

**TOWNSHIP OF ANDOVER
COUNTY OF SUSSEX, STATE OF NEW JERSEY**

ORDINANCE #2021-05

**AN ORDINANCE TO PROVIDE AND DETERMINE RATES
OF COMPENSATION FOR OFFICIALS, OFFICERS AND
EMPLOYEES OF THE TOWNSHIP OF ANDOVER, COUNTY
OF SUSSEX AND STATE OF NEW JERSEY**

BE IT ORDAINED by the Township Committee of the Township of Andover as follows:

SECTION 1. The following salaries for the officers hereinafter set forth for the year 2021 beginning January 1, and each year thereafter until amended or repealed, are hereby established and fixed as the salary to be paid for the officers wherein the salaries are set at fixed figures and for the officers wherein a minimum and maximum range is set for the salaries, the salaries shall be paid to the holders of said positions within the minimum and maximum range set by resolution of the Township Committee.

	ANNUAL SALARY	
<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
MAYOR	\$ 3,000	\$ 5,600
TOWNSHIP COMMITTEE	\$ 2,500	\$ 4,500
ADMINISTRATOR	\$ 10,000	\$ 50,000
MUNICIPAL CLERK	\$ 50,000	\$ 75,000
ASSISTANT MUNICIPAL CLERK	\$ 45,000	\$ 70,000
ADMINISTRATIVE ASSISTANT	\$ 25,000	\$ 50,000
CLEAN COMMUNITIES COORDINATOR	\$ 1,000	\$ 5,500
RECYCLING COORDINATOR	\$ 2,500	\$ 5,000
CLERK 1 – ADMINISTRATION	\$ 5,000	\$ 30,000
CHIEF FINANCIAL OFFICER/TREASURER	\$ 50,000	\$ 80,000
CFO SHARED SERVICE	\$ 12,000	\$ 25,000
PRINCIPAL ACCOUNT CLERK/DEPUTY TREASURER	\$ 25,000	\$ 65,000
TAX COLLECTOR/TAX SEARCH OFFICIAL	\$ 30,000	\$ 65,000
TAX COLLECTOR:		
SHARED SERVICES	\$ 8,000	\$ 15,000
LAKE LENAPE DAM ASSESSMENT	\$ 1,000	\$ 6,000
TAX ASSESSOR	\$ 15,000	\$ 39,000

ANNUAL SALARY

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
JUDGE/JOINT MUNICIPAL COURT	\$ 45,000	\$ 76,000
JUDGE	\$ 20,000	\$ 30,000
MUNICIPAL COURT ADMINISTRATOR	\$ 20,000	\$ 60,000
COURT ADMINISTRATOR JOINT COURT	\$ 10,000	\$ 22,000
DEPUTY COURT ADMINISTRATOR	\$ 10,000	\$ 50,000
DEPUTY COURT ADMINISTRATOR JOINT COURT	\$ 2,500	\$ 7,500
VIOLATIONS CLERK MUNICIPAL COURT	\$ 25,000	\$ 35,000
SUPERVISOR – DEPARTMENT OF PUBLIC WORKS	\$ 60,000	\$ 89,000
DPW FLEET MANAGER	\$ 60,000	\$ 75,000
BUILDINGS/GROUNDS/SPECIAL PROJECTS SUPERVISOR	\$ 5,000	\$ 20,000
DEPUTY STORMWATER COORDINATOR	\$ 3,000	\$ 5,000
BUILDING SERVICE WORKER	\$ 20,000	\$ 46,000
FIRE OFFICIAL	\$ 1,000	\$ 5,000
ZONING OFFICER/CODE ENFORCEMENT	\$ 10,000	\$ 25,000
POLICE CHIEF	\$ 90,000	\$ 145,000
POLICE SECRETARY	\$ 25,000	\$ 65,000
ANIMAL CONTROL OFFICER	\$ 4,000	\$ 7,500
EMERGENCY MANAGEMENT COORDINATOR	\$ 2,500	\$ 7,000
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	\$ 1,000	\$ 3,000

SECTION 2. The following officers and employees shall be paid compensation at an hourly basis and shall be subject to the overtime provision of Chapter 5, Section 5-6.1, Revised General Ordinances of the Township of Andover. The Township Committee, in consultation with the Administrator, Police and Public Works Department Supervisors, may authorize compensatory time off in lieu of overtime pay, pursuant to Chapter 5-5.4(d). Seasonal employees shall receive straight time for all hours worked and shall not be subject to overtime provisions.

HOURLY RATES

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
CLERK TYPIST	\$ 12.00	\$ 22.00
CLERK 1 – TAX	\$ 12.00	\$ 22.00
CLERK 1 – COURT	\$ 12.00	\$ 22.00
CLERK 2	\$ 12.00	\$ 22.00
TEMPORARY LABORER	\$ 15.00	\$ 25.00
PART TIME LABORER	\$ 15.00	\$ 25.00
SPECIAL COURT OFFICER	\$ 20.00	\$ 30.00
PART-TIME DISPATCHER	\$ 15.00	\$ 30.00
MUNICIPAL CLERK (SPECIAL MEETING ONLY)	\$ 25.00	\$ 40.00
ASSISTANT MUNICIPAL CLERK (EVENING MEETING)	\$ 25.00	\$ 40.00
BOARD/COMMISSION SECRETARY	\$ 25.00	\$ 40.00
MUNICIPAL COURT ADMINISTRATOR/ DEPUTY COURT ADMIN/PER EVENING SESSION	\$ 25.00	\$ 40.00
COURT ADMINISTRATOR/DEPUTY COURT ADMIN	\$ 30.00 Per Call Out	\$ 50.00 Per Call Out
PUBLIC DEFENDER/CONFLICT PUBLIC DEFENDER JOINT MUNICIPAL COURT	\$ 150.00 Per Case	\$ 250.00 Per Case

SECTION 3. Specific salaries for each position set forth shall be adopted by Resolution of the Township Committee and may be amended.

SECTION 4. Regular pay period for officials, officers and employees shall be biweekly, provided the Treasurer may establish other suitable pay periods as necessary.

SECTION 5. The Township of Andover reserves the right to pay any new employees a salary less than the minimum stated above; provided, however, that upon successful completion of a probationary period, said employee shall be paid a salary of at least equal to the minimum stated for that position.

SECTION 6. The Township Committee may grant discretionary increments to any employee, provided that the employee's salary not exceed the maximum for that position.

SECTION 7. Should any section, paragraph, sentence, clause or phrase of the ordinance be declared invalid for any reasons, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect. The provisions of the ordinance are hereby repealed.

SECTION 8. All prior salary ordinances are hereby repealed.

SECTION 9. This Ordinance shall take effect upon the adoption and publication as provided by law.

NOTICE OF PENDING ORDINANCE

PUBLIC NOTICE is hereby given that the foregoing Ordinance was introduced and passed at first reading at a Regular Meeting of the Township Committee of the Township of Andover held on February 18, 2021. A public hearing regarding same will be held at a meeting scheduled for March 4, 2021, beginning at 7:00PM to be held virtually via Zoom, which details for accessing the meeting are as follows:

Webinar ID: 978 7685 3761

Passcode: 128887

Join Zoom Meeting with browser:

<https://zoom.us/j/97876853761?pwd=d3NIRSt5SldFMmx2eIFuMC9pUmFPQT09>

or

Join Zoom Meeting by Phone:

+1 929 205 6099

All persons interested both for and against said ordinance shall be given an opportunity to be heard concerning same.

Patricia L. Bussow, RMC
Administrator/Municipal Clerk

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NOTICE OF FINAL ADOPTION

PUBLIC NOTICE is hereby given that the foregoing Ordinance was adopted at a public hearing held at a Regular Meeting of the Township Committee of the Township of Andover on March 4, 2021. Said meeting was held virtually via Zoom Webinar, at which time all persons were given the opportunity to be heard concerning same. This Ordinance shall take effect immediately upon publication, as required by law.

Patricia L. Bussow, RMC
Administrator/Municipal Clerk