

BOROUGH CLERK
Barbara L. Dispoto, RMC

ADMINISTRATOR
Adrian Febre, CPM



MAYOR
Richard Bolan

COUNCIL PRESIDENT
Jacqueline DeMuro

COUNCIL MEMBERS
Danyel Cicarelli
Samuel Conoscenti
Jacqueline Flynn
Claire Padovano
Ryan P. Ullman

BOROUGH OF MAYWOOD
15 Park Avenue, Maywood, NJ 07607

ORDINANCE #10-24

AN ORDINANCE TO ESTABLISH, RATIFY AND CONFIRM CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MAYWOOD, COUNTY OF BERGEN, NEW JERSEY, AND TO PROVIDE FOR AND DETERMINE THE COMPENSATION TO SUCH OFFICERS AND EMPLOYEES

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MAYWOOD, IN THE COUNTY OF BERGEN AND STATE OF NEW JERSEY, AS FOLLOWS:

WHEREAS, Borough of Maywood Code Chapter 83 entitled “SALARIES AND COMPENSATION” provides that the salaries and compensation of all officers and employees of the Borough of Maywood are set forth yearly by ordinance of the Mayor and Council; and

WHEREAS, the Mayor and Council of the Borough of Maywood desire to revise and update the salaries and compensation of all officers and employees of the Borough of Maywood;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Maywood, Bergen County, New Jersey, as follows:

Section 1. The following offices and positions of employment of the Borough of Maywood are hereby established, ratified and confirmed and the annual salary and hourly rates of compensation for such offices or positions of employment are hereby fixed and determined as follows, for current employees as of the effective date of this ordinance:

POSITION

SALARY

ADMINISTRATION

Borough Administrator	\$127,500.00 - \$166,863.84
Executive Assistant	\$59,567.66 - \$86,371.29
Borough Clerk	\$81,151.20 - \$99,266.32
Deputy Borough Clerk	\$57,000.00 - \$62,920.00
Administrative Assistant	\$45,732.76 - \$79,200.00

FINANCE

Chief Financial Officer/QPA (Part-time)	\$32,986.54 -	\$36,285.19
QPA	\$ 4,000.00 -	\$15,000.00
Tax Collector/Official Tax Search Officer (Part-time)	\$19,711.11 -	\$21,682.22
Treasurer (Part-time)	\$7,803.00 -	\$8,583.30
Assessor (Part-time)	\$17,686.80 -	\$19,455.48
Tax/Payroll Clerk	\$58,366.44 -	\$64,203.08
A/P Budget Clerk (Part-time)	\$22.44/hr. -	\$23.56/hr.

MUNICIPAL COURT

Shared Service Agreement with Paramus

DEPARTMENT OF PUBLIC WORKS

Superintendent of Public Works	\$97,100.54 -	\$119,500.00
Supervisor	\$85,487.80 -	\$98,500.00
Maintenance	\$41,845.27 -	\$54,000.00
Administrative Assistant	\$45,732.76 -	\$55,000.00
Recycling Coordinator	\$5,100.00 -	\$5,610.00
Seasonal (Part-time)	Min. Wage -	\$25.00/hr

BUILDING DEPARTMENT

Construction Code Official	\$8,573.60 -	\$9,430.96
Building Sub-Code Official	\$11,638.67 -	\$12,802.54
Building Inspector	\$8,573.60 -	\$9,430.96
Housing Inspector	\$5,389.13 -	\$5,928.04
Plumbing Subcode Official	\$10,860.55 -	\$11,946.61
Plumbing Inspector	\$10,983.01 -	\$12,081.31
Electrical Subcode Official	\$6,015.20 -	\$6,616.72
Electrical Inspector	\$5,403.20 -	\$5,943.52
Fire Subcode Official	\$4,849.03 -	\$5,333.93
Fire Inspector	\$4,242.92 -	\$4,667.21
Zoning Officer	\$8,083.69 -	\$8,892.06
Property Maintenance Officer	\$8,083.69 -	\$8,892.06
Elevator Inspector (1)	\$4,996.91 -	\$5,496.60
Administrative Assistant	\$45,732.76 -	\$50,306.04
Planning Board Secretary	\$3,570.00 -	\$3,927.00
Technical Assistant	\$5,000.00 -	\$8,000.00

RECREATION

Recreation Director	\$50,548.26 -	\$55,603.09
Swim Pool Manager (June 15-Sept. 15)	\$17,000.00 -	\$19,500.00
Swim Pool Asst Manager (June 15 – Sept. 15)	\$9,733.85 -	\$11,000.00
Snack Stand Manager (June 15 – Sept. 15)	\$10,080.00 -	\$11,500.00
Pool Seasonal employees (Part-time)	Min. Wage -	\$25.00/hr

BOARD OF HEALTH

Board Secretary	\$3,570.00 -	\$3,927.00
Registrar	\$10,000.00 -	\$15,000.00
Deputy Registrar	\$5,000.00 -	\$9,000.00

FIRE PREVENTION BUREAU

Fire Prevention Official	\$5,465.23 -	\$6,011.75
Fire Prevention Inspectors	\$25.50/hr. -	\$26.78/hr.
Fire Prevention Secretary	\$777.95 -	\$855.75

DEPARTMENT OF PUBLIC SAFETY

Chief of Police	TBD	
Secretary to Chief of Police/Supervisor of Records Bureau	\$46,818.00 -	\$64,500.00
Police Dispatcher (full-time)	\$43,920.34 -	\$74,694.00
Secretary, Board of Fire Officers	\$1,836.00 -	\$2,019.60
OEM Director	\$1,082.00 -	\$2,950.00

Part-Time Police Dispatcher(s)

- (A) Part-Time Police Telecommunicator shall be based upon the individual's years of service in the following manner:

Probationary	- 16.50 per hour	
Balance of year 1	- 17.50 per hour	11 th year of service - 26.00 per hour
2 nd year of service	- 18.50 per hour	12 th year of service - 26.50 per hour
3 rd year of service	- 19.50 per hour	13 th year of service - 27.00 per hour
4 th year of service	- 20.50 per hour	14 th year of service - 27.50 per hour
5 th year of service	- 21.50 per hour	15 th year of service - 28.00 per hour
6 th year of service	- 22.50 per hour	16 th year of service - 28.50 per hour
7 th year of service	- 23.50 per hour	17 th year of service - 29.00 per hour
8 th year of service	- 24.50 per hour	18 th year of service - 29.50 per hour
9 th year of service	- 25.00 per hour	19 th year of service - 30.00 per hour
10 th year of service	- 25.50 per hour	20 th year of service - 32.50 per hour

The hourly rate for any part-time/per diem non-salaried telecommunicators in the 21st year of service shall be \$33.00 and such rate shall increase \$.50 per year in each subsequent year of service.

- (B) Part-Time Police Telecommunicator shall receive a differential pay for holidays and predetermined overnight shifts at a rate of one and one half an individual's hourly rate.
- (C) Full-Time Police Dispatchers shall receive \$150.00 annually and Part-Time Dispatchers (working a

minimum of 240 hours) shall receive \$75.00 annually for uniform maintenance allowance.

School Crossing Guard(s)

(A) School Crossing Guard shall be based upon the individual's years of service in the following manner:

Starting salary:	\$15.00 per hour
Start of second year:	\$17.00 per hour
Start of fourth year:	\$18.50 per hour
Start of eighth year:	\$20.00 per hour
Start of fifteenth year:	\$21.50 per hour
Start of twentieth year:	\$23.00 per hour

(B) In addition to the compensation set forth above, School Crossing Guards shall be entitled to the following - fringe benefits:

1. A maximum of five (5) paid sick days per year. No more than ten (10) sick days may be accumulated. Employee may choose to be paid one-half (1/2) of their unused sick time at the end of the school year;
2. A maximum of three (3) paid bereavement days per year for the death of an immediate family member. For the purposes of this section, immediate family is defined as a spouse, child, mother, father, brother, sister, mother-in-law, father-in-law or grandparent;
3. \$150 uniform maintenance allowance.
4. Two (2) personal days providing post is covered by a duly appointed Crossing Guard.

Section 2. Non-exempt employees assigned to attend meetings of various boards and agencies as approved by the Borough Administrator shall be paid for any hours outside of normal business hours at the hourly rates established for such employees or at their option, may have their hours reduced the following day by the number of hours worked the previous day.

Section 3. Except as otherwise noted, annual salaries are based upon a work week of 35 hours. With respect to any employee for which an hourly rate is shown, the employee shall be compensated for any additional hours worked beyond the regular work week at their hourly rate of pay and at time and one-half for any hours worked in excess of 40 hours per week.

Section 4. Unless as otherwise provided by ordinance or resolution, each Borough Officer or employee shall be paid at the rate of 1/26th of his annual salary every payroll period.

Section 5. The Borough Auditor, Borough Engineer, Attorney for the Planning Board and the Borough Public Defender shall be paid for services rendered upon submission and approval by the Mayor and Council verified vouchers in accordance with their respective retainer agreements.

Section 6. At least once in every month, the Borough Clerk shall present to the Mayor and Council warrants drawn to the order of the Borough of Maywood Trust Agency for account for its approval as follows:

- A. For all employees whose salaries are on an annual basis where such salaries are due and payable;
- B. For all employees whose compensation is on an hourly basis when the compensation has been approved by some responsible designated official and the chairman of the appropriate committee and the Mayor and Council, and has been certified by the Treasurer;

Section 7. The above salaries and compensation rates shall be effective as of adoption of salary ordinance.

Section 8. All ordinances or parts thereof inconsistent herewith are repealed to the extent of such inconsistency.

Date: October 23, 2024

APPROVED: Richard Bolan
Richard Bolan, Mayor

ATTEST: Barbara Dispoto
Barbara L. Dispoto, RMC/CMC
Borough Clerk

Introduction-1st Reading

Date: September 25, 2024

	Moved	Seconded	Ayes	Nays	Abstain	Absent	Recuse
Mayor Bolan							
Councilmember Cicarelli			X				
Councilmember Conoscenti		X	X				
Councilmember Flynn			X				
Councilmember Padovano			X				
Councilmember Ullman	X		X				
Council President DeMuro						X	

Adoption-2nd/Final Reading**Date: October 23, 2024**

	Moved	Seconded	Ayes	Nays	Abstain	Absent	Recuse
Mayor Bolan							
Councilmember Cicarelli		X	X				
Councilmember Conoscenti			X				
Councilmember Flynn	X		X				
Councilmember Padovano			X				
Councilmember Ullman			X				
Council President DeMuro			X				

CERTIFICATION

I, Barbara L. Dispoto, Municipal Clerk of the Borough of Maywood in the County of Bergen and the State of New Jersey do hereby certify that the foregoing ordinance is a true copy of the original ordinance duly passed and adopted on second reading by the Governing Body at the meeting of October 23, 2024.

Date: _____

 Barbara L. Dispoto, RMC/CMC
 Borough Clerk