

2021/2022 Burt Township Policy

Salaries, Wages, Benefits, Fees - Effective April 1, 2021

Position	Salary	Hourly	Amount	
Elected Officials				
Supervisor	X		\$ 21,700.00	Annual Base - Gross Salary to be \$27,400 effective 04/01/2019
Water Administrator	X		\$ 5,200.00	Annual - Supervisor
Fuel Administrator	X		\$ 500.00	Annual - Supervisor
Clerk	X		\$ 23,500.00	Annual Base - Gross Salary to be \$32,000 effective 04/01/2019
Water Billing Clerk	X		\$ 6,500.00	Annual - Clerk
Fuel Billing	X		\$ 2,000.00	Annual - Clerk
Treasurer	X		\$ 18,500.00	Annual Base - Gross Salary to be \$24,000 effective 04/01/2019
Fuel Receiving	X		\$ 500.00	Annual - Treasurer
School Tax Collection	X		\$ 5,000.00	Annual - Treasurer
Trustees (2)	X		\$ 5,000.00	Annual - Effective 4/01/2018
Full-Time Employees - Salaries for Fiscal Year 2021/22				
Office Administrator	X		\$ 32,500.00	Salary + Retirement/Health Insurance
DPW Manager/ Water Op #1	X		\$ 66,700.00	Salary + Retirement/Health Insurance
DPW / Water Op #2		X	\$ 20.00	Retirement/Health Insurance
DPW / Water Op #3		X	\$ 18.00	Retirement/Health Insurance
Part-Time and Seasonal Employees				
Librarian		X	\$ 14.00	per hour (\$9.00 - \$14.00)
Library Sub		X	\$ 13.00	per hour
Deputy Clerk		X	\$ 13.00	per hour (\$9.00 - \$13.00)
Deputy Treasurer		X	\$ 13.00	per hour (\$9.00 - \$13.00)
Park Manager		X	\$ 18.00	per hour + unemployment (\$15.00 - \$23.00)
Park / Marina Laborers		X	\$ 9.00	per hour (\$9.00 - \$17.00)
DPW		X	\$ 12.00	per hour (+ .50 raise after evaluation) <18-minimum wage
Fire Department				
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 / Trainings		X	\$ 10.00	per hour
Election Officials				
Chair Person		X	\$ 15.00	per hour - elections or training
Worker/Official		X	\$ 14.00	per hour - elections or training
Other Personnel				
Planning Commission			\$ 50.00	per meeting
Zoning Board of Appeals			\$ 25.00	per meeting
Zoning Administrator	X		\$ 850.00	per month (effective 03/01/2020)
Fence Viewer (Farm Animals)			\$ 25.00	per dispute (paid by requestor, then to the viewer)
Board of Review		X	\$ 20.00	per hour
Training		X	\$ 20.00	per hour for training
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 12:00PM
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Item	Amount	
Woodland Park - "No Refund" Policy		
Prime Lakefront Sites	\$ 38.00	per night
Lakefront Sites	\$ 34.00	per night
Electric/Water Sites	\$ 30.00	per night
Primitive Sites	\$ 24.00	per night
Park User Fees	\$ 1.00	Fire Fund & General Public Safety
Community Center		
Consists of three buildings, with 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, as well as residents. Reservations should be through the township office. All users are expected to clean up after use.		
Community Center Building	\$15 per hour (3 hour min.), \$150 per day, \$250 per weekend	
Kitchen	\$20 per hour (3 hour min.), \$100 per day, \$150 per weekend	
Recreation Building <i>*Condition AS IS</i>	\$15 per hour (3 hour min.), \$125 per day, \$200 per weekend	
Stage/Baseball Facility	\$10 per hour (3 hour min.), \$50 per day, \$75 per weekend	
Chairs <i>*rental for residents only</i>	\$50 deposit up to 50	
Tables <i>*rental for residents only</i>	\$100 deposit up to 25 tables	
Picnic Tables	\$ 0.30 each - \$3.00 deposit each	
Rose Hill Cemetery - Interment & Plots (rates pending committee recommendations)		
Interment - 8AM-3PM / Monday-Friday	\$ 500.00	Burial
	\$ 100.00	Cremation
Other Times	\$500 - \$700	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	\$ 60.00	Per Season
Daily Launch	\$ 10.00	Per Day
Zoning, Building & Planning - All Fees are non-Refundable		
Land Use Permit	\$ 125.00	Commercial - Non-refundable
	\$ 75.00	Residential - Non-refundable
Land Division/Splits	\$ 250.00	Per parcel Split, \$100 each additional filed at the time of original application - Non-refundable
Variances/Conditional Use	\$ 300.00	All applicants - Non-refundable
Short-term Rental Permit	\$ 100.00	All applicants - Non-refundable
Office Services:		
Tax Roll Reproduction	\$ 75.00	<i>Electronic version is free</i>
Special Reimbursements		
Mileage	\$ 0.56	per mile - Effective 01/01/21 or as established by the IRS
Meals / Lodging / Etc...	Reimbursed per actual receipts	

Notes: 1) See Employee Policy Manual for general employment policies 2) 2021 COLA 1.3

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