

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

**MAYOR**  
Richard Bolan

**ADMINISTRATOR**  
Donna Puglisi, CPM, CPRP



**COUNCIL PRESIDENT**  
Katherine Bennin

**COUNCIL MEMBERS**  
Jacqueline DeMuro  
Jacqueline Flynn  
Douglas Herrick  
Louis D. Roer  
Ryan P. Ullman

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

**ORDINANCE #14-21**

**“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 MAXIMUM RATE AND METHOD OF COMPENSATION TO SUCH OFFICERS AND EMPLOYEES (FOR THE CURRENT EMPLOYEES AS OF EFFECTIVE DATE OF THIS ORDINANCE)”**

**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,** Brough 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 from time to time by ordinance of the Mayor and Council; and

**WHEREAS,** The Mayor and Council of the Borough of Maywood are desireth 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 minimum and maximum 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 the effective date of this ordinance:

**POSITION****SALARY***Minimum*      *Maximum***ADMINISTRATIVE**

Borough Administrator	\$100,000.00	\$150,000.00
Borough Clerk/Official Title Search Officer/ Election Official	\$55,000.00	\$101,000.00
Deputy Borough Clerk	\$35,000.00	\$50,000.00
Administrative Assistant	\$35,000.00	\$65,000.00

**FINANCE**

Chief Financial Officer (part-time)	\$22,500.00	\$40,000.00
Tax Collector/Official Tax Search Officer (part-time)	\$3,000.00	\$25,000.00
Treasurer (part-time)	\$5,000.00	\$10,000.00
Asst. Finance Administrator	\$37,000.00	\$61,000.00
Assessor (part-time)	\$11,000.00	\$20,000.00
Tax Payroll Clerk	\$35,000.00	\$65,000.00
AP Budget Clerk (part-time) (Hourly)	\$18.00/hr.	\$30.00/hr.

**MUNICIPAL COURT**

Certified Municipal Court Administrator	\$44,000.00	\$62,000.00
Judge	\$17,500.00	\$22,000.00
Prosecutor	\$10,000.00	\$12,000.00
Deputy Court Administrator	\$24,000.00	\$37,500.00

**DEPARTMENT OF PUBLIC WORKS**

Superintendent of Public Works	\$75,000.00	\$110,000.00
Supervisor	\$60,000.00	\$95,000.00
Maintenance	\$35,000.00	\$55,000.00
Recycling Coordinator	\$3,500.00	\$6,000.00
Seasonal (part-time)	\$12.25/hr.	\$25.00/hr.

**DEPARTMENT OF COMMUNITY AFFAIRS**

Construction Code Official (part-time)	\$3,000.00	\$12,500.00
Building Sub-Code Official (part-time)	\$4,000.00	\$14,000.00
Building Inspector (part-time)	\$1,000.00	\$11,500.00
Housing Inspector (part-time)	\$1,000.00	\$7,500.00
Plumbing Subcode Official (part-time)	\$4,000.00	\$12,500.00
Plumbing Inspector (part-time)	\$4,000.00	\$12,500.00
Electrical Subcode Official (part-time)	\$4,000.00	\$12,500.00
Electrical Inspector (part-time)	\$4,000.00	\$12,500.00

Fire Subcode Official (part-time)	\$4,000.00	\$12,500.00
Fire Inspector (part-time)	\$2,000.00	\$7,500.00
Fire Inspector (part-time) (hourly)	\$15.00/hr.	\$30.00/hr.
Zoning Officer	\$2,000.00	\$10,500.00
Property Maintenance Officer	\$2,000.00	\$10,500.00
Elevator Inspector (1)	\$3,500.00	\$6,500.00
Swim Pool Manager (June 15-Sept.15)	\$11,000.00	\$18,500.00
Swim Pool Assistant Manager (June 15-Sept.15)	\$7,000.00	\$12,000.00
Swim Team Coach (per season)	\$1,400.00	\$2,000.00
Fire Prevention Official	\$3,900.00	\$6,500.00
Fire Prevention Inspectors (per inspection as determined by Borough Administrator)	\$15.00/hr.	\$50.00/hr.
Fire Prevention Secretary	\$15.00/hr.	\$15.00/hr.

DEPARTMENT OF PUBLIC SAFETY

Chief of Police	\$175,000.00	\$225,000.00
Secretary to Chief of Police/Supervisor of Records Bureau	\$35,000.00	\$65,000.00
Secretary, Board of Fire Officers	\$ 1,400.00	\$ 2,000.00
Police Dispatcher (full-time 37-1/2 hrs.)	\$33,000.00	\$55,000.00
OEM Director (part-time)	\$1,100.00	\$1,500.00

*Minimum*

*Maximum*

**Part-Time Police Dispatcher(s)**

\$15.00 per hour

\$25.00 per hour

(A) The hourly rate for a particular Part-Time Police Dispatcher 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:	\$23.00 per hour
Start of twentieth year:	\$25.00 per hour

(B) Part-Time Police Dispatchers 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 Guards shall be paid an hourly rate of \$15.00-\$23.00 per hour

(B) The hourly rate for a particular 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

(C) 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 duty appointed Crossing Guard.

**Section 2.** Employees assigned to attend meetings of various boards and agencies and/or prepare agendas, minutes and correspondence therefore shall be paid for any hours outside of normal business hours at the hourly rates established for such employees.

**Section 3.** Recreation Program – Employees participating in the various recreation programs shall be paid as follows:

<b>POSITION</b>	<b>SALARY</b>	
	<i>Minimum</i>	<i>Maximum</i>
Program Directors	\$20.00	\$65.00 per session
Hourly Program Senior Instructors	\$10.00	\$25.00 per hour
Hourly Program Junior Instructors	\$8.40	\$17.50 per hour

**Section 4.** Part-Time Employees – Whenever it shall be necessary as deemed by the Borough Administrator to hire employees on an hourly basis, the hourly rate shall be fixed in one of the following ways:

- A. By action of the Borough Administrator
- B. By resolution or appointment of the Mayor and Council;
- C. The hourly rate shall be paid at the State and Federal minimum hourly wage to a maximum of \$40.00 per hour to be determined by the Borough Administrator.

**Section 5.** Unless as otherwise provided by ordinance or resolution, each Borough Officer or employee shall be paid at the rate of 1/26 of his annual salary every two weeks.

**Section 6.** 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.

Date:

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

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

**Introduction-1<sup>st</sup> Reading****Date: August 24, 2021**

	Moved	Seconded	Ayes	Nays	Abstain	Absent	Recuse
Mayor Bolan							
Councilwoman DeMuro	X		X				
Councilwoman Flynn			X				
Councilman Herrick			X				
Councilman Roer			X				
Councilman Ullman		X	X				
Council President Bennin			X				

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

	Moved	Seconded	Ayes	Nays	Abstain	Absent	Recuse
Mayor Bolan							
Councilwoman DeMuro							
Councilwoman Flynn							
Councilman Herrick							
Councilman Roer							
Councilman Ullman							
Council President Bennin							