

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

ORDINANCE #07-2022

**AN ORDINANCE ESTABLISHING PAY RANGES FOR APPOINTED
OFFICIAL AND EMPLOYEE POSITIONS OF THE BOROUGH OF MENDHAM**

WHEREAS, the Finance Committee has reviewed and recommend the Pay Ranges for appointed official and employee positions.

WHEREAS, this Ordinance does not cover employees who are members of any bargaining unit operating under an independent labor agreement with the Borough of Mendham.

BE IT ORDAINED, by the Mayor and Council of the Borough of Mendham in the County of Morris, State of New Jersey, as follows:

SECTION 1. The Pay Ranges for salary and hourly wage rates for the hereafter listed Borough appointed official and employee positions shall be and are hereby fixed as follows:

Budget Classification/Position	Pay Range		Per Annum/ Per Hour	FT/PT/ S/C
	Minimum	Maximum		
20 GENERAL GOVERNMENT				
110 Elected Officials				
Mayor	\$ 3,000.00	\$ 6,000.00	per annum	Elected
Council	\$ 2,500.00	\$ 6,000.00	per annum	Elected
Administration				
Administrator	\$ 110,000.00	\$ 160,000.00	per annum	FT
Executive Administrative Assistant	\$ 40,000.00	\$ 85,000.00	per annum	FTC
Clerical/Intern	\$ 13.00	\$ 25.00	per hour	PT
102 Purchasing				
Qualified Purchasing Agent	\$ 40,000.00	\$ 85,000.00	per annum	FTC
103 Communications & Public Information				
Website Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
105 Human Resources - Personnel & Payroll				
Personnel Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
120 Municipal Clerk				
Municipal Clerk/Registrar of Vital Statistics	\$ 55,000.00	\$ 90,000.00	per annum	FT
Deputy Municipal Clerk	\$ 40,000.00	\$ 75,000.00	per annum	PT
Deputy Registrar of Vital Statistics	\$ 2,000.00	\$ 5,000.00	per annum	FTC

130 Financial Administration - Treasury

Chief Financial Officer/ Borough Treasurer	\$ 80,000.00	\$ 130,000.00	per annum	FT
Deputy Treasurer	\$ 40,000.00	\$ 75,000.00	per annum	FTC
Accounting & Payroll Clerk	\$ 40,000.00	\$ 75,000.00	per annum	FTC

145 Revenue Administration - Tax Collection

Tax Collector/Tax Search Officer	\$ 25,000.00	\$ 45,000.00	per annum	PT
Tax Clerk/Deputy Tax Collector	\$ 40,000.00	\$ 85,000.00	per annum	FTC

150 Tax Assessment Administration - Tax Assessor

Tax Assessor	\$ 5,000.00	\$ 45,000.00	per annum	PT
Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC

165 Engineering Services

Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC
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21 LAND USE ADMINISTRATION

Planning & Land Use Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
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22 UNIFORM CONSTRUCTION CODE/CODE ENFORCEMENT**195 Uniform Construction Code**

Construction Official & Building Sub-Code Official/Inspector	\$ 45.00	\$ 65.00	per hour	PT
Technical Assistant Construction Office (TACO)	\$ 30.00	\$ 45.00	per hour	PT
Fire Sub-Code Official/Inspector	\$ 30.00	\$ 45.00	per hour	PT
Plumbing Sub-Code Official/Inspector	\$ 30.00	\$ 45.00	per hour	PT
Mechanical Inspector	\$ 30.00	\$ 45.00	per hour	PT
Electrical Sub-Code Official/Inspector	\$ 30.00	\$ 45.00	per hour	PT
Substitute Plumbing Inspector	\$ 30.00	\$ 45.00	per hour	PT
Substitute Electrical Inspector	\$ 30.00	\$ 45.00	per hour	PT

196 Code Enforcement/Zoning

Zoning Official	\$ 30.00	\$ 45.00	per hour	PTC
Code Enforcement Officer/Rental Inspector	\$ 30.00	\$ 45.00	per hour	PTC

27 HEALTH & HUMAN SERVICES**330 Board of Health**

Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC
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28 RECREATION

Administrative Assistant	\$ 21.00	\$ 40.00	per hour	PT
Camp Counselor	\$ 8.60	\$ 20.00	per hour	PT/S
Camp Director	\$ 1,900.00	\$ 6,000.00	per annum	PT/S
Recreation Director	\$ 15,000.00	\$ 40,000.00	per annum	PT

26 PUBLIC WORKS**290 Street & Road Maintenance**

Administrative Assistant/Facilities Operations Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC
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Assistant Superintendent	\$ 50,000.00	\$ 90,000.00	per annum	FT
Labor/Driver/Operator Senior	\$ Per Pay Scale		per annum	FT
Laborer/Driver/Operator	\$ Per Pay Scale		per annum	FT
Laborer/Driver/Operator Part-time/Seasonal	\$ 13.00	\$ 40.00	per hour	PT/S
Superintendent	\$ 80,000.00	\$ 140,000.00	per annum	FT
Supervisor	\$ Per Pay Scale		per annum	FT
315 Vehicle Maintenance				
Mechanic	\$ Per Pay Scale		per annum	FT
54 OPEN SPACE TRUST FUND				
375 Maintenance of Lands for Recreation & Conservation & Historical Sites				
Labor/Driver/Operator	\$ Per Pay Scale		per annum	FT
55 UTILITY- SEWER (WATER RECLAMATION)				
Assistant Superintendent	\$ 50,000.00	\$ 90,000.00	per annum	FT
Attendant	\$ Per Pay Scale		per annum	FT
Utility Billing Clerk	\$ 40,000.00	\$ 75,000.00	per annum	FTC
Laborer Part-time/Seasonal	\$ 13.00	\$ 40.00	per hour	PT/S
Operator S1 & C1	\$ Per Pay Scale		per annum	FT
Operator S2 & C2	\$ Per Pay Scale			
Superintendent	\$ 80,000.00	\$ 140,000.00	per annum	FT
25 PUBLIC SAFETY				
240 Police				
Administrative Assistant	\$ 40,000.00	\$ 80,000.00	per annum	FT
Administrative Assistant PT	\$ 21.00	\$ 40.00	per hour	PT
Chief of Police	\$ 100,000.00	\$ 160,000.00	per annum	FT
Crossing Guard	\$ 13.00	\$ 30.00	per hour	PT/S
Lieutenant	\$ 90,000.00	\$ 150,000.00	per annum	FT
Matron	\$ 15.00	\$ 40.00	per hour	PT
Special Law Enforcement Officer II & III	\$ 35.00	\$ 45.00	per hour	PT
252 Office of Emergency Management				
OEM Coordinator Volunteer	\$ 1,500.00	\$ 3,000.00	per annum	PT
Administrative Assistant/FEMA Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC
265 Fire Prevention				
Fire Inspector	\$ 25.00	\$ 60.00	per hour	PT
Fire Official/Marshal	\$ 25.00	\$ 75.00	per hour	PT
32 RECYCLING & LANDFILL				
465 Landfill & Solid Waste Disposal Cost				
Recycling Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC
41 FEDERAL & STATE GRANTS				
770 Clean Communities Grant				
Clean Communities Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC

30 UNCLASSIFIED

Interim Positions \$ 20.00 \$ 46.00 per hour FT/PT

KEY: FT = Full-time PT = Part-time C = Combined Position S = Seasonal

PAY SCALE										
PUBLIC WORKS & WATER RECLAMATION DEPARTMENTS										
STEPS	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
1	\$ 45,682.00	\$ 46,595.64	\$ 47,527.55	\$ 48,478.10	\$ 49,447.67	\$ 50,436.62	\$ 51,445.35	\$ 52,474.26	\$ 53,523.74	\$ 54,594.22
2	\$ 48,182.00	\$ 49,145.64	\$ 50,128.55	\$ 51,131.12	\$ 52,153.75	\$ 53,196.82	\$ 54,260.76	\$ 55,345.97	\$ 56,452.89	\$ 57,581.95
3	\$ 50,682.00	\$ 51,695.64	\$ 52,729.55	\$ 53,784.14	\$ 54,859.83	\$ 55,957.02	\$ 57,076.16	\$ 58,217.69	\$ 59,382.04	\$ 60,569.68
4	\$ 53,182.00	\$ 54,245.64	\$ 55,330.55	\$ 56,437.16	\$ 57,565.91	\$ 58,717.23	\$ 59,891.57	\$ 61,089.40	\$ 62,311.19	\$ 63,557.41
5	\$ 55,682.00	\$ 56,795.64	\$ 57,931.55	\$ 59,090.18	\$ 60,271.99	\$ 61,477.43	\$ 62,706.98	\$ 63,961.12	\$ 65,240.34	\$ 66,545.14
6	\$ 58,182.00	\$ 59,345.64	\$ 60,532.55	\$ 61,743.20	\$ 62,978.07	\$ 64,237.63	\$ 65,522.38	\$ 66,832.83	\$ 68,169.49	\$ 69,532.88
7	\$ 60,682.00	\$ 61,895.64	\$ 63,133.55	\$ 64,396.22	\$ 65,684.15	\$ 66,997.83	\$ 68,337.79	\$ 69,704.54	\$ 71,098.63	\$ 72,520.61
8	\$ 63,182.00	\$ 64,445.64	\$ 65,734.55	\$ 67,049.24	\$ 68,390.23	\$ 69,758.03	\$ 71,153.19	\$ 72,576.26	\$ 74,027.78	\$ 75,508.34
9	\$ 65,682.00	\$ 66,995.64	\$ 68,335.55	\$ 69,702.26	\$ 71,096.31	\$ 72,518.24	\$ 73,968.60	\$ 75,447.97	\$ 76,956.93	\$ 78,496.07
10	\$ 68,182.00	\$ 69,545.64	\$ 70,936.55	\$ 72,355.28	\$ 73,802.39	\$ 75,278.44	\$ 76,784.01	\$ 78,319.69	\$ 79,886.08	\$ 81,483.80
Supervisor	\$ 70,682.00	\$ 72,095.64	\$ 73,537.55	\$ 75,008.30	\$ 76,508.47	\$ 78,038.64	\$ 79,599.41	\$ 81,191.40	\$ 82,815.23	\$ 84,471.53

SECTION 2. The fiscal year salary and hourly wage rate for appointed officials and employee positions, set forth above with pay ranges, will be established by Resolution upon adoption of this Ordinance. In the event of a change of circumstances during the year affecting salary and hourly wages related to a position’s pay range, this Ordinance may be modified by resolution properly adopted by the Borough Council.

SECTION 3. The pay ranges for appointed official and employee positions hereinabove set forth shall be prorated accordingly for part-time employment.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

SECTION 5. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 6. This Ordinance shall take effect immediately upon final passage, approval and publication as required by law.

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Introduced: June 27, 2022
Public Hearing: August 2, 2022
Adopted August 2, 2022

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of the Ordinance adopted by the Council of the Borough of Mendham at a duly noticed regular meeting held on July 25, 2022, after a public hearing was held and all interested persons were given an opportunity to be heard on this ordinance.

Carolynn Budd, RMC, CMR
Borough Clerk