

BOROUGH OF MENDHAM

MORRIS COUNTY, NEW JERSEY

ORDINANCE #20-2024

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 Classificaiton/Position	Pay Range 2024		Per Annum/ Per Hour	FT/PT/ S/C
	Minimum	Maximum		
15 OPEN SPACE TRUST FUND				
15-213 Maintenance of Lands for Recreation & Conservation & Historical Sites				
Labor/Driver/Operator	\$ Per Pay Scale		per hour	FT
20 GENERAL GOVERNEMENT				
20-102 Purchasing				
Qualified Purchasing Agent	\$ 40,000.00	\$ 85,000.00	per annum	FTC
20-103 Communications & Public Information				
Website/Public Information Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
Communications Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
20-105 Human Resources - Personnel & Payroll				
Personnel Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
Payroll Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC

20-110 Elected Officials				
Mayor	\$ 5,000.00	\$ 10,000.00	per annum	Elected
Council	\$ 3,500.00	\$ 6,500.00	per annum	Elected
Administration				
Administrator	\$ 110,000.00	\$ 180,000.00	per annum	FT
Executive Administrative Assistant	\$ 40,000.00	\$ 85,000.00	per annum	FTC
Temporary/Intern	\$ 19.00	\$ 25.00	per hour	PT
20-120 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
20-130 Financial Administration - Treasury				
Chief Financial Officer/Borough Treasurer	\$ 80,000.00	\$ 140,000.00	per annum	FT
Deputy Treasurer	\$ 40,000.00	\$ 75,000.00	per annum	FTC
Finance Clerk	\$ 40,000.00	\$ 75,000.00	per hour	FTC
20-145 Revenue Administration - Tax Collection				
Tax Collector/Tax Search Officer	\$ 25,000.00	\$ 45,000.00	per annum	PT
Deputy Tax Collector	\$ 40,000.00	\$ 75,000.00	per annum	PT
20-150 Tax Assessment Administration - Tax Assessor				
Tax Assessor	\$ 25,000.00	\$ 45,000.00	per annum	PT
Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC
20-165 Engineering Services				
Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC
21 LAND USE ADMINISTRATION				
Planning & Land Use Coordinator	\$ 55,000.00	\$ 90,000.00	per annum	FTC
22 UNIFORM CONSTRUCTION CODE/CODE ENFORCEMENT				
22-195 Uniform Construction Code				
Construction Official & Building Sub-Code Official/Inspector	\$ 80,000.00	\$ 140,000.00	per annum	FTC
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	\$ 50.00	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
22-196 Code Enforcement/Zoning				
Zoning Official	\$ 30.00	\$ 45.00	per hour	FTC
Code Enforcement Officer/Rental Inspector	\$ 30.00	\$ 45.00	per hour	FTC
25 PUBLIC SAFETY				
25-240 Police				
Administrative Assistant /Records Clerk	\$ 40,000.00	\$ 80,000.00	per hour	FT
Administrative Assistant	\$ 21.00	\$ 40.00	per hour	PT
Chief of Police	\$ 100,000.00	\$ 160,000.00	per annum	FT
Lieutenant	\$ 90,000.00	\$ 150,000.00	per annum	FT
Sergeants	\$ per PBA Contact			FT
Patrol Officers	\$ per PBA Contact			FT
SLEO	\$ per School District Contact			PT
SRO	\$ per PBA Contact			FT
Crossing Guard	\$ 19.00	\$ 30.00	per hour	PT/S
Matron	\$ 19.00	\$ 40.00	per hour	PT
25-252 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
25-265 Fire Prevention				
Fire Official/Marshal	\$ 25,000.00	\$ 40,000.00	per annum	PT
Fire Inspector	\$ 25.00	\$ 75.00	per hour	PT
26 PUBLIC WORKS				
26-290 Street & Road Maintenance				
Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC
Assistant Superintendent	\$ 50,000.00	\$ 100,000.00	per annum	FT
Laborer/Driver/Operator	\$ Per Pay Scale		per annum	FT
Laborer/Driver/Operator PT/Seasonal	\$ 19.00	\$ 40.00	per hour	PT/S
Superintendent	\$ 80,000.00	\$ 140,000.00	per annum	FT
Supervisor	\$ Per Pay Scale		per annum	FT
26-315 Vehicle Maintenance				
Mechanic	\$ Per Pay Scale		per annum	FT

27 HEALTH & HUMAN SERVICES				
27-330 Board of Health				
Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per hour	FTC
28 RECREATION SERVICES				
Administrative Assistant	\$ 21.00	\$ 40.00	per hour	PT
Camp Counselor	\$ 15.00	\$ 25.00	per hour	PT/S
Substitute Camp Director	\$ 17.00	\$ 25.00	per hour	PT/S
Camp Directors	\$ 2,000.00	\$ 8,000.00	per annum	PT/S
Recreation Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC
30 UNCLASSIFIED				
Interim Positions	\$ 20.00	\$ 55.00	per hour	FT/PT
32 RECYCLING & LANDFILL				
32-465 Landfill & Solid Waste Disposal Cost				
Recycling Coordinator	\$ 40,000.00	\$ 75,000.00	per annum	FTC
41 FEDERAL & STATE GRANTS				
41-770 Clean Communities Grant				
Clean Communities Coordinator	\$ 40,000.00	\$ 75,000.00	per hour	FTC
55 UTILITY- SEWER (WATER RECLAMATION)				
Assistant Superintendent	\$ 50,000.00	\$ 100,000.00	per annum	FT
Attendant	\$ Per Pay Scale		per annum	FT
Utility Billing Clerk	\$ 25,000.00	\$ 45,000.00	per annum	PTC
Laborer Part-time/Seasonal	\$ 19.00	\$ 40.00	per hour	PT/S
Operator S1 & C1	\$ Per Pay Scale		per annum	FT
Operator S2 & C2	\$ Per Pay Scale		per annum	
Superintendent	\$ 80,000.00	\$ 140,000.00	per annum	FT
KEY: FT = Full-time PT = Part-time C = Combined Position S = Seasonal E = Exempt NE = Non Exempt				

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: November 18, 2024
Public Hearing: December 11, 2024
Adopted:

ATTEST

BOROUGH OF MENDHAM

Lauren McBride, Acting Borough Clerk

Christine Serrano Glassner, Mayor