

2020/2021 Burt Township Policy

Salaries, Wages, Benefits, Fees - Effective April 1, 2020

Position	Salary	Hourly	Amount	
Elected Officials				
Supervisor	X		\$21,700.00	Annual Base – Gross Salary to be \$27,400.00 eff 04/01/2019 annual - Supervisor 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 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 annual - Treasurer
Fuel Receiving	X		\$500.00	
School Tax Collection	X		\$5,000.00	
Trustees (2)	X		\$5,000.00	Annually eff 04/01/18
Full-Time Employees - Salaries Revised for Fiscal Year 2020/21				
Secretary	X		\$30,000.00	Salary+ Retirement/Health Insurance
DPW Manager/Water Op #1	X		\$64,700.00	Salary+ Retirement/Health Insurance
DPW/Water Operator #2		X	\$19.00	Retirement/Health Insurance
DPW/Water Operator #3		X	\$17.00	Retirement/Health Insurance
Part-Time and Seasonal Employees				
Librarian		X	\$13.00	per hour (\$9.00 - \$13.00)
Deputy Clerk		X	\$12.00	per hour (\$9.00 - \$13.00)
Deputy Treasurer		X	\$12.00	per hour (\$9.00 - \$13.00)
Park Manager		X	\$19.00	per hour + unemployment (\$15.00 - \$23.00)
Park/Marina Laborers		X	\$9.00 - \$15.00	per hour
DPW		X	\$12.00	per hour (+.50 raise after evaluation) <18- minimum wage
Ambulance Corp - Salaries Revised for Fiscal Year 2020/21				
Chief	X		\$250.00	per month
Secretary	X		\$250.00	per month
Patient Advocate	X		\$200.00	per month
Fire Department - Salaries Revised for Fiscal Year 2020/21				
Chief	X		\$350.00	per month
Assistant Chief	X		\$250.00	per month
Secretary	X		\$200.00	per month
Captain	X		\$150.00	per month
Firefighters		X	\$20.00	per hour
Drills/Meetings/Training		X	\$10.00	per hour
Election Officials				
Chairperson		X	\$12.00	per hour - elections or training
Worker/Official		X	\$11.00	per hour - elections or training
Other Personnel				
Planning Commission			\$50.00	per meeting
ZBA			\$25.00	per meeting
Zoning Administrator	X		\$750.00	per month
Fence Viewer (farm animals)			\$25.00	per dispute (paid by requestor, then to the viewer)
Board of Review		X	\$15.00	per hour
Training		X	\$15.00	Per hour for training seminars
Water Line Installation/Repair Fees - Effective February 2015				
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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Item	Amount	
Woodland Park - "No Refund" policy.		
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
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 and may use the center for no charge, as well as residents, reservations need to be made through the Township Secretary. All users are expected to clean up after use.		
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
Table & Chair Rental from Recreation Center for Township Residents only.		
Rose Hill Cemetery - Interment and Plots (rates pending committee recommendations)		
Interment - 8:00AM & 3:00PM Monday through Friday	\$500.00	Burial
other times	\$100.00	Cremation
	\$500-700.00	Burial
	\$150.00	Cremation
Burial Lots	\$150.00	Resident
	\$250.00	Non-resident
Cremation Sites	\$100.00	Resident
	\$150.00	Non-resident
Marina		
Seasonal Launch Permit	\$50.00	Per season
Daily Launch	\$5.00	Per day
Zoning, Building & Planning – ALL Fees are Non-Refundable		
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
Short Term Rental permit	\$100.00	All Applications - Non-refundable
Zoning Ordinance	\$0.00	No charge
Office Services:		
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 ~ \$0.575 per mile eff. 01/01/20 or as established by the IRS.

Meals/Lodging/etc ~ reimbursed per actual receipts.

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

2) 2020 COLA 1.6 -