

ORDINANCE NO. 2024-02
AN ORDINANCE AMENDING ORDINANCE NO. 2021-16 AFFECTING EMPLOYMENT
TITLES, SALARY RANGES AND PERSONNEL POLICIES FOR BOROUGH EMPLOYEES OF
THE BOROUGH OF KENILWORTH AND REPEALING ORDINANCE NO. 2023-25

Purpose: To fix and determine the salaries, wages or compensation to be paid to the officers and employees of the municipality, including the members of the governing body and the mayor or other chief executive, who by law are entitled to salaries, wages, or compensation pursuant to N.J.S.A. 40A:9-165.

WHEREAS, pursuant to N.J.S.A. 40:48-1, the governing body of a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this State or Federal Government, as it may deem necessary and proper for the good of government, order and protection of person and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, the governing body of the Borough of Kenilworth is desirous of amending its salary ordinance to comply with the needs of the Borough with regard to setting compensation ranges for its employees; and

WHEREAS, the governing Body of the Borough of Kenilworth is desirous to repeal ordinance number 2023–25 which was intended to amend the salary ordinance for upcoming calendar year 2024; and

WHEREAS, for ease and clarification of revising the Borough code, it has been determined that it is in the best interests of the Borough to repeal ordinance number 2023–25; and

WHEREAS, with the repeal of 2023–25, the official salary ordinance for the Borough of Kenilworth, but for this ordinance would remain ordinance 2021–16; and

WHEREAS, the governing body of the Borough of Kenilworth is desirous of amending ordinance 2021–16 as set forth below, detailing some changes in position titles personnel policies and salary ranges.

BE IT ORDAINED by the Governing Body of the Borough of Kenilworth in the County of Union, New Jersey as follows:

Note: that additions to the ordinance are designated by an underscore and **bolded** text and deletions are designated by ~~strike-through~~:

SECTION 1. That Ordinance No. 2023-25 is hereby repealed and Ordinance No. 2021-16 is hereby amended to read as follows:

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
<u>Mayor – P/T</u>	<u>\$750.00</u>	<u>\$7,500.00</u>
<u>Councilperson – P/T</u>	<u>\$500.00</u>	<u>\$5,000.00</u>
Chief of Police	\$60,000.00	\$190 <u>220</u> ,000.00
Emergency Management <u>QEM</u> Coordinator – P/T	\$1,000.00	\$8,500 <u>10,000</u> .00
Deputy Emergency Management Coordinator – P/T	\$500.00	\$3,000.00
Secretary/Discovery Coordinator – Police Department	\$30,000.00	\$65 <u>75</u> ,000.00
Police Dispatcher	\$30,000.00	\$55 <u>65</u> ,000.00
Chief Finance Officer/ Treasurer	\$30,000.00	\$105 <u>121</u> ,000.00
<u>Assistant</u> Chief Finance Officer/Treasurer–P/T	\$30,000.00	\$60 <u>69</u> ,000.00
Assistant Finance Officer/Website	\$50,000.00	\$80 <u>92</u> ,000.00
Tax Collector	\$15,000.00	\$36 <u>42</u> ,000.00
Sr. Clerk/Secretary–Tax & Finance	\$30,000.00	\$55,000.00
Assistant Treasurer/Payroll Administrator	\$45,000.00	\$65 <u>75</u> ,000.00
Assessor – P/T	\$10,000.00	\$40 <u>46</u> ,000.00
Borough Clerk/Administrator/ Ins Fund Administrator <u>Administrative Officer</u>	\$65,000.00	\$140<u>160</u>,000.00

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Deputy Borough Clerk	\$30,000.00	\$6575,000.00
Sr. Senior Clerk/Secretary – Borough Clerk’s Office	\$30,000.00	\$6575,000.00
Purchasing/Acct-AP/Tax Clerk	\$30,000.00	\$5058,000.00
Municipal Court Administrator	\$45,000.00	\$7587,000.00
Borough Judge	\$10,000.00	\$3546,000.00
Deputy Court Administrator	\$35,000.00	\$5361,000.00
Deputy Court Administrator – P/T	\$1,000.00	\$20,000.00
Superintendent of Public Works	\$35,000.00	\$98112,000.00
<u>Lead Foreman of Public Works</u>	<u>\$60,000.00</u>	<u>\$97,000.00</u>
Foreman of Public Works	\$60,000.00	\$8597,000.00
Admin-Administrative Assistant/Reeveling Coordinator – Public Works	\$30,000.00	
Construction Official – P/T	\$5565,000.00	
	\$10,000.00	\$6575,000.00
<u>Code Enforcement Officer</u>	<u>10,000.00</u>	<u>\$20,000.00</u>
<u>Construction Clerk</u>	<u>\$30,000.00</u>	<u>\$58,000.00</u>
Admin- Assistant/Code Enforcement – Building Dept.	\$40,000.00	\$85,000.00
<u>Planning Board Administrative Assistant/</u>		
<u>Department Administrator/Technical Assistant</u>	<u>\$30,000.00</u>	<u>\$75,000.00</u>
Planning Board Clerk	\$2,000.00	\$6,500.00
Recording Secretary/Planning Board	\$3,000.00	\$56,000.00
Building Inspector – P/T	\$3,000.00	\$4552,000.00
<u>Public Health Officer</u>	<u>\$10,000.00</u>	<u>\$20,000.00</u>
Reg. Environmental Health Specialist – Bd. of Health	\$40,000.00	\$6069,000.00
<u>Health Department Secretary/Registrar/Clerk</u> – Bd. Of Health – P/T	\$15,000.00	
	\$3035,000.00	

<u>POSITION</u>	<u>PER ANNUM</u>	
Plumbing Sub Code Official – P/T	\$3,000.00	\$1720,000.00
Electrical Inspector Sub Code Official – P/T	\$3,000.00	\$1720,000.00
Fire Sub Code Official – P/T	\$2,000.00	\$1720,000.00
Zoning Enforcement Officer – P/T	\$2,000.00	\$15,50018,000.00
Mechanical Inspector – P/T	\$3,000.00	\$78,000.00
Field Housing Inspector – P/T	\$4,000.00	\$7,500.00
Oil Burner Inspector	\$100.00	\$300.00
Recreation Program Administrator	\$28,000.00	\$3546,000.00
Recreation Director – P/T	\$1,500.00	\$67,000.00
Secretary – Parks & Recreation – P/T	\$250.00	\$1,800.00
Director of Public Assistance – P/T	\$4,000.00	\$17,500.00
Senior Program Director – P/T	\$4,000.00	\$1546,000.00
Municipal Alliance Coordinator – P/T	\$2,000.00	\$7,5009,000.00
Asst. Municipal Alliance Coordinator – P/T	\$800.00	\$2,200.00
Tax Search Officer	\$350.00	\$1,500.00
<u>Qualified Purchasing Agent</u> – P/T	\$10,000.00	\$2023,000.00
Dog Warden – P/T	\$500.00	\$1,200400.00
Event Coordinator	\$750.00	\$2,000300.00
Benefits & Claims Coordinator	\$1,500.00	\$3,000.00

<u>POSITION</u>	<u>PER HOUR</u>	
Tax Collector P/T	\$50.00	\$6070.00
Tax & Finance Clerical – P/T	\$10.3015.13	\$2023.00
Municipal Court Attendant <u>Security Officer</u>	\$10.0015.13	\$3035.00
Municipal Court Clerical <u>Violations Clerk</u> – P/T	\$15.0015.13	\$2529.00
<u>Senior Program Director</u>	<u>\$20.00</u>	<u>\$45.00</u>
Custodian of Buildings & Grounds – P/T	\$10.00	\$17.50
Driver/Sr. Citizen Van – P/T	\$18.00	\$2529.00
Special Law Enforcement Officer “SLEO”, Class III	\$25.00	\$3040.00
Police Matrons	\$10.0015.13	\$2226.00
Police Clerk – P/T <u>Records Secretary</u>	\$1018.00	\$2023.00
Police Dispatchers – P/T	\$10.0015.13	\$2550.00

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School Crossing Guards	\$10.00	15.13	\$2023.00
<u>Code Enforcement Officer</u>	<u>\$35.00</u>		<u>\$75.00</u>
<u>Mechanical Inspector</u>	<u>\$35.00</u>		<u>\$75.00</u>
Electrical Inspector—(Stipend)	\$15.00	35.00	\$40.00
Plumbing Inspector—(Stipend)	\$15.00	35.00	\$40.00
Fire Sub-Code Inspector—(Stipend)	\$15.00	35.00	\$40.00
Construction Code Official—(Stipend)	\$15.00	35.00	\$40.00
Playground Supervisor	\$8.50	15.13	\$15.50
Playground Leader	\$8.50	15.13	\$15.50
Playground Instructor – Arts & Crafts	\$8.50	15.13	\$15.50
Construction Clerk—P/T	\$10.00		\$20.00
DPW Seasonal Employees – P/T	\$10.00	15.13	\$1530.00
Handyman	\$17.00		\$2428.00
Part Time Clerk – Fire Department and Fire Prevention Bureau	\$10.00	15.13	\$1821.00
<u>Substitute Subcode Official/Inspector</u>	<u>\$35.00</u>		<u>\$75.00</u>
<u>Temporary Staff</u>	<u>\$15.13</u>		<u>\$75.00</u>

FIRE PREVENTION BUREAU

Fire Official	\$40,000.00	\$5058,000.00
Fire Prevention Inspector	\$7,500.00	\$2529,000.00
Assistant Inspector	\$20/unit	\$2529/unit

SECTION 2. ~~Permanent School Crossing Guards shall receive three (3) personal days to be used during the school year (September through June) pursuant to the Police Department approved protocol for School Crossing Guards.~~

SECTION 3-SECTION 2. (I) In addition to the above salaries for full-time officers and employees hired on or before December 31, 1995, other than members of the Governing Body, a longevity payment shall be paid as hereinafter fixed and determined. Such longevity pay to be considered as additional compensation based upon the length of service of said officers and employees according to the following schedule:

ADDITIONAL COMPENSATION PER ANNUM		
<u>YEARS OF SERVICE</u>		<u>(Percentage of Annual Salary)</u>
5 years		2 %
10 years		4 %
15 years		6 %
20 years		8 %
25 years		10 %

(II) Such additional compensation shall be based upon the annual salary of each full time officer or employee. No employee who works less than an average of 35 hours ~~per~~ week in any one year shall be eligible for said additional compensation. In calculating said additional compensation, the base salary in effect on December 31st of the preceding calendar year shall be used for such purpose.

(III) Any interruption of service, due to a cause beyond the control of the officer or employee, such as military service, injury in line of duty or illness, shall be considered as service for the purpose of determining the compensation of said longevity periods. Leaves of absence granted at the request of any officer or employee will not be considered in determining length of service.

(IV) All periods of employment shall be computed from January 1st of the year taking office, appointment or employments unless said date was subsequent to June 30th, in which case the calculation shall be computed from January 1st of the year following. Additional compensation of any nature, including overtime will not be considered in computing longevity payment.

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(V) In order to compute the periods of said longevity payment, credit will be given for all time served with the Borough of Kenilworth, whether consecutive or nonconsecutive, and whether on a full or on a part time basis, as hereinabove defined.

(VI) The aforesaid additional compensation of longevity payments shall become effective as of January 1, 1965, and shall be added to the salaries above set forth and paid at the same time basis as hereinabove. Any person hired on or after January 1, 1996 shall not be entitled to longevity pay.

~~SECTION 4. Permanent full time Clerks are to receive two (2) personal days after one year of employment.~~

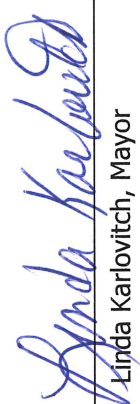
~~SECTION 5. Permanent full time employees hired after December 31, 2014 are entitled to a proration of 10 vacation days based on date of hire.~~

~~SECTION 6. This Ordinance shall take effect upon final passage and publication according to law.~~

SECTION 3. If any section, paragraph, subdivision, sentence, clause, or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, sentence, clause, or provision so adjudged and the remainder of this Ordinance shall remain valid and effective.

SECTION 4. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

SECTION 5. This Ordinance shall take effect upon final passage and publication in accordance with the laws of the State of New Jersey, following the required twenty-day period after adoption, as set forth in N.J.S.A. 40:69A-181(b).


Linda Karlovitch, Mayor

INTRODUCTION						COUNCILPERSON		FINAL ADOPTION						
Moved	Sec.	Aye	Nay	Abs.	NP			Moved	Sec.	Aye	Nay	Abs.	NP	
		X				PATRICK BOYLE				X				
	X	X				JOSEPH FINISTRELLA				X				
		X				TONI GIORDANO PICERNO							X	
X		X				WILLIAM MAURO		X		X				
		X				SAVINO SCORESE			X	X				
		X				JOHN ZIMMERMAN				X				
Introduced: February 7, 2024						I hereby certify the above ordinance was adopted by the Borough Council of the Borough of Kenilworth, County of Union, State of New Jersey on the aforementioned date.								
Final Adoption: February 21, 2024						 Angela Lazzari, Borough Clerk								