

TOWNSHIP COUNCIL WORKSHOP AGENDA

MONDAY, DECEMBER 5, 2022

7:00 P.M.

SALUTE TO THE FLAG

STATEMENT OF PUBLIC NOTICE - TAKE NOTICE THAT ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED IN ACCORDANCE WITH N.J.S.A. 10:4-8 AND N.J.S.A. 10:4-10 AS FOLLOWS: A NOTICE OF THE MEETING WAS PROMINENTLY POSTED ON THE BULLETIN BOARD AT THE MUNICIPAL BUILDING, LOCATED AT 225 MAIN STREET, LITTLE FALLS, N.J. ON MARCH 11, 2022. A COPY OF THE NOTICE WAS MAILED TO THE NORTH JERSEY HERALD & NEWS AND THE RECORD ON THE SAME DATE. ADDITIONALLY, A COPY OF THE NOTICE WAS FILED IN THE OFFICE OF THE TOWNSHIP CLERK ON SAID DATE. **A LINK AND A TELEPHONE NUMBER TO JOIN THE MEETING VIRTUALLY CAN BE ACCESSED ON THE TOWNSHIP WEBSITE AT WWW.LENJ.COM. ELECTRONIC PROVISIONS HAVE BEEN ESTABLISHED FOR THE PUBLIC TO PARTICIPATE DURING THE PUBLIC COMMENT PORTION OF THE MEETING.**

ROLL CALL

PROCLAMATION RECOGNIZING WORLD AIDS DAY

PUBLIC COMMENT - GENERAL MATTERS AND AGENDA ITEMS

ANYONE WISHING TO ADDRESS THE TOWNSHIP COUNCIL MAY DO SO THROUGH THE COUNCIL PRESIDENT. PLEASE GIVE YOUR NAME AND ADDRESS FOR THE RECORD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES, HOWEVER, IF APPROPRIATE, YOU MAY BE GRANTED ADDITIONAL TIME IN THE SOLE DISCRETION OF THE COUNCIL PRESIDENT.

MEMBERS OF THE PUBLIC WHO HAVE JOINED THE MEETING VIRTUALLY AND DESIRE TO PROVIDE COMMENT SHALL RAISE THEIR VIRTUAL HAND IN THE ZOOM APPLICATION. THE MEETING MODERATOR WILL QUEUE THE MEMBERS OF THE PUBLIC THAT WISH TO PROVIDE COMMENT AND THE COUNCIL PRESIDENT WILL RECOGNIZE THEM IN ORDER. MEMBERS OF THE PUBLIC WHO HAVE JOINED THE MEETING BY CALLING IN MUST PRESS *6 TO MUTE AND UNMUTE THEMSELVES AND *9 TO RAISE THEIR HAND. MEMBERS OF THE PUBLIC WHO HAVE JOINED THE MEETING VIA THE ZOOM APPLICATION MUST CLICK THE REACTIONS ICON AND THEN THE RAISE HAND ICON. IT IS PREFERRED IF YOU GIVE YOUR NAME AND ADDRESS FOR THE RECORD. ONCE THE PROCESS IS COMPLETE, WE WILL RETURN TO THE REGULAR ORDER OF BUSINESS.

ITEMS TO BE DISCUSSED:

MAYOR/ADMINISTRATOR:

1. ORDINANCE NO. 1446 - AMENDING CHAPTER 3 (ADMINISTRATION OF GOVERNMENT)
2. ORDINANCE NO. 1447 - 2022 LITTLE FALLS SALARY ORDINANCE

ACTION ITEMS:

BILL LIST [A]

NEW BUSINESS

SECOND READING AND PUBLIC HEARING OF ORDINANCE NO. 1446, AN ORDINANCE ENTITLED, "AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, AMENDING CHAPTER 3 (ADMINISTRATION OF GOVERNMENT) OF THE CODE OF THE TOWNSHIP OF LITTLE FALLS".

SECOND READING AND PUBLIC HEARING OF ORDINANCE NO. 1447, AN ORDINANCE ENTITLED, "2022 LITTLE FALLS SALARY ORDINANCE".

COUNCIL TOPICS FOR DISCUSSION

PUBLIC COMMENT – AGENDA ITEMS ONLY

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ADJOURN

**TOWNSHIP OF LITTLE FALLS
ORDINANCE NO. 1446**

AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, TO AMEND CHAPTER 3 (ADMINISTRATION OF GOVERNMENT) OF THE CODE OF THE TOWNSHIP OF LITTLE FALLS

WHEREAS, the current Municipal Code under Chapter 3 contains certain provisions as the administration of government for the Township of Little Falls; and

WHEREAS, it is necessary to ensure that the administration of government is conducted effectively and efficiently and that certain innovations require the reframing of the corporate structure to meet those laudable goals; and

WHEREAS, the Township Council has found it proper to amend the language of the Municipal Code to continue the provision of the same competent and consistent level of service to the citizens of the Township of Little Falls;

NOW THEREFORE BE IT ORDAINED by the Township Council of the Township of Little Falls, that Chapter 3, Administration of Government, of the Code of the Township of Little Falls, is hereby amended and supplemented as follows (deletions are struck through and additions are underlined):

§3-2.8(G) Assistant Business Administrator. The position of Assistant Business Administrator is hereby created. The Assistant Business Administrator shall be the direct appointment of the Business Administrator with prior approval of the Mayor. The Assistant Business Administrator may be removed at any time for any reason upon the recommendation of the Business Administrator and approval of the Mayor. The duties of the Assistant Business Administrator will be determined by the Business Administrator in line with those duties listed under subsection (E) above. The Assistant Business Administrator may, by directive of the Business Administrator, serve as the designee for any and all appropriate functions within the Department of Administration in the place of the Business Administrator. The compensation of the Assistant Business Administrator shall be set forth in the annual Salary Ordinance.

NOW, THEREFORE, BE IT FURTHER ORDAINED that:

1. Ordinances, resolutions and regulations or parts of ordinances, resolutions and regulations inconsistent herewith are hereby repealed to the extent of such inconsistency; and
2. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such a decision shall not affect the remaining portion of the Ordinance; and
3. Except as hereby amended, the Code of the Township of Little Falls shall remain in full force and effect.
4. This Ordinance shall take effect twenty days after final passage and publication in accordance with law.

PASSED: _____

ATTEST:

Cynthia Kraus
Municipal Clerk

APPROVE:

James Belford Damiano
Mayor

TOWNSHIP OF LITTLE FALLS
COUNTY OF PASSAIC NEW JERSEY

ORDINANCE NO. 1447

2021 LITTLE FALLS SALARY ORDINANCE - Amended 2022 (underlined)
SCHEDULE "A"

Section 1.-OFFICERS AND EMPLOYEES

Title

Full Time Employees:

Salary Range

Administrator/QPA	\$66,000 - \$109,000
Assistant Business Administrator	\$90,000 - \$125,000
Township Clerk/Assessment Search Officer/Reg. of Vital Statistics	\$55,000 - \$125,000
Township Clerk's Office/ Deputy Registrar/Bd. Of Health Secretary	\$35,000 - \$68,000
Deputy Clerk/Payroll Supervisor/ Alt. Registrar of Vital Statistics	\$55,000- \$80,000
Certified Municipal Finance Officer /Treasurer	\$75,000 - \$125,000
Assistant to the Chief Financial Officer	\$34,000 - \$65,000
<u>Executive Assistant to the Mayor</u>	<u>\$45,000 - \$65,000</u>
Tax Collector/Tax Search Officer	\$75,000 - \$110,000
Tax Collector Office/ Clerk,	\$15,900 - \$39,945
Tax Assessor/Clerk Assessor Office	\$25,000 - \$50,000
Construction Code Official/Fire Sub-Code Official/Fire Official	\$75,000 – 110,000
Code Enforcement Officer	\$ 35,600 - \$47,500
Sr. Technical Assistant Construction Office	\$ 30,000 - \$48,400
Administrative Assistant Construction Office	\$39,000- \$46,000
Fire Prevention Inspector/Code Enforcement Officer	\$60,000- \$75,000
Clerk, Fire Prevention Bureau	\$40,000 - \$58,000
Court Administrator/Violations Clerk	\$ 65,000 - \$95,000
Dep. Court Administrator/Dep. Violations Clerk	\$ 45,000 - \$65,000
Public Works Manager/Superintendent, DPW	\$95,000 - \$132,700
DPW Secretary/Assistant to Recycling Coordinator	\$35,000 - \$50,000
Police Chief	\$165,000 - \$195,000
Police Records Clerk/Administrative Clerk	\$40,000 - \$65,000
Police Administrative Assistant	\$40,000--\$65000
Recreation Director	\$40,000 - \$75,000
Assistant Recreation Director	\$35,000 - \$65,000
Assistant to Recreation Director	\$30,000- \$45,000

Permanent Part Time Salary Employees:

Mayor	\$3,500 – 10,000
Council Members	\$2,500 – 5,000
Fire Official, Bureau of Fire Prevention	\$9,100 - \$15,100
Emergency Management Coordinator	\$10,000.00 - \$11,000
Deputy Emergency Management Coordinator	\$5,000.00- \$7,500
EMS Coordinator	\$30,000- \$55,000
Tax Assessor	\$25,000 - \$40,000
Judge, Municipal Court	\$34,025 - \$56,700
Prosecutor	\$20,000 – 30,000
Building Sub-Code Official	\$18,000 - \$30,000
Electrical Sub-Code Official	\$18,000 - \$30,000
Plumbing Sub-Code Official	\$18,000 - \$30,000
Director, Public Assistance	\$9,750 - \$15,450
Secretary to Shade Tree Commission	\$951 - \$1,585
Secretary, Planning Board	\$3,300 - \$6,000
Senior Citizen Bus Driver/Coordinator	\$19,500 - \$30,000
Municipal Alliance Coordinator	\$7,500 - \$12,500
Clean Communities Coordinator	\$7,500 - \$15,000
Recycling Coordinator	\$5,000- \$7,500
Safety Officer DPW	\$2,500- \$5,000

Permanent Part Time Hourly Employees:

Administrative Assistant/Payroll Supervisor	\$16.50 – \$25.00
Police Department Administrative Clerk	\$15.00 - \$20.00
Administrative Clerk	\$13.00- \$18.75

HOURLY EMPLOYEES

P/T Courtroom Security Attendant	\$13.00 - \$22.00
P/T Fire Prevention Inspector, Bureau of Fire Prevention	\$21.00 - \$35.00
P/T Laborer	\$15.00 - \$18.00
P/T Temporary Skilled Worker, depending on Qualifications	\$15.00 - \$50.00
P/T Temporary Unskilled Worker	\$15.00 - \$17.00
P/T Recreation Building Supervisors	\$15.00 - \$17.00
P/T Communications Officers	\$18.00 - \$24.00
P/T Clerical and Secretarial	\$15.00 - \$20.00
P/T EMT's	\$15.00- \$18.00
P/T School Crossing Guard	\$17.99 - \$22.00
Seasonal DPW Worker	\$15.00 – \$17.00
Parking Enforcement Officer	\$15.00 - \$18.00
Temporary Sub Code Inspector	\$35.00- \$48.00

Communications Officers

Supervising Communications Officer/911 Certified	\$60,000-75,000
Sr. Communications Officer/911 Certified	Step 1 61,375
Sr. Communications Officer/911 Certified	Step 2 63,100
Sr. Communications Officer/911 Certified	Step 3 64,825
Sr. Communications Officer/911 Certified	Step 4 66,550
Sr. Communications Officer/911 Certified	Step 5 68,275
Sr. Communications Officer/911 Certified	Step 6 70,000
Communications Officer/911 Certified	Step 1 45,000
Communications Officer/911 Certified	Step 2 46,000
Communications Officer/911 Certified	Step 3 47,000
Communications Officer/911 Certified	Step 4 49,250
Communications Officer/911 Certified	Step 5 51,500
Communications Officer/911 Certified	Step 6 53,750
Communications Officer/911 Certified	Step 7 56,000
Communications Officer/911 Certified	Step 8 60,000
Communications Officer	\$35,000-41,500

Section 2. –COLLECTIVE BARGAINING AGREEMENTS

Salaries and compensation provisions negotiated through the current Collective Bargaining Agreements for the Teamsters Local 97 and the Little Falls PBA Local 346 and the Township of Little Falls are made apart of this ordinance. Employees covered by their respective Collective Bargaining Agreement shall be paid salary and compensation in accordance with those duly executed and approved agreements. All other provisions related to employees are incorporated herein from the Township's Personnel Policy Manual.

Section 3. –LONGEVITY

Longevity has been eliminated for all employees hired after January 1, 1997.

Section 4. OVERTIME and KEY EMPLOYEE VACATION

The following provisions of the within ordinance are subject to the provisions of any applicable Federal or State statute; and to the provisions of any applicable collective bargaining agreements.

- a. Key employees: The following employees, when employed full-time, are considered exempt key employees and designated management of their departments: Township Administrator, Township Clerk, Chief Municipal Finance Officer, Construction Code Official, Superintendent of Public Works, Deputy Superintendent of Public Works, Tax Collector, Tax Assessor, Court Administrator and Police Chief. Key employees shall not receive overtime, nor any regimented compensatory time off in lieu of overtime but shall be paid on an annual salary as authorized by the Mayor.
- b. In lieu of overtime or compensatory time off they shall receive an additional vacation week annually. Overtime may be paid to key employees if an emergency is declared and the Key Employee obtains authorization from the Mayor to work during the emergency.
- c. Non-key employees: Overtime pay may be paid to or compensatory time off may be given to non-key employees; however, compensatory time must be used within the same year and may not be carried over. Compensatory time shall commence only after the employee has worked the prescribed work week. Authorized compensatory time shall be computed at one and one-half (1½) times the hourly rate.

The hourly rate for overtime shall be computed by dividing the annual rate of pay by the number of hours in the employee's prescribed work year. In the case of a forty-hour work week, the employee shall be paid time and one-half after the full forty hours have been worked. For employees working a thirty-five-hour week, compensation shall be at straight time for the first five hours of overtime worked; the time and one-half provisions shall take effect only after the full forty hours have been worked.

- d. Part-time employees: Part-time employees shall be paid overtime only when in a particular week they work a number of hours which under provisions of Federal or State Law requires the payment of overtime.

Section 5.

Such deductions as may be required by law shall be made from the salaries and compensation as hereinabove set forth.

Section 6.

The Township Treasurer is hereby authorized to sign payroll checks. All Permanent employees shall be paid through the direct deposit payroll system established in the Township.

Section 7. HOLIDAYS

Permanent full-time officers and employees and permanent part-time Township officers and employees who are regularly scheduled to work twenty (20) hours or more weekly for twelve (12) months a year, whether paid on an annual salary basis or hourly basis, are entitled to the following paid Holidays:

- | | |
|---|------------------------|
| New Year's Day | General Election Day |
| President's Day | Columbus Day |
| Good Friday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Emancipation Day | Day After Thanksgiving |
| Independence Day | Christmas Day |
| Labor Day | |
| One-half of the last workday preceding New Year's Day and
One-half of the last workday preceding Christmas Day | |

Permanent part-time Township officers and employees who are regularly scheduled to work less than twenty (20) hours or more weekly for twelve (12) months a year, whether paid on an annual salary basis or hourly basis, shall receive holiday leave on a prorated basis of 1/2 the full time accrual.

Section 8.

In addition to the holidays set forth in Section 7, all full-time employees and part-time full-year employees paid by annual salary shall be entitled to two (2) personal days off each year, except as may be provided by collective bargaining contract.

Section 9.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed.

Section 10.

This ordinance shall take effect immediately upon final passage by the Township Council, upon approval by the Mayor, and publication as required by law.

INTRODUCED: _____

PASSED AND ADOPTED: _____

Mayor James B. Damiano

ATTEST: _____
Township Clerk