

# 2010/2011 Burt Township Policy

## Salaries, Wages, Benefits, Fees - Effective April 1, 2010

Position	Salary	Hourly	Amount	
<b>Elected Officials (No Change)</b>				
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
<b>Full-Time Employees</b>				
Secretary	X		\$30,607.91	Salary + Retirement
DPW Manager/Water Op #1	X		41,600.00	Salary+ Retirement/Health Insurance
DPW/Water Operator #2		X	10.00	\$8.00 per hour to start + Retirement/Health Insurance
<b>Part Time and Seasonal Employees – Starting Wage Scale = Minimum Wage up to \$12.00 per hour eff. 4/23/08</b>				
Librarian		X	\$9.00	per hour
Deputy Clerk		X	\$9.00	per hour
Deputy Treasurer		X	\$9.00	per hour
Park Manager		X	\$12.00	per hour + unemployment
DPW/Park/Marina Laborers		X	\$7.45	per hour (minimum wage)
<b>Ambulance Corp</b>				
Chief	X		\$300.00	per month
Asst. Chief	X		\$125.00	per month
Secretary	X		\$125.00	per month
EMT			\$50.00	per run
MFR			\$40.00	per run
Driver			\$30.00	per run
Vehicle Use			\$25.00/\$100.00	per vehicle per run/over 50 miles
Stand By/Refusal			\$20.00	per occurrence
Quarterly Reviews			\$20.00	per hour
<b>Fire Department</b>				
Chief	X		\$300.00	per month
Assistant Chief	X		\$225.00	per month
Firefighters		X	\$20.00	per hour
Drills/Meetings		X	\$10.00	per hour
<b>Election Officials</b>				
Chairperson		X	\$9.74	per hour - elections or training
Worker/Official		X	\$9.20	per hour - elections or training
<b>Other Personnel</b>				
Airport Dispatcher	X		\$100.00	per year
Planning Commission			\$25.00	per meeting
ZBA			\$25.00	per meeting
Zoning Administrator	X		\$250.00	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
<b>Water Line Installation/Repair Fees. Effective February 12, 2008</b>				
Operator			40.00	Per hour
Assistant(s)			20.00	Per hour
Backhoe			65.00	Per hour

Salary is paid Bi-weekly 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	
<b>Woodland Park - "No Refund" policy. Rates 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 – wireless/your computer	Free	Free Wireless use when available
Internet Access with Computer Use	\$3.00	Per half (1/2) 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. All users are expected to clean up after use. (No deposit required of local residents/taxpayers effective 04/01/2005.)		
Community Center Building	\$15.00 per hour (3 hour min.), \$250 per day, or \$350 per weekend	
Kitchen	\$20.00 per hour (3 hour min), \$100 per day, or \$150 per weekend	
Recreation Building	\$15.00 per hour (3 hour min.), \$125 per day, or \$200 per weekend	
Stage/Baseball Facility	\$10.00 per hour (3 hour min.), \$50 per day, or \$75 per weekend	
Tables	\$1.00	each - \$10.00 deposit each
Picnic Tables	2.00	each - \$10.00 deposit each
Chairs	\$0.30	each - \$3.00 deposit each
<b>Table &amp; Chair Rental</b> from Recreation Center for Township Residents only.		
<b>Rose Hill Cemetery - Interment and Plots (rates pending committee recommendations)</b>		
Interment - 8:00AM & 3:00PM Monday through Friday	\$300-\$400.00	Burial
other times	\$75.00	Cremation
Burial Lots	\$350-\$450.00	Burial
	\$100.00	Cremation
Cremation Sites	\$100.00	Resident
	\$200.00	Non-resident
	\$50.00	Resident
	\$100.00	Non-resident
<b>Marina</b>		
Seasonal Launch Permit	\$45.00	Per season
Daily Launch	\$5.00	Per day
<b>Zoning, Building &amp; Planning – ALL Fees are Non-Refundable</b>		
Land Use Permit	\$125.00	Commercial (C-1, C-2, I) - Non-refundable
	\$75.00	Residential and all other Districts - Non-refundable
Land Division/Splits	\$250.00	Per Parcel Split, \$100 each additional filed at time of original application - Non-refundable
Variances/Conditional Use	\$300.00	All Applications - Non-refundable
Zoning Ordinance	\$20.00	Per copy plus postage to mail
<b>Office Services:</b>		
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** ~ \$0.50 per mile eff. 01/01/10 or as established by the IRS.

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

**NOTES:**

1) See Employee Policy Manual for general employment policies.

2) 2010 COLA 0.0% - Pay increases based on 2.9%