLIFF LAKE**

**ORDINANCE NO. 25-03**

**'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 2025 as follows:

|                | <b>SALARY RANGE</b> |                    |
|----------------|---------------------|--------------------|
|                | <b><u>MIN.</u></b>  | <b><u>MAX.</u></b> |
| 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 2025 as follows:

|                                  | <b>SALARY RANGE</b>   |                    |
|----------------------------------|-----------------------|--------------------|
|                                  | <b><u>MIN.</u></b>    | <b><u>MAX.</u></b> |
| <b><u>Administration</u></b>     |                       |                    |
| Administrator (FT)               | 90,000                | 160,000            |
| Admin. Asst./Fire Prev Secretary | 30,000                | 60,000             |
| Admin. Asst./DPW/Floater         | 30,000                | 60,000             |
| Summer Intern                    | NJS minimum wage/hour | 18.00/hour         |

|   |        |         |
|---|--------|---------|
| <b><u>Clerk</u></b>   |        |         |
| Borough Clerk/Office Manager/Registrar/<br>Safety Coordinator | 85,000 | 140,000 |

|                                       |        |        |
|---------------------------------------|--------|--------|
| <b><u>Building Dept</u></b>           |        |        |
| 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)  | 12,000                                       | 25,000         |
| Plumbing Sub code Official (PT/Salaried)   | 12,000                                       | 25,000         |
| Electrical Sub code Official (PT/Salaried)   | 12,000                                       | 25,000         |
| Fire & Mechanical Sub code Official (PT/Salaried)  | 12,000                                       | 25,000         |
| Building Inspector (PT/Salaried)   | 12,000                                       | 25,000         |
| Electric Inspector (PT/Salaried)   | 12,000                                       | 25,000         |
| Plumbing Inspector (PT/Salaried)   | 12,000                                       | 25,000         |
| Zoning Official (PT/Salaried)  | 12,000                                       | 25,000         |
| Deputy Zoning Official (PT/Salaried)   | 5,000  | 10,000         |
| Land Use Board Administrator   | 46,000                                       | 60,000         |
| Land use Board Secretary (up to 20 meetings)   |  | 5,000/annually |
| <ul style="list-style-type: none"> <li>Special Meetings (Over 20 meetings)</li> <li>Alternate Secretary</li> </ul> | \$250.00 per meeting<br>\$250.00 per meeting |                |

**SALARY RANGE**

**Finance**

|  | <u>MIN.</u> | <u>MAX.</u>    |
|--|-------------|----------------|
| Chief Financial Officer (PT)                   | 25,000      | 55,000         |
| Chief Financial Officer (FT)                   | 55,000      | 95,000         |
| Finance Clerk/Asst to CFO                      | 32,000      | 68,000         |
| Finance Clerk/Purchasing/Payroll Benefits (FT) | 32,000      | 68,000         |
| Finance Clerk/Purchasing/Floater (PT)          | 20,000      | 40,000         |
| 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         |
| QPA Stipend                                    | 3,000       | 6,000 annually |

**Fire Prevention**

|  |            |            |
|--|------------|------------|
| Fire Prevention Official (PT/Salaried) | 20,000     | 45,000     |
| Fire Prevention Inspectors             | 23.00/hour | 35.00/hour |

**SALARY RANGE**

**Additional Stipends**

|                                    | <u>MIN.</u> | <u>MAX.</u>    |
|------------------------------------|-------------|----------------|
| Deputy Registrar                   | 1,000       | 2,500 annually |
| Board of Health Secretary          | 3,000       | 5,000 annually |
| Website Administrator/Social Media | 3,000       | 6,000 annually |
| Deputy Fire Prevention Official    | 2,000       | 3,000          |

**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 2025.

|   | <b>SALARY RANGE</b> |             |
|---|---------------------|-------------|
|   | <b>MIN.</b>         | <b>MAX.</b> |
| 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)            | 20.00/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 2025.

|                   | <b>SALARY RANGE</b> |             |
|-------------------|---------------------|-------------|
|                   | <b>MIN.</b>         | <b>MAX.</b> |
| 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 Class B WITH Air Brakes. 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**

**MIN.** **MAX.**

**Seasonal/Stand-by/Hourly Employees**

|   |                       |             |
|---|-----------------------|-------------|
| 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   | NJS minimum wage/hour | 25.00/hour  |
| Leaves – Fall Help  | NJS minimum wage/hour | 25.00/hour  |
| Senior Van Driver   | 25.00/hour            | 35.00/hour  |
| Stand-By pay period   |                       | 350.00/week |
| Lead Man – Designated on occasion at discretion of the DPW Supt |                       | \$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 2025:

**SALARY RANGE**

**MIN.** **MAX.**

|                               |                       |            |
|-------------------------------|-----------------------|------------|
| Recreation Director           | 40,000                | 70,000     |
| Co-Director – Summer Day Camp | 6,500                 | 8,500      |
| Camp Counselor                | NJS minimum wage/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:

| <b>STEP</b> | <b>LONGEVITY %</b> | <b>AFTER YEARS<br/>OF SERVICE</b> |
|-------------|--------------------|-----------------------------------|
| 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 2025 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, 2025 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.