



Linda Donnelly <linda.donnelly@springfield-nj.us>

e: OPRA request - Employee Handbook, Job Descriptions, Maryellen Brennan (Resolutions Ordinances)

message

nda Donnelly <linda.donnelly@springfield-nj.us>
: Springfield NJ <opra+request-29396-b8ebdb08@requests.opramachine.com>

Thu, Feb 10, 2022 at 10:43 AM

Received.

Linda

Linda M. Donnelly, RMC
Municipal Clerk
Township of Springfield
973-912-2201

On Thu, Feb 10, 2022 at 10:26 AM Springfield NJ <opra+request-29396-b8ebdb08@requests.opramachine.com> wrote:
Dear Springfield Township (Union),

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Employee Handbook(s) (versions from 2016-present) *X No Record*

Job Description(s) for Administrator (versions from 2016-present) *✓*

Job Description(s) for Assistant to the Administrator (versions from 2016-present) *X No record*

Resolutions & Ordinances concerning Appointments, Titles, Salaries and Stipends for Maryellen Brennan (2015-present) *✓*

AFSCME Contract(s) (in effect from 2016-present) *✓*

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-29396-b8ebdb08@requests.opramachine.com

Is linda.donnelly@springfield-nj.us the wrong address for OPRA requests to Springfield Township (Union)? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=springfield_township_union

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:
https://opramachine.com/request/employee_handbook_job_descriptio

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

*emailed 2/16/22
Linda Donnelly RMC*

*Township of Springfield, NJ
Tuesday, December 22, 2015*

Chapter 2. Administration

Article II. Officers and Employees

§ 2-12. TOWNSHIP ADMINISTRATOR.

§ 2-12.1. Creation of Office of Township Administrator.

[1991 Code § 8-1; Ord. No. 98-30 § 8-1; Ord. No. 2012-34 § 3]
Pursuant to N.J.S.A. 40A:9-136, there is hereby created the position of the Township Administrator of the Township of Springfield.

§ 2-12.2. Qualifications.

[Ord. No. 98-30 § 8-2; Ord. No. 99-31 § 1[A]; Ord. No. 2005-04 § I]

- a. The Township Administrator must be a New Jersey resident, and preference shall be given to persons living within Union County and contiguous counties.
- b. The Township Administrator shall have the necessary executive and administrative abilities and qualifications, based upon relevant education, training and experience in municipal government. Minimum qualifications shall include the possession of an advanced (post-graduate) degree, or alternatively, a minimum of one year experience in a comparable position, preferably in a New Jersey municipality.

§ 2-12.3. Appointment; Term; Vacancy or Absence; Removal.

[Ord. No. 98-30 § 8-3; Ord. No. 2005-24 § I]

- a. The Township Administrator may be appointed by a majority vote of the members of the Township Committee.
- b. Consistent with N.J.S.A. 40A:9-137, the term of office of the Township Administrator shall be for a period of between one and three years, established by resolution, at a salary set by ordinance, to be reflected in a written employment contract.
- c. During periods of absence (e.g., vacation, conference or minor illness), the Township Administrator shall appoint an Acting Administrator, and so advise the Township Committee,

which appointment shall terminate upon the return to work of the Township Administrator.

- d. In the event of the absence or disability of the Township Administrator, the Township Committee may, by resolution, appoint an officer or employee of the Township of Springfield to perform the duties of the Township Administrator during such absence or disability. Such absence or disability shall be limited to 90 calendar days within any 120 calendar day period, after which time such absence or disability may be deemed a vacancy.
- e. Prior to completion of any term of office, the Township Administrator may not be removed from office except for good cause shown and by 2/3 vote of the Township Committee pursuant to N.J.S.A. 40A:9-138. The procedure to be followed shall be as set forth in N.J.S.A. 40A:9-25, as follows: removal proceedings will begin by the filing of written charges, signed by the person making such charges, with the Township Committee and service of same upon the Township Administrator, including notice of a designated time and place for the hearing thereon, which date shall be no less than 10 calendar days nor more than 30 calendar days from the service of the notice; the Township Committee and the Township Administrator shall have the right to be represented by counsel at such hearing, and to subpoena witnesses and documentary evidence; the Township Committee shall prescribe the rules and regulations for the conduct of such hearing; the Township Administrator shall not be removed from office for political reasons; the Superior Court of New Jersey shall have jurisdiction to review the determination of the Township Committee and shall hear the cause de novo on the record below; either party may supplement the record with additional testimony, subject to the rules of evidence; the Superior Court may affirm, modify or set aside the determination of the Township Committee.

§ 2-12.4. Full-Time; Salary; Political Activity.

[1991 Code § 8-8; Ord. No. 98-30 § 8-4; Ord. No. 99-31 § CII]

- a. The position of Township Administrator shall be full-time, and the Township Administrator shall not be entitled to overtime or compensatory time without the express, prior approval of the Township Committee. The Township Administrator shall be allowed to hold outside employment so long as it does not interfere with the performance of the Township Administrator's duties. Such outside employment shall be limited to such activities as teaching or consulting. The Township Administrator shall notify the Township Committee of the intention to engage in outside employment prior to the acceptance thereof.
- b. The salary of the Township Administrator shall be set from time to time by ordinance.
- c. The Township Administrator shall not engage in any political activity within the Township of Springfield.
- d. The Township Administrator shall abide by the Code of Ethics promulgated by the International City/County Management Association regardless of membership in such organization.

§ 2-12.5. Duties and Responsibilities.

[1996 Code § 2-12; Ord. No. 98-30; Ord. No. 99-31; Ord. No. 2002-21; Ord. No. 02-28 § (B); Ord. No. 2012-34 § 4; Ord. No. 2015-19]

- a. The Township Administrator shall be the Chief Administrative Officer of the Township and shall

be responsible to the Township Committee for the proper and efficient administration of the affairs of the Township. Except for the purposes of inquiry and the provision of information, the individual members of the Township Committee shall not give orders or directions to any department that is subordinate to the Township Administrator either publicly or privately. The Township Committee as a whole, by majority vote, may override the Township Administrator's decision and give direction to any such department.

- b. The Township Administrator shall be responsible for future governmental and community planning, the recommendation of such to the Township Committee and the coordination of all efforts to institute same.
- c. The Township Administrator shall gather information and present same to the Township Committee concerning pending State, County and other municipal legislation, effecting local government in general and the Township specifically.
- d. The Township Administrator shall coordinate the activities of all municipal departments and shall secure from the various departments periodic reports on the operation of such departments, including but not limited to inventory, receipts, disbursements, personnel matters and general operations. Those Department Heads or Township Officials, if any, who are now or hereafter required by Statute to render periodic reports to the Township Committee shall file a copy of their reports with the Township Administrator. All municipal departments, except where expressly prohibited by law, shall be subject to the direction and supervision of the Township Administrator.
- e. The Township Administrator, in cooperation with all Department Heads, shall conduct studies of all activities and operations of the Township government and recommend to the Township Committee changes to increase efficiency, economy and effectiveness.
- f. The Township Administrator shall serve as Personnel Officer of the Township, and as such shall consult with Department Heads relative to the hiring, suspension, discharge, promotion and advancement of all employees. With respect to Department Heads, the Township Administrator shall appoint and remove only with the advice and consent of the Township Committee. Where permitted by law, and subject to the authority of the Township Committee as set forth herein, the Township Administrator shall appoint and remove all other officers, subordinates and assistants, except for the Tax Assessor (N.J.S.A. 40:69A-98), Township Clerk, Tax Collector, Township Engineer, Township Attorney and Township Auditor. The Township Administrator shall advise the Township Committee, as each situation warrants, prior to the appointment, disciplinary action or dismissal of any employee, including but not limited to Department Heads. The Township Administrator shall be responsible for the maintenance and enforcement of sound personnel policies and practices and shall study and make recommendations with regards to the personnel organizations and policies of the Township and of its Departments after consultation with Department Heads. The Township Administrator shall be responsible for the maintenance of an up-to-date table of organization of the Township and shall present same to the Township Committee upon request. The Township Administrator shall be responsible for performing periodic performance reviews on all Department Heads, and ensuring that period performance reviews are performed within all Departments by the various Department Heads.
- g. The Township Administrator shall act as coordinator for the submission to the Township Committee of budget requests of all Departments. Department Heads shall submit their proposed budgets to the Administrator and such additional supporting data as requested. The Township Administrator shall be assisted by the Township Chief Financial Officer in the

preparation and submission to the Township Committee, on or before January 15th of each year, a proposed budget for the fiscal year, and shall prepare an explanatory budget message. The Township Administrator shall be responsible for the implementation of the programs contained in the budget.

- h. The Township Administrator shall attend all meetings of the Township Committee and Township Committee sub-committees, and may attend the meeting of all other municipal committees, with a right to take part in the discussion but not to vote. The Township Administrator shall receive notice of all regular and special meetings of the Township Committee and all advisory committees.
- i. The Township Administrator shall assist the Township Clerk with the preparation of the agenda for each meeting of the Township Committee and supply facts pertinent thereto to the Township Committee.
- j. The Township Administrator shall keep the Township Committee informed as to the conduct of all Township affairs and shall submit periodic reports, either in writing or orally, on the condition of the Township's affairs and such other reports, either in writing or orally, as the Township Committee shall request. The Township Administrator shall make such recommendations to the Township Committee as necessary and advisable for the welfare of the Township.
- k. The Township Administrator shall see that the provisions of all franchises, leases, permits and privileges granted by the Township are complied with by action of the proper municipal officials, and, upon knowledge of any violation or breach, call the same to the attention of the Township Committee.
- l. Based upon a recommendation from a Department Head, or without, the Township Administrator may recommend to the Township Committee the employment of one or more experts or consultants to perform work and render advice on special matters or work projects in the Township.
- m. The Township Administrator shall coordinate and administer the activities relating to the letting of contracts and the performance and faithful execution of the same, except insofar as such duties are expressly imposed upon some other Township Officer or Official by Statute.
- n. In conjunction with the Township Treasurer, the Township Administrator shall review the purchasing practices and policies of all departments for the purpose of ensuring that purchases are made in accordance with the provisions of the governing Statutes and sound purchasing practices.
- o. The Township Administrator may require prompt receipt from the Township Clerk of copies of any general and official correspondence addressed to the Township or any member of the Township Committee.
- p. All complaints regarding functions, obligations, services or personnel of the Township not specifically addressed to any other official or employee shall be referred to the office of the Township Administrator. The Township Administrator or a designee, shall investigate and dispose of such complaints, and the Township Administrator shall keep a written record of such complaints and when and what action was taken in response thereto and provide to the Township Committee a copy thereof when requested to do so.
- q. The Township Administrator, with the cooperation of the Township Chief Financial Officer and all Department Heads, shall maintain a continuing review and analysis of budget operations,

work programs and costs of municipal services.

- r. The Township Administrator shall actively pursue grants from and keep the members of the Township Committee informed about Federal aid projects, State aid projects and any other aid programs for which the Township may qualify.
- s. The Township Administrator shall promptly inform all Department Heads and other appropriate municipal employees and officials of all actions and directions from the Township Committee, and shall study, recommend, implement and enforce procedures and policies for the compiling, editing and prompt dissemination and release of public information upon the authorization of the Township Committee. The Township Administrator shall prepare an annual report of the affairs of the Township from the prior year, and upon review and approval by the Township Committee disseminate it to the residents of the Township as economically as possible.
- t. The Township Administrator shall perform such other duties as may be, from time to time, specifically required by the Township Committee.

§ 2-11 (RESERVED) ⁽¹⁾

Editor's Note: Subsections 2-11.1 through 2-11.3 regarding departmental organization were deleted by Ord. No. 2015-19.

§ 2-12 TOWNSHIP ADMINISTRATOR.

§ 2-12.1 Creation of Office of Township Administrator.

991 Code § 8-1; Ord. No. 98-30 § 8-1; Ord. No. 2012-34 § 3]

Pursuant to N.J.S.A. 40A:9-136, there is hereby created the position of the Township Administrator of the Township of Springfield.

§ 2-12.2 Qualifications.

Ord. No. 98-30 § 8-2; Ord. No. 99-31 § 1[A]; Ord. No. 2005-04 § 1]

The Township Administrator must be a New Jersey resident, and preference shall be given to persons living within Union County and contiguous counties.

The Township Administrator shall have the necessary executive and administrative abilities and qualifications, based upon relevant education, training and experience in municipal government. Minimum qualifications shall include the possession of an advanced (post-graduate) degree, or alternatively, a minimum of one year experience in a comparable position, preferably in a New Jersey municipality.

§ 2-12.3 Appointment; Term; Vacancy or Absence; Removal.

Ord. No. 98-30 § 8-3; Ord. No. 2005-24 § 1; amended 11-27-2018 by Ord. No. 2018-20]

The Township Administrator shall be appointed by a majority vote of the full membership of the Township Committee.

Pursuant to N.J.S.A. 40A:9-137, the term of office of the Township Administrator shall be at the pleasure of the Township Committee.

The Township Administrator shall be removed from office only in accordance with the provisions of N.J.S.A. 40A:9-138.

During periods of temporary absence that do not exceed 10 consecutive days (e.g., vacation, conference or minor illness), the Township Administrator shall appoint an acting administrator, and shall provide advance notice of such appointment to the Township Committee, which appointment shall terminate upon the return to work of the Township Administrator. However, the Township Committee may appoint an acting administrator of its own choosing whenever the Township Administrator is temporarily absent, disabled or disqualified, which appointment shall supersede any temporary appointment made under this subsection.

In the event of a temporary absence or disability of the Township Administrator which exceeds 10 days in length, the Township Committee may, by resolution, appoint an officer or employee of the Township of Springfield to perform the duties of the Township Administrator during such temporary absence, disability or disqualification.

§ 2-12.4 Full-Time or Part-Time; Salary; Political Activity.

991 Code § 8-8; Ord. No. 98-30 § 8-4; Ord. No. 99-31 § CII; amended 11-27-2018 by Ord. No. 2018-20]

The position of Township Administrator may be full-time or part-time, as shall be specified by resolution of the Township Committee at the time of hire, and the Township Administrator shall not be entitled to overtime or compensatory time without the express written, prior approval of the Township Committee. The Township Administrator may hold more than one employment title within the Township. The Township Administrator may hold outside employment, provided that the Township Administrator provides notice to the Township Committee of his/her intent to hold such outside employment; and such employment does not 1) interfere with the performance of the Township Administrator's duties; or 2) present a conflict of interest.

The salary of the Township Administrator shall be set from time to time by ordinance.

The Township Administrator shall not engage in any political activity within the Township of Springfield.

The Township Administrator shall be familiar with and abide by the New Jersey Local Government Ethics Law. The Administrator should also be guided by the principles set forth in the Code of Ethics promulgated by the International City/County Management Association, to the extent they do not conflict with the Township Code and New Jersey law.

§ 2-12.5 Duties and Responsibilities.

ended 11-27-2018 by Ord. No. 2018-20]

The Township Administrator shall be the Chief Administrative Officer of the Township and shall be responsible to the Township Committee for the proper and efficient administration of the affairs of the Township; and shall be responsible for, and coordinate the implementation and enforcement of, all directives, policies and decrees established by the Township Committee. Except for the purposes of inquiry and the provision of information, the individual members of the Township Committee shall not give orders or directions to any department that is subordinate to the Township Administrator either publicly or privately. The Township Committee as a whole, by majority vote, may override the Township Administrator's decision and give direction to any such department.

The Township Administrator shall be responsible for future governmental and community planning, the recommendation of such to the Township Committee and the coordination of all efforts to institute same.

The Township Administrator shall gather information and present same to the Township Committee concerning pending state, county and other municipal legislation, effecting local government in general and the Township specifically.

The Township Administrator shall coordinate the activities of all municipal departments and shall secure from the various departments periodic reports on the operation of such departments, including but not limited to inventory, receipts, disbursements, personnel matters and general operations. Those department heads or Township officials, if any, who are now or hereafter required by statute to render periodic reports to the Township Committee shall file a copy of their reports with the Township Administrator. All municipal departments, except to the extent prohibited by law or the Township Code, shall be subject to the direction and supervision of the Township Administrator. To the extent that any questions arise concerning the respective authority of the Township Administrator, a department head or other Township official, then the affected parties shall immediately provide such question(s) in writing to the Township Committee's Administration Subcommittee and Township Attorney in writing. If the Subcommittee does not resolve the question(s) to the satisfaction of the affected individuals, then the issue shall be transmitted to the Township Committee as a whole for final and binding resolution.

The Township Administrator, in cooperation with all department heads, shall from time to time conduct studies of all activities and operations of the Township government and recommend to the Township Committee changes to increase efficiency, economy and effectiveness.

The Township Administrator shall serve as Personnel Officer of the Township, and as such shall consult with department heads relative to the hiring, suspension, discharge, promotion and advancement of all employees. The Township Administrator shall implement the appointment and removal of employees only as authorized by the Township Committee. The Township Administrator shall advise the Township Committee, as each situation warrants, regarding disciplinary action against any employee. The Township Administrator shall be responsible for the maintenance and enforcement of sound personnel policies and practices, consistent with all applicable collective negotiation agreements, and shall study and make recommendations with regards to the personnel organizations and policies of the Township and of its departments after consultation with department heads. The Township Administrator shall be responsible for the maintenance of an up-to-date table of organization of the Township and shall present same to the Township Committee upon request. The Township Administrator shall be responsible for performing periodic performance reviews on all department heads, and ensuring that period performance reviews are performed within all departments by the various department heads.

The Township Administrator shall act as coordinator for the submission to the Township Committee of budget requests of all departments. Department heads shall submit their proposed budgets to the Administrator and such additional supporting data as requested. The Township Administrator shall be assisted by the Township Chief Financial Officer in the preparation and submission to the Township Committee, on or before January 15th of each year, a proposed budget for the fiscal year, and shall prepare an explanatory budget message. The Township Administrator shall be responsible for the implementation of the programs contained in the budget.

The Township Administrator shall attend all meetings of the Township Committee; shall, upon request, attend all Township Committee subcommittee meetings, and may attend the meetings of all other municipal committees, with a right to take part in the discussion but not to vote. The Township Administrator shall receive notice of all regular and special meetings of the Township Committee and all advisory committees.

The Township Administrator shall assist the Township Clerk with the preparation of the agenda for each meeting of the Township Committee and shall supply records and information pertinent thereto to the Township Committee and its subcommittees.

The Township Administrator shall keep the Township Committee informed as to the conduct of all Township affairs and shall submit periodic reports, either in writing or orally, and on any other matters as the Township Committee shall request. The Township Administrator shall make such recommendations to the Township Committee as necessary and advisable for the welfare of the Township.

The Township Administrator shall see that the provisions of all franchises, leases, permits and privileges granted by the Township are complied with by action of the proper municipal officials, and, upon knowledge of any violation or breach, call the same to the attention of the Township Committee.

Committee the employment of one or more experts or consultants to perform work and render advice on special matters or work projects in the Township.

The Township Administrator shall coordinate and administer the activities relating to the letting of contracts and the performance and faithful execution of the same, except insofar as such duties are expressly imposed upon some other Township officer or official by applicable law or the Township Code.

In conjunction with the Township's Chief Financial Officer and Purchasing Agent, the Township Administrator shall review the purchasing practices and policies of all departments for the purpose of ensuring that purchases are made in accordance with applicable law, the Township Code and sound purchasing practices.

The Township Administrator may require prompt receipt from the Township Clerk of copies of any general and official correspondence addressed to the Township or any member of the Township Committee.

All complaints regarding functions, obligations, services or personnel of the Township not specifically addressed to any other official or employee shall be referred to the office of the Township Administrator. The Township Administrator or a designee shall investigate and dispose of such complaints, and the Township Administrator shall keep a written record of such complaints and when and what action was taken in response thereto and provide to the Township Committee a copy thereof when requested to do so.

The Township Administrator, with the cooperation of the Township Chief Financial Officer and all Department Heads, shall maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.

The Township Administrator shall actively pursue grants from and keep the members of the Township Committee informed about federal aid projects, state aid projects and any other aid programs for which the Township may qualify.

The Township Administrator shall promptly inform all department heads and other appropriate municipal employees and officials of all actions and directions from the Township Committee, and shall study, recommend, implement and enforce procedures and policies for the compiling, editing and prompt dissemination and release of public information upon the authorization of the Township Committee. The Township Administrator shall prepare an annual report of the affairs of the Township from the prior year, and upon review and approval by the Township Committee disseminate it to the residents of the Township as economically as possible.

The Township Administrator shall perform such other duties as may be, from time to time, specifically required by the Township Committee.

§ 2-13 TOWNSHIP CLERK.

§ 2-13.1 Appointment; Term; Vacancy; Tenure; Removal.

[Ord. No. 98-33 § 27-1]

Pursuant to N.J.S.A. 40A:9-133, the Township Committee shall appoint a Municipal Clerk to be known as the Township Clerk of the Township of Springfield (hereinafter, "Township Clerk"). The term of office, filling of a vacancy, tenure and removal from office shall be governed by statute.

§ 2-13.2 Qualifications.

[Ord. No. 98-33 § 27-2]

The Township Clerk must be a New Jersey resident, and preference shall be given to persons living within Union County and contiguous counties.

The Township Clerk shall fulfill all statutory prerequisites and shall have the necessary abilities and qualifications, based upon relevant education, training and experience in municipal government within New Jersey.

§ 2-13.3 Direction of Township Committee.

[Ord. No. 98-33 § 27-3]

The Township Clerk shall perform the duties of the office subject to the sole and exclusive direction of the Township Committee, which duties may be amended or altered at the discretion of the Township Committee.

§ 2-13.4 Full-Time; Salary; Political Activity.

[Ord. No. 98-33 § 27-4]

Explanation: This resolution approves the appointment of Maryellen Brennan as OSHA Compliance Officer for the Township of Springfield.

TOWNSHIP OF SPRINGFIELD

RESOLUTION NO. 2015-320

WHEREAS, the New Jersey Worker and Community Right to Know Act requires public employers to provide information about hazardous substances at their workplace; and

WHEREAS, New Jersey public employers are required to create and maintain a Right to Know Central File that contains information about hazardous substances at their facilities; and

WHEREAS, every New Jersey employer must establish a hazardous substances education and training program for employees; and

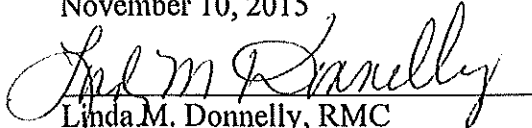
WHEREAS, the position of Springfield OSHA Compliance Officer has been vacant and Maryellen Brennan has started the process of making the Township compliant with Right to Know Regulations.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Springfield, in the County of Union, State of New Jersey that it does hereby approve the appointment of Maryellen Brennan as OSHA Compliance Officer for the Township of Springfield effective October 28, 2015, at an annual salary of \$7,000. The account to be charged is 5-01-20-173-000-200.

TOWNSHIP OF SPRINGFIELD

By: 
David Barnett, Mayor

Adopted:
November 10, 2015


Linda M. Donnelly, RMC
Township Clerk

b.b.
v

Explanation: This resolution is to ratify and confirm the appointment of Maryellen Brennan as Deputy Registrar of Vital Statistics.

TOWNSHIP OF SPRINGFIELD

RESOLUTION NO. 2016-275

WHEREAS, Maryellen Brennan has successfully completed statutory classes and passed the State of New Jersey examination for the position of Registrar of Vital Statistics; and

WHEREAS, Linda M. Donnelly, is temporarily serving as Deputy Registrar of Vital Statistics; and

WHEREAS, the Township Committee desires to appoint Ms. Brennan to the position of Deputy Registrar of Vital Statistics effective October 14, 2016; and

WHEREAS, the Springfield Board of Health Ordinance establishes a salary range for the position of Deputy Registrar of Vital Statistics; and

WHEREAS, it is appropriate to compensate her accordingly at \$700.00 effective October 14, 2016, and the Chief Financial Officer hereby certifies that the account number to be charged is 6-01-27-330-000-12.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Springfield, County of Union, State of New Jersey, ratifies and confirms the appointment of Maryellen Brennan as Deputy Registrar of Vital Statistics, at a salary of \$700.00 per year, effective October 14, 2016.

Township of Springfield

By: S/
Jerry Fernandez, Mayor

Adopted:

October 13, 2016

I hereby certify that this is a true and correct copy.

Linda M. Donnelly
Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution ratifies and confirms the appointment of Maryellen Brennan, Deputy Township Clerk, as the Indoor Air Quality Designated Person for the Township of Springfield.

**TOWNSHIP OF SPRINGFIELD
RESOLUTION 2018-150**

WHEREAS, the New Jersey Indoor Air quality standard, N.J.A.C. 12:100-13 (2007), sets standards for indoor air quality in existing buildings occupied by public employees during their regular working hours and is one of the only state indoor air quality standards in the United States; and

WHEREAS, the Standard states "the employer shall identify a designated person who is given the responsibility to assure compliance; and

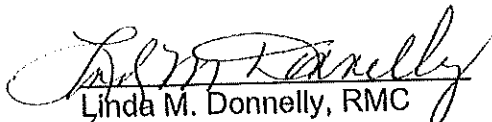
WHEREAS, Deputy Township Clerk Maryellen Brennan has successfully completed The PEOSH Indoor Air Quality Designated Persons Training Course.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Springfield, County of Union, State of New Jersey, that Deputy Township Clerk Maryellen Brennan is hereby appointed the Indoor Air Quality Designated Person for the Township of Springfield.

TOWNSHIP OF SPRINGFIELD

By: _____
Richard Huber, Mayor

Adopted:
January 9, 2018
I hereby certify this to be a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution approves the salaries for non-union , non-department heads for the year 2018.

TOWNSHIP OF SPRINGFIELD

RESOLUTION 2018-221

WHEREAS , the Township of Springfield has and continues to employ full time non- seasonal ,non-union employees and part time employees hired for specific positions , and

WHEREAS, these employees have provided necessary services to the residents and the Township and have contributed to making Springfield a better place to live ,work and raise a family , and

WHEREAS, the 2018 budget has provided funding for a cost of living adjustment and other increases for certain selected employees not covered by a collective negotiated agreement.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Springfield, County of Union, State of New Jersey that the following annual base salaries which are exclusive of longevity, health insurance waivers, compensatory pay and educational stipends shall be paid to the employees listed below pending their continuous employment for the period from January 1,2018 to December 31,2018.

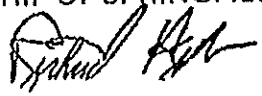
Maryellen Brennan	Deputy Municipal Clerk	\$64,565.00
Michael Rella	Foreman Public Works	\$91,494.00
Michael Butrico	Assistant Recreation Director	\$55,080.00
Denyce Yannazzone	Construction Control Person	\$52,801.00
Robert Herbert	Zoning Official	\$59,303.00
Joseph Sarno	Admin Asst DPW Supervisor	\$91,555.00
Wally Schultz	Deputy OEM Coordinator	\$9,165.00
Apu Mullick	Deputy OEM Coordinator	\$2,500.00
Jonathan Rosenbluth	Municipal Court Judge	\$27,846.00

BE IT FURTHER RESOLVED THAT John Cook shall be entitled to compensation in the amount of \$5,000.00 per month commencing May 14, 2018 for every month or partial month in which he performs the duties of temporary administrator. The compensation which John Cook earns as a temporary administrator shall be in addition to his earnings as the Police Chief. The compensation which is earned as a temporary administrator will not entitle him to be a part of the public employees retirement system a/k/a PERS.

BE IT FURTHER RESOLVED THAT the crossing guards shall be entitled to compensation at the hourly rate of \$18.00 effective January 1, 2018.

BE IT FURTHER RESOLVED THAT the Jennifer Law, HR assistant shall be entitled to compensation at the hourly rate of \$28.46 effective January 1, 2018 when she works as the HR Assistant on weekends, holidays or after regular business hours.

TOWNSHIP OF SPRINGFIELD

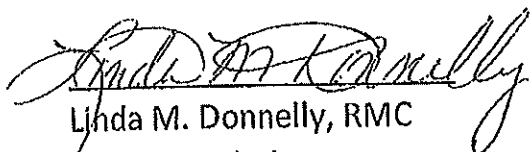
By: 

Richard Huber, Mayor

Adopted:

August 14, 2018

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution approves the salaries for certain non-union, non-department head employees for the year 2019.

TOWNSHIP OF SPRINGFIELD

RESOLUTION 2019-87

WHEREAS, the Township of Springfield has and continues to employ full time non-seasonal, non-union employees and part time employees hired for specific positions, and

WHEREAS, these employees have provided necessary services to the residents and the Township and have contributed to making Springfield a better place to live, work and raise a family, and

WHEREAS, the 2019 budget is being finalized and has provided funding for a cost of living adjustment and other increases for certain selected employees not covered by a collective negotiated agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Springfield, County of Union, State of New Jersey that the following annual base salaries which are exclusive of longevity, health insurance waivers, compensatory pay and educational stipends shall be paid to the employees for their respective positions as listed below pending their continuous employment for the period from January 1, 2019 to December 31, 2019.

Maryellen Brennan	Deputy Municipal Clerk	\$65,856.00
Michael Rella	Foreman Public Works	\$93,323.00
Robert Brennan	Assistant Foreman DPW	\$91,412.00
Denyce Yannazzone	Construction Control Person	\$53,857.00
Robert Herbert	Zoning Official	\$60,489.00
Wally Schultz	Deputy OEM Coordinator	\$9,348.00
Apu Mullick	Deputy OEM Coordinator	\$9,348.00
Jonathan Rosenbluth	Municipal Court Judge	\$28,403.00

BE IT FURTHER RESOLVED that John Cook the Township Administrator – Temporary (also referred to as "Acting Township Administrator") shall be compensated in the amount of \$5,400.00 for the month of January 2019 and \$5,400.00 for the month of February 2019 in which he performed the duties of Township Administrator. The compensation earned by John Cook pursuant to this Resolution shall be in addition to his earnings as the Police Chief, shall not be considered a part of his salary as Police Chief, and shall not entitle him to participate in the New Jersey Public Employees Retirement System (a/k/a "PERS").

BE IT FURTHER RESOLVED that all employees employed under the title Crossing Guard shall be compensated at the hourly rate of \$19.00 effective January 1, 2019.

TOWNSHIP OF SPRINGFIELD

By: Erica DuBois
Erica DuBois, Mayor

Adopted:
February 26, 2019
I hereby certify that this is a true and correct copy.

Linda M. Donnelly
Linda M. Donnelly, RMC
Township Clerk

Mayor Erica DuBois			X		
Deputy Mayor Christine Capolice			X		
Commissioner Richard Weber		X	X		
Commissioner Alexander Keller			X		
Commissioner Chris Weber	X		X		

Explanation: This resolution appoints a Fund Commissioner.

**TOWNSHIP OF SPRINGFIELD
RESOLUTION NO. 2020-29**

WHEREAS, the Township of Springfield (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Springfield that Maryellen Brennan, Deputy Township Clerk, is hereby appointed as the Fund Commissioner for the Local Unit for the year 2020; and

BE IT FURTHER RESOLVED that John T. Bussiculo, Township Administrator, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2020; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

TOWNSHIP OF SPRINGFIELD

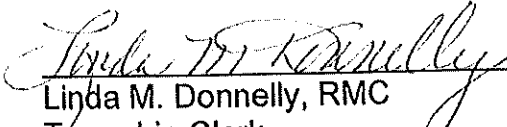
Christopher Capodice

By: _____
Christopher Capodice, Mayor

Adopted

January 1, 2020

I certify this to be a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution approves salary increases for Department Heads, Supervisors and certain Non-union Employees.

TOWNSHIP OF SPRINGFIELD
RESOLUTION NO. 2020-216

WHEREAS, the Township of Springfield has and continues to employ full time and non-full time hired for specific positions; and

WHEREAS, these employees have provided the necessary services to the residents and the Township and have contributed to making Springfield a better place to live, work and raise a family; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Springfield, County of Union, State of New Jersey that the annual base salaries which are exclusive of longevity, health insurance waivers, compensatory pay, and stipends shall be increased 2% of 2019 salaries effective from January 1, 2020 for the individuals currently holding the following positions: Township Administrator, Municipal Clerk, Deputy Municipal Clerk/Assistant to the Administrator, Chief Financial Officer, Tax Assessor, Tax Collector, Construction Control Person, Police Chief, Director of OEM, Deputy OEM Coordinator, Fire Chief, Supervisor of Public Works, Foreman of Public Works, Assistant Foreman DPW, Director of Recreation, Assistant to the Recreation Director, Court Administrator, and Municipal Court Judge.

TOWNSHIP OF SPRINGFIELD

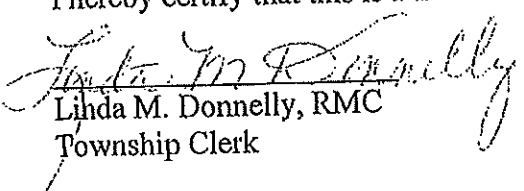
By: _____

Christopher Capodice, Mayor

Adopted:

August 14, 2020

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution approves the salaries for certain full-time and non-seasonal department heads, supervisors, and other non-union employees for the year 2020.

**TOWNSHIP OF SPRINGFIELD
RESOLUTION NO. 2020-285**

WHEREAS, the Township of Springfield ("Township") has and continues to employ full-time, non-seasonal department heads, supervisors, and other non-union employees.

WHEREAS, these employees have provided necessary services to the Township and its residents, and have contributed to making the Township a better place to live, work, and raise a family; and

WHEREAS, the 2020 budget has provided funding for a cost of living adjustment and other increases for certain selected employees not covered by a collective bargaining agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Springfield, County of Union, State of New Jersey that the following annual base salaries which are exclusive of longevity, health insurance waivers, compensatory pay and educational stipends, shall be paid to the employees for their respective positions as listed below pending their continuous employment for the period from January 1, 2020 to December 31, 2020.

Maryellen Brennan	Deputy Municipal Clerk	\$71,173.12
Mary Jo Banchansky	Court Administrator	\$82,854.16
John Bussiculo	Business Administrator	\$137,600.00
Lauren Cacioppo	Tax Collector	\$71,978.52
Denyce Yannazzone	Construction Control Person	\$59,934.14
Diane Sherry	Chief Financial Officer	\$120,320.00 ; and

BE IT FURTHER RESOLVED The Chief Financial Officer has issued a Certificate of Available Funds covering the above salary adjustments, which is incorporated herein by reference, and that the accounts to be charged are: 0-01-20-100-000-111; 1-01-20-120-000-111; 01-01-20-130-000-111; 0-01-20-145-000-111; 0-01-22-195-000-111; and 0-01-43-490-000-111; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

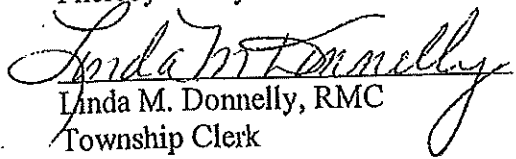
TOWNSHIP OF SPRINGFIELD

By: _____

Christopher Capodice, Mayor

Adopted: November 10, 2020

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution appoints a Fund Commissioner.

**TOWNSHIP OF SPRINGFIELD
RESOLUTION NO. 2021-30**

WHEREAS, the Township of Springfield (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Springfield that Maryellen Brennan, Deputy Township Clerk, is hereby appointed as the Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that John T. Bussiculo, Township Administrator, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

TOWNSHIP OF SPRINGFIELD

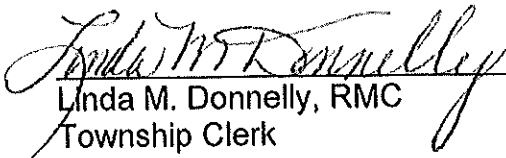
By: _____

Chris Weber, Mayor

Adopted

January 1, 2021

I certify this to be a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution approves salary increases for Department Heads, Supervisors and certain Non-union Employees.

**TOWNSHIP OF SPRINGFIELD
RESOLUTION NO. 2021-195**

WHEREAS, the Township of Springfield has and continues to employ full-time and non-full time hired for specific positions; and

WHEREAS, these employees have provided the necessary services to the residents and the Township and have contributed to making Springfield a better place to live, work and raise a family.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Springfield, County of Union, State of New Jersey that the annual base salaries which are exclusive of longevity, health insurance waivers, compensatory pay, and stipends shall be increased 2% of 2020 salaries effective from January 1, 2021 for the individuals currently holding the following positions: Township Administrator, Municipal Clerk, Deputy Municipal Clerk/Assistant to the Administrator, Chief Financial Officer, Tax Assessor, Deputy Tax Assessor, Tax Collector, Construction Control Person, Police Chief, Police Captain, Director of OEM, Deputy OEM Coordinator, Fire Chief, Supervisor of Public Works, Foreman of Public Works, Assistant Foreman of Public Works, Director of Recreation, Assistant to the Recreation Director, and Court Administrator.

TOWNSHIP OF SPRINGFIELD

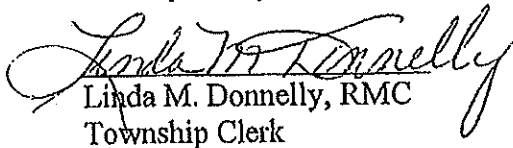
By: _____

Chris Weber, Mayor

Adopted:

July 13, 2021

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This resolution is to ratify and confirm the appointment of Maryellen Brennan as Registrar of Vital Statistics.

**TOWNSHIP OF SPRINGFIELD
BOARD OF HEALTH
RESOLUTION NO. 3-2021**

WHEREAS, the current Springfield Registrar of Vital Statistics has resigned effective July 30, 2021; and

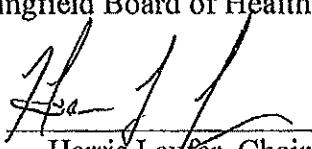
WHEREAS, Maryellen Brennan is currently serving as Deputy Registrar of Vital Statistics; and

WHEREAS, the Springfield Board of Health desires to appoint Maryellen Brennan as Registrar of Vital Statistics; and

WHEREAS, the Springfield Board of Health Ordinance establishes a salary range for the portion of Registrar of Vital Statistics with compensation of \$2,000.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the Township of Springfield, County of Union, State of New Jersey, that Maryellen Brennan be appointed as Springfield Registrar of Vital Statistics is ratified and confirmed effective August 2, 2021. The account to be charged is 1-01-27-330-000-112.

Springfield Board of Health

By: 

Harris Laufer, Chair Person

Adopted:

August 4, 2021

I hereby attest that this is a true and correct copy.



Maggie Keffer

Board of Health Secretary.



Township of Springfield

WHICH IS IN THE COUNTY OF UNION

STATE OF NEW JERSEY

ESTABLISHED APRIL 14, 1794

(973) 912-2200
FAX (973) 912-2277

MUNICIPAL BUILDING
100 MOUNTAIN AVENUE
SPRINGFIELD, NEW JERSEY 07081

October 14, 2021

Vincent Arrisi
State Registrar
NJ Department of Health
PO Box 360
Trenton, NJ 08625-0360

Mr. Arrisi:

This is to inform you that there were some changes in Springfield effective October 14, 2021.

Maureen Connell has been appointed Springfield Registrar.
(maureen.connell@springfield-nj.us or 973-912-2285)

Maryellen Brennan has been appointed by Ms. Connell as Springfield Deputy Registrar.
(maryellen.brennan@springfield-nj.us or 973-912-2202)

Linda M. Donnelly has been appointed by Ms. Connell as Springfield Alternate Registrar.
(linda.donnelly@springfield-nj.us or 973-912-2201)

The resolution is attached.

Please let me know if you need anything else, thank you for your assistance.

Maryellen Brennan, RMC, CMR
Township of Springfield

Explanation: This ordinance repeals and replaces Ordinance No. 2012-15 establishing minimum and maximum salary ranges and compensation for certain non-union positions, officers and clerical employees within the Township of Springfield.

**TOWNSHIP OF SPRINGFIELD
ORDINANCE NO. 2015-01**

BE IT ORDAINED by the Township Committee of the Township of Springfield in the County of Union and State of New Jersey that for the following enumerated offices, positions or clerical employments, the respective salaries or compensation set forth below are hereby established as minimum and maximum salary amounts to be paid until this ordinance shall be amended or repealed, as to the respective officers, appointees to said offices, position or clerical employment:

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
<u>General Government</u>		
Chairman, Township Committee		\$4,000
Member, Township Committee		\$3,500
<u>Administration</u>		
Township Clerk	\$50,869	\$99,204
Deputy Township Clerk	\$38,614	\$79,194
Administrative Assistant to Township Administrator	\$29,666	\$58,848
<u>Finance</u>		
Chief Financial Officer	\$73,720	\$129,000
Assistant CFO/Assistant Treasurer	\$48,500	\$98,000
Tax Assessor	\$62,291	\$113,247
Tax Collector	\$ 55,610	\$99,000
Payroll Clerk/HR Coordinator	\$39,944	\$64,000
<u>Court</u>		
Municipal Judge	\$18,400	\$29,000
Court Administrator	\$55,089	\$99,165

Prosecutor	\$12,000	\$19,500
Public Defender	\$2,900	\$6,600
<u>Engineering</u>		
Assistant Engineer	\$63,894	\$117,000
Building Inspector- Construction Official (PT)	\$25,000	\$55,000
Plumbing Sub-Code Official, per hour	\$25.00	\$42.00
Electrical Sub-Code Official, per hour	\$25.00	\$42.00
Fire Sub-Code Official, per hour	\$25.00	\$42.00
Fire Sub-Code Official	\$11,200	\$19,300
Zoning Official	\$10,320	\$18,720
Zoning Secretary	\$7,000	\$12,000
Construction Control Person	\$29,907	\$61,267
<u>Public Works</u>		
Public Works Director	\$62,272	\$117,980
Assistant Public Work Director	\$55,000	\$105,000
Adm to DPW Supervisor	\$49,045	\$84,078
Foreman	\$49,668	\$85,144
Recycling Coordinator	\$4000	\$8,000
<u>Recreation</u>		
Recreation Director	\$59,848	\$99,459
Assistant Director	\$49,000	\$84,490
Pool Manager, per season	\$8,500	\$13,000
Assistant Pool Manager, per season	\$4,000	\$8,500
Pool Camp Manager	\$5,000	\$8,000
Pool Camp Assistant Manager	\$3,000	\$6,000
Chisholm Playground Camp Manager	\$2,000	\$5,000
<u>Emergency Management</u>		

Emergency Mgt Coordinator	\$7,574	\$12,985
Deputy Emergency Mgt Coordinator	\$6,060	\$10,388
Assistant to Emergency Mgt Coordinator, per hour	\$13.00	\$20.00
<u>Police</u>		
Police Chief	\$91,119	\$169,635
Police Captain	\$85,042	\$145,783
Crossing Guard, per hour	\$14.00	\$18.00
<u>Fire</u>		
Fire Chief	\$91,119	\$169,635
Deputy Fire Chief	\$85,042	\$145,783
<u>Other</u>		
OSHA Compliance Officer	\$1,000	\$8,400
Rent Leveling Board Secretary	\$1,600	\$2,400
Bus Driver, per hour	\$14.00	\$25.00
Board of Health Secretary, per meeting	\$100	\$200

SECTION II – SEVERABILITY

In case any section, subsection, paragraph, subdivision, clause or provision of this ordinance shall be judged invalid by a court of competent jurisdiction, such order or judgment shall not effect or invalidate the remainder of any section, paragraph, subdivision, clause or provision of this ordinance, and to this end, the provisions of each section, paragraph, subdivision, clause or provision of this ordinance are hereby declared to be severable. In addition to the above salaries, a longevity payment shall be paid, where specified by contract and/or Ordinance Number 2014-12. Such longevity pay shall be considered as additional compensation.

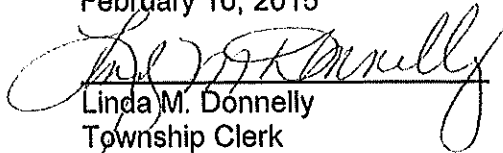
SECTION III – EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication according to law.

TOWNSHIP OF SPRINGFIELD

By: 
David Barnett, Mayor

Passed and Approved:
February 10, 2015


Linda M. Donnelly
Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mayor David Barnett						
Deputy Mayor Margaret Bannowski						
Committeeman Jerry Fernandez						
Committeeman Richard Huber						
Committeeman Ziad Andrew Shehady						

Explanation: This ordinance repeals and replaces Ordinance No. 2015-01 establishing minimum and maximum salary ranges and compensation for certain non-union positions, officers and clerical employees within the Township of Springfield. It eliminates any reference to the positions of Municipal Prosecutor and Public Defender.

**TOWNSHIP OF SPRINGFIELD
ORDINANCE NO. 2016-11**

BE IT ORDAINED by the Township Committee of the Township of Springfield in the County of Union and State of New Jersey that for the following enumerated offices, positions or clerical employments, the respective salaries or compensation set forth below are hereby established as minimum and maximum salary amounts to be paid until this ordinance shall be amended or repealed, as to the respective officers, appointees to said offices, position or clerical employment:

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
<u>General Government</u>		
Chairman, Township Committee		\$4,000
Member, Township Committee		\$3,500
<u>Administration</u>		
Township Administrator		\$160,000
Township Clerk	\$50,869	\$99,204
Deputy Township Clerk	\$38,614	\$79,194
Administrative Assistant to Township Administrator	\$29,666	\$58,848
<u>Finance</u>		
Chief Financial Officer	\$73,720	\$129,000
Assistant CFO/Assistant Treasurer	\$48,500	\$98,000
Tax Assessor	\$62,291	\$113,247
Tax Collector	\$ 55,610	\$99,000
Payroll Clerk/HR Coordinator	\$39,944	\$64,000
<u>Court</u>		
Municipal Judge	\$18,400	\$29,000

Court Administrator	\$55,089	\$99,165
<u>Engineering</u>		
Assistant Engineer	\$63,894	\$117,000
Building Inspector- Construction Official (PT)	\$25,000	\$55,000
Plumbing Sub-Code Official, per hour	\$25.00	\$42.00
Electrical Sub-Code Official, per hour	\$25.00	\$42.00
Fire Sub-Code Official, per hour	\$25.00	\$42.00
Fire Sub-Code Official Zoning Official	\$11,200	\$19,300 \$60,000
Zoning Secretary	\$7,000	\$12,000
Construction Control Person	\$29,907	\$61,267
<u>Public Works</u>		
Supervisor of Public Works	\$62,272	\$145,000
Assistant Supervisor of Public Works	\$55,000	\$98,000
Adm to DPW Supervisor	\$49,045	\$84,078
Foreman	\$49,668	\$97,000
Recycling Coordinator	\$4000	\$8,000
<u>Recreation</u>		
Recreation Director	\$59,848	\$99,459
Assistant Director	\$49,000	\$84,490
Pool Manager, per season	\$8,500	\$13,000
Assistant Pool Manager, per season	\$4,000	\$8,500
Pool Camp Manager	\$5,000	\$8,000
Pool Camp Assistant Manager	\$3,000	\$6,000
Chisholm Playground Camp Manager	\$2,000	\$5,000
<u>Emergency Management</u>		
Emergency Mgt Coordinator	\$7,574	\$12,985
Deputy Emergency Mgt Coordinator	\$6,060	\$10,388

Assistant to Emergency Mgt Coordinator, per hour	\$13.00	\$20.00
<u>Police</u>		
Police Chief	\$91,119	\$169,635
Police Captain	\$85,042	\$145,783
Crossing Guard, per hour	\$14.00	\$18.00
<u>Fire</u>		
Fire Chief	\$91,119	\$169,635
Deputy Fire Chief	\$85,042	\$145,783
<u>Other</u>		
OSHA Compliance Officer	\$1,000	\$8,400
Rent Leveling Board Secretary	\$1,600	\$2,400
Bus Driver, per hour	\$14.00	\$25.00
Board of Health Secretary, per meeting	\$100	\$200

SECTION II – SEVERABILITY

In case any section, subsection, paragraph, subdivision, clause or provision of this ordinance shall be judged invalid by a court of competent jurisdiction, such order or judgment shall not effect or invalidate the remainder of any section, paragraph, subdivision, clause or provision of this ordinance, and to this end, the provisions of each section, paragraph, subdivision, clause or provision of this ordinance are hereby declared to be severable. In addition to the above salaries, a longevity payment shall be paid, where specified by contract and/or Ordinance Number 2014-12. Such longevity pay shall be considered as additional compensation.

SECTION III – EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication according to law.

TOWNSHIP OF SPRINGFIELD

By: _____
Jerry Fernandez, Mayor

Passed and Approved:
May 24, 2016

Linda M. Donnelly
Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mayor Jerry Fernandez						
Deputy Mayor Ziad Andrew Shehady						
Committeewoman Maria Vassallo						
Committeeman Richard Huber						
Committeewoman Diane Stampoulos						

Explanation: This ordinance amends the ordinance fixing the salaries of certain officers and the pay or compensation of certain positions and employees within the Township of Springfield for the year 2017.

**TOWNSHIP OF SPRINGFIELD
ORDINANCE NO. 2017-13**

WHEREAS, the salaries of certain officers and the pay or compensation of certain positions and employees within the Township of Springfield that are not covered by a collective bargaining agreement are required to be set by ordinance; and

WHEREAS, a salary ordinance helps to establish good internal controls and strong accounting policies.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Springfield, County of Union, as follows:

1. For the following enumerated officers, employees, or positions who have completed one full year of employment in that position, the Township shall pay the following the respective salaries or compensation set forth below retroactive to January 1, 2017 until this ordinance shall be amended or repealed, as to the respective officers, appointees to said offices, position or clerical employment:

Township Committee

Mayor	Diane Stampoulos	\$4,000.00
Committee Member	Maria Vassallo	\$3,500.00
Committee Member	Erica Dubois	\$3,500.00
Committee Member	Geri Ann Bujnowski	\$3,500.00
Committee Member	Richard Huber	\$3,500.00

Administration

Administrator	Ziad Andrew Shehady	Set by contract
	9/14/2016 – 9/13/2017	\$120,000.00
	9/14/2017	\$122,400.00

Clerk

Municipal Clerk	Linda Donnelly	\$88,585.00
Deputy Municipal Clerk	Maryellen Brennan	\$62,299.00

Treasury & Finance

Chief Financial Officer	Michael Quick	\$115,692.00
Tax Assessor	Edward Galante	\$104,584.00

Court

Municipal Court Judge	Jonathan Rosenbluth	\$27,300.00
Court Administrator	Mary Jo Banchansky	\$72,305.00
Engineering		
Assistant Engineer	Hosam Mardini	\$108,639.00
Zoning Official	Robert Herbert	\$58,140.00
Construction & Building		
Construction Control Person	Denyce Yannazzone	\$51,766.00
Public Works		
Supervisor of Public Works	Robert Boettcher	\$138,252.00
Administrative Assistant	Joseph Sarno	\$89,760.00
Foreman	Michael Rella	\$89,700.00
Parks and Recreation		
Director of Recreation	Adam Lieb	\$78,336.00
Emergency Management		
Coordinator	Scott Seidel	\$8,587.00
Deputy Coordinator	I. Wallace Shultz	\$8,985.00
Police		
Chief of Police	John Cook	\$166,312.00
Police Captain	Patrick McLaughlin	\$151,733.00
Fire		
Fire Chief	Carlo Palumbo	\$146,498.00
Part-Time Officials/Employees		
OSHA Compliance Officer		\$7,000/annum
Rent Leveling Board Secretary		\$2,000/annum
Television Equipment Operator		\$15.00/hour
Registrar		\$2,000/annum
Deputy Registrar		\$700/annum
Board of Health Secretary		\$2,400/annum
Assistant to Tax Collector		\$20.00/hour
Assistant Finance Officer		\$35.00/hour
Substitute Municipal Court Judge		\$300/session
Engineering Technician		\$15.00/hour
Sub-Code Official		\$35.00/hour
Substitute Sub-Code Official		\$30.00/hour
Laborer		\$20.00/hour
Bus Driver		\$20.00/hour
Recreation Program Coordinator		\$20.00/hour
Recreation Assistant		\$15.00/hour

Recreation Building Supervisor
Administrative Assistant in OEM
Crossing Guards
Fire Prevention Inspector

\$15.00/hour
\$6,060/annum
\$17.36/hour
\$25.00/hour

2. In addition to the above salaries, a longevity payment shall be paid where specified by the Code of the Township of Springfield and/or contract. Such longevity pay shall be considered as additional compensation.

TOWNSHIP OF SPRINGFIELD

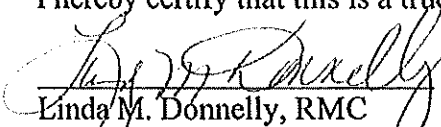
By: S/

Diane Stampoulos, Mayor

Passed and Approved:

September 12, 2017

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mayor Diane Stampoulos						
Deputy Mayor Maria Vassallo						
Committeewoman Geri Ann Bujnowski						
Committeewoman Erica DuBois						
Committeeman Richard Huber						

Explanation: This ordinance amends the ordinance establishing the maximum base salary and compensation for certain officers, positions and employees within the Township of Springfield.

**TOWNSHIP OF SPRINGFIELD
ORDINANCE NO. 2018-14**

WHEREAS, the salaries and/or compensation of certain officers, positions and employees within the Township of Springfield that are not covered by a collective bargaining agreement are required to be established by ordinance; and

WHEREAS, a salary ordinance complements the Township's existing internal controls and strong accounting policies.

NOW, THEREFORE BE IT ORDAINED by the Township Committee of the Township of Springfield in the County of Union and State of New Jersey as follows:

SECTION I – COMPENSATION

1. Commencing January 1, 2018, for the following enumerated offices, positions or clerical employments, the respective salaries or compensation set forth below are hereby established as the maximum base salary amounts to be paid conditional upon one full year of continuous employment for all full time, non-seasonal, employees who positions are not covered or governed by a collective negotiated agreement until this ordinance shall be amended or repealed, as to the respective officers and appointees to said offices, positions or employment:

Position

Township Administrator - Temporary	\$35,000.00 per annum
Municipal Clerk	\$94,245.00 per annum
Deputy Municipal Clerk	\$65,856.00 per annum
Tax Assessor	\$108,809.00 per annum

Tax Collector	\$67,626.00 per annum
Court Administrator	\$77,307.00 per annum
Assistant Engineer	\$113,028.00 per annum
Construction Code Official	\$49,000.00 per annum
Zoning Official	\$60,489.00 per annum
Construction Control Person	\$53,857.00 per annum
Supervisor of Department of Public Works and Recycling Coordinator	\$143,838.00 per annum
Administrative Assistant To D.P.W Supervisor	\$102,541.00 per annum
Foreman of Public Works and Assistant Recycling Coordinator	\$93,324.00 per annum
Assistant Foreman of Public Works	\$93,241.00 per annum
Recreation Director	\$83,582.00 per annum
Assistant Recreation Director	\$56,182.00 per annum
Chief Financial Officer	\$126,000.00 per annum
Payroll Clerk/HR Coordinator	\$64,000.00 per annum
Emergency Management Coordinator	\$9,700.00 per annum
Deputy Emergency Management Coordinator	\$9,400.00 per annum

Police Chief	\$173,031.00 per annum
Police Captain	\$155,000.00 per annum
Fire Chief	\$152,417.00 per annum

2. In addition to the above compensation for full time, non-seasonal, employees only, a longevity payment shall be paid to such employees only where specified by the Code of the Township of Springfield and/or contract. Such longevity pay shall be considered as additional compensation.

3. Commencing January 1, 2018 for the following enumerated offices and positions, the respective compensation set forth below are hereby established as the maximum base salary amounts to be paid conditional upon one full year of continuous employment for part time, non-seasonal, employees or maximum rates of pay per hour, who positions are not covered or governed by a collective negotiated agreement, until this ordinance shall be amended or repealed, as to the respective officers and appointees to said offices, positions or employment:

<u>Position</u>	
Mayor, Township Committee	\$4,000.00 per annum
Member, Township Committee	\$3,500.00 per annum
Municipal Court Judge	\$28,403.00 per annum
Rent Leveling Board Secretary	\$2,000.00 per annum
OSHA Compliance Officer	\$7,000.00 per annum
Board of Health Secretary	\$2,400.00 per annum
Registrar Stipend	\$2,000.00 per annum
Deputy Registrar Stipend	\$700.00 per annum
Zoning Secretary	\$10,000.00 per annum

Administrative Assistant to OEM	\$10,000.00 per annum
Administrative Assistant to Tax Collector	\$10,000.00 per annum
Administrative Assistant to Finance	\$10,000.00 per annum
Qualified Purchasing Agent	\$2,000.00 per annum
Affordable Housing Liaison	\$5,000.00 per annum
Television Equipment Operator	\$16.00 per hour
Plumbing Sub-Code Official	\$36.00 per hour
Electrical Sub-Code Official	\$36.00 per hour
Fire Sub-Code Official	\$36.00 per hour
Substitute Sub-code Official	\$36.00 per hour
Assistant to tax collector	\$22.00 per hour
Assistant to CFO	\$35.00 per hour
Engineering Technician	\$17.00 per hour
Laborer	\$22.00 per hour
Bus or Jitney Driver	\$22.00 per hour
Recreation Program Coordinator	\$22.00 per hour
Recreation Assistant	\$17.00 per hour
Recreation Building Supervisor	\$18.00 per hour
Crossing Guards	\$18.36 per hour
Fire Prevention Inspector	\$25.00 per hour
HR Assistant	\$29.00 per hour

SECTION II – SEVERABILITY

Each section, subsection, paragraph, subdivision, sentence, clause, phrase or provision of this Ordinance is declared to be an independent section, subsection, paragraph, subdivision, sentence, clause, phrase or provision. In case any such portion of this Ordinance, or its application to any person or circumstances, shall be adjudged or otherwise determined to be invalid, unconstitutional, void, or ineffective for any cause or reason by a court of competent jurisdiction, such determination shall not effect or invalidate the remaining portions of this Ordinance, and the application of such remaining portions shall not be affected thereby, and all such remaining portions of this Ordinance shall remain in full force and effect. To this end, the provisions of each section, subsection, paragraph, subdivision, sentence, clause, phrase and provision of this Ordinance are hereby declared to be severable.

SECTION III – REPEAL

This Ordinance is not meant to repeal any provisions of the Code or any other Ordinance other than those designated herein, and all ordinances or portions of ordinances which are inconsistent or in conflict with the provisions of this Ordinance are repealed only to the extent of such inconsistency or conflict.

SECTION IV – EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication according to law, and the maximum compensation levels established herein shall be effective as of January 1, 2018.

TOWNSHIP OF SPRINGFIELD

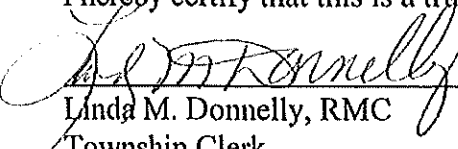
By: S/

Richard Huber, Mayor

Passed and approved

July 17, 2018

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk

Explanation: This ordinance amends the existing ordinances governing certain employment positions and establishes salary ranges for such positions within the Township of Springfield.

**TOWNSHIP OF SPRINGFIELD
ORDINANCE NO. 2020-04**

WHEREAS, the salaries and/or compensation of certain officers, positions and employees within the Township of Springfield are required to be established by ordinance; and

WHEREAS, a salary ordinance complements the Township's existing internal controls and strong accounting policies.

NOW, THEREFORE BE IT ORDAINED by the Township Committee of the Township of Springfield in the County of Union and State of New Jersey as follows:

SECTION I – COMPENSATION

1. Commencing January 1, 2020, for the following enumerated offices, positions or clerical employments, the respective salaries or compensation set forth below are hereby established as the minimum and maximum base salary amounts to be paid conditional upon one full year of continuous employment for all full time, non-seasonal, employees whose positions are not covered or governed by a collective negotiated agreement until this ordinance shall be amended or repealed, as to the respective officers and appointees to said offices, positions or employment:

<u>Position</u>	Minimum		Maximum
Township Administrator	\$120,000	--	\$160,000 per annum
Assistant to Township Administrator	\$ 40,000	--	\$ 70,000 per annum
Municipal Clerk	\$ 80,000	--	\$106,000 per annum
Deputy Municipal Clerk	\$ 50,000	--	\$ 80,000 per annum
Tax Assessor	\$ 80,000	--	\$120,000 per annum
Deputy Tax Assessor	\$ 50,000	--	\$ 80,000 per annum
Tax Collector	\$ 55,000	--	\$ 85,000 per annum

Court Administrator	\$ 60,000	--	\$ 99,000 per annum
Zoning Official	\$ 45,000	--	\$ 70,000 per annum
Construction Control Person	\$ 40,000	--	\$ 70,000 per annum
Supervisor of Department of Public Works and Recycling Coordinator	\$ 99,000	--	\$160,000 per annum
Foreman of Public Works and Assistant Recycling Coordinator	\$ 75,000	--	\$103,000 per annum
Assistant Foreman of Public Works	\$ 75,000	--	\$103,000 per annum
Recreation Director	\$ 65,000	--	\$ 95,000 per annum
Assistant Recreation Director	\$ 49,000	--	\$ 70,000 per annum
Chief Financial Officer	\$ 75,000	--	\$130,000 per annum
Police Chief	\$ 95,000	--	\$190,000 per annum
Police Captain	\$ 85,000	--	\$175,000 per annum
Fire Chief	\$ 95,000	--	\$175,000 per annum

2. In addition to the above compensation for full time, non-seasonal, employees only, a longevity payment shall be paid to such employees only where specified by the Code of the Township of Springfield and/or contract. Such longevity pay shall be considered as additional compensation.

SECTION II – SEVERABILITY

Each section, subsection, paragraph, subdivision, sentence, clause, phrase or provision of this Ordinance is declared to be an independent section, subsection, paragraph, subdivision, sentence, clause, phrase or provision. In case any such portion of this Ordinance, or its application to any person or circumstances, shall be adjudged or otherwise determined to be invalid, unconstitutional, void, or ineffective for any cause or reason by a court of competent jurisdiction, such determination shall not effect or invalidate the remaining portions of this Ordinance, and the application of such remaining portions shall not be affected thereby, and all such remaining portions of this Ordinance shall remain in full force and effect. To this end, the provisions of each section, subsection,

paragraph, subdivision, sentence, clause, phrase and provision of this Ordinance are hereby declared to be severable.

SECTION III – REPEAL

This Ordinance is not meant to repeal any provisions of the Code or any other Ordinance other than those designated herein, and all ordinances or portions of ordinances which are inconsistent or in conflict with the provisions of this Ordinance are repealed only to the extent of such inconsistency or conflict.

SECTION IV – EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication according to law, and, the minimum and maximum compensation levels established herein shall be effective as of January 1, 2020.

TOWNSHIP OF SPRINGFIELD

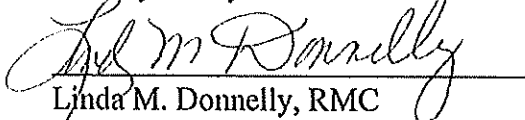
By: S/

Christopher Capodice, Mayor

Passed and approved

February 25, 2020

I hereby certify that this is a true and correct copy.


Linda M. Donnelly, RMC
Township Clerk