

Wages Monthly Position	Payroll Schedule / Cycle	Wage	FY22/23 Budget
FOIA Coordinator	Bi-weekly	\$3,200.08 annually	\$3,200.08
Payroll Coordinator	Bi-weekly	\$4,000 annually	\$4,000.00
Assessor	Bi-weekly	Per employment agreement	
Deputy Clerk	Monthly	\$540 annually + \$15/hour over and above 1 hour per month	\$5,000.00

Rate	Number Workers	Number Hrs / day	Number of X	Est Cost Annually
15	1	4.5	60	4050
15	1	4	74	4980

Receive and process FOIAs - work to obtain records not under control of the clerk from appropriate departments. As FOIAs have slowed, this position will work on gathering necessary documents to improve FOIA workflow and bring the township into compliance with the law. This work will be ongoing for 3-4 years then will taper.

Process bi-weekly and monthly payrolls. There are a total of 47 pay cycles (this will be shown on the new payroll calendar). Also, must complete monthly, quarterly, and annual filings and tax payments, process direct deposit requests, enter new employees, update individual tax rates, create and print payroll forms, and other necessary tasks.

Run all in person meetings - recordings, share materials with audience, etc. Take Planning Commission and ZBA minutes. Records management support Cemeteries organization and records management support Elections (AV and other preparations) Maintain current knowledge of state of Township in case backup needed (minimum of 2 hours per month for this - ideally one hour a week)

Deputy Treasurer	Monthly	\$540 annually + \$15/hour over and above 1 hour per month	\$4,000.00
Planning Commission Members (3)	Monthly	\$56/ meeting	\$2,400.00
Planning Commission Chairman	Monthly	\$120 / meeting	\$1,700.00
Planning Commission Secretary	Monthly	\$65 / Meeting	\$950.00
Zoning Board of Appeals (4) Members	Monthly	\$30 / Meeting	\$240.00
Board of Review (3) Member	Monthly	\$100 / Hearing Meeting	\$600.00
Board of Review (3) Member	Monthly	\$30 / Non Hearing Meeting	\$180.00
Administrative Assistant	Bi-weekly	\$15 / Hour	\$15,000.00
Transfer Station Employee	Bi-weekly	\$15 / Hour	\$7,000.00
Election Inspector Chairperson	Monthly	\$15 / Hour	\$1,800.00

15	1	4	50	3540
56	3	1	14	2352
120	1	1	14	1680
65	1	1	14	910
30	4	2	1	240
100	3	2	1	600
30	3	2	1	180
15	1	4	250	15000
15	1	8.25	55	6806.25
15	2	5	12	1800

260 federal work days in 2022

1 chairperson for May - 2 chairpeople (1 for precinct and 1 for AVCB) for August and November - Days for election are from 6:15 to close (often midnight) - roughly 18 hours per election. Training requirements include a 4 hour annual training and a two hour training for each election. That is a total training time of 10 hours per chair. Chairs will also set up the day before the election and need two hours each for that. So, totals are (2 chairpeople x 10 hours of training = 20 hours; 5 chair positions (3 elections - 1 at one election and 2 at two elections) x (18 hours for election + 2 hours for prep = 20 hours)=100 hours; 100 hours + 20 hours = 120 hours x \$15= \$1800.

Election Inspector	Monthly	\$12 / Hour	\$6,660.00
Receiving Board Inspectors	Monthly	\$50/election + \$12/hour for training	\$540.00

12	12	4.205	11	6660.72
12	2	5.63	4	540.48

Need 5 people for May, 6-7 for August and November in precinct, and 3 for August and November in AVCB. Training amounts are the same as for chairperson. Hours are typically a couple hours shorter and no preparation time needed. Per election hours is about 15. I need to train a minimum of 10 inspectors. Training is 10 hours. Training costs = 100 hours X \$12 = \$1200. Total election positions of 25 x 15 hours = 375 x \$12 = \$4500. Each additional inspector would cost about \$480. Ideally, I will have two more with an additional cost of \$960. Total standard election inspector costs = \$1200 + \$4500 + \$960 = \$6660.

Need 2 people for each election. Training is the same as for everyone else. Training costs = 10 hours x 2 = 20 hours x \$12 = \$240. Costs per election are \$100 x 3 = \$300. Total receiving board costs = \$540

Elections Coordinator	Monthly	\$15/hour	\$1,005.00
Emergency Services Fire Chief	Bi-weekly	\$20,800 annually	\$20,800.00
Emergency Services Assistant Chief	Monthly	\$2,500 annually + payment for calls as a Paid Volunteer	\$2,500.00
Emergency Services Captain	Monthly	\$1,500 annually + payment for calls as a Paid Volunteer	\$1,500.00
Emergency Services Lieutenant (2)	Monthly	\$800 annually + payment for calls as a Paid Volunteer	\$1,600.00
Emergency Services Paid Volunteer	Monthly	\$16-19/hour dependent on years of service and performance	\$15,000.00
Emergency Services Daytime Employee	Bi-weekly	Level 1: \$12 / hour	\$9,600.00

1	15	6.7	10	1005
20800	1	1	1	20800
2500	1	1	1	2500
1500	1	1	1	1500
800	2	1	1	1600
15	4	2	120	14400
12	1	8	100	9600

The election coordinator will spend 2-4 hours per election preparing AV items for the counting board and organizing for the elections. This position will also be the designated runner on election days (the Clerk needs to remain at the hall for registration needs - required by law). The person will need to complete all required training so that she can handle the ballots. She will bring materials to the AVCB as needed, pick up mail, check drop boxes, and handle any voter emergencies (i.e. pickups from houses). This person will also be trained as a backup for the chair position. A standard inspector will be trained as a backup for this position. Total hours for this position for all three elections and training are 67. Total cost is \$1005.

Emergency Services Daytime Employee	Bi-weekly	Level 2: \$13 / hour	\$14,560.00
Emergency Services Training Rate	Monthly	\$10 / Hour	\$5,000.00
Zoning Administrator	Monthly	Per employment agreement	

#	13	1	8	140	14560
#	10	13	2	18	4680