

**ORDINANCE 03-24**  
**TOWNSHIP COUNCIL - TOWNSHIP OF MINE HILL**  
**MORRIS COUNTY, NEW JERSEY**

**AN ORDINANCE OF THE TOWNSHIP OF MINE HILL, IN THE COUNTY OF MORRIS, NEW JERSEY**  
**FIXING THE SALARY AND WAGE RANGES OF CERTAIN OFFICIALS AND EMPLOYEES**

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MINE HILL, IN THE COUNTY OF MORRIS, NEW JERSEY AS FOLLOWS:

<b>Division of Administration:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Mayor - Part Time	\$0.00	\$7,000.00
Mayor - Full Time*	\$47,000.00	\$75,000.00
Council President	\$0.00	\$15,000.00
Council Member	\$0.00	\$15,000.00
Administrator*	\$35,000.00	\$75,000.00
Administrative Clerk	\$2,500.00	\$30,000.00
Administrative Assistant	\$3,000.00	\$7,500.00
Clerical Assistant – per hour	\$14.13	\$21.00
Chief Financial Officer	\$5,000.00	\$90,000.00
Assistant to the CFO	\$1,000.00	\$30,000.00
Finance Clerk	\$50,000.00	\$80,000.00
Treasurer	\$10,000.00	\$50,000.00
Qualified Purchasing Agent/Purchasing Manager	\$1,000.00	\$20,000.00
Human Resource Director	\$2,000.00	\$40,000.00
Township Clerk - Full Time**	\$30,000.00	\$75,000.00
Township Clerk - Part Time**	\$20,000.00	\$75,000.00
Deputy Township Clerk	\$10,000.00	\$60,000.00
Registrar of Vital Statistics	\$300.00	\$2,000.00
Deputy Registrar of Vital Statistics	\$250.00	\$600.00
Alternate Deputy Registrar of Vital Statistics	\$250.00	\$600.00
Health Department Coordinator	\$250.00	\$2,000.00
On Call Animal Control Officer	\$70.00/call	\$70.00/call
Rabies Clinic Administrative Assistant	\$14.13/hour	\$20.00/hour
On Call Heavy Equipment Mechanic – DPW	\$25.00/hour	\$35.00/hour
Seasonal Help - DPW	\$14.13/hour	\$19.00/hour
Snow Plowing with a CDL License	\$20.00/hour	\$30.00/hour
Snow Plowing without a CDL License	\$20.00/hour	\$30.00/hour
Snow Plowing with Personal Vehicle	\$40.00/hour	\$55.00/hour
Emergency Management Coordinator	\$1,500.00	\$10,000.00
Deputy Emergency Management Coordinator	\$500.00	\$10,000.00
<b>Division of Taxation:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Tax Assessor	\$12,000.00	\$35,000.00
Tax Collector	\$25,000.00	\$45,000.00
Deputy Tax Collector	\$10,000.00	\$40,000.00
<b>Division of Construction:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Construction Technical Assistant	\$15,000.00	\$55,000.00

Construction Secretary	\$1,000.00	\$25,000.00
Zoning Official	\$2,000.00	\$30,000.00
Code Enforcement and Housing Officer	\$5,000.00	\$35,000.00
Construction Official	\$10,000.00	\$22,000.00
Electrical Subcode Official	\$5,000.00	\$20,000.00
Electrical Subcode Official	\$35.00/hour	\$50.00/hour
Elevator Subcode Official	\$100.00	\$300.00
Elevator Subcode Official	\$35.00/hour	\$50.00/hour
Fire Subcode Official	\$4,000.00	\$20,000.00
Fire Subcode Official	\$35.00/hour	\$50.00/hour
Plumbing Subcode Official	\$5,000.00	\$20,000.00
Plumbing Subcode Official	\$35.00/hour	\$50.00/hour
Building Subcode Official	\$2,000.00	\$6,000.00
Building Subcode Official	\$35.00/hour	\$50.00/hour
Building Inspector	\$2,000.00	\$10,000.00
Building Inspector	\$35.00/hour	\$50.00/hour
Fire Marshal***	\$5,000.00	\$20,000.00
Fire Safety Inspector	\$14.13	\$25.00
Smoke Detector Inspector	\$30.00	\$30.00
Administrator/Planning Board	\$3,000.00	\$6,000.00
Construction Records Clerk	\$14.13	\$20.00
Recording Clerk/Planning Board	\$1,500.00	\$3,000.00
<b>Division of Community Programs:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Director of Community Programs	\$0.00	\$26,000.00
Beach Manager	\$14.13	\$25.00
Lifeguards	\$14.13	\$20.00
Snack Bar Employees	\$14.13	\$16.00
Bus/Van Drivers	\$14.13	\$25.00
Crossing Guards	\$14.13	\$25.00
Alt. Crossing Guard	\$14.13	\$25.00
Township Historian	\$0.00	\$1,000.00
<b>Division of Water:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Administrator	\$1,000.00	\$50,000.00
Water Collector	\$10,000.00	\$35,000.00
Water Secretary	\$5,000.00	\$9,000.00
Water Treasurer	\$7,500.00	\$15,000.00
Water Operator	\$5,000.00	\$15,000.00
<b>Division of Sewer:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Sewer Administrator	\$1,000.00	\$40,000.00
Sewer Collector	\$5,000.00	\$10,000.00
Sewer Treasurer	\$2,000.00	\$6,000.00
Sewer Operator	\$5,000.00	\$15,000.00
Wastewater Management Coordinator	\$5,000.00	\$15,000.00
<b>Special District Division:</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>

Special District Administrator	\$1,000.00	\$10,000.00
Special District Secretary	\$8,000.00	\$15,000.00
Special District Treasurer	\$2,000.00	\$15,000.00
Recycling Coordinator	\$1,500.00	\$2,500.00

\* The position of Full Time Mayor is in place of a full-time, separate Administrator. The Full Time Mayor assumes the responsibility for tasks that are typically performed by the Administrator including being accessible to Township staff and residents during regular Township business hours. The Full Time Mayor cannot be employed for more than 10 hours/week by any other organization (public, private, or self-employed). If the Mayor changes status from full-time to part-time, the Council will amend this ordinance to add a salary range for the position of Administrator.

\*\* The position of Township Clerk is filled either Full Time or Part Time, not both.

\*\*\* Fire Marshal salary paid from licensing fees collected.

Department of Public Works Personnel (Foreman, Operator, Laborer, and Maintenance) shall be compensated in accordance with the contract negotiated and in effect between the Township of Mine Hill and the International Brotherhood of the Teamsters Local #102.

Section 2. All ranges of salaries or compensation herein above fixed shall be effective January 1, 2024. When an hourly rate is stated, payment shall be made on the basis of properly approved time sheets. All salaries shall be payable bi-weekly except for Council members, the Emergency Management Coordinator and the Elevator Subcode Official, who shall be paid quarterly.

Section 3. All Ordinances inconsistent with the Ordinance are hereby repealed.

Section 4. This Ordinance shall take effect after final passage and in accordance with law.

I hereby certify the foregoing to be a true copy of an Ordinance passed by the Mine Hill Township Council at a duly convened meeting held on \_\_\_\_\_.

Adopted: Mine Hill Township Council

\_\_\_\_\_

Council President

\_\_\_\_\_

Date

Approved:

\_\_\_\_\_

Sam Morris, Mayor

\_\_\_\_\_

Date

Attest:

\_\_\_\_\_

Marcia H. Istvan, Acting Municipal Clerk

\_\_\_\_\_

Date