

**BOROUGH CLERK**  
Barbara L. Dispoto, RMC/CMC

**ADMINISTRATOR**  
Adrian Febre, CPM



**MAYOR**  
Richard Bolan

**COUNCIL  
PRESIDENT**  
Jacqueline DeMuro

**COUNCIL  
MEMBERS**  
Katherine Bennin  
Jacqueline Flynn  
Douglas Herrick  
Claire Padovano  
Ryan P. Ullman

**BOROUGH OF MAYWOOD**  
**15 Park Avenue, Maywood, NJ 07607**

**ORDINANCE #13-25**

**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 - \$175,000.00
Executive Assistant	\$59,567.66 - \$ 86,371.29
Borough Clerk	\$81,151.20 - \$125,000.00
Deputy Borough Clerk	\$57,000.00 - \$ 75,000.00
Administrative Assistant	\$45,732.76 - \$ 79,200.00

**FINANCE**

Chief Financial Officer (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 -	\$22,000.00
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 -	\$125,500.00
Supervisor	\$85,487.80 -	\$103,500.00
Maintenance	\$41,845.27 -	\$ 54,000.00
Administrative Assistant	\$45,732.76 -	\$ 55,000.00
Recycling Coordinator	\$5,100.00 -	\$ 5,610.00
Shade Tree Secretary	\$3,000.00 -	\$ 5,000.00
Seasonal (Part-time)	Min. Wage -	\$28.00/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 -	\$14,000.00
Fire Prevention Inspectors	\$25.50/hr. -	\$30.00/hr.
Fire Prevention Secretary	\$777.95 -	\$ 3,000.00

**DEPARTMENT OF PUBLIC SAFETY**

Chief of Police	TBD by Contract	
Secretary to Chief of Police/Supervisor of Records Bureau	\$46,818.00 -	\$67,000.00
Police Dispatcher (full-time)	\$43,920.34 -	\$74,694.00
Secretary, Board of Fire Officers	\$1,836.00 -	\$2,500.00
OEM Director	\$1,082.00 -	\$2,950.00

**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 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 their 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:

APPROVED: \_\_\_\_\_  
Richard Bolan, Mayor

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

**Introduction-1<sup>st</sup> Reading****Date: November 12, 2025**

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

**Adoption-2<sup>nd</sup>/Final Reading****Date:**

	Moved	Seconded	Ayes	Nays	Abstain	Absent	Recuse
Mayor Bolan							
Councilmember Bennin							
Councilmember Flynn							
Councilmember Herrick							
Councilmember Padovano							
Councilmember Ullman							
Council President DeMuro							

**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 first reading by the Governing Body at the meeting of November 12, 2025.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Barbara L. Dispoto, RMC/CMC  
 Borough Clerk