

**NOTICE IS HEREBY GIVEN** that Ordinance #21-9 was introduced and passed on first reading at the regular meeting of the Mayor and Council on the 4<sup>th</sup> day of May, 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 1<sup>st</sup> day of June, 2021 at 8:00 p.m. or as soon thereafter as said matter can be reached, either as a Zoom meeting for which login information will be posted on the Borough's website, [www.westwoodnj.gov](http://www.westwoodnj.gov), or at 101 Washington Avenue, Westwood, NJ, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

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Karen Hughes, Borough Clerk  
Borough of Westwood

**ORDINANCE NO. 21-9**

**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 2021.**

**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.

	<u>Salary Range (Annual)</u>		
	<u>Minimum</u>	<u>Mid</u>	<u>Maximum</u>
Mayor	\$4,000.00	6,000.00	8,000.00
Council Members	\$3,000.00	5,000.00	7,000.00

**SECTION 2**

That the annual base salaries excluding longevity 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.

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"Salary Ordinance Guide 2021!R8C3:R66C10" \a \f 5 \h \\* MERGEFORMAT

	<u>Minimum</u>	<u>Mid</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Mid</u>	<u>Maximum</u>
Borough Administrator	50.00	70.00	90.00	91,000.00	127,400.00	163,800.00
Assistant Borough Administrator	24.75	35.75	46.75	45,000.00	65,000.00	85,000.00
Administrative Assistant	20.00	25.00	30.00	36,400.00	45,500.00	54,600.00
Secretary	15.00	20.00	28.00	27,300.00	36,400.00	51,000.00

Borough Clerk	30.00	50.00	70.00		54,600.00	91,000.00	127,400.00
Deputy Clerk	20.00	25.00	30.00		36,400.00	45,500.00	54,600.00
CFO / Treasurer	40.00	60.00	80.00		72,800.00	109,200.00	145,600.00
Deputy CFO	35.00	55.00	75.00		63,700.00	100,100.00	136,500.00
Tax Collector / Acct Payable Clerk	23.00	30.50	40.00		41,860.00	55,510.00	72,800.00
Payroll Clerk	23.00	30.50	38.00		41,860.00	55,510.00	69,160.00
Tax Assessor	40.00	60.00	80.00		72,800.00	109,200.00	145,600.00
Court Administrator	20.00	40.00	60.00		36,400.00	72,800.00	109,200.00
Deputy Court Administrator	17.00	22.00	27.00		30,940.00	40,040.00	49,140.00
Acting Court Administrator	20.00	40.00	60.00		36,400.00	72,800.00	109,200.00
Court Assistant (PT)	15.00	17.50	20.00		27,300.00	31,850.00	36,400.00
Welfare Director	20.00	40.00	60.00		36,400.00	72,800.00	109,200.00
Chief of Police	45.67	69.71	114.25		95,000.00	145,000.00	208,000.00
Deputy Chief	43.35	67.44	96.34		90,000.00	140,000.00	200,000.00
Captain	40.87	64.90	88.94		85,000.00	135,000.00	185,000.00
Lieutenant	40.87	64.90	88.94		85,000.00	135,000.00	185,000.00
Police Record Clerk	15.00	20.00	25.00		27,300.00	36,400.00	45,500.00
Dispatcher (PT)	10.00	16.00	22.00		18,200.00	29,120.00	40,040.00
Dispatcher	9.00	16.00	23.00		16,380.00	29,120.00	41,860.00
School Specials / Crossing Guards	13.00	18.00	23.00		23,660.00	32,760.00	41,860.00
Special Police Officer Class 1 (PT)	13.00	18.00	25.00		23,660.00	32,760.00	45,500.00
Special Police Officer Class 2 (PT)	13.00	18.00	25.00		23,660.00	32,760.00	45,500.00
Recreation Director	40.00	60.00	80.00		72,800.00	109,200.00	145,600.00
Recreation Asst / Supervisor (PT)	12.00	19.00	30.50		21,840.00	34,580.00	55,510.00
Recreation Aides (PT)	15.00	18.00	21.00		12,740.00	24,715.60	36,400.00
Recreation Camp Counselors	11.10	15.00	22.50		13,650.00	27,300.00	40,950.00
Van Driver	12.00	15.00	18.00		21,840.00	27,300.00	32,760.00
Pre School Teacher & Aide	13.00	23.00	35.00		20,020.00	41,860.00	63,700.00
Construction Official	40.00	60.00	80.00		72,800.00	109,200.00	145,600.00
Building Subcode Official	30.00	36.25	42.50		54,600.00	65,975.00	77,350.00
Building Inspector	25.00	33.75	42.50		45,500.00	61,425.00	77,350.00
Electrical Subcode Official	30.00	36.25	42.50		54,600.00	65,975.00	77,350.00
Electrical Inspector	25.00	33.75	42.50		45,500.00	61,425.00	77,350.00
Plumbing Subcode Official	30.00	36.25	42.50		54,600.00	65,975.00	77,350.00
Plumbing Inspector	25.00	33.75	42.50		45,500.00	61,425.00	77,350.00
Fire Subcode Official	30.00	36.25	42.50		54,600.00	65,975.00	77,350.00
Fire Inspector	25.00	33.75	42.50		45,500.00	61,425.00	77,350.00
Mechanical Inspector	25.00	33.75	42.50		45,500.00	61,425.00	77,350.00
Property Maintenance Inspector	10.00	20.00	40.00		18,200.00	36,400.00	72,800.00

Technical Assistant	17.00	24.75	33.00		31,000.00	45,000.00	60,000.00
Planning & Zoning Secretary	100.00/mt g	155.00/mt g	210.00/mt g		100.00/mtg	155.00/mtg	210.00/mtg
Fire Prevention Official	20.00	40.00	60.00		36,400.00	72,800.00	109,200.00
Superintendent DPW	40.00	60.00	80.00		72,800.00	109,200.00	145,600.00
Foreman DPW	30.00	50.00	70.00		54,600.00	91,000.00	127,400.00
Assistant Foreman DPW	30.00	50.00	70.00		54,600.00	91,000.00	127,400.00
Facilities Maintenance	13.00	18.00	25.28		23,660.00	32,760.00	46,000.00
Snow Plow Operators (PT)	20.00	35.00	50.00		36,400.00	63,700.00	91,000.00
OEM Coordinator	2,500.00	3,750.00	5,000.00		2,500.00	3,750.00	5,000.00
OEM Deputy	750.00	2,125.00	3,500.00		750.00	2,125.00	3,500.00
Municipal Judge (PT)	15,000.00	29,000.00	43,000.00		15,000.00	29,000.00	43,000.00
Recycling Coordinator (PT)	1,000.00	2,580.00	4,160.00		1,000.00	2,580.00	4,160.00
C-2 Wastewater Operator	2,500.00	2,750.00	3,000.00		2,500.00	2,750.00	3,000.00
Prosecutor (PT)	10,000.00	17,500.00	25,000.00		10,000.00	17,500.00	25,000.00
Public Defender (PT)	3,000.00	7,500.00	12,000.00		3,000.00	7,500.00	12,000.00

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 and/or readopted on April 15, 2011; March 15, 2012; June 17, 2014; September 20, 2016; and October 2, 2018; and 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 afore-mentioned Borough personnel ordinance.

### **SECTION 4**

The hourly rate of the Foreman, and Assistant Foreman, Department of Public Works shall be 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 and Assistant 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 2021 shall not exceed \$158,000.00.

#### **SECTION 7**

This section is reserved for the Department of Public Works' salaries as established by contract for the period January 1, 2020 through December 31, 2024. 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, 2021 through December 31, 2025. Refer to Contract for terms and conditions.

#### **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 set forth 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.

The following provision applies only to those Employees who commenced their employment with the Borough of Westwood prior to July 1, 2010, and has been eliminated as to any Employees commencing their employment with the Borough of Westwood on or after such date:

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 there-from.

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 11 hereof.

## **SECTION 13**

This ordinance shall be operative as of January 1, 2021, and salaries shall be adjusted in accordance with the 2021 salary budget and shall not exceed the amounts set forth as maximum and as provided herein.

**SECTION 14**

The 2021 Salary Ordinance repeals the 2020 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.

Adopted: \_\_\_\_\_

Approved:

Attest:

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Ray Arroyo, Mayor

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Karen Hughes, Borough Clerk