

# 2019/2020 Burt Township Policy

## Salaries, Wages, Benefits, Fees - Effective April 1, 2019

Position	Salary	Hourly	Amount	
<b>Elected Officials</b>				
Supervisor	X		\$21,700.00	Annual Base – Gross Salary to be \$27,400.00 eff 04/01/2019 annual - Supervisor
Water Administrator	X		\$5,200.00	
Fuel Administrator	X		\$500.00	
Clerk	X		\$23,500.00	Annual Base – Gross Salary to be \$32,000.00 eff 04/01/2019 annual - Clerk
Water Billing Clerk	X		\$6,500.00	
Fuel Billing	X		\$2,000.00	
Treasurer	X		\$18,500.00	Annual Base – Gross Salary to be \$24,000.00 eff 04/01/2019 annual - Treasurer
Fuel Receiving	X		\$500.00	
School Tax Collection	X		\$5,000.00	
<b>Trustees (2)</b>	<b>X</b>		<b>\$5,000.00</b>	Annually eff 04/01/18
<b>Full-Time Employees - Salaries Revised for Fiscal Year 2019/20</b>				
Secretary	X		\$27,000.00	Salary+ Retirement/Health Insurance
DPW Manager/Water Op #1	X		\$62,700.00	Salary+ Retirement/Health Insurance
DPW/Water Operator #2		X	\$18.00	Retirement/Health Insurance
DPW/Water Operator #3		X	\$16.00	Retirement/Health Insurance
<b>Part Time and Seasonal Employees</b>				
Librarian		X	\$11.50	per hour (\$9.00 - \$11.50)
Deputy Clerk		X	\$11.50	per hour (\$9.00 - \$11.50)
Deputy Treasurer		X	\$11.00	per hour (\$9.00 - \$11.50)
Park Manager		X	\$17.00	per hour + unemployment (\$15.00 - \$23.00)
Park/Marina Laborers		X	\$9.00 - \$15.00	per hour
DPW		X	\$10.00	per hour (+.50 raise after evaluation) <b>&lt;18- minimum wage</b>
<b>Ambulance Corp – Salaries Revised for Fiscal Year 2015/16</b>				
Chief	X		\$449.15	per month
Asst. Chief	X		\$336.86	per month
Secretary	X		\$336.86	per month
Purchasing Specialist	X		\$30.00	per month
EMT			\$60.00	per run
MFR			\$50.00	per run
Driver			\$40.00	per run
Vehicle Use			\$25.00/\$100.00	per vehicle per run/over 50 miles
Stand By/Refusal			\$20.00	per occurrence
Quarterly Reviews		X	\$20.00	per hour
Training/Gen Maintenance		X	\$10.00	per hour
Per hour pay for on call		X	\$1.50	per hour effective 01/01/2017
<b>Fire Department– Salaries Revised for Fiscal Year 2015/16</b>				
Chief	X		\$336.86	per month
Assistant Chief	X		\$252.65	per month
Secretary	X		\$197.17	per month
Firefighters		X	\$20.00	per hour
Drills/Meetings/Training		X	\$10.00	per hour
<b>Election Officials</b>				
Chairperson		X	\$11.00	per hour - elections or training
Worker/Official		X	\$10.50	per hour - elections or training
<b>Other Personnel</b>				
Airport Dispatcher	X		\$100.00	per year
Planning Commission			\$50.00	per meeting (increase 2016)
ZBA			\$25.00	per meeting
Zoning Administrator	X		\$416.00	per month (increase 2019)
Fence Viewer (farm animals)			\$25.00	per dispute (paid by requestor, then to the viewer)
Board of Review		X	\$15.00	per hour (increase 2016)
Training		X	\$15.00	Per hour for training seminars – not travel time
<b>Water Line Installation/Repair Fees. Effective February 2015</b>				
Operator		X	45.00	Per hour
Assistant(s)		X	45.00	Per hour
Backhoe		X	100.00	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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<b>Woodland Park - "No Refund" policy.</b>		
Lakefront Sites	\$34.00/\$31.00	per night
Electric/water sites	\$28.00	per night
All other sites	\$22.00	per night
Internet Access – wireless/your computer	Free	Free Wireless use when available
Park User Fees:	\$1.00	Harbor Fund/Fire Fund/Amb. Fund/Gen-Public Safety
<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 *** condition AS IS	\$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	\$500.00 \$100.00	Burial Cremation
other times	\$500-700.00 \$150.00	Burial Cremation
Burial Lots	\$150.00 \$250.00	Resident Non-resident
Cremation Sites	\$100.00 \$150.00	Resident Non-resident
<b>Marina</b>		
Seasonal Launch Permit	\$50.00	Per season
Daily Launch	\$5.00	Per day
<b>Zoning, Building &amp; Planning – ALL Fees are Non-Refundable</b>		
Land Use Permit	\$125.00 \$75.00	Commercial (C-1, C-2, I) - Non-refundable 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	\$0.00	No charge
<b>Office Services:</b>		
Photo-copy service	\$0.00	No charge
FAX Service	\$0.00	No charge
Notary Fee	\$0.00	No charge
Tax Roll Reproduction	\$0.00	No charge
Document Viewing ~ available records	N/C	During normal business hours by appointment
Property Information for Property Owners	\$0.00	Per parcel (on paper)
Assessment Card Information	\$0.00	Per card
Research Fee/Document Retrieval	\$0.00	Per page

**SPECIAL REIMBURSEMENTS:**

**Mileage** ~ \$0.58 per mile eff. 01/01/19 or as established by the IRS.

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

**NOTES:** 1) See Employee Policy Manual for general employment policies.

2) 2019 COLA 2.8 -

Approved

Burt Township is an Equal Opportunity Provider and Employer