

# Burt Township Policy

Salaries, Wages, Benefits, Fees - Effective April 1, 2007

Position	Salary	Hourly	Amount	
<b>Elected Officials</b>				
Supervisor	X		\$7,500.00	annual
Water Administrator	X		\$5,200.00	annual - Supervisor
Fuel Administrator	X		\$500.00	annual - Supervisor
Clerk	X		\$7,500.00	annual
Water Billing Clerk	X		\$5,000.00	annual - Clerk
Fuel Billing	X		\$500.00	annual - Clerk
Treasurer	X		\$7,500.00	annual
Fuel Receiving	X		\$500.00	annual - Treasurer
School Tax Collection	X		\$5000.00	annual - Treasurer
Trustees (2)	X		\$2,400.00	annually
<b>Full-Time Employees</b>				
Secretary	X		\$26,358.00	Salary + Retirement/Health Ins
DPW Manager/Water Op #1		X	\$15.08	per hour + Retirement/Health Ins
<b>Part Time Employees</b>				
DPW/Water Operator #2		X	\$8.00	per hour to start/\$0.50/hr raise after 90 day eval.
Librarian		X	\$7.50	per hour
Deputy Clerk		X	\$8.50	per hour
Deputy Treasurer		X	\$8.50	per hour
<b>Seasonal Employees</b>				
Park Manager		X	\$12.40	per hour
DPW/Park/Marina Workers		X	\$7.15	per hour (minimum wage) Capped at \$9.00/hr.
<b>Ambulance Corp</b>				
Chief	X		\$250.00	per month
Asst. Chief	X		\$100.00	per month
Secretary	X		\$100.00	per month
EMT			\$40.00	per run
MFR			\$30.00	per run
Driver			\$25.00	per run
Vehicle Use			\$25.00/\$100.00	per vehicle per run/over 50 miles
Stand By/Refusal			\$10.00	per occurrence
Quarterly Reviews			\$10.00	per hour
<b>Fire Department</b>				
Chief	X		\$250.00	per month
Assistant Chief	X		\$200.00	per month
Firefighters		X	\$20.00	per hour
Drills/Meetings		X	\$10.00	per hour
<b>Election Officials</b>				
Chairperson		X	\$9.00	per hour - elections or training
Worker/Official		X	\$8.50	per hour - elections or training
<b>Other Personnel</b>				
Airport Dispatcher	X		\$100.00	per year
Planning Commission			\$10.00	per meeting
ZBA			\$10.00	per meeting
Zoning Administrator	X		\$200.00	per month
Fence Viewer (farm animals)			\$25.00	per dispute (paid by requestor, then to the viewer)
Board of Review		X	\$10.00	per hour
Training		X	\$10.00	Per hour for training seminars – not travel time

Salary is paid Semi-monthly or monthly, Hourly is paid Bi-weekly ~ all payroll checks are available on the pay date after 12:00 p.m.

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Item	Amount	
<b>Woodland Park - "No Refund" policy. Effective 02/13/2007</b>		
Lakefront Sites	\$25.00	per night
Electric/water sites	\$24.00	per night
All other sites	\$18.00	per night
Internet Access	\$3.00	per ½ hour
<b>Community Center</b>		
Consists of (3) buildings, with the kitchen being considered separate for deposit and rental purposes. Rent and Deposit varies per building and time used – contact the township office for a complete list of fees. <u>Deposit and one-half of the rent are due upon reservation with balance due the day prior to the scheduled event.</u> All local non-profit organizations may use the center for no charge – reservations need to be made through the Township Secretary. Local non-profit organizations are expected to clean up after use. No deposit for local residents/taxpayers. Effective 04/01/2005		
<b>Table &amp; Chair Rental</b> from Recreation Center for Township Residents only. Deposits are due upon reservation, with balance due the day prior to scheduled event. NOTE: Deposit forfeiture is based on condition of furniture return and costs related to retrieval of same. <u>Effective 7/1/99</u>		
Tables	\$1.00	Each - \$10.00 deposit each
Chairs	\$0.30	each - \$3.00 deposit each
<b>Rose Hill Cemetery - Interment and Plots</b>		
Interment - 8:00AM & 3:00PM Monday through Friday	\$300-\$400.00 \$75.00	Burial Cremation
other times	\$350-\$450.00 \$100.00	Burial Cremation
Burial Lots	\$100.00 \$200.00	Resident Non-resident
Cremation Sites	\$50.00 \$100.00	Resident Non-resident
<b>Marina</b>		
Seasonal Launch Permit	\$45.00	Per season
Daily Launch	\$5.00	Per day
<b>Zoning, Building &amp; Planning</b>		
Land Use Permit	\$125.00 \$75.00	Commercial (C-1, C-2, I) Residential and all other Districts
Land Division/Splits	\$250.00 \$100.00	Per Parcel Split Each additional of parent Parcel at time of original application
Variances/Conditional Use	\$300.00	Non-refundable
Zoning Ordinance	\$20.00	Per copy plus postage to mail
<b>Office Services:</b>		
Photo-copy service	\$0.20 \$0.15	Per copy for first 10 Each additional page
FAX Service	\$1.00	Per page
Notary Fee	\$5.00	Per transaction
Tax Roll Reproduction	\$75.00 \$50.00	For one Two or more
Document Viewing ~ township records are available for public inspection	N/C	Available during normal business hours by appointment
Research Fee/Document Retrieval	\$1.00	Per page plus copy service

### **SPECIAL REIMBURSEMENTS**

**Mileage** ~ \$0.485 per mile or as established by the IRS

**Meals/Lodging/etc** ~ reimbursed per actual receipts

**NOTE: See Employee Policy Manual for general employment policies.**