

TOWNSHIP OF ANDOVER
COUNTY OF SUSSEX, STATE OF NEW JERSEY

ORDINANCE #2024-02

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for the officers hereinafter set forth for the year 2024 beginning January 1, and each year thereafter until amended or repealed, are hereby established and fixed as the salary to be paid for the officers wherein the salaries are set at fixed figures and for the officers wherein a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	\$ 20,000	\$ 50,000
MUNICIPAL CLERK	\$ 55,000	\$ 75,000
ASSISTANT MUNICIPAL CLERK	\$ 45,000	\$ 75,000
CLEAN COMMUNITIES COORDINATOR	\$ 2,500	\$ 5,500
RECYCLING COORDINATOR	\$ 2,500	\$ 5,500
CLERK 1 – ADMINISTRATION	\$ 5,000	\$ 30,000
CHIEF FINANCIAL OFFICER/TREASURER	\$ 50,000	\$ 80,000
PRINCIPAL ACCOUNT CLERK/DEUTY TREASURER	\$ 25,000	\$ 65,000
FINANCE CLERK	\$ 25,000	\$ 55,000
TAX COLLECTOR/TAX SEARCH OFFICIAL	\$ 30,000	\$ 70,000
TAX COLLECTOR:		
SHARED SERVICES	\$ 8,000	\$ 15,000
LAKE LENAPE DAM ASSESSMENT	\$ 1,000	\$ 8,500
TAX ASSESSOR	\$ 15,000	\$ 45,000

ANNUAL SALARY

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
JUDGE/JOINT MUNICIPAL COURT	\$ 50,000	\$ 100,000
MUNICIPAL COURT ADMINISTRATOR/ JOINT MUNICIPAL COURT	\$ 70,000	\$ 100,000
DEPUTY COURT ADMINISTRATOR/ JOINT MUNICIPAL COURT	\$ 40,000	\$ 65,000
VIOLATIONS CLERK/JOINT MUNICIPAL COURT	\$ 40,000	\$ 50,000
SUPERVISOR – DEPARTMENT OF PUBLIC WORKS	\$ 70,000	\$ 100,000
DPW FLEET MANAGER	\$ 60,000	\$ 80,000
BUILDINGS/GROUNDS/SPECIAL PROJECTS SUPERVISOR	\$ 5,000	\$ 20,000
DEPUTY STORMWATER COORDINATOR	\$ 3,000	\$ 5,000
FIRE OFFICIAL	\$ 1,000	\$ 5,000
ZONING OFFICER/CODE ENFORCEMENT	\$ 15,000	\$ 30,000
ASSISTANT ZONING OFFICER	\$ 5,000	\$ 12,000
POLICE CHIEF	\$ 90,000	\$ 180,000
POLICE SECRETARY	\$ 50,000	\$ 70,000
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
PART-TIME LABORER	\$ 15.00	\$ 25.00
PART-TIME WINTER STORM EMPLOYEE	\$ 15.00	\$ 25.00
SPECIAL COURT OFFICER	\$ 20.00	\$ 30.00
PART-TIME DISPATCHER	\$ 15.00	\$ 35.00
SUBSTITUTE BOARD/COMMISSION SECRETARY	\$ 100.00 Per Meeting	\$ 100.00 Per Meeting
COURT ADMINISTRATOR/DEPUTY COURT ADMIN	\$ 30.00 Per Call Out	\$ 60.00 Per Call Out
MUNICIPAL COURT ON-CALL RECEPTIONIST	\$ 25.00	\$ 25.00
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 March 21, 2024. A public hearing regarding same will be held at a hybrid meeting scheduled for April 18, 2024, beginning at 7:00PM, to be held both in person and virtually via Zoom, which details for accessing the meeting are as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/85385763939?pwd=Y0xXTzRKSGorZmVpWVpYbmttSVJ6QT09>

Webinar ID: 853 8576 3939

Passcode: 814400

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 Hybrid Meeting of the Township Committee of the Township of Andover on April 18, 2024. Said Hybrid Meeting was held virtually via Zoom and in person at the Municipal Building, 134 Newton Sparta Road, Newton, NJ 07860, 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