

**ORDINANCE # 24 - 09**

**AN ORDINANCE FIXING AND ESTABLISHING THE SALARIES AND  
COMPENSATION OF THE OFFICERS AND EMPLOYEES OF  
THE BOROUGH OF GLASSBORO, IN THE COUNTY OF  
GLOUCESTER, STATE OF NEW JERSEY 2024**

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

**Section 1.** The following officers and employees shall receive the annual salary or hourly rate as set opposite their respective positions:

<b><u>TITLE</u></b>	<b><u>SALARY AND/OR HOURLY RATE</u></b>
<b>MAYOR AND COUNCIL</b>	
Mayor .....	\$8,004 - \$15,000
President of Council .....	\$8,004 - \$14,000
Council Members .....	\$8,004 - \$13,000
<b>ADMINISTRATION</b>	
Borough Administrator.....	\$63,342 - \$190,000
Borough Assistant Administrator.....	\$60,000 - \$110,000
Director of Human Resources .....	\$45,000 - \$120,000
Coordinator of Human Resources.....	\$35,000 - \$66,000
Administrative Assistant to Borough Administrator.....	\$35,000 - \$80,000
Administrative Secretary to Mayor/Administrator.....	\$35,000 - \$73,000
<b>INFORMATION TECHNOLOGY</b>	
IT Manager.....	\$70,000 - \$117,000
IT System Administrator.....	\$50,000 - \$65,000
IT Support Specialist F/T.....	\$35,000 - \$63,000
IT Support Tech P/T.....	\$15.13 - \$21.00
<b>CLERK</b>	
Borough Clerk .....	\$25,000 - \$105,000
Deputy Borough Clerk .....	\$25,000 - \$73,000
Administrative Assistant .....	Contract*
Election Clerk.....	\$2,400 - \$5,000
Registrar Vital Statistics.....	\$2,300 - \$3,000
Deputy Registrar Vital Statistics .....	\$925 - \$1,200
Alternate Deputy Registrar Vital Statistics .....	\$838 - \$1,000
<b>REVENUE &amp; FINANCE</b>	
Chief Financial Officer/QPA.....	\$45,000 - \$170,000
Assistant Financial Officer.....	\$40,800 - \$88,000

Collector of Taxes .....	\$30,000 - \$95,000
Deputy Tax Collector .....	Contract*
Assistant Tax Collector .....	Contract*
Revenue Clerk .....	Contract*
Payroll Clerk.....	Contract*
Accounts Payable Clerk .....	Contract*
Payroll Coordinator .....	Contract*
Accounts Payable Coordinator .....	Contract*

**PUBLIC SAFETY**

Fire:

Municipal Fire Chief .....	\$29,929 - \$89,000
Municipal Fire Captain.....	Contract*
Full-Time Firefighters .....	Contract*
Fire Official/Inspector .....	\$12,476 - \$50,000
Administrative Assistant, Fire Safety.....	Contract*
Fire Inspector (Part-time) .....	\$15.13 - \$18.00/hr.
Sub-Engineers, Fire Department (Part-time).....	\$15.13 - \$18.00/hr.

Police:

Chief of Police .....	\$83,222 - \$185,000
Deputy Chief of Police.....	\$80,000 - \$175,000
Captain of Police .....	Contract*
Lieutenant .....	Contract*
Sgt. First Class.....	Contract*
Det. Sgt. First Class O.I.C. ....	Contract*
Uniform Patrol Sgt./Detective Sgt.....	Contract*
Detective First Class.....	Contract*
Detective.....	Contract*
Corporal.....	Contract*
Patrolman.....	Contract*
Community Service Officer.....	\$35,000 - \$54,000
Emergency Management Coordinator (Full-time).....	\$45,000 - \$85,000
Emergency Management Coordinator (Part-time).....	\$3,714 - \$33,000
Deputy Emergency Management Coordinator (Part-time) .....	\$1,100 - \$1,500
Special Police Officer-SLEO I/II .....	\$15.13 - \$40.00 /hr.
Special Police Officer-SLEO III .....	\$25.00 - \$40.00/hr.
Police Chaplain.....	\$25.00/year
Police Support Staff (Part-time) .....	\$15.13 - \$40.00/hr.
Confidential Administrative Assistant.....	\$45,000 - \$73,000

Records:

Senior Records Clerk.....	Contract*
Records Clerk .....	Contract*
Crossing Guards (Part-time).....	\$15.13 - \$20.00/hr.

**COURT**

Municipal Court Administrator .....	\$29,560 - \$98,000
Deputy Court Administrator.....	Contract*

Administrative Assistant.....	Contract*
Court Recorder .....	\$40.00 - \$90.00 per session
Municipal Judge (Part-time).....	\$20,000 - \$63,000
Municipal Judge-DWI/Special Court.....	\$550 per session
Prosecutor-DWI/Special Court.....	\$500 per session

**CODE ENFORCEMENT**

Construction Official.....	\$15,000 - \$36,000
Director of Code Enforcement & Facilities.....	\$5,000 - \$15,000
Zoning Officer .....	\$8,000 - \$22,000
Building Sub-Code Official.....	\$16,000 - \$65,000
Code Officer, Board of Health .....	\$13,000 - \$25,000
Chief Housing Inspector.....	\$40,800 - \$80,000
Administrative Assistant, Board of Health/Housing.....	Contract*
Fire Protection Sub-Code Official (Part-time) .....	\$10,200 - \$30,000
Plumbing Sub-Code Official (Part-time) .....	\$10,200 - \$30,000
Electrical Sub-Code Official (Part-time).....	\$10,200 - \$30,000
Technical Assistant, Construction Office.....	Contract*
Administrative Assistant, Planning and Zoning.....	Contract*
Secretary, Zoning Board of Adjustment/Recording Secretary .....	\$5,100 - \$6,000
Secretary, Planning Board Coordinator.....	\$6,000 - \$8,000
Housing Code/Hotel, Multiple Dwelling and Resale Inspector .....	\$18,000 - \$50,000
DCA Multi-Dwelling Inspector.....	**
UCC Inspector (Part-time) .....	\$150 - \$290 per day

**HIGHWAY**

Superintendent Highway Department .....	\$23,000 - \$120,000
Assistant Highway Superintendent .....	\$55,000 - \$115,000
Foreman, Highway .....	\$38,480 - \$105,000
Mechanic Shop Manager.....	\$50,000 - \$84,000
Administrative Assistant, Highway.....	Contract*
Mechanics Department, Highway .....	Contract*
Highway Department .....	Contract*

**PARK & RECREATION**

Park & Recreation Executive Director.....	\$30,000 - \$75,000
Administrative Assistant, Park & Recreation.....	Contract*
Park & Recreation Maint. /Arborist .....	Contract*
Senior Citizen Program Coordinator.....	Contract*
Full-Time Bus Driver .....	Contract*

**WATER & SEWER**

Superintendent W&S.....	\$62,920 - \$130,000
Assistant Superintendent W&S .....	\$55,000 - \$125,000
Foreman/Supervisor Water & Sewer .....	\$18.50 - \$50.00/hr.
Treatment Plant Manager.....	\$17.50 - \$48.00/hr.
Crew Leader.....	\$17.00 - \$44.00/hr.

Laborer/Meter Reader .....	\$18.10 - \$40.00/hr.
Laborer/Equipment Operator Water & Sewer.....	\$18.10 - \$45.00/hr.
Laborer/Driver.....	\$20.00 - \$40.00
Laborer .....	\$18.10 - \$39.00/hr.
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DEP Compliance Officer, Water & Sewer.....	\$40,000 - \$80,000
Administrative Assistant, Water & Sewer .....	Contract*
Administrative Assistant, Water & Sewer/Revenue & Finance.....	Contract*

**BUILDINGS & GROUNDS**

Supervisor of Facilities & Operations.....	\$65,000 - \$100,000
Facilities & Operations Crew Leader.....	\$45,000 - \$75,000
Facilities & Operations Laborer.....	\$40,000 - \$75,000
Maintenance Custodian .....	\$32,000 - \$75,000

**ECONOMIC DEVELOPMENT**

Executive Director of Economic & Community Development .....	\$15,500
Director of Public Relations & Business Development.....	\$40,000 - \$80,000
Community Development Coordinator.....	\$20.00 - \$25.00/hr.
Community Events Coordinator (Part-Time).....	\$15.13 - \$26.00/hr.
Administrative Assistant, Economic Development.....	Contract*

**MISCELLANEOUS**

Human Services Coordinator .....	\$5,200 - \$8,000
Community Service Coordinator.....	\$16.00 - \$25.00/hr.
Safety Coordinator .....	\$3,500 - 6,000
Claims MSI Records Coordinator .....	\$4,800 - 7,000
Clean Communities Coordinator.....	\$3,000 - 3,500
Municipal Alliance Coordinator.....	\$1,300 - 2,000
Part-Time Employees (All Departments).....	\$15.13 - \$40.00 /hr.

\* Contractual Pay Raises

\*\* The following officers and employees shall receive the following compensation: The DCA Multi-Dwelling Inspector shall receive compensation as is payable by the State of New Jersey for inspections and administrative services performed on buildings which are subject to the New Jersey Hotel and Multiple Dwelling Law in accordance with the applicable schedule promulgated by the New Jersey Department of Community Affairs.

**Section 2.** All new officers and employees of the Borough of Glassboro shall be initially paid at the bottom of the range for his or her respective position where a range is provided in Section 1 above; such new officer or employee may be initially paid at a higher rate within such range based upon prior experience and training of said officer or employee.

**Section 3.** There is hereby established the position of Borough Auditor who will receive reasonable compensation for work performed on behalf of the Borough.

**Section 4.** Any part-time employee hired for less than thirty (30) hours per week will not be entitled to any benefits, unless provided for by contract.

**Section 5.** All employees shall be paid bi-weekly.

**Section 6.** Beginning in 1998, the Employer shall make payments to eligible employees who agree in writing to waive their medical benefits after sixty (60) days of employment. The following terms shall apply:

(A) In order to be eligible, employees must show proof of other current medical coverage.

(B) Employees shall be permitted to re-enroll during any subsequent open-enrollment period or upon showing loss of alternative coverage.

(C) Payments shall be made on a monthly basis so long as the waiver remains in effect, beginning with the month in which the benefit ceases. Based on the type of coverage to which the employee would otherwise have been entitled, payments shall be as follows:

Family (waiver of Medical, Prescription and Dental Reimbursement) ..... \$347.00per month  
Employee and Spouse (waiver of Medical, Prescription and Dental Reimbursement) \$319.00per month  
Employee and Child (waiver of Medical, Prescription and Dental Reimbursement).. \$207.00 per month  
Employee Only (waiver of Medical, Prescription and Dental Reimbursement) ..... \$159.00 per month

**Section 7.** This Ordinance repeals all previous ordinances pertaining to salaries and compensation of the officers and employees of the Borough of Glassboro.

**Section 8.** This Ordinance shall be effective as of January 1, 2024, upon its final passage and publication as required by law.

**Section 9.** CONTRACTUAL PAY RAISES. The Borough of Glassboro hereby authorizes payment of any and all approved contractual pay raises of all Borough employees covered by collective bargaining agreements for the year of this Ordinance. The Chief Financial Officer is hereby directed to make the appropriate adjustments for all employees covered by said bargaining agreement.

**BOROUGH OF GLASSBORO**



JOHN E. WALLACE, III, Mayor

ATTEST:

  
KAREN COSGROVE  
Municipal Clerk

ROLL CALL VOTE				
	AYES	NAYS	ABSTAIN	ABSENT
Mr. Brown	✓	/	/	/
Mr. Cossabone	✓	/	/	/
Ms. Garlic	✓	/	/	/
Mr. Halter	✓	/	/	/
Ms. Miller	✓	/	/	/
Ms. Spence	✓	/	/	/
TALLY:	(6)	0	0	0

**CERTIFICATION**

I, Karen Cosgrove, Municipal Clerk, the Borough of Glassboro, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at a meeting of the Borough of Glassboro held on March 26, 2024.

  
KAREN COSGROVE, Municipal Clerk