

**ORDINANCE 2016-03**

**AN ORDINANCE TO FIX THE COMPENSATION OF CERTAIN OFFICERS AND  
EMPLOYEES OF THE BOROUGH OF HO-HO-KUS, BERGEN COUNTY,  
NEW JERSEY**

BE IT ORDAINED by the Mayor and Council of the Borough of Ho-Ho-Kus as follows:  
Section 1. That the annual compensation to be paid to the following officers and employees of the Borough of Ho-Ho-Kus in 2016 shall be fixed as follows:

<b><u>OFFICIALS</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Mayor	\$ N/A	\$ N/A
Council Members	\$ N/A	\$ N/A
 <b><u>ADMINISTRATIVE &amp; EXECUTIVE</u></b>		
Borough Administrator	\$ 75,000	\$120,000
Human Resources/Personnel Director	\$ 6,500	\$ 15,000
Assistant to H.R./Personnel Director	\$ 3,000	\$ 5,000
Executive Assistant	\$ 20,000	\$ 65,000
Borough Clerk	\$ 25,000	\$ 72,000
Deputy Borough Clerk	\$ 8,000	\$ 35,750
Administrative Assistant/Secretary	\$ 10,000	\$ 65,000
Clerical (Part-time – 24 hours weekly)	\$ 15 per hour	\$ 20 per hour
Purchasing Agent	\$ 15,000	\$ 35,000
Deputy Purchasing Agent	\$ 500	\$ 8,000
Qualified Purchasing Agent	\$ 3,000	\$ 5,000
Public Agency Compliance Officer	\$ 1,000	\$ 2,000
Security Information Officer	\$ 2,000	\$ 5,000
Webmaster	\$ 3,000	\$ 10,000
Custodian	\$ 10,000	\$ 50,000
 <b><u>FINANCE</u></b>		
Chief Financial Officer	\$ 25,000	\$ 65,000
Treasurer	\$ 20,000	\$ 30,000
Deputy Treasurer	\$ 3,000	\$ 17,500
Tax Assessor	\$ 8,000	\$ 65,000
Assessment Search Officer	\$ 1,000	\$ 3,000
Tax Collector	\$ 40,000	\$ 72,000
Tax Search Officer	\$ 1,000	\$ 3,000
Payroll Supervisor	\$ 5,000	\$ 20,000
Accounting Asst. (P.T. – 24 hrs. wk.)	\$ 20 per hour	\$ 30 p/h
Accounting Asst. (Full-time)	\$ 20,000	\$ 60,000
 <b><u>LIBRARY</u></b>		
Head Librarian (Library Director)	\$50,000	\$ 90,000
Library Asst.	\$ 8.50	\$ 17.50 p/h
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 <b><u>REGISTRARS</u></b>		
Registrar of Vital Statistics	\$ 8,000	\$ 16,000
Deputy Registrar of Vital Statistics	\$ 2,000	\$ 6,000
Water Registrar	\$ 8,000	\$ 25,000
Deputy Water Registrar	\$ 2,000	\$ 6,000
Solid Waste Registrar	\$ 8,000	\$ 25,000
Deputy Solid Waste Registrar	\$ 2,000	\$ 6,000
Registrar of Elections	\$ 8,000	\$ 16,000
 <b><u>MUNICIPAL COURT</u></b>		
Municipal Court Judge	\$ 7,500	\$ 12,570
Prosecutor	\$ 6,000	\$ 10,200
Court Administrator	\$10,000	\$ 70,000
Deputy Court Administrator	\$ 500	\$ 3,500

Violations Clerk	\$ 7,500	\$ 23,050
Deputy Violations Clerk	\$ 500	\$ 3,500

**EMERGENCY MANAGEMENT**

*Emergency Management Coordinator	\$ 1,500	\$ 4,750
Asst. Emergency Management Crdntr.	\$ 250	\$ 1,375

**POLICE DEPARTMENT**

Police Chief	\$120,000	\$165,000
Police Captain	\$110,000	\$160,000
Police Lieutenant	\$ 97,900	\$140,000
**Police Sergeant	\$ 97,872	\$133,000
**Police Patrolman	\$ 33,000	\$ 95,500
Police Dispatcher (Full-time)	\$ 25,000	\$ 40,000

**DEPARTMENT OF PUBLIC WORKS**

*Superintendent of Public Works	\$ 75,000	\$120,000
Foreman – Public Works	\$ 50,000	\$ 66,000
Secretary – Public Works	\$ 15,000	\$ 30,000
Licensed Water Agent	\$ 3,000	\$ 4,925
Assistant Licensed Water Agent	\$ 1,000	\$ 3,000
Recycling Coordinator	\$ 2,500	\$ 8,400
**Public Works Maintenance Employees	\$ 26,925	\$ 75,000
Custodian	\$ 10,000	\$ 50,000

**RECREATION DEPARTMENT**

Recreation Director	\$ 10,000	\$ 26,100
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**HEALTH DEPARTMENT**

Registered Environmental Health Specialist	\$ 5,000	\$ 18,000
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**RECORDING SECRETARIES**

to Mayor and Council	\$50 per Mtg.	\$100 per Mtg.
to Municipal Court	\$50 per Mtg.	\$100 per Mtg.
to Planning Board	\$50 per Mtg.	\$100 per Mtg.
to Zoning Board of Adjustment	\$50 per Mtg.	\$100 per Mtg.
to Board of Health	\$50 per Mtg.	\$100 per Mtg.
to Shade Tree Commission	\$50 per Mtg.	\$100 per Mtg.

**BOARD SECRETARIES**

Planning Board	\$ 5,000	\$ 18,000
Zoning Board of Adjustment	\$ 5,000	\$ 18,000

**BUILDING/CONSTRUCTION DEPT.**

Chief Construction Official	\$ 5,000	\$ 60,000
Technical Assistant, Building Dept.	\$ 10,000	\$ 40,000
Fire Prevention Official	\$ 500	\$ 8,000
Fire Prevention Inspector	\$ 2,000	\$ 15,000
Zoning Officer/Zoning Official	\$ 500	\$ 8,000
Property Maintenance Official	\$15 per hour	\$20 per hour

Section 2: The compensation ranges set forth above for the Superintendent, Acting Superintendent, Assistant Superintendent and Foreman of Public Works and Water, and the Emergency Management Coordinator (identified in Section 1 with an asterisk), such employees' longevity pay of one percent (1%) for each five (5) years of service, not to exceed four percent (4%). Longevity credit will be computed from the date of employment. Full time Police Officers and Sergeants, and Public Works Maintenance

Employees (identified in Section 1 with a double-asterisk) will receive longevity as stipulated in their labor contracts.

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Section 3: School Crossing Guards, when on active duty, shall receive compensation of not less than \$15.00 per hour nor more than \$20.00 per hour. Part-time Police Dispatchers/Assistant Police Dispatchers and Police Matrons, when on active duty, shall receive compensation of not less than \$9.50 per hour nor more than \$17.00 per hour.

Section 4: There shall be paid to the Borough Attorney an annual retainer of \$10,500.00 and such other compensation as he may be legally entitled to receive for services rendered during the year in accordance with a contract on file with the Borough Clerk.

Section 5: There shall be paid to the Attorney for the Zoning Board of Adjustment an annual retainer of \$300.00 maximum and the sum of \$175.00 for each required appearance before the Board. He shall also receive such other compensation as he may be legally entitled to receive for services rendered during the year in accordance with a contract on file with the Secretary of the Zoning Board of Adjustment.

Section 6: There shall be paid to the Attorney for the Planning Board an annual retainer of \$600.00 maximum and the sum of a fee of up to \$175.00 for every required appearance before the Board and such other compensation as he may legally be entitled to receive for services rendered during the year in accordance with a contract on file with the Secretary of the Planning Board.

Section 7: There shall be paid to the Borough Engineer an annual retainer of \$1,000.00 and such other compensation as he may legally be entitled to receive for services rendered during the year in accordance with a contract on file with the Borough Clerk.

Section 8: There shall be paid to the Borough Auditor an annual retainer of \$19,000.00 for municipal services and an annual retainer of \$14,700.00 for services performed for the Water Department and an annual retainer of \$11,400.00 for services performed for the Solid Waste Utility. He also shall receive such other compensation as he legally may be entitled to receive for services rendered during the year in accordance with a contract on file with the Borough Clerk.

Section 9: There shall be paid to designated borough employees, for their being on 24-hour stand-by service and inspecting pump houses of the Borough per weekend, the sum of \$325.00 and on holidays the sum of \$135.00 per unit, and Monday through Friday the sum of \$20.00 per unit in lieu of overtime compensation per contract.

Section 10: There shall be paid to certain borough employees for authorized overtime services an hourly wage equal to one and one-half (1½) times except Sunday, which shall be at two and one-half (2½) times the hourly rate computed from their salaries.

Section 11: All full-time borough employees shall be paid in keeping with a resolution of the Mayor and Council.

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Section 12: All full-time borough employees shall be given thirteen (13) paid holidays as described in the personnel code.

Section 13: The salaries, educational credits and longevity payments established herein for the borough employees who are members of the Department of Public Works and the Police Department are subject to and shall be paid in accordance with the labor contracts for current and prior years between the Borough and the respective unions or organizations representing such employees. Such salaries, educational credits and longevity payments shall be specified by Resolution adopted by the Borough Council when appropriate to implement the labor contracts or, if applicable, an arbitration award.

The terms and conditions contained in such contracts or an arbitration award are to be incorporated herein and made a part hereof as though set forth at length and copies shall be filed in the office of the Borough Clerk and made available to any member of the public who may wish to examine same.

Section 14: There shall be paid to each qualified emergency medical technician of the *daytime crew* for services performed the sum of sixteen hundred fifty (\$1,650.00) dollars.

Section 15: The provisions of any ordinance or ordinances inconsistent with the provisions hereof are hereby expressly repealed.

Section 16: The Borough Council upon adoption of this Ordinance shall fix the compensation of officers and employees of the Borough of Ho-Ho-Kus which shall be effective as of January 1, 2016.

Section 17: This Ordinance shall take effect upon passage and publication as required by law.

Attest:

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Thomas W. Randall, Mayor

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Laura Borchers, Borough Clerk, RMC/CMR

NOTICE

Notice is hereby given that the proposed Ordinance was introduced and passed on first reading at a Regular Meeting of the Mayor and Council of the Borough of Ho-Ho-Kus, Bergen County, New Jersey, on March 24, 2015 and that said Ordinance will be taken up for it's final consideration at a meeting of the Mayor and Council to be held in the Borough Hall, in the Borough of Ho-Ho-Kus, Bergen County, New Jersey, on April 26, 2015 at 8:00 PM

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Laura Borchers, Borough Clerk, RMC

