

**BOROUGH OF MOONACHIE
BERGEN COUNTY, NEW JERSEY**

ORDINANCE #2023-8

**AN ORDINANCE TO FIX THE SALARY, WAGES AND
COMPENSATION OF THE OFFICERS AND EMPLOYEES
OF THE BOROUGH OF MOONACHIE IN THE COUNTY OF
BERGEN AND THE STATE OF NEW JERSEY.**

BE IT ORDAINED, by the Mayor and Council of the Borough of Moonachie
As follows:

SECTION 1. The annual rate of compensation for each officer and employee of
the Borough of Moonachie who shall be paid quarter-annually shall be as follows:

	<u>SALARY RANGE PER ANNUM</u>		
Mayor	\$ 0	to	\$7,500
Councilperson	0	to	6,800
Borough Prosecutor	1,200	to	7,000
Municipal Alliance Coordinator	500	to	4,100
Art Director	500	to	2,000

The range of compensation of each officer and employee of the Borough of Moonachie
whose compensation shall be on an annual basis shall be as follows and shall be paid bi-
weekly:

	<u>SALARY RANGE PER ANNUM</u>		
Borough Administrator	\$30,000	to	\$119,100
Borough Clerk	20,000	to	80,200
Deputy Borough Clerk	5,000	to	8,400
Account Clerk	14,000	to	41,100
Tax Collector	50,000	to	64,100
Clerk to Assist the Tax Collector	0	to	6,300
Clerk, Part Time	1,500	to	8,400
Clerk, Full Time	10,000	to	40,500
Chief Financial Officer	5,000	to	20,800
Inspection Control Clerk	6,000	to	36,900
Municipal Court Administrator	15,000	to	70,000
Deputy Municipal Court Administrator	10,000	to	45,500
Violations Clerk, Part-Time	1,000	to	7,600
Registrar of Vital Statistics	500	to	1,700
Deputy Registrar of Vital Statistic	0	to	1,600
Secretary, Planning Board	700	to	3,400
Tax Assessor	6,000	to	15,000
Secretary, Board of Health	800	to	1,500
Judge, Municipal Court	5,000	to	24,700
Fire Official	4,000	to	11,500
Fire Prevention Clerk	2,800	to	6,900

Construction Official	5,000	to	18,700
Electrical Sub-Code Official	2,000	to	6,100
Building Sub-Code Official	1,000	to	6,700
Zoning Officer	1,000	to	6,700
Plumbing Sub-Code Official	1,000	to	6,600
*Property Maintenance Official	1,000	to	6,100
Sewer Inspector	1,000	to	4,500
Municipal Superintendent DPW	0	to	15,000
Assistant Municipal Superintendent DPW	0	to	10,900
Recycling Coordinator	0	to	16,000
Clean Communities Coordinator	0	to	7,000
Emergency Management Coordinator	0	to	0
Deputy Emergency Coordinator	0	to	2,600
Borough Attorney	25,000	to	50,000
Recreation Director	5,000	to	21,900
Fire Sub-Code Official	5,000	to	7,700
Environmental Compliance Manager	1,500	to	2,900
Part –time Building Inspector	250	to	1,400

* (Property Maintenance Official shall be paid \$25 for each day that he/she is required to appear in court)

The rate of compensation of each employee of the Borough of Moonachie whose compensation shall be on an hourly basis and which shall be paid bi-weekly shall be as follows:

	<u>RATE PER HOUR</u>	
**Construction Official – authorized extra work	\$75.00	to \$122.00
**Sub-Code Officials – authorized extra work	60.00	to 107.00
**Fire Official – authorized extra work	60.00	to 107.00
**Fire Inspector – authorized extra work	30.00	to 67.00
Class III Special Police Officer	30.00	to 50.00
Part-time Building Inspector	20.00	to 34.00
Part-time Tax Collector	30.00	to 44.00
Part-time Court Administrator	25.00	to 36.00
Part-time Clerk	12.00	to 16.00
Part-time Secretary, Board of Health	12.00	to 16.00
Part-time Recycling Inspector	12.00	to 15.00
Part-time Bus Driver	12.00	to 18.00
Part-time Summer Recreation Co- Director	12.00	to 22.00
Part-time Summer Recreation Senior Counselors	12.00	to 16.00
Part-time Summer Recreation Counselors (3 to 4 Years)	12.00	to 16.00
Part-time Summer Recreation Counselors (1 to 2 Years)	12.00	to 15.00
***Part-time Police Communication Clerks	12.00	to 23.00
Crossing Guards	12.00	to 21.00
Police Matron	12.00	to 23.00
Part-time Laborer, Department of Public Works	12.00	to 18.00
Part-time Maintenance Worker	12.00	to 22.00
Intern for Department of Public Works	12.00	to 15.00
Part-time Summer Help	12.00	to 18.00
Part-time Summer Assistant	12.00	to 15.00

** (Extra work must be authorized by Borough Administrator)

*** (Part-Time Police Communication Clerks are to receive Time and One Half for hours worked on Holidays as listed in Section 5)

The rate of compensation of each employee of the Borough of Moonachie whose compensation shall be on an as needed basis and which shall be paid bi-weekly shall be as follows:

	<u>Rate Per Inspection</u>	
Fire Inspector initial inspection	\$10.00 to	\$20.00
Fire Inspector re-inspection	5.00 to	10.00
Smoke Detector Inspection	10.00 to	20.00

SECTION 2. POLICE DEPARTMENT

The annual rate and when applicable, the range of compensation and benefits of each officer of the Police Department of the Borough of Moonachie shall be paid bi-weekly and shall be in accordance with the terms of the present contractual agreement with P.B.A. Local 102. The said contract is hereby incorporated in this Ordinance and such Contract document is on file with the Borough Clerk for public inspection.

	<u>SALARY RANGE</u>	
Police Chief:	\$64,000 to	\$205,000

Other compensation and benefits for the Chief of Police shall be as provided for in his personal contract with the Borough of Moonachie.

Police Matron:

The duties of the Police Matron will be performed by a Police Department Public Safety Tele-Communicator who has received the minimum training requirements for that assignment. Special compensation will be provided for a Public Safety Tele-Communicator to fulfill this assignment. Full-time Public Safety Tele-Communicators shall be paid in accordance with their collective bargaining agreement. Public Safety Tele-Communicators, who are not covered by a collective bargaining agreement, compensation for a call-in shall be \$50.00 per hour with a minimum of three hours pay.

When the duties of the Police Matron are performed by someone other than a Police Department Public Safety Tele-Communicator shall be compensated in accordance with the salary set forth above..

The personnel employed in this position must have the minimum training requirements for that assignment.

SECTION 3. DEPARTMENT OF PUBLIC WORKS AND FULL-TIME POLICE COMMUNICATIONS OPERATORS.

The annual rate of pay and when applicable, the range of compensation and benefits of each employee of the Department of Public Works and each Full time Police Communications Operator of the Borough of Moonachie shall be paid in accordance with the terms of their present contracts and shall be paid bi-weekly. The said contracts are hereby incorporated in this Ordinance and such contract documents are on file with the Borough Clerk for public inspection.

Emergency overtime employment for the employees of the Department of Public Works shall be in accordance with the terms of the present contract.

SECTION 4. VACATIONS

1. All employees hired prior to January 1, 2015 eligible for vacation leave with pay shall be entitled to the use of vacation leave as provided below or as provided by contractual agreement, whichever is appropriate:
 - a. One (1) working day of vacation for each full month of employment during the first calendar year of employment.
 - b. Twelve (12) working days of vacation commencing the second calendar year of service through four (4) years of service.
 - c. Fifteen (15) working days of vacation commencing five (5) years of service through nine (9) years of service.
 - d. Sixteen (16) working days of vacation commencing ten (10) years of service.
 - e. Seventeen (17) working days of vacation commencing eleven (11) years of service.
 - f. Eighteen (18) working days of vacation commencing twelve (12) years of service.
 - g. Nineteen (19) working days of vacation commencing thirteen (13) years of service.
 - h. Twenty (20) working days of vacation commencing fourteen (14) years of service.
 - i. Twenty-one (21) working days of vacation commencing fifteen (15) years of service.
 - j. Twenty-two (22) working days of vacation commencing sixteen (16) years of service.
 - k. Twenty-three (23) working days of vacation commencing seventeen (17) years of service.
 - l. Twenty-four (24) working days of vacation commencing eighteen (18) years of service.
 - m. Twenty-five (25) working days of vacation commencing nineteen (19) years of service.

Conflicts concerning the choice of dates when scheduling vacations will be resolved within the work unit on the basis of seniority. Specific requests for vacation utilization which do not conflict with operational considerations shall not be unreasonably denied.

2. All employees hired on or after January 1, 2015 eligible for vacation leave with pay shall be entitled to the use of vacation leave as provided below or as provided by contractual agreement, whichever is appropriate:
 - a. One (1) working day of vacation for each full month of employment during the first calendar year of employment.
 - b. Twelve (12) working days of vacation commencing the second calendar year of service through four (4) years of service.
 - c. Fifteen (15) working days of vacation commencing five (5) years of service through nine (9) years of service.
 - d. Sixteen (16) working days of vacation commencing ten (10) years of service.
 - e. Seventeen (17) working days of vacation commencing eleven (11) years of service.
 - f. Eighteen (18) working days of vacation commencing twelve (12) years of service.
 - g. Nineteen (19) working days of vacation commencing thirteen (13) years of service.
 - h. Twenty (20) working days of vacation commencing fourteen (14) years of service.
 - i. Twenty-one (21) working days of vacation commencing fifteen (15) years of service.

Conflicts concerning the choice of dates when scheduling vacations will be resolved within the work unit on the basis of seniority. Specific requests for vacation utilization which do not conflict with operational considerations shall not be unreasonably denied.

- 3.a. Vacation leave is credited in advance at the beginning of the calendar year in anticipation of continued employment for the full year and may be used on that basis. Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the Department Head unless the Department Head determines it cannot be taken because of pressure of work.
- b. Where an employee has an earned vacation balance which has not been previously scheduled as of October 1, the Department Head will meet with the employee to determine a schedule of such lost time so that no accrued vacation time will be lost.
4. Upon separation or upon retirement, an employee shall be entitled to vacation allowance for the current year (prorated upon the number of months worked in the calendar year) in which separation or retirement becomes effective and any vacation leave which may have been carried over, with prior approval, from the preceding calendar year.

5. Upon the death of an active employee having vacation credits, a sum of money equal to the compensation figured on his salary rate at the time of death shall be calculated and paid to his estate.
6. When the vacation allowance for an employee changes based on his years of service during any calendar year, the additional annual allowance will be given for the entire year.
7. When an employee not otherwise covered by contract provision of a specific bargaining unit has attained five (5) years of service, but less than 25 years of service, that person may elect to receive monetary compensation in exchange for unused vacation days not to exceed five (5) days from the current year allotment. If an employee with more than 25 years of service has unused vacation time from the current year, that employee may request to receive compensation for all unused days from the current year allotment. Any compensation described herein shall be calculated at the current salary rate. If an employee with more than 25 years of service has accrued vacation time prior to January 1, 1998 the employee may elect to be reimbursed for those accumulated vacation days at the 1998 salary rate.

SECTION 5. HOLIDAYS AND PERSONAL LEAVE

All permanent, full-time employees of the Borough of Moonachie are entitled to fourteen (14) paid holidays annually as follows except as provided for by contract, whichever is appropriate. All part time employees with fixed, scheduled hours are entitled to any of the listed holidays that occur on their regularly scheduled day of work.

New Year's Day	Labor Day
Martin Luther King Jr Day	Columbus Day/ Indigenous Peoples' Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	Day After Christmas
Day Before Independence Day	
Independence Day	

Additionally, each such permanent, full time employee shall have the right to take four (4) personal days of their choosing with the approval of the Department Head. Two (2) of which will be charged to sick days.

SECTION 6. SICK LEAVE

Sick leave shall accumulate on the basis of 15 days per year for full time employees. In the first year of employment, an employee shall be entitled to one and one fourth days of sick leave for each month of employment.

Sick leave may be accumulated under the following conditions:

1. All accumulated sick days as of 12/31/97 for non-contractual employees will be frozen at the rate of pay in effect on 12/31/97 and will be subject to the Mayor & Council approval for payment to the employee on retirement or on termination for any reason.
2. An employee will be allowed to bank unused sick time from the current year but any payout for those days is to be at the salary rate in effect when the days were banked.
3. For employees hired prior to May 21, 2010, at the year end, any unused sick days from the current year allotment (maximum 10 days) will be reimbursed to the employee at the salary rate in effect when the days were banked upon request by the employee.
4. Maximum pay-out for sick days accumulated after January 1, 1998:
 - a. For retirement or termination prior to five (5) years of continuous full-time employment with the Borough of Moonachie the employee will be reimbursed for up to a maximum of thirty (30) days of accumulated sick time.
 - b. For retirement or termination after five (5) years of continuous full-time employment with the Borough of Moonachie the employee will be reimbursed for up to a maximum of sixty (60) days of accumulated sick-time.
5. In accordance with N.J.S.A 40A:9-10.4, employees hired on or after May 21, 2010 may not receive more than \$15,000 for accrued sick leave and may receive that payment only at retirement. Annual payments to employees covered by the law are not permitted.

Payment required herein and above shall not be made if an employee is terminated for just cause. The Employer's determination in this regard shall be final and not subject to challenge.

SECTION 7. ACCIDENTAL DEATH OR DISMEMBERMENT

The Borough will provide, at its own cost and expense and without cost to all full time permanent employees (either unionized or nonunionized), an accidental death and dismemberment policy for the employees in the full amount of Five Thousand Dollars (\$5,000.00) per employee.

SECTION 8. DISABILITY INSURANCE

The Borough will provide, at its own cost and expense and without cost to all full time permanent employees (either unionized or nonunionized), a long term disability insurance policy for the employees (either unionized or nonunionized) the terms and conditions of which are on file with the Borough Clerk.

SECTION 9. TERMINAL LEAVE

Terminal Leave benefits, if any, shall be determined by the Mayor & Council, subject to any other conditions and/or required payments as provided above, on a case by case basis based upon a merit review of the particular employee's work history. If the employee is a member of a specific bargaining unit, the terminal leave benefits shall be in accordance with the terms of the present contract with that bargaining unit.

Terminal payment due to any employee upon death shall be paid to the estate of said employee.

Payment required herein and above shall not be made if an employee is terminated for just cause. The Employer's determination in this regard shall be final and not subject to challenge.

Notwithstanding anything in this section to the contrary, each employee of the Borough of Moonachie shall be entitled to any and all of those benefits which are required under the rules and/or statutes governing the Department of Personnel.

SECTION 10. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed as to such inconsistencies.

SECTION 11. This Ordinance shall take effect upon publication in the manner prescribed by Law and shall be retroactive to January 1, 2023.

APPROVED:

DENNIS VACCARO
MAYOR

ATTEST:

Supriya Sanyal
Borough Clerk

Introduced: September 14, 2023
Advertised: September 24, 2023
Final Passage: October 12, 2023