

2008/2009 Burt Township Policy

Salaries, Wages, Benefits, Fees - Effective April 1, 2008

Position	Salary	Hourly	Amount	
Elected Officials				
Supervisor	X		\$20,700.00	Annual Base – Gross Salary to be \$26,400.00 eff 12/9/08 annual - Supervisor annual - Supervisor
Water Administrator	X		\$5,200.00	
Fuel Administrator	X		\$500.00	
Clerk	X		\$17,500.00	Annual Base – Gross Salary to be \$23,000.00 eff 12/9/08 annual - Clerk annual - Clerk
Water Billing Clerk	X		\$5,000.00	
Fuel Billing	X		\$500.00	
Treasurer	X		\$17,500.00	Annual Base – Gross Salary to be \$23,000.00 eff 12/9/08 annual - Treasurer annual - Treasurer
Fuel Receiving	X		\$500.00	
School Tax Collection	X		\$5000.00	
Trustees (2)	X		\$2,600.00	Annually plus additional duties as determined by Board
Full-Time Employees				
Secretary	X		\$26,964.00	Salary + Retirement/Health Ins - COLA applied
DPW Manager/Water Op #1		X	\$15.43	per hour + Retirement/Health Ins - COLA applied
Part Time and Seasonal Employees – Starting Wage Scale = Minimum Wage up to \$12.00 per hour eff. 4/23/08				
DPW/Water Operator #2		X	\$8.00	per hour to start.
Librarian		X	\$7.50	per hour
Deputy Clerk		X	\$8.50	per hour – waived
Deputy Treasurer		X	\$8.50	per hour – waived
Park Manager		X	\$12.69	per hour - COLA applied
DPW/Park/Marina Laborers		X	\$7.15	per hour (minimum wage) 7/1/08 increases to \$7.40/hr
Ambulance Corp				
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
Fire Department				
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
Election Officials				
Chairperson		X	\$9.21	per hour - elections or training - COLA applied
Worker/Official		X	\$8.70	per hour - elections or training - COLA applied
Other Personnel				
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
Water Line Installation/Repair Fees. Effective February 12, 2008				
Operator			30.00	Per hour
Assistant(s)			15.00	Per hour
Backhoe			65.00	Per hour

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

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Item	Amount	
Woodland Park - "No Refund" policy. Rates Effective 02/13/2007		
Lakefront Sites	\$25.00	per night
Electric/water sites	\$24.00	per night
All other sites	\$18.00	per night
Internet Access – wireless/your computer	Free	Free Wireless use when available
Internet Access with Computer Use	\$3.00	Per half (1/2) hour
Community Center		
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		
Table & Chair Rental 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
Rose Hill Cemetery - Interment and Plots		
Interment - 8:00AM & 3:00PM Monday through Friday	\$300-\$400.00	Burial
other times	\$350-\$450.00	Cremation
	\$100.00	Burial
	\$100.00	Cremation
Burial Lots	\$100.00	Resident
	\$200.00	Non-resident
Cremation Sites	\$50.00	Resident
	\$100.00	Non-resident
Marina		
Seasonal Launch Permit	\$45.00	Per season
Daily Launch	\$5.00	Per day
Zoning, Building & Planning		
Land Use Permit	\$125.00	Commercial (C-1, C-2, I)
	\$75.00	Residential and all other Districts
Land Division/Splits	\$250.00	Per Parcel Split, \$100 each additional filed at time of original application
Variances/Conditional Use	\$300.00	Non-refundable
Zoning Ordinance	\$20.00	Per copy plus postage to mail
Office Services:		
Photo-copy service	\$0.20	Per copy for first 10, \$0.15 each additional page
FAX Service	\$1.00	Per page
Notary Fee	\$5.00	Per transaction
Tax Roll Reproduction	\$75.00	Each, \$50.00 each for two (2) or more
Document Viewing ~ available records	N/C	During normal business hours by appointment
Property Information Requests – NOT Owners	\$5.00	Per parcel (Mortgage, Real Estate, Title Co, Bank, etc)
Property Information for Property Owners	\$1.00	Per parcel (on paper)
Assessment Card Information	\$5.00	Per card
Research Fee/Document Retrieval	\$1.00	Per page plus copy service

SPECIAL REIMBURSEMENTS

Mileage ~ \$0.585 per mile or as established by the IRS

Meals/Lodging/etc ~ reimbursed per actual receipts

NOTES: 1) See Employee Policy Manual for general employment policies. 2) 2008 COLA 2.3%, 2009 COLA 5.8%
 3) Elected Official Salaries were increased \$200.00 to 800.00 on 3/20/08 effective April 1, 2008 by the Qualified Electors at the Annual Meeting and adopted by the Board at a Special Meeting immediately following. 4) The Supervisor, Clerk, and Treasurer Gross Salaries were increased as above effective 12/9/08 by the Qualified Electors at a Special Meeting of the Electors and adopted by the Board at the Regular Meeting of the Board held on 12/9/08 to remain in effect for the current terms of office then will revert back to \$13,200, \$13,000 and \$13,000 respectively until an electors meeting is called.