

**TOWNSHIP OF JEFFERSON  
COUNTY OF MORRIS, NEW JERSEY**

**ORDINANCE #17-27**

**“ORDINANCE ESTABLISHING SALARY RANGES AND BENEFITS  
OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF JEFFERSON”**

**WHEREAS**, the Township Council of the Township of Jefferson, Morris County, New Jersey, is required to establish by Ordinance the salary or salary ranges of officers and employees of the Township of Jefferson; and

**WHEREAS**, there is an existing Ordinance setting forth salary ranges of officers and employees of the Township; and

**WHEREAS**, the Township wishes to adopt an Ordinance, **effective January 1, 2017**, establishing the salary ranges and other benefits with reference to the officers and employees of the Township of Jefferson; and

**WHEREAS**, it is the intention that this Ordinance shall replace and repeal all other pre-existing ordinances setting forth the salary ranges of officers and employees of the Township of Jefferson.

**NOW, THEREFORE, BE IT ORDAINED**, as follows:

**SECTION ONE:** There is hereby established the following salaries and/or rates of compensation for the officers and employees of the Township of Jefferson, **effective January 1, 2017**, as follows:

<b>OFFICE OF THE CLERK POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Council President	\$3,500	\$6,187
Council Member	\$3,000	\$5,157
Township Clerk	\$37,450	\$99,623
Deputy Township Clerk	\$18,000	\$85,551
Deputy Township Clerk P/T	Prevailing minimum wage	\$24.19 per hour
Advisory Board Secretary P/T	Prevailing minimum wage	\$24.19 per hour
Assistant Municipal Clerk	\$18,000	\$56,954

<b>OFFICE OF THE MAYOR POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Mayor	\$8,000	\$9,680

<b>ADMINISTRATION POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Township Administrator	\$45,000	\$152,161
Administrative/Confidential Secretary	Prevailing minimum wage	\$80,102
Receptionist/Typist	\$19,890	\$37,450
Receptionist/Typist P/T	\$14.00 per hour	\$24.19 per hour
Wedding/Civil Union Services	Prevailing minimum wage	\$200.00 per service

<b>FINANCE DEPARTMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Chief Financial Officer	\$45,000	\$134,243
Senior Personnel Technician	\$19,000	\$81,237
Principal Payroll/Personnel Clerk	\$19,000	\$65,000
Supervisor of Account	\$17,000	\$51,143
Assistant Municipal Treasurer	\$26,000	\$70,891
Assistant Purchasing Agent	\$21,000	\$68,551
Senior Purchasing Assistant	\$21,000	\$46,374
Payroll Clerk P/T	\$1,000	\$2,574

<b>TAX ASSESSOR POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Tax Assessor	\$37,450	\$233,395

<b>TAX COLLECTOR POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Municipal Tax Collector/Cashier	\$15,000	\$100,627
Assistant Municipal Tax Collector	\$15,000	\$66,000
Account Clerk	\$14,000	\$50,252
Senior Account Clerk	\$15,000	\$51,471

<b>MUNICIPAL COURT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Judge of the Municipal Court	\$40,000	\$53,158
Municipal Court Administrator	\$25,000	\$92,641
Deputy Court Administrator	\$15,000	\$53,236
Deputy Court Administrator Bilingual English/Spanish	\$15,000	\$57,916
Assistant Court Administrator	\$15,000	\$64,000
Violations Clerk	\$15,000	\$41,220

<b>PLANNING BOARD POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Technical Assistant Land Use	\$15,000	\$45,741

<b>BOARD OF ADJUSTMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Technical Assistant Land Use	\$15,000	\$45,751

<b>ENVIRONMENTAL COMMISSION POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Clerk P/T	\$15.00 per meeting	\$35.00 per meeting

<b>FIRE PREVENTION BUREAU POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Fire Official	\$1,000	\$88,048
Fire Inspection P/T	\$10.00 per hour	\$33.00 per hour

<b>POLICE DEPARTMENT HIRED ON OR BEFORE 8/01/11 POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Chief of Police	\$120,229	\$213,444
Deputy Chief	\$114,504	\$177,101
Captain	\$114,504	\$160,842
Lieutenant Step 1	\$120,152	\$139,366
Lieutenant Step 2	\$125,784	\$145,897
Sergeant Step 1	\$109,400	\$126,893
Sergeant Step 2	\$114,520	\$132,832
Police Officer Step 7	\$104,279	\$120,953

<b>POLICE DEPARTMENT HIRED ON OR AFTER 8/02/11 POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Chief of Police	\$120,229	\$213,444
Deputy Chief	\$114,504	\$177,101
Captain	\$114,504	\$160,842
Lieutenant Step 1	\$118,277	\$137,190
Lieutenant Step 2	\$123,909	\$143,722
Sergeant Step 1	\$107,525	\$124,718
Sergeant Step 2	\$112,645	\$130,657
Academy Step	\$39,413	\$45,716
Police Officer Step 1	\$47,295	\$54,858
Police Officer Step 2	\$55,178	\$82,185
Police Officer Step 3	\$63,061	\$95,657
Police Officer Step 4	\$70,944	\$98,250
Police Officer Step 5	\$78,826	\$111,541
Police Officer Step 6	\$86,709	\$119,777
Police Officer Step 7	\$94,591	\$120,953
Police Officer Step 8	\$102,404	\$118,756

<b>POLICE DEPARTMENT OUTSIDE EMPLOYMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Police Officer	\$75.00 per hour	\$75.00 per hour
Sergeant	\$75.00 per hour	\$75.00 per hour
Lieutenant	\$75.00 per hour	\$75.00 per hour
Captain	\$75.00 per hour	\$75.00 per hour
Deputy Chief	\$75.00 per hour	\$75.00 per hour
Chief of Police	\$75.00 per hour	\$75.00 per hour

<b>POLICE DEPARTMENT CIVILIAN EMPLOYEES POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Police Administrative Clerk	\$22,000	\$61,283
Special Law Enforcement Officer P/T	\$20.00 per hour	\$29.70 per hour
Senior Public Safety Telecommunicator	\$60,176	\$75,930
Public Safety Telecommunicator	\$50,345	\$60,000
Public Safety Telecommunicator P/T	\$20.80 per hour	\$25.00 per hour
Prosecutor	\$15,000	\$20,000
Computer Service Technician	\$40,000	\$48,788
Prosecutor Special Sessions	\$175.00 per hour	\$200.00 per hour

<b>COMMUNICATIONS POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Communications Coordinator P/T	\$1,200	\$10,193

<b>OFFICE OF EMERGENCY MANAGEMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Office of Emergency Management Coordinator	\$2,000	\$25,000

<b>CONSTRUCTION DEPARTMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Construction Official	\$31,000	\$141,902
Zoning Officer P/T	\$20.00 per hour	\$29.70 per hour
Technical Assistant to Construction Official	\$25,000	\$55,832
Electrical Sub-Code Official P/T	\$25.00 per hour	\$48.62 per hour
Building Inspector P/T	\$25.00 per hour	\$38.51 per hour
Code Enforcement Officer P/T	\$20.00 per hour	\$29.70 per hour
Fire Protection Sub-Code Official P/T	\$10,000	\$15,433
Plumbing Sub-Code Official P/T	\$25.00 per hour	\$34.24 per hour
Plumbing Inspector P/T	\$20.00 per hour	\$32.91 per hour

**ORDINANCE #17-27  
PAGE 5**

<b>HEALTH &amp; WELFARE DEPARTMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Health Officer	\$32,000	\$100,113
Director of Health	\$10,480	\$15,000
Principal R.E.H.S.	\$70,000	\$74,519.53
Senior R.E.H.S.	\$47,000	\$70,000
R.E.H.S. Trainee	\$47,000	\$47,000
R.E.H.S. Year 2	\$51,690	\$51,690
R.E.H.S. Year 3	\$57,330	\$57,330
R.E.H.S. Year 4	\$62,965	\$62,965
R.E.H.S. Year 5	\$68,600	\$68,600
Public Health Nurse	\$25.00 per hour	\$33.46 per hour
Keyboarding Clerk 3/Registrar Vital Statistics	\$29,571	\$49,618
Practical Nurse P/T	\$15.00 per hour	\$25.18 per hour
Clinical Nurse P/T	\$15.00 per hour	\$21.42 per hour
Environmental Health Specialist	\$500.00 per month	\$1,329 per month

<b>ANIMAL CONTROL POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Animal Control Officer	\$45,000	\$64,979
Animal Control Officer P/T	\$10.00 per hour	\$23.54 per hour
Animal Attendant P/T	\$10.00 per hour	\$15.35 per hour

<b>RECREATION DEPARTMENT POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Director of Recreation	\$38,000	\$97,381
Recreation Leader	\$18.94 per hour	\$28.18 per hour
Recreation Program Coordinator	\$16,000	\$69,511
Recreation Aides P/T	\$1,000	\$5,500
Recreation Leader P/T	\$9.00 per hour	\$23.54 per hour
Camp Director	\$25,000	\$50,461
Camp Director P/T	\$15.00 per hour	\$27.50 per hour
Assistant Camp Director	\$14.00 per hour	\$23.00 per hour
Recreation Board Secretary	\$9.00 per hour	\$15.00 per hour
Park Attendant P/T	\$9.00 per hour	\$25.00 per hour
Head Track Coach	\$2,000 per season	\$4,000 per season
Assistant Track Coach	\$500 per season	\$700 per season
Track Coach	\$2,000 per season	\$4,000 per season
Junior Counselor	\$8.38 per hour	\$9.22 per hour
Senior Counselor	\$9.05 per hour	\$11.00 per hour
Head Counselor	\$10.00 per hour	\$16.50 per hour
Field Supervisor	\$13.00 per hour	\$16.50 per hour
After Care & Before Care	\$9.05 per hour	\$11.00 per hour
Lifeguard	\$10.00 per hour	\$16.50 per hour
Maintenance	\$11.00 per hour	\$16.50 per hour
Science Specialist	\$12.00 per hour	\$15.50 per hour
Program Specialist	\$12.00 per hour	\$16.50 per hour
Music Specialist	\$9.05 per hour	\$13.20 per hour
After Care Supervisor	\$17.00 per hour	\$20.00 per hour
Photographer	\$9.05 per hour	\$11.00 per hour
Rope Specialist	\$12.00 per hour	\$15.50 per hour
Bus Assistant/Counselor	\$9.05 per hour	\$13.20 per hour
Vocal Specialist	\$9.05 per hour	\$13.20 per hour

**ORDINANCE #17-27**  
**PAGE 6**

Before Care & After Care EMT	\$15.00 per hour	\$20.00 per hour
Instrument Assistant	\$8.38 per hour	\$9.22 per hour
Substitute Nurse EMT	\$18.00 per hour	\$19.80 per hour
Theater Specialist	\$10.00 per hour	\$16.50 per hour
Art Specialist	\$14.00 per hour	\$16.50 per hour
Cooking	\$14.00 per hour	\$16.50 per hour
Rock Wall Specialist	\$12.00 per hour	\$15.50 per hour
Clinic Nurse	\$24.00 per hour	\$27.00 per hour
Bus Driver	\$15.00 per hour	\$20.00 per hour
Elective Specialist	\$15.00 per hour	\$20.00 per hour
Cleaning/Maintenance	\$10.00 per hour	\$16.50 per hour
Safety Monitor	\$14.00 per hour	\$25.00 per hour

<b>PARKS DEPARTMENT</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Director of Parks	\$38,000	\$83,100
Maintenance Supervisor Grounds	\$23.35 per hour	\$36.17 per hour
Maintenance Worker 1 Grounds	\$21.43 per hour	\$31.62 per hour

<b>DIAL-A-RIDE DEPARTMENT</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Supervisor Omni Bus Operator	\$35,393	\$49,618
Assistant Supervisor Omni Bus Operator	\$32,175	\$43,358
Omni Bus Operator	\$29,250	\$41,220
Omni Bus Operator P/T, Occasional	\$15.00 per hour	\$20.48 per hour

<b>WATER &amp; SEWER DEPARTMENT</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Director of Utilities	\$3,000	\$112,005
Administrative Clerk	\$18,000	\$52,767
Water Meter Reader P/T	\$15.00 per hour	\$18.67 per hour
Senior Sewage Plant Operator	\$34.59 per hour	\$47.71 per hour
Water & Sewer Operator	\$32.33 per hour	\$44.59 per hour
Water & Sewer Repairer	\$28.01 per hour	\$39.45 per hour
Account Clerk	\$14,000	\$50,272

<b>PUBLIC WORKS DEPARTMENT</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Director of Public Works	\$47,356	\$124,759
Road Repairer Superintendent	\$47,356	\$114,444
Road Repairer Supervisor	\$38,000	\$92,400
Assistant Road Supervisor	\$38,000	\$80,376
Land Surveyor P/T	\$25.00 per hour	\$44.00 per hour
Senior Construction Inspector	\$38,000	\$80,376
Municipal Recycling Coordinator	\$950	\$4,480
Public Works Inspector	\$22.39 per hour	\$35.60 per hour
Heavy Equipment Operators	\$30.40 per hour	\$42.30 per hour
Mechanic	\$26.94 per hour	\$37.72 per hour
Senior Repairment/Masons	\$24.38 per hour	\$35.12 per hour
Senior Mechanics	\$29.12 per hour	\$41.15 per hour
Mechanic's Helper	\$18.94 per hour	\$28.18 per hour
Truck Driver	\$24.38 per hour	\$35.12 per hour
Heavy Truck Driver	\$25.66 per hour	\$36.65 per hour

**ORDINANCE #17-27**  
**PAGE 7**

Supervising Heavy Equipment Operator	\$31.90 per hour	\$44.40 per hour
Engineering Aid	\$25,000	\$45,000
Senior Engineering Aid	\$35,000	\$80,868
Supervising Diesel Mechanic	\$30.55 per hour	\$43.11 per hour
Garage Attendant	\$16.38 per hour	\$23.61 per hour
Senior Recycling Operator	\$25.45 per hour	\$32.76 per hour
Equipment Operator	\$26.94 per hour	\$37.72 per hour
Road Repairer/Mason	\$20.22 per hour	\$29.71 per hour
Recycling Operator/Seasonal/P/T	\$16.75 per hour	\$25.93 per hour
Diesel Mechanic	\$24.38 per hour	\$35.12 per hour
Building Maintenance Worker P/T	\$15.00 per hour	\$28.18 per hour
Laborer 1	\$9.00 per hour	\$28.18 per hour

CLERICAL TITLES POSITION	MINIMUM	MAXIMUM
Keyboarding Clerk 1 P/T	\$9.00 per hour	\$20.00 per hour
Keyboarding Clerk 1	\$32,745	\$36,632
Keyboarding Clerk 2	\$35,000	\$44,845
Clerk 3	\$41,461	\$55,938
Clerk 4	\$47,447	\$61,532

PUBLIC LIBRARY POSITION	MINIMUM	MAXIMUM
Library Director	\$54,154	\$93,500
Senior Librarian	\$26.00 per hour	\$43.56 per hour
Librarian	\$20.10 per hour	\$28.60 per hour
Supervising Library Assistant	\$15.47 per hour	\$26.62 per hour
Principal Library Assistant	\$13.30 per hour	\$22.30 per hour
Senior Library Assistant	\$11.40 per hour	\$16.79 per hour
Library Assistant	\$8.78 per hour	\$14.62 per hour
Principal Account Clerk	\$11.40 per hour	\$20.13 per hour
Messenger	\$81.24 per week	\$135.40 per week
Building Maintenance Worker	\$10.00 per hour	\$15.00 per hour

In addition, individuals taking minutes for ad hoc boards, advisory boards or regular boards will be paid \$35.00 per meeting.

**SECTION TWO:** Normal pay periods for Township employees and officials will be bi-monthly provided that the Township Administrator may establish suitable pay periods as approved by Council or as noted above.

**SECTION THREE:** The actual salaries of particular officers and employees or groups thereof may have previously been set by Resolution, and it is intended that the adoption of this Ordinance shall not affect any Resolutions affixing the actual salaries or compensation of any officers and employees, provided that said salaries or compensation are within the ranges set forth above.

**SECTION FOUR:** Additional benefits affecting certain officers and employees of the Township of Jefferson are as follows:

A. The holidays for 2017 shall be as per contract presently in existence for that period.

B. Police Chief, Deputy Chief, Police Captain, and all Uniformed Officers are not entitled to longevity. All full-time Township employees not covered by a collective bargaining contract, and hired on or before November 1, 1997, shall be eligible for longevity awards in accordance with the agreement for OPEIU LOCAL 32 Blue Collar Unit, \$1,775.00, for OPEIU LOCAL 32 White Collar Unit, \$1,775.00 with the exception of Dispatchers which are not entitled to longevity, and \$1,875.00 for OPEIU LOCAL 32 Foremen when total longevity is reached. All eligible members shall have longevity become a part of their base salary. Longevity shall be based on each base annual wage. The first day of July is the day upon which the total number of years of service shall be measured.

**ORDINANCE #17-27**  
**PAGE 8**

Employees hired after November 1, 1997 for OPEIU LOCAL 32 White Collar Unit, November 1, 1997 for OPEIU LOCAL 32 Blue Collar Unit and April 15, 1992 for OPEIU LOCAL 32 Foremen shall not be eligible for longevity, unless specifically provided for in their Collective Bargaining Contract. PBA Local 190 members have no exception to longevity payment.

C. Employees in positions deemed to be unclassified by the New Jersey Civil Service Commission will earn sick, vacation, personal and holiday time in accordance with the White Collar Union. They will also be entitled to Article 7, Paragraph C in the PBA contract "Deferred Compensation Plan".

D. All specific salaries, holidays, vacation, longevity and other allotments of benefits to be granted to the individual members of OPEIU LOCAL 32, International Union of Production, Clerical, and Public Employees, White Collar Unit, OPEIU LOCAL 32 Blue Collar Unit, New Jersey Civil Service Association OPEIU LOCAL 32 Foremen's Unit, P.B.A. Local 190, and Professional Staff Employees with certain agreements affecting the Municipal Corporation of the State of New Jersey, through their bargaining agents, or direct contract to the governing body.

**SECTION FIVE:** Nothing herein shall be intended to amend or in any way change any Collective Bargaining Agreements with reference to those officers or employees who are members of the collective bargaining unit, and to the extent that there is a discrepancy between any Collective Bargaining Agreement and the range of salaries or benefits set forth herein, the terms of the Collective Bargaining Agreement shall prevail.

Introduced: December 6, 2017

Adopted: December 20, 2017

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham					X							
Mrs. Finnegan		X	X									
Mr. Smith			X									
Vice President Dunham	X		X									
President Merz			X									

ATTEST:

COUNCIL OF THE TOWNSHIP OF JEFFERSON

\_\_\_\_\_  
 MICHELE REILLY, TOWNSHIP CLERK

\_\_\_\_\_  
 DEBI MERZ, COUNCIL PRESIDENT

INTRODUCED: December 6, 2017  
 ADOPTED: December 20, 2017

RUSSELL W. FELTER, MAYOR

\_\_\_\_\_  
 DATE AND TIME PRESENTED TO MAYOR FOR SIGNATURE:

**CERTIFICATION**

I, Michele Reilly, Clerk of the Township of Jefferson, do hereby certify that the foregoing Ordinance #17-27 was duly adopted by the Township of Jefferson Council on the 20<sup>th</sup> of December, 2017.

\_\_\_\_\_  
 MICHELE REILLY, TOWNSHIP CLERK