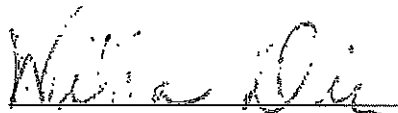


ADAME E. CRUZ COMPENSATION PLAN AS BUSINESS ADMINISTRATOR

1. **Leave** - the Business Administrator shall receive the following leave benefits:
 - a. Sick leave - equal to non-union employees shall apply. AEC has requested and advance of available leave of fifteen (15) days, or the equivalent of one (1) year, in order to have a bank of days in the event he or a member of his family experiences a significant illness or disability prior to her accruing needed leave. Additional sick leave will not accrue until after the 12th month.
 - b. Personal Leave - equal to non-union employees.
 - c. Vacation - twenty (20) days vacation leave per year, rising to twenty-five (25) days after ten (10) years of service. *(AEC may not accumulate more than one (1) year of unused vacation leave into the following calendar year).*
 - d. Holidays - equal to non-union employees.
2. **Mileage** - the Business Administrator shall be reimbursed for business related mileage at the IRS rate.
3. **Notice** - the Business Administrator will be entitled to three (3) months written notice of removal or non-reappointment in accordance with N.J.S.A. 40:69A-43c
4. **Health Insurance** - the Business Administrator will waive health insurance coverage if available from another source. The Business Administrator will be eligible, pursuant to N.J.S.A. 40A:10-17.1 for waiver of health insurance and sharing of premium savings in accordance with IRS Code Section 125.
5. **Dues** - the City will pay directly or reimburse the Business Administrator for the cost of professional membership dues, training, education and conference attendance up to a maximum of \$2,200.00 annually.
6. **Conferences** - leave time, up to twelve (12) days per year to attend professional conferences and training. Payment and/or reimbursement for attendance at professional conferences and the League of Municipalities up to a maximum of \$3000.00 per year. *AEC will be permitted to attend League of Municipalities Legislative Committee Meetings of which there are about six half days per year.*
7. **Salary** - starting annual salary of \$130,000.00 with a salary increase in the amount of \$6,000.00 annually, commencing in February 1, 2017.

Approved by:


Honorable Mayor Wilda Diaz

Date:

3-2-16

Pay Summaries - Rollup Totals

Name Cruz, Adam E

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2018 - 48 - 1	11/30/2018	11/30/2018	\$0.00	\$0.00	00000000	L8A/016914
	2018 - 35 - 1	08/31/2018	08/31/2018	\$7,099.82	\$0.00	00350065	L8A/016914
	2018 - 32 - 1	08/15/2018	08/15/2018	\$2,720.30	\$0.00	00320065	L8A/016914
	2018 - 30 - 1	07/31/2018	07/31/2018	\$5,916.67	\$0.00	00300054	L8A/016914
	2018 - 28 - 1	07/13/2018	07/15/2018	\$5,916.67	\$0.00	00280011	L8A/016914
	2018 - 26 - 1	06/29/2018	06/30/2018	\$8,262.70	\$0.00	00260009	L8A/016914
	2018 - 24 - 1	06/15/2018	06/15/2018	\$5,916.67	\$0.00	00240010	L8A/016914
	2018 - 21 - 1	05/31/2018	05/31/2018	\$5,916.67	\$0.00	00210010	L8A/016914
	2018 - 19 - 1	05/15/2018	05/15/2018	\$5,916.67	\$0.00	00190009	L8A/016914
	2018 - 17 - 1	04/30/2018	04/30/2018	\$5,916.67	\$0.00	00170009	L8A/016914
	2018 - 15 - 1	04/13/2018	04/15/2018	\$5,916.67	\$0.00	00150009	L8A/016914
	2018 - 13 - 1	03/29/2018	03/31/2018	\$5,916.67	\$0.00	00130009	L8A/016914
	2018 - 10 - 1	03/15/2018	03/15/2018	\$5,916.67	\$0.00	00100010	L8A/016914
	2018 - 08 - 1	02/28/2018	02/28/2018	\$5,916.67	\$0.00	00080008	L8A/016914
	2018 - 06 - 1	02/15/2018	02/15/2018	\$5,916.67	\$0.00	00060004	L8A/016914
	2018 - 04 - 1	01/31/2018	01/31/2018	\$5,916.67	\$0.00	00040002	L8A/016914
	2018 - 02 - 1	01/12/2018	01/15/2018	\$5,916.67	\$0.00	00020002	L8A/016914

Earnings Summary

Gross Pay	\$ 94,999.53
Regular	\$ 85,553.68
MED COVERAGE (field 3)	\$ 2,346.03
VACATION (field 3)	\$ 7,099.82

Taxes

\$ 29,429.14

Federal Income Tax

Social Security

Medicare

State Worked In: New Jersey

Code: NJ

SUI/SDI: New Jersey (SUI only)

Code: 01

Deductions

\$ 4,705.50

8 - DCRP

\$ 4,705.50

Take Home

\$ 60,864.89

CHECKING

\$ 60,864.89

Other Details

Memos

HLTHVL

17,080.03

G.T.L.

281.10

Pension Earnings

85,553.68

Pay Summaries - Rollup Totals

Name Cruz, Adam E

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2017 - 52 - 1	12/29/2017	12/31/2017	\$7,928.74	\$0.00	00520002	L8A/016914
	2017 - 50 - 1	12/15/2017	12/15/2017	\$9,328.44	\$0.00	00500004	L8A/016914
	2017 - 47 - 1	11/30/2017	11/30/2017	\$5,666.67	\$0.00	00470002	L8A/016914
	2017 - 45 - 1	11/15/2017	11/15/2017	\$5,666.67	\$0.00	00450002	L8A/016914
	2017 - 43 - 1	10/31/2017	10/31/2017	\$5,666.67	\$0.00	00430002	L8A/016914
	2017 - 41 - 1	10/13/2017	10/15/2017	\$5,666.67	\$0.00	00410002	L8A/016914
	2017 - 39 - 1	09/29/2017	09/30/2017	\$5,666.67	\$0.00	00390015	L8A/016914
	2017 - 37 - 1	09/15/2017	09/15/2017	\$5,666.67	\$0.00	00370034	L8A/016914
	2017 - 34 - 1	08/31/2017	08/31/2017	\$5,666.67	\$0.00	00340044	L8A/016914
	2017 - 32 - 1	08/15/2017	08/15/2017	\$5,666.67	\$0.00	00320044	L8A/016914
	2017 - 30 - 1	07/31/2017	07/31/2017	\$5,666.67	\$0.00	00300023	L8A/016914
	2017 - 28 - 1	07/14/2017	07/15/2017	\$5,666.67	\$0.00	00280007	L8A/016914
	2017 - 26 - 1	06/30/2017	06/30/2017	\$8,096.65	\$0.00	00260005	L8A/016914
	2017 - 23 - 1	06/15/2017	06/15/2017	\$5,666.67	\$0.00	00230005	L8A/016914
	2017 - 21 - 1	05/31/2017	05/31/2017	\$5,666.67	\$0.00	00210005	L8A/016914
	2017 - 19 - 1	05/15/2017	05/15/2017	\$5,666.67	\$0.00	00190005	L8A/016914
	2017 - 17 - 1	04/28/2017	04/30/2017	\$5,666.67	\$0.00	00170005	L8A/016914
	2017 - 15 - 1	04/13/2017	04/15/2017	\$5,666.67	\$0.00	00150005	L8A/016914
	2017 - 13 - 1	03/31/2017	03/31/2017	\$5,666.67	\$0.00	00130005	L8A/016914
	2017 - 10 - 1	03/15/2017	03/15/2017	\$5,666.67	\$0.00	00100005	L8A/016914
	2017 - 08 - 1	02/28/2017	02/28/2017	\$5,666.67	\$0.00	00080005	L8A/016914
	2017 - 06 - 1	02/15/2017	02/15/2017	\$5,666.67	\$0.00	00060005	L8A/016914
	2017 - 04 - 1	01/31/2017	01/31/2017	\$5,666.67	\$0.00	00040005	L8A/016914
	2017 - 02 - 1	01/13/2017	01/15/2017	\$5,666.67	\$0.00	00020005	L8A/016914

Earnings Summary

Gross Pay	\$ 144,353.90
Regular	\$ 136,000.08
MED COVERAGE (field 3)	\$ 4,692.05
VACATION (field 3)	\$ 3,661.77

Taxes	\$ 47,443.55
Federal Income Tax	
Social Security	
Medicare	
State Worked In: New Jersey	Code: NJ
SUI/SDI: New Jersey (SUI only)	Code: 01

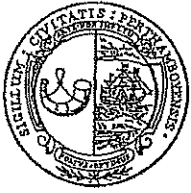
Deductions	\$ 7,480.08
8 - DCRP	\$ 7,480.08

Take Home	\$ 89,430.27
CHECKING	\$ 89,430.27

Other Details

Memos

HLTHVL	29,390.82
G.T.L.	424.80
Pension Earnings	136,000.08



City of Perth Amboy

Wilda Diaz, Mayor

Adam E. Cruz, Business Administrator

December 20, 2016

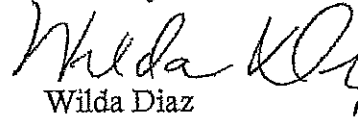
Adam E Cruz
[REDACTED]
[REDACTED]

Dear Mr. Cruz:

This is to inform you that your base salary in the title of Business Administrator will be adjusted to \$136,000 effective January 1, 2017.

Thank you for your continued hard work and contributions as an employee to the City of Perth Amboy.

Sincerely,


Wilda Diaz
Mayor

cc: Jill Goldy, CFO/Comptroller
Personnel File



City of Perth Amboy

Wilda Diaz, Mayor

Adam E. Cruz, Business Administrator

December 18, 2017

Mr. Adam E. Cruz
[REDACTED]
[REDACTED]

Dear Mr. Cruz:

This will serve as notification that effective January 1, 2018, your base salary in the title of **Business Administrator** will be increase to **\$142,000**.

We take this opportunity to thank you for your continued contributions as an employee to the City of Perth Amboy.

Sincerely

A handwritten signature in cursive script, appearing to read "Wilda Diaz", is written over a horizontal line.

Honorable Wilda Diaz
Mayor

cc: Jill Goldy, CFO/Comptroller
Personnel File

July 27, 2021
04:38 PM

City of Perth Amboy
Detail Vendor Activity Report By Vendor Id

Page No: 1

Vendor Range: 08848 to 08848 Status: Active
Report Type: Paid Include Open Requisitions: N
Threshold Amount: 0.00 Include Tax Id: Y Contracts: N Bid: Y State: Y Other: Y Exempt: Y
Date Range Type: Both First Enc Date Range: 01/01/18 to 12/31/19 Paid Date Range: 01/01/18 to 12/31/19

Vendor # Name	Status	1099 Type	Tax Id	Invoice	Amount	1099 Excl
First P.O. # Item Description Enc Date Contract Id Account Type Charge Account		Prch. Type Status Account Description				
08848 GOVERNMENT MANAGEMENT	Active	Non Employee	201452109			
06/25/18 18-03053 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 81148 07/12/18	06/15-30/2018	4,792.50	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
06/27/18 18-03508 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 81395 08/02/18	07/01-07/31/18	15,660.00	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
06/27/18 18-03936 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 81777 09/06/18	AUGUST 2018	17,280.00	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
10/02/18 18-04387 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 82107 10/05/18	SEPT.2018	16,740.00	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
06/27/18 18-06019 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 83346 01/17/19	OCTOBER 2018	18,663.75	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
12/28/18 18-06020 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 83445 01/24/19	NOVEMBER 2018	14,715.00	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
06/27/18 18-06021 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 83545 02/01/19	DECEMBER 2018	18,900.00	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
06/27/18 19-00900 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 84008 03/07/19	JAN.2019	3,240.00	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
01/23/19 19-00900 2 BALANCE OF LINE NO.1		Other	Pd Ck: 84008 03/07/19	JAN.2019	15,795.00	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
01/23/19 19-00900 3 LESS DISCOUNT		Other	Pd Ck: 84008 03/07/19	JAN.2019	1,485.00-	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
01/23/19 19-00900 4 FOR THE PERIOD COVERING		Other	Pd Ck: 84008 03/07/19	JAN.2019	2,600.00	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
01/23/19 19-00900 5 FOR THE PERIOD COVERING		Other	Pd Ck: 84008 03/07/19	FEB.2019	6,825.00	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
01/23/19 19-00900 6 LESS DISCOUNT FOR THIS PERIOD		Other	Pd Ck: 84008 03/07/19	FEB.2019	325.00-	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
06/27/18 19-01346 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 84370 04/04/19	04012019	8.75	
c1800077 Budget 8-01-20-156-028			Other Professional Services			
01/23/19 19-01346 3 BALANCE OF LINE 1		Other	Pd Ck: 84370 04/04/19	04012019	5,857.50	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
06/27/18 19-01346 4 LESS DISCOUNT		Other	Pd Ck: 84370 04/04/19	04012019	146.25-	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
01/23/19 19-01855 1 CONSULTING SERVICES RENDERED		Other	Pd Ck: 84709 05/09/19	APRIL 2019	6,207.50	
c1800077 Budget 9-01-20-156-028			Other Professional Services			
Total Paid P.O.: Bid: 0.00 State: 0.00 Other: 145,328.75 Exempt: 0.00 All: 145,328.75						

Total Vendors: 1 Total Paid P.O.: 145,328.75



City of Perth Amboy

Wilda Diaz, Mayor

January 11, 2019

Frederick C. Carr ✓
[Redacted]
[Redacted]

✓ MB 1/28/19

✓ YD 1/28/19

Dear Mr. Carr:

It is my distinct pleasure to appoint you to the position of City of Perth Amboy Business Administrator effective January 22, 2019.

As you know this appointment is subject to the City Council granting advice and consent. But as you also know, the City Council has been a part of this entire recruitment and selection process. They are expected to grant advice and consent to this appointment at their meeting of January 23, 2019.

The annual salary for 2019 shall be \$147,000 and you will be authorized to have eighteen (18) vacation days per year. Otherwise you will be afforded all benefits available to "Management and Non-Union Employees" working for the City. As you know, you are an unclassified and exempt employee under Civil Service and the FLSA, respectively. You are expected to do all that is necessary to meet the requirements of this high level management position.

I truly look forward to working with you and the Council to take advantage of the many opportunities that exist for the City at this exciting time. Your behavior and statements made in the selection process are very strong indicators to the collaborative working relationship that we all will participate in over the next couple years.

Thank you for your willingness to serve the residents and taxpayers of the City of Perth Amboy.

Sincerely,

Honorable Wilda Diaz
Mayor

cc: Members of City Council
Gregory C. Fehrenbach, Interim City Administrator
Jill A. Goldy CFO/ Comptroller
File

Pay Summaries - Rollup Totals

Name Carr, Frederick C

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2020 - 44 - 1	10/30/2020	10/31/2020	\$8,193.82	\$0.00	00440010	L8A/900244
	2020 - 42 - 1	10/15/2020	10/15/2020	\$6,125.00	\$0.00	00420011	L8A/900244
	2020 - 40 - 1	09/30/2020	09/30/2020	\$6,125.00	\$0.00	00400021	L8A/900244
	2020 - 37 - 1	09/15/2020	09/15/2020	\$6,125.00	\$0.00	00370033	L8A/900244
	2020 - 35 - 1	08/31/2020	08/31/2020	\$6,125.00	\$0.00	00350033	L8A/900244
	2020 - 33 - 1	08/14/2020	08/15/2020	\$6,125.00	\$0.00	00330033	L8A/900244
	2020 - 31 - 1	07/31/2020	07/31/2020	\$6,125.00	\$0.00	00310015	L8A/900244
	2020 - 28 - 1	07/15/2020	07/15/2020	\$6,125.00	\$0.00	00280010	L8A/900244
	2020 - 26 - 1	06/30/2020	06/30/2020	\$6,125.00	\$0.00	00260009	L8A/900244
	2020 - 24 - 1	06/15/2020	06/15/2020	\$6,125.00	\$0.00	00240009	L8A/900244
	2020 - 22 - 1	05/29/2020	05/31/2020	\$6,125.00	\$0.00	00220009	L8A/900244
	2020 - 20 - 1	05/15/2020	05/15/2020	\$6,125.00	\$0.00	00200009	L8A/900244
	2020 - 18 - 1	04/30/2020	04/30/2020	\$6,125.00	\$0.00	00180009	L8A/900244
	2020 - 15 - 1	04/15/2020	04/15/2020	\$6,125.00	\$0.00	00150009	L8A/900244
	2020 - 13 - 1	03/31/2020	03/31/2020	\$6,125.00	\$0.00	00130009	L8A/900244
	2020 - 11 - 1	03/13/2020	03/15/2020	\$6,125.00	\$0.00	00110009	L8A/900244
	2020 - 09 - 1	02/28/2020	02/29/2020	\$6,125.00	\$0.00	00090008	L8A/900244
	2020 - 07 - 1	02/14/2020	02/15/2020	\$6,125.00	\$0.00	00070007	L8A/900244
	2020 - 02 - 1	01/15/2020	01/15/2020	\$6,125.00	\$0.00	00020007	L8A/900244
	2020 - 05 - 1	01/31/2020	01/31/2020	\$6,125.00	\$0.00	00050007	L8A/900244

Earnings Summary

Gross Pay	\$ 124,568.82
Regular	\$ 117,501.44
VACATION (field 3)	\$ 7,067.38

Taxes		\$ 54,610.14
Federal Income Tax		
Social Security		
Medicare		
State Worked In: New Jersey	Code: NJ	
SUI/SDI: New Jersey (SUI only)	Code: 01	

Deductions		\$ 19,026.98
B - Health Contribu		\$ 7,257.44
D - Aflac-After-Tax		
I - Ins		
M - AFLAC-PRETAX		
Q - Pens-PERS		\$ 8,268.84
R - FLEXIBLE ACCT		

Take Home		\$ 50,931.70
CHECKING		\$ 50,931.70

Other Details

Memos		
G,J,L		1,771.38
Pension Earnings		110,250.00

Pay Summaries - Rollup Totals

Name Carr, Frederick C

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2019 - 52 - 1	12/31/2019	12/31/2019	\$6,125.00	\$0.00	00520008	L8A/900244
	2019 - 50 - 1	12/13/2019	12/15/2019	\$6,125.00	\$0.00	00500011	L8A/900244
	2019 - 48 - 1	11/27/2019	11/30/2019	\$6,125.00	\$0.00	00480011	L8A/900244
	2019 - 46 - 1	11/15/2019	11/15/2019	\$6,125.00	\$0.00	00460009	L8A/900244
	2019 - 43 - 1	10/31/2019	10/31/2019	\$6,125.00	\$0.00	00430011	L8A/900244
	2019 - 41 - 1	10/15/2019	10/15/2019	\$6,125.00	\$0.00	00410012	L8A/900244
	2019 - 39 - 1	09/30/2019	09/30/2019	\$6,125.00	\$0.00	00390012	L8A/900244
	2019 - 37 - 1	09/13/2019	09/15/2019	\$6,125.00	\$0.00	00370018	L8A/900244
	2019 - 35 - 1	08/30/2019	08/31/2019	\$6,125.00	\$0.00	00350024	L8A/900244
	2019 - 32 - 1	08/15/2019	08/15/2019	\$6,125.00	\$0.00	00320026	L8A/900244
	2019 - 30 - 1	07/31/2019	07/31/2019	\$6,125.00	\$0.00	00300026	L8A/900244
	2019 - 28 - 1	07/15/2019	07/15/2019	\$6,125.00	\$0.00	00280014	L8A/900244
	2019 - 26 - 1	06/28/2019	06/30/2019	\$6,125.00	\$0.00	00260013	L8A/900244
	2019 - 24 - 1	06/14/2019	06/15/2019	\$6,125.00	\$0.00	00240009	L8A/900244
	2019 - 21 - 1	05/31/2019	05/31/2019	\$6,125.00	\$0.00	00210009	L8A/900244
	2019 - 19 - 1	05/15/2019	05/15/2019	\$6,125.00	\$0.00	00190009	L8A/900244
	2019 - 17 - 1	04/30/2019	04/30/2019	\$6,125.00	\$0.00	00170009	L8A/900244
	2019 - 15 - 1	04/15/2019	04/15/2019	\$6,125.00	\$0.00	00150009	L8A/900244
	2019 - 13 - 1	03/29/2019	03/31/2019	\$6,125.00	\$0.00	00130009	L8A/900244
	2019 - 11 - 1	03/15/2019	03/15/2019	\$6,125.00	\$0.00	00110009	L8A/900244
	2019 - 09 - 1	02/28/2019	02/28/2019	\$6,125.00	\$0.00	00090009	L8A/900244
	2019 - 07 - 1	02/15/2019	02/15/2019	\$6,125.00	\$0.00	00070009	L8A/900244
	2019 - 05 - 1	01/31/2019	01/31/2019	\$4,505.76	\$3,452.56	00492236	L8A/900244

Earnings Summary

Gross Pay	\$ 139,255.76
Regular	\$ 139,255.76

Taxes	\$ 54,574.37
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Federal Income Tax

Social Security

Medicare

State Worked In: New Jersey

Code: NJ

SUI/SDI: New Jersey (SUI only)

Code: 01

Deductions	\$ 16,696.21
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B - Health Contribu

I - Ins

I1 - Back Cont Ins

\$ 122.50

K - BACK PENSION-

\$ 1,837.50

Q - Pens-PERS

\$ 8,268.84

Take Home	\$ 67,985.18
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CHECKING

\$ 64,532.62

Net Pay

\$ 3,452.56

Other Details

Memos

HLTHVL

23,789.04

G.T.L.

1,771.38

Pension Earnings

110,250.00



City of Perth Amboy

Wilda Diaz, Mayor

October 9, 2020

Ms. Patricia Perkins
[REDACTED]
[REDACTED]

Dear Ms. Perkins:

This will serve to officially notify you of your interim appointment extension for an additional (60) days, pursuant to amended ordinance # 1950-2020, adopted on September 9, 2020, to the position of **Business Administrator** for the City of Perth Amboy, contingent upon Council approval.

The effective date for this extension is November 2, 2020 through January 2, 2021.

Thank you for taking on this challenge and agreeing to assist me in continuing to move the City forward to accomplish our current and future goals.

Very truly yours,

Honorable Wild Diaz
Mayor

cc: Members of the City Council
Jill Goldy, CFO/Comptroller
Peter King, Director of Law
Personnel File



City of Perth Amboy

Wilda Diaz, Mayor

Patricia Perkins, Interim Business Administrator

October 30, 2020

Ms. Patricia Perkins
[REDACTED]
[REDACTED]

✓
11/2/2020
✓ NB 11/5/2020

Dear Ms. Perkins:

This will serve to officially notify you of your interim appointment to the position of Business Administrator will end November 1, 2020.

Thank you for your time and service to the City of Perth Amboy.

Very truly yours,

Honorable Wild Diaz
Mayor

cc: Members of the City Council
Jill Goldy, CFO/Comptroller
Peter King, Director of Law
Personnel File



City of Perth Amboy

Wilda Diaz, Mayor

November 2, 2020

Ms. Patricia Perkins
[REDACTED]

Dear Ms. Perkins:

This will serve to officially notify you of your interim appointment to the position of **Business Administrator** effective November 3, 2020 for a period of (60) days, pursuant to amended ordinance # 1950-2020, adopted on September 9, 2020. The effective date for this appointment is for the timeframe of November 3, 2020 through January 1, 2021.

The base salary for the appointment shall be \$ 136,500.

Thank you for taking on this challenge as we navigate towards these current turbulent times to move the City forward.

Very truly yours,

Honorable Wild Diaz
Mayor

cc: Members of the City Council
Jill Goldy, CFO/Comptroller
Peter King, Director of Law
Personnel File

Pay Summaries - Rollup Totals

Name Perkins, Patricia

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2020 - 52 - 1	12/31/2020	12/31/2020	\$5,687.50	\$0.00	00520013	L8A/900395
	2020 - 50 - 1	12/15/2020	12/15/2020	\$5,687.50	\$0.00	00500014	L8A/900395
	2020 - 48 - 1	11/30/2020	11/30/2020	\$5,687.50	\$0.00	00480012	L8A/900395
	2020 - 46 - 1	11/13/2020	11/15/2020	\$5,164.51	\$0.00	00460011	L8A/900395
	2020 - 44 - 1	10/30/2020	10/31/2020	\$5,528.42	\$0.00	00440012	L8A/900395
	2020 - 42 - 1	10/15/2020	10/15/2020	\$5,528.42	\$0.00	00420013	L8A/900395
	2020 - 40 - 1	09/30/2020	09/30/2020	\$5,528.42	\$0.00	00400022	L8A/900395
	2020 - 37 - 1	09/15/2020	09/15/2020	\$5,528.42	\$0.00	00370034	L8A/900395
	2020 - 35 - 1	08/31/2020	08/31/2020	\$5,528.42	\$0.00	00350034	L8A/900395
	2020 - 33 - 1	08/14/2020	08/15/2020	\$5,528.42	\$3,619.15	00492626	L8A/900395

Earnings Summary

Gross Pay	\$ 55,397.53
Regular	\$ 55,397.53

Taxes	\$ 19,063.14
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Federal Income Tax

Social Security

Medicare

State Worked In: New Jersey

Code: NJ

SUI/SDI: New Jersey (SUI only)

Code: 01

Deductions	\$ 0.00
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Take Home	\$ 36,334.39
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Checking	\$ 32,715.24
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Net Pay	\$ 3,619.15
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City of Perth Amboy

Helmin J. Caba, Mayor

January 7, 2021

Edward A. Remsen
[REDACTED]

Dear Mr. Remsen:

This will serve to officially notify you of your interim appointment for (60) sixty days to the position of **Interim Business Administrator** for the City of Perth Amboy.

The effective date for this appointment is January 6, 2021, with a monthly compensation of \$9,500. Please be advised that this is not a PERS eligible position.

Thank you for taking on this challenge and agreeing to assist me in this transition to move the City forward. I look forward to working with you and the Council for the betterment of our community in order to accomplish our current and future goals during this unprecedented time.

Very truly yours,

Helmin J. Caba
Mayor

cc: Members of the City Council
Jill Goldy, CFO/Comptroller
Personnel File

Pay Summaries - Rollup Totals

Name Remsen, Edward A

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2021 - 25 - 1	06/30/2021	06/30/2021	\$3,494.24	\$0.00	00250012	L8A/900407
	2021 - 24 - 1	06/15/2021	06/15/2021	\$4,750.00	\$0.00	00240009	L8A/900407
	2021 - 21 - 1	05/28/2021	05/31/2021	\$4,750.00	\$0.00	00210007	L8A/900407
	2021 - 19 - 1	05/14/2021	05/15/2021	\$4,750.00	\$0.00	00190007	L8A/900407
	2021 - 17 - 1	04/30/2021	04/30/2021	\$4,750.00	\$0.00	00170007	L8A/900407
	2021 - 15 - 1	04/15/2021	04/15/2021	\$4,750.00	\$0.00	00150007	L8A/900407
	2021 - 12 - 1	03/31/2021	03/31/2021	\$4,750.00	\$0.00	00120007	L8A/900407
	2021 - 10 - 1	03/15/2021	03/15/2021	\$4,750.00	\$0.00	00100008	L8A/900407
	2021 - 08 - 1	02/26/2021	02/28/2021	\$4,750.00	\$0.00	00080008	L8A/900407
	2021 - 06 - 1	02/12/2021	02/15/2021	\$4,750.00	\$0.00	00060008	L8A/900407
	2021 - 04 - 1	01/29/2021	01/31/2021	\$4,750.00	\$0.00	00040009	L8A/900407
	2021 - 02 - 1	01/15/2021	01/15/2021	\$3,439.66	\$0.00	00020011	L8A/900407

Earnings Summary

Gross Pay \$ 54,433.90

Regular \$ 54,433.90

Taxes \$ 11,420.15

Federal Income Tax

Social Security

Medicare

State Worked In: New Jersey

Code: NJ

SUI: New Jersey (SUI only)

Code: 01

Family Leave Insurance

Code: NJ

Deductions \$ 0.00

Take Home \$ 43,013.75

Checking \$ 43,013.75



900 1 1
City of Perth Amboy

Helmin J. Caba, Mayor

June 21, 2021

✓ Michael E. Greene
[REDACTED]
[REDACTED]

Dear Mr. Greene:

It is my distinct pleasure to welcome you to the City of Perth Amboy as our new Business Administrator.

This appointment will be effective June 28, 2021 as per the approval granted by the City Council on June 9, 2021.

The annual base salary for your 2021 compensation shall be \$147,500. Attached are the additional terms of your employment contract.

I look forward to working with you, our Management staff, and the Council to make a positive impact on the many opportunities that exist for the City.

Thank you taking on this challenge to serve the residents and taxpayers of the City of Perth Amboy.

Congratulations and best wishes for success!

Sincerely,

Helmin J. Caba
Mayor

cc: Members of City Council
Jill A. Goldy CFO/ Comptroller
William W. Northgrave, Law Director
File

Terms for Employment – City of Perth Amboy, NJ

Following are certain terms of employment as agreed by and between the City of Perth Amboy, NJ, (hereinafter "Perth Amboy," the "City," or the "Employer") and Michael E. Greene, (hereinafter also "Greene" or the "Employee"), regarding the appointment of Greene as Business Administrator for the City:

1. **Appointment and Term.** Greene will become Business Administrator for the City commencing June 28th, 2021. The term of this agreement shall be through June 30, 2025.
2. **Governing Laws.** This is an appointment in accordance with New Jersey State Law governing the appointment of Business Administrators, and Perth Amboy municipal ordinances.
3. **Residency.** Employee has committed to becoming a resident of Perth Amboy within one year of execution of this agreement. The City may grant an extension to this time period should unforeseen extenuating circumstances occur.
4. **Schedule.** Employee's regular schedule shall generally be thirty-five hours per week, Monday through Friday, and attendance at regularly scheduled meetings of the City Council. Employee recognizes that the role of Business Administrator is a 24/7 commitment. As such, Employee may be required to work outside of regular office hours and/or attend meetings on behalf of the City including regular and special City Council meetings, community meetings, committee meetings, etc. Additionally, Employee may be required to respond outside of regular business hours to emergencies, events and other City business not scheduled during typical business hours. Employee recognizes that he is not entitled to any overtime/comp time and/or additional compensation for such work. As such, the Employer also recognizes that the Employee, as a professional, will be entitled to reasonable flexibility in the work schedule to accommodate the demands of the job. Likewise, as a professional, Employee is expected to devote service, on-site presence, and commitment to the City commensurate with the full-time nature of the job.
5. **Salary.** Upon commencement of employment, the Employee shall be paid an annual salary of \$147,500. Thereafter the annual salary shall be increased by 2.5% upon completion of each full year of service, or an amount of increase granted generally to all full-time department heads, whichever is greater.
6. **Vehicle.** The City shall provide Employee with a suitable vehicle for his use for official City business purposes.
7. **Professional Development.** Employee shall be afforded the following professional development opportunities which are considered mutually beneficial to Employee and the City:

a. Employee will be permitted up to a maximum of 7 days (4 nights) annually to attend conferences such as NJMMA and the NJ League of Municipalities. Reimbursements will be made according to City policy. Additional conferences for specific projects benefitting or effecting the City may be approved with the consent of the Mayor. Additionally, the Employee may represent the City and attend relevant one day job-related seminars with the consent of the Mayor.

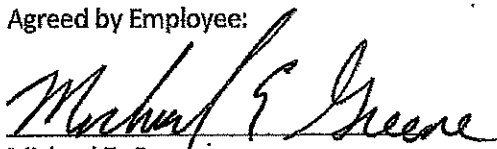
b. Employee is encouraged to obtain the Certified Public Manager (CPM) credential as offered by Rutgers University and the City will support the Employee in doing so, including reimbursement of half of the tuition for the program. Reimbursement shall not be due and payable to Employee until adoption of the City's 2022 municipal budget. (Note: the full tuition is currently \$3,700.)

8. **Time-Off Benefits.** Employee shall be entitled to the following time-off benefits:

- a. In the calendar year 2021 - 10 vacation days, 1 personal day.
- b. Commencing 1/1/22 - 20 vacation days, 3 personal days, and 1 floating holiday.
- c. Holidays - the same as provided to full-time department heads of the City.
- d. Sick leave - the same as provided to full-time department heads of the City.
- e. Vacation or sick days not used in one calendar year can be carried over to the following year pursuant to City policy in effect as of execution of this agreement.

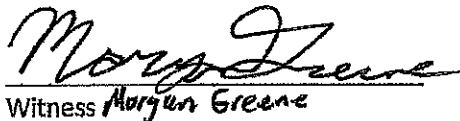
9. **Other Benefits.** In addition to the above, the Employee shall be entitled to all other employee benefits as provided to the full-time department heads in City government and as per policies in effect pertaining to said benefits. As being appropriate to the position of Business Administrator, Employee shall be enrolled in the City's health benefits programs effective on his first day of employment with the City. It is also understood and agreed that Employee shall continue his enrollment in the NJPERS pension system via transfer of his current enrollment status.

Agreed by Employee:



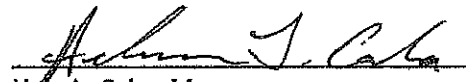
Michael E. Greene

Date: 6/22/2021



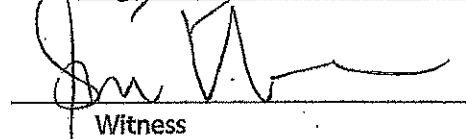
Witness Maryann Greene

Agreed by the City:



Hermin Caba, Mayor

Date: 6/23/21



Witness

Pay Summaries - Rollup Totals

Name Greene, Michael E

	YEAR & WEEK	PAY DATE	PERIOD END DATE	GROSS	NET	CHECK / VOUCHER #	CO / FILE #
	2021 - 30 - 1	07/30/2021	07/31/2021	\$6,145.83	\$0.00	00300035	LBA/900419
	2021 - 28 - 1	07/15/2021	07/15/2021	\$7,841.22	\$0.00	00280014	LBA/900419

Earnings Summary

Gross Pay	\$ 13,987.05
Regular	\$ 12,291.66
RETRO (field 3)	\$ 1,695.39

Taxes	\$ 3,882.20
Federal Income Tax	
Social Security	
Medicare	
State Worked In; New Jersey	Code: NJ
SUI; New Jersey (SUI only)	Code: 01
Family Leave Insurance	Code: NJ

Deductions	\$ 826.01
B - Health Contribu	\$ 826.01

Take Home	\$ 9,278.84
Checking	\$ 9,278.84