

**BOROUGH OF PALMYRA
ORDINANCE 2021-13**

**AN ORDINANCE OF THE BOROUGH OF PALMYRA, COUNTY OF BURLINGTON, STATE OF NEW JERSEY
MENDING ORDINANCE 2020-10 TO PROVIDE FOR AND DETERMINE THE RATES AND RANGES OF COMPENSATION
OF EACH EMPLOYEE AND OFFICER OF THE BOROUGH OF PALMYRA FOR YEARS 2021 AND 2022**

THIS ORDINANCE EXPIRES DECEMBER 31, 2022 UNLESS OTHERWISE AMENDED

SECTION 1

POSITION	ANNUAL SALARY / HOURLY RATE RANGE	
	MINIMUM	MAXIMUM
GOVERNING BODY		
Mayor	3,000.00	4,200.00 per annum
Borough Council President	2,500.00	3,500.00 per annum
Borough Council	2,000.00	3,000.00 per annum
ADMINISTRATION		
Administrator	75,000.00	115,000.00 per annum
Deputy Administrator	2,500.00	5,000.00 per annum
Municipal Clerk / Acting Clerk	40,000.00	80,000.00 per annum
Deputy Clerk, Administrative Assistant, Assisstant to Public Works / Sewer Dept. Superintendent (if hourly)	10.00	20.00 per hour
Deputy Clerk, Administrative Assistant, Assisstant to Public Works / Sewer Dept. Superintendent (if salary)	14,560.00	36,400.00 per annum
Registrar	1,000.00	5,000.00 per annum
Deputy Registrar	0.00	2,500.00 per annum
Board of Health Secretary / Coordinator (if hourly)	0.00	20.00 per hour
Board of Health Secretary / Coordinator (if salary)	0.00	1,000.00 per annum
Board of Health / Chairperson	0.00	250.00 per annum
Board of Health / Member	0.00	250.00 per annum
Community Center Exercise Facility Director	0.00	1,500.00 per annum

FINANCE

Chief Financial Officer	50,000.00	98,000.00 per annum
Payroll, Accounts Receivable & Finance Clerk (if hourly)	10.00	30.00 per hour
Payroll, Accounts Receivable & Finance Clerk (if salary)	14,560.00	54,600.00 per annum

ASSESSMENT OF TAXES

Tax Assessor	10,000.00	16,000.00 per annum
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COLLECTION OF TAXES

Tax Collector	10,000.00	98,000.00 per annum
Deputy Tax Collector (if hourly)	10.00	35.00 per hour
Deputy Tax Collector (if salary)	14,560.00	54,600.00 per annum
Senior Tax Clerk (if hourly)	10.00	30.00 per hour
Senior Tax Clerk (if salary)	14,560.00	44,600.00 per annum
Tax Clerk (if hourly)	10.00	20.00 per hour
Tax Clerk (if salary)	14,560.00	36,400.00 per annum

CONSTRUCTION

Construction Official	10,000.00	15,000.00 per annum
Zoning Officer	7,000.00	13,000.00 per annum
Fire Sub-Code Official	4,000.00	8,000.00 per annum
Fire Official	30,000.00	55,000.00 per annum
Fire Inspector	10.00	30.00 per hour
Code Enforcement Officer (if hourly)	10.00	40.00 per hour
Code Enforcement Officer (if salary)	2,000.00	50,000.00 per annum
Deputy Code Enforcement Officer	10.00	30.00 per hour
Electrical Sub-Code Official	7,000.00	18,000.00 per annum

Plumbing Sub-Code Official	7,000.00	18,000.00 per annum
Building Sub-Code Official	7,000.00	12,000.00 per annum
Mechanical Inspector/Sub-Code Official	10.00	35.00 per hour
Land Use Board Secretary	3,000.00	7,500.00 per annum
Housing Official	1,000.00	10,000.00 per annum
Housing Inspector (if salary)	1,000.00	7,500.00 per annum
Housing Inspector (if hourly)	10.00	35.00 per hour
Misc. Inspector	10.00	30.00 per hour
Construction Code Secretary / Technical Assisstant (if hourly)	10.00	30.00 per hour
Construction Code Secretary / Technical Assisstant (if salary)	2,000.00	50,000.00 per annum

MUNICIPAL COURT

Municipal Court Judge	12,000.00	25,000.00 per annum
Municipal Court Administrator	50,000.00	70,000.00 per annum
Deputy Court Administrator (if hourly)	10.00	30.00 per hour
Deputy Court Administrator (if salary)	14,560.00	54,600.00 per annum
Deputy Court Administrator call-out pay	Comp-time	per call-out

PUBLIC BUILDINGS & GROUNDS

Community Center Coordinator/Scheduler (if hourly)	8.85	20.00 per hour
Community Center Coordinator/Scheduler (if salary)	2,500.00	20,000.00 per annum
Community Center Coordinator/Scheduling Assistant	10.00	20.00 per hour
Maintenance Supervisor (if hourly)	10.00	30.00 per hour
Maintenance Supervisor (if salary)	12,000.00	14,000.00 per annum
Janitor/Maintenance Laborer	10.00	20.00 per hour

PUBLIC WORKS & SHADE TREE

Public Works & Sewer Dept. Superintendent	60,000.00	100,000.00 per annum
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Assistant Acting Public Works & Sewer Dept. Superintendent	40,000.00	65,000.00 per annum
Foreman	10.00	35.00 per hour
Tree Officer	10.00	30.00 per hour
Driver	10.00	30.00 per hour
Laborer	10.00	30.00 per hour
Shade Tree Advisory Board Secretary	750.00	1,500.00 per annum

SEWER

Sewer Plant Operator Level 1, 2 & 3	10.00	35.00 per hour
Foreman	10.00	30.00 per hour
Driver	10.00	30.00 per hour
Laborer	10.00	30.00 per hour

CROSSING GUARD

Crossing Guard Captain (if per shift)	10.00	20.00 per shift
Crossing Guard Captain (if salary)	5,000.00	8,000.00 per annum
Crossing Guard (if per shift)	10.00	20.00 per shift
Crossing Guard (if salary)	4,000.00	7,000.00 per annum
Substitute / Alternate Crossing Guard	8.85	20.00 per shift
OEM Executive Coordinator	500.00	1,000.00 per annum

POLICE

Chief of Police	80,000.00	135,000.00 per annum
Lieutenant of Police	75,000.00	116,000.00 per annum
Police Officer (Patrol)	37,643.00	110,000.00 per annum
Police Sergeant	90,811.00	110,000.00 per annum
Police Detective (salary plus)	2,000.00	2,500.00 per annum
Police Secretary (if Salary)	25,000.00	45,000.00 per annum
Police Secretary (if hourly)	10.00	30.00 per hour

Police Clerk	10.00	20.00 per hour
Part-time / Special Police Officer	10.00	30.00 per hour
Police Matron	10.00	20.00 per hour
Police Off-Duty (not including Administrative Fee if any)	55.00	85.00 per hour
Highway Traffic Safety Grant (not including Administrative fee if any)	55.00	65.00 per hour

MISC. & SEASONAL

Concession Stand / Summer Recreation Seasonal	8.85	15.00 per hour
Public Works / Sewer Seasonal	8.85	15.00 per hour
Misc. Office Help Seasonal	8.85	15.00 per hour
Misc. Driver Seasonal	8.85	15.00 per hour
Misc. Cleaner/Laborer Seasonal	8.85	15.00 per hour

Rates and Ranges of compensation effective January 1,2021 and expire December 31, 2022

SECTION II

Overtime compensation (pay) for call-ins for non-exempt employees (other than Police) will be given at a minimum of 2 hours for Monday - Friday call-ins and 3 hours for weekend and holiday call-ins.

Exempt employees, including but not limited to: Superintendent of Public Works & Sewer Dept., Assistant to Superintendent, Chief Financial Officer, Borough Administrator, Borough Clerk, Court Administrator, Chief and Lieutenant of Police, Tax Collector, Tax Assessor, Construction and Sub-Code Officials, and Fire Marshall, shall not receive overtime pay for hours worked beyond the normal work week.

CERTIFICATION OF CLERK

I, Doretha Jackson, Municipal Clerk of the Borough of Palmyra, in the County of Burlington and State of New Jersey hereby certify that the foregoing is a true copy of Ordinance 2021-13 introduced and adopted by Borough Council of the Borough of Palmyra at a meeting held September 20th, 2021 and finally adopted after public hearing on October 18th, 2021

Doretha R Jackson
Municipal Clerk

Gina Ragomo Tait
Mayor