

**BOROUGH OF MENDHAM**  
MORRIS COUNTY, NEW JERSEY

**ORDINANCE #15-2020**

**AN ORDINANCE ESTABLISHING PAY RANGES FOR APPOINTED OFFICIAL AND EMPLOYEE POSITIONS OF THE BOROUGH OF MENDHAM FOR CALENDAR YEAR 2021**

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

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

**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		
<b>20 GENERAL GOVERNEMENT</b>				
<b>110 Elected Officials</b>				
Mayor	\$ 3,000.00	\$ 5,000.00	per annum	Elected
Council	\$ 2,500.00	\$ 5,000.00	per annum	Elected
<b>Administration</b>				
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
<b>102 Purchasing</b>				
Qualified Purchasing Agent	\$ 40,000.00	\$ 85,000.00	per annum	FTC
<b>103 Communications &amp; Public Information</b>				
Website Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
<b>105 Human Resources - Personnel &amp; Payroll</b>				
Personnel & Payroll Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
<b>120 Municipal Clerk</b>				
Municipal Clerk/Registrar of Vital Statistics	\$ 55,000.00	\$ 90,000.00	per annum	FT
Deputy Registrar of Vital Statistics	\$ 2,000.00	\$ 5,000.00	per annum	FTC
Website Coordinator	\$ 21.00	\$ 40.00	per hour	FTC
Payroll & Personnel Clerk	\$ 40,000.00	\$ 85,000.00	per annum	FTC
<b>130 Financial Administration - Treasury</b>				
Chief Financial Officer/ Borough Treasurer	\$ 55,000.00	\$ 100,000.00	per annum	FT
Deputy Treasurer	\$ 40,000.00	\$ 85,000.00	per annum	FTC
Billing & Collections Clerk	\$ 21.00	\$ 40.00	per hour	PTC
<b>145 Revenue Administration - Tax Collection</b>				
Tax Collector/Tax Search Officer	\$ 25,000.00	\$ 45,000.00	per annum	PT
Deputy Tax Collector	\$ 21.00	\$ 40.00	per hour	PTC
<b>150 Tax Assessment Administration - Tax Assessor</b>				
Tax Assessor	\$ 25,000.00	\$ 45,000.00	per annum	PT
Administrative Assistant	\$ 40,000.00	\$ 80,000.00	per annum	FTC
<b>21 LAND USE ADMINISTRATION</b>				
Planning & Land Use Coordinator	\$ 40,000.00	\$ 85,000.00	per annum	FTC
<b>22 UNIFORM CONSTRUCTION CODE/CODE ENFORCEMENT</b>				
<b>195 Uniform Construction Code</b>				
Construction Official & Building Sub-Code Official/Inspector	\$ 45.00	\$ 75.00	per hour	PT
Fire Sub-Code Official/Inspector	\$ 30.00	\$ 60.00	per hour	PT
Plumbing Sub-Code Official/Inspector	\$ 30.00	\$ 60.00	per hour	PT
Mechanical Inspector	\$ 30.00	\$ 60.00	per hour	PT
Electrical Sub-Code Official/Inspector	\$ 30.00	\$ 60.00	per hour	PT
Substitute Plumbing Inspector	\$ 30.00	\$ 60.00	per hour	PT
Substitute Electrical Inspector				
Technical Assistant Construction Office (TACO)	\$ 22.00	\$ 60.00	per hour	PT

**196 Code Enforcement/Zoning**

Zoning Officer	\$ 30.00	\$ 60.00	per hour	PTC
Rental/Code Enforcement Inspector	\$ 30.00	\$ 60.00	per hour	PTC

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

Administrative Assistant PT	\$ 21.00	\$ 40.00	per hour	PTC
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**28 RECREATION**

Administrative Assistant PT	\$ 21.00	\$ 40.00	per hour	PTC
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	\$ 40,000.00	\$ 80,000.00	per annum	FTC
Assistant Superintendent	\$ 50,000.00	\$ 90,000.00	per annum	FT
Labor/Driver/Operator Senior	\$ 35,000.00	\$ 75,000.00	per hour	FT
Laborer/Driver/Operator	\$ 35,000.00	\$ 60,000.00	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	\$ 50,000.00	\$ 80,000.00	per annum	FT

**315 Vehicle Maintenance**

Mechanic	\$ 45,000.00	\$ 75,000.00	per annum	FT
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**54 OPEN SPACE TRUST FUND****375 Maintenance of Lands for Recreation & Conservation & Historical Sites**

Labor/Driver/Operator	\$ 35,000.00	\$ 60,000.00	per hour	FT
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**55 UTILITY-SEWER (WATER RECLAMATION)**

Assistant Superintendent	\$ 50,000.00	\$ 90,000.00	per annum	FT
Attendant	\$ 30,000.00	\$ 60,000.00	per annum	FT
Laborer Part-time/Seasonal	\$ 13.00	\$ 40.00	per hour	PT/S
Operator	\$ 35,000.00	\$ 75,000.00	per annum	FT
Sewer Utility Billing Clerk	\$ 21.00	\$ 40.00	per hour	PTC
<b>Superintendent</b>	\$ 80,000.00	\$ 140,000.00	per annum	FT

**25 PUBLIC SAFETY****240 Police**

Administrative Assistant	\$ 40,000.00	\$ 75,000.00	per annum	FTC
Administrative Assistant	\$ 21.00	\$ 40.00	per hour	PT
Chief of Police	\$ 100,000.00	\$ 160,000.00	per annum	FT
Special Law Enforcement Officer II & III	\$ 20.00	\$ 45.00	per hour	PT
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

**252 Office of Emergency Management**

OEM Coordinator	\$ 2,000.00	\$ 5,000.00	per annum	PT
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**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	\$ 21.00	\$ 40.00	per hour	FTC
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**41 FEDERAL & STATE GRANTS****770 Clean Communities Grant**

Clean Communities Coordinator	\$ 21.00	\$ 40.00	per hour	FTC
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**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 and shall be paid in equal installments in such manner as may be determined by the Chief Financial Officer and Payroll Clerk of the Borough Council.

**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 23, 2020  
Public Hearing: December 17, 2020  
Adopted: December 17, 2020

BOROUGH OF MENDHAM

Attest:

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Christine Serrano-Glassner  
MAYOR

Date signed: December 17, 2020

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Robin R. Kline, MAS, RMC, CMR  
BOROUGH CLERK

**CERTIFICATION**

I HEREBY CERTIFY the foregoing to be a true copy of an Ordinance adopted by the Mayor and Council of the Borough of Mendham at a regular meeting held on December 17, 2020.

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Robin R. Kline, MAS, RMC, CMR  
Municipal Clerk