

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

ORDINANCE #25-16

**“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, 2025, 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, 2025, as follows:

OFFICE OF THE CLERK	MINIMUM	MAXIMUM
POSITION		
Council President	\$3,500	\$7,023
Council Member	\$3,000	\$5,852
Township Clerk	\$37,450	\$143,831
Deputy Township Clerk	\$18,000	\$85,901
Deputy Township Clerk P/T	Prevailing minimum wage	\$26.61 per hour
Advisory Board Secretary P/T	Prevailing minimum wage	\$26.61 per hour
Assistant Municipal Clerk	\$18,000	\$62,650

OFFICE OF THE MAYOR	MINIMUM	MAXIMUM
POSITION		
Mayor	\$8,000	\$12,951

ADMINISTRATION	MINIMUM	MAXIMUM
POSITION		
Township Administrator	\$45,000	\$200,888
Administrative/Confidential Secretary	Prevailing minimum wage	\$106,699
Receptionist/Typist	\$19,890	\$50,262
Receptionist/Typist P/T	Prevailing minimum wage	\$26.61 per hour
Wedding/Civil Union Services	\$0 - May waive fee	\$300.00 per service
Public Information Assistant	\$10,000	\$30,648

FINANCE DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Chief Financial Officer	\$45,000	\$188,215
Supervising Principal Personnel Tech	\$45,000	\$129,676
Senior Personnel Technician	\$19,000	\$80,546

ORDINANCE #25-16
PAGE 2

Principal Payroll/Personnel Clerk	\$19,000	\$71,500
Supervisor of Account	\$17,000	\$86,325
Assistant Municipal Treasurer	\$26,000	\$111,478
Assistant Purchasing Agent	\$21,000	\$94,085
Senior Purchasing Assistant	\$21,000	\$62,552
Payroll Clerk P/T	\$1,000	\$5,000

TAX ASSESSOR	MINIMUM	MAXIMUM
POSITION		
Tax Assessor	\$37,450	\$101,344

TAX COLLECTOR	MINIMUM	MAXIMUM
POSITION		
Municipal Tax Collector/Cashier	\$25,000	\$139,980
Assistant Municipal Tax Collector	\$15,000	\$94,085
Senior Account Clerk	\$15,000	\$70,323

MUNICIPAL COURT	MINIMUM	MAXIMUM
POSITION		
Judge of the Municipal Court	\$40,000	\$74,175
Municipal Court Administrator	\$25,000	\$118,891
Deputy Court Administrator	\$15,000	\$90,965
Deputy Court Administrator Bilingual English/Spanish	\$15,000	\$95,513
Assistant Court Administrator	\$15,000	\$89,640
Violations Clerk	\$15,000	\$57,068

LAND USE BOARD	MINIMUM	MAXIMUM
POSITION		
Technical Assistant Land Use	\$15,000	\$89,444

ENVIRONMENTAL COMMISSION	MINIMUM	MAXIMUM
POSITION		
Clerk P/T	Prevailing minimum wage	\$35.00 per meeting

FIRE PREVENTION BUREAU	MINIMUM	MAXIMUM
POSITION		
Fire Official	\$1,000	\$118,891
Fire Inspection P/T	Prevailing minimum wage	\$41.00 per hour

POLICE DEPARTMENT	MINIMUM	MAXIMUM
HIRED ON OR BEFORE 8/01/11		
POSITION		

ORDINANCE #25-16

PAGE 3

Chief of Police	\$120,229	\$214,113
Captain	\$114,504	\$182,501
Lieutenant Step 1	\$139,883	\$166,555
Lieutenant Step 2	\$146,438	\$174,361
Sergeant Step 1	\$127,363	\$151,648
Sergeant Step 2	\$133,324	\$158,745
Police Officer Step 7	\$121,401	\$144,550

POLICE DEPARTMENT	MINIMUM	MAXIMUM
HIRED ON OR AFTER 8/02/11		
POSITION		
Chief of Police	\$120,229	\$237,632
Captain	\$114,504	\$202,546
Lieutenant Step 1	\$137,699	\$164,759
Lieutenant Step 2	\$144,255	\$172,603
Sergeant Step 1	\$125,181	\$149,780
Sergeant Step 2	\$131,141	\$156,913
Academy Step	\$45,886	\$49,912
Police Officer Step 1	\$55,062	\$65,882
Police Officer Step 2	\$64,239	\$76,863
Police Officer Step 3	\$73,416	\$87,873
Police Officer Step 4	\$82,593	\$98,825
Police Officer Step 5	\$91,769	\$109,804
Police Officer Step 6	\$100,979	\$120,823
Police Officer Step 7	\$110,124	\$131,766
Police Officer Step 8	\$119,219	\$142,647

POLICE DEPARTMENT	MINIMUM	MAXIMUM
OUTSIDE EMPLOYMENT		
POSITION		
Police Officer	\$85.00 per hour	\$103.00 per hour
Sergeant	\$85.00 per hour	\$103.00 per hour
Lieutenant	\$85.00 per hour	\$103.00 per hour
Captain	\$85.00 per hour	\$103.00 per hour
Chief of Police	\$85.00 per hour	\$103.00 per hour

POLICE DEPARTMENT	MINIMUM	MAXIMUM
CIVILIAN EMPLOYEES		
POSITION		
Police Administrative Clerk	\$22,000	\$101,344
Special Law Enforcement Officer P/T	\$20.00 per hour	\$35.6327 per hour
Senior Public Safety Telecommunicator	\$60,176	\$104,210
Public Safety Telecommunicator	\$50,345	\$89,444
Public Safety Telecommunicator P/T	\$20.80 per hour	\$31.00 per hour
Prosecutor	\$15,000	\$45,000

Prosecutor Special Sessions	\$175.00 per session	\$900.00 per session
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COMMUNICATIONS	MINIMUM	MAXIMUM
POSITION		
Director of I.T.	\$40,000	\$106,699
Assistant Director of Information Technology	\$35,000	\$98,231
Computer Service Technician	\$40,682	\$64,194
Sr. Computer Service Technician	\$53,276	\$81,079
Communications Coordinator P/T	\$1,200	\$35,720

OFFICE OF EMERGENCY MANAGEMENT	MINIMUM	MAXIMUM
POSITION		
Office of Emergency Management Coordinator	\$2,000	\$50,000
Deputy Emergency Management Coordinator	\$2,000	\$25,000

CONSTRUCTION DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Construction Official	\$31,000	\$188,964
Zoning Officer P/T	\$20.00 per hour	\$37.00 per hour
Technical Assistant to Construction Official	\$25,000	\$94,085
T.A.C.O./Assistant Zoning Officer	\$71,937	\$92,714
Electrical Sub-Code Official P/T	\$25.00 per hour	\$53.68 per hour
Building Inspector/ <i>Fire Subcode Official</i> P/T	\$25.00 per hour	\$73.04 per hour
Code Enforcement Officer P/T	\$20.00 per hour	\$30.90 per hour
Plumbing Sub-Code Official P/T	\$25.00 per hour	\$50.49 per hour
Plumbing Inspector P/T	\$20.00 per hour	\$38.50 per hour
Supervising T.A.C.O./Asst. Zoning Officer	\$72,133	\$94,085

HEALTH & WELFARE DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Health Officer	\$32,000	\$143,982
Director of Health	\$10,480	\$17,860
Principal R.E.H.S. 2025	\$102,332	\$102,332
Principal R.E.H.S 2026	\$106,727	\$106,727
Principal R.E.H.S 2027	\$111,583	\$111,583
Principal R.E.H.S 2028	\$114,373	\$114,373
Senior R.E.H.S. 2025	\$86,458	\$86,458
Senior R.E.H.S. 2026	\$88,403	\$88,403
Senior R.E.H.S. 2027	\$92,425	\$92,425
Senior R.E.H.S. 2028	\$94,736	\$94,736
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

ORDINANCE #25-16**PAGE 5**

R.E.H.S. Year 5	\$68,600	\$68,600
Public Health Nurse P/T	Prevailing minimum wage	\$33.000 per hour
Public Health Nurse	\$88,472	\$125,447
Practical Nurse P/T	Prevailing minimum wage	\$33.00 per hour
Practical Nurse P/T	Prevailing minimum wage	\$30.00 per hour
Clinical Nurse P/T	Prevailing minimum wage	\$30.00 per hour
Environmental Health Specialist	\$500.00 per month	\$1,462 per month

ANIMAL CONTROL	MINIMUM	MAXIMUM
POSITION		
Animal Control Officer	\$45,000	\$90,965
Animal Control Officer P/T	Prevailing minimum wage	\$36.00 per hour
Animal Attendant P/T	Prevailing minimum wage	\$30.00 per hour

RECREATION DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Director of Recreation	\$38,000	\$137,582
Recreation Leader	\$36,929	\$73,064
Recreation Program Coordinator	\$16,000	\$97,629
Recreation Aides P/T	\$1,000	\$6,050
Recreation Leader P/T	Prevailing minimum wage	\$23.54 per hour
Camp Director	\$25,000	\$74,175
Camp Director P/T	Prevailing minimum wage	\$27.50 per hour
Assistant Camp Director P/T	Prevailing minimum wage	\$23.00 per hour
Recreation Board Secretary P/T	Prevailing minimum wage	\$25.00 per hour
Park Attendant P/T	Prevailing minimum wage	\$25.00 per hour
Head Track Coach P/T	\$1,000 per season	\$8,400 per season
Assistant Track Coach P/T	\$500 per season	\$2,000 per season
Track Coach P/T	\$1,000 per season	\$6,500 per season
Junior Counselor	Minimum Seasonal Wage	\$18.00 per hour
Senior Counselor	Minimum Seasonal Wage	\$18.00 per hour
Head Counselor	Minimum Seasonal Wage	\$19.75 per hour
Field Supervisor	Minimum Seasonal Wage	\$19.75 per hour
After Care & Before Care	Minimum Seasonal Wage	\$18.00 per hour
Lifeguard	Minimum Seasonal Wage	\$19.75 per hour
Maintenance	Minimum Seasonal Wage	\$19.75 per hour
Science Specialist	Minimum Seasonal Wage	\$18.00 per hour
Program Specialist	Minimum Seasonal Wage	\$19.75 per hour
Music Specialist	Minimum Seasonal Wage	\$18.00 per hour
After Care Supervisor	Minimum Seasonal Wage	\$24.00 per hour
Photographer	Minimum Seasonal Wage	\$18.00 per hour
Rope Specialist	Minimum Seasonal Wage	\$18.00 per hour
Bus Assistant/Counselor	Minimum Seasonal Wage	\$18.00 per hour
Vocal Specialist	Minimum Seasonal Wage	\$18.00 per hour
Before Care & After Care EMT	Minimum Seasonal Wage	\$24.00 per hour

Instrument Assistant	Minimum Seasonal Wage	\$18.00 per hour
Substitute Nurse EMT	Minimum Seasonal Wage	\$24.00 per hour
Theater Specialist	Minimum Seasonal Wage	\$19.75 per hour
Art Specialist	Minimum Seasonal Wage	\$19.75 per hour
Cooking	Minimum Seasonal Wage	\$19.75 per hour
Rock Wall Specialist	Minimum Seasonal Wage	\$18.00 per hour
Clinic Nurse	Minimum Seasonal Wage	\$32.25 per hour
Bus Driver	Minimum Seasonal Wage	\$32.25 per hour
Elective Specialist	Minimum Seasonal Wage	\$32.25 per hour
Cleaning/Maintenance	Minimum Seasonal Wage	\$19.75 per hour
Safety Monitor	Minimum Seasonal Wage	\$32.25 per hour

PARKS DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Director of Parks	\$38,000	\$118,891
Maintenance Supervisor Grounds	\$83,356	\$98,501
Sr. Recreation Maintenance Worker	\$39.83 per hour	\$43.63 per hour
Maintenance Worker 1 Grounds	\$27.38 per hour	\$40.88 per hour

DIAL-A-RIDE DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Supervisor Omni Bus Operator (See Clerical)	\$35,393	\$74,306
Assistant Supervisor Omni Bus Operator	\$32,175	\$64,932
Omni Bus Operator and Clerk Driver	\$29,250	\$57,705
Omni Bus Operator P/T, Occasional	Prevailing minimum wage	\$30.00 per hour
Clerk Drivers P/T Occasional	Prevailing minimum wage	\$30.00 per hour

WATER & SEWER DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Director of Utilities	\$3,000	\$187,563
Administrative Clerk	\$18,000	\$63,986
Water Meter Reader P/T	Prevailing minimum wage	\$25.00 per hour
Senior Sewage Plant Operator and Senior Water Plant Operator	\$44.19 per hour	\$61.40 per hour
Water & Sewer Repairer	\$35.78 per hour	\$51.02 per hour
Senior Water & Sewer Repairer	\$39.06 per hour	\$54.97 per hour

PUBLIC WORKS DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Municipal Engineer	\$50,000	\$208,583
Director of Public Works	\$47,356	\$208,583
Drafting Technician & Assistant Civil Engineer	\$40,000	\$90,965
Engineering Aid	\$25,000	\$75,965
Senior Engineering Aid	\$35,000	\$105,917

ORDINANCE #25-16
PAGE 7

Civil Engineer Trainee	\$62,000	\$88,204
Public Works Superintendent	\$131,515	\$163,547
Assistant Public Works Superintendent	\$108,080	\$127,717
Supervisor Heavy Equipment	\$100,537	\$118,846
Supervising Diesel Mechanic	\$100,573	\$118,846
Land Surveyor P/T	\$25.00 per hour	\$56.00 per hour
Senior Construction Inspector	\$38,000	\$105,272
Municipal Recycling Coordinator	\$950	\$5,953
Public Works Inspector	\$34.41 per hour	\$49.00 per hour
Heavy Equipment Operators	\$38.84 per hour	\$54.70 per hour
Mechanic	\$34.41 per hour	\$49.00 per hour
Senior Repair/Masons	\$31.14 per hour	\$45.42 per hour
Senior Mechanics	\$37.20 per hour	\$53.22 per hour
Mechanic's Helper	\$24.19 per hour	\$36.44 per hour
Garage Attendant	\$20.92 per hour	\$34.80 per hour
Truck Driver	\$31.14 per hour	\$45.42 per hour
Heavy Truck Driver	\$32.78 per hour	\$47.39 per hour
Supervising Heavy Equipment Operator	\$31.90 per hour	\$56.31 per hour
Senior Recycling Operator	\$25.44 per hour	\$38.23 per hour
Equipment Operator	\$34.41 per hour	\$48.79 per hour
Road Repairer/Mason	\$25.83 per hour	\$38.52 per hour
Recycling Operator/Seasonal/P/T	\$24.19 per hour	\$36.44 per hour
Diesel Mechanic	\$37.20 per hour	\$53.22 per hour
Building Maintenance Worker P/T	\$24.19 per hour	\$36.44 per hour
Laborer 1	\$24.19 per hour	\$36.44 per hour
Maintenance Repairer	\$25.83 per hour	\$38.52 per hour
Truck Driver/Equipment Operator	\$31.14 per hour	\$47.16 per hour
Assistant Public Works Inspector	\$34.41 per hour	\$48.78 per hour

CLERICAL TITLES	MINIMUM	MAXIMUM
POSITION		
Keyboarding Clerk 1 P/T	Prevailing minimum wage	\$34.79 per hour
Keyboarding Clerk 1	\$36,251	\$47,296
Keyboarding Clerk 2	\$35,000	\$59,683
Clerk 3 and Keyboarding Clerk 3	\$40,000	\$83,613
Clerk 4	\$56,953	\$81,079
Account Clerk	\$48,937	\$79,489
Senior Account Clerk	\$50,615	\$66,036
Principal Clerk	\$46,555	\$70,323
Technical Assistant Lane Use/Zoning Officer	\$68,556	\$89,444

PUBLIC LIBRARY	MINIMUM	MAXIMUM
POSITION		
Library Director	\$84,079	\$112,106
Senior Librarian	\$47,320	\$79,279

ORDINANCE #25-16**PAGE 8**

Librarian	\$20.10 per hour	\$31.46 per hour
Supervising Library Assistant	\$40,000	\$69,982
Principal Library Assistant	\$30,059	\$59,214
Senior Library Assistant	\$26,000	\$51,178
Library Assistant	\$23,385	\$42,020
Principal Account Clerk	Prevailing minimum wage	\$40.00 per hour
Messenger	\$75 per week	\$165 per week
Building Maintenance Worker	Prevailing minimum wage	\$22.14 per hour
Assistant Library Director	\$72,000	\$97,584
Library Assistant P/T	Prevailing minimum wage	\$20.57 per hour
Bookkeeper P/T	\$18.75 per hour	\$28.05 per hour
Librarian P/T	\$25.71 per hour	\$37.70 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 2025 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, OPEIU LOCAL 32 Foremen's 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. 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. 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. 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.

Council Member	By	2 nd	Yes	No	Abstain	Absent	By	2 nd	Yes	No	Abstain	Absent
Mrs. Garruto			X						X			
Mr. Schultz						X			X			
Mrs. Senatore	X		X				X		X			
Vice President Kalish		X	X					X	X			
President Birmingham			X						X			

ATTEST:

Michele Reilly
MICHELE REILLY, RMC, TOWNSHIP CLERK

COUNCIL OF THE TOWNSHIP OF JEFFERSON:

Bob Birmingham
BOB BIRMINGHAM, COUNCIL PRESIDENT

INTRODUCED: July 16, 2025
ADOPTED: August 6, 2025

ERIC F. WILSUSEN, MAYOR

DATE AND TIME PRESENTED TO MAYOR FOR SIGNATURE

9:30 pm 8/06/2025

(Signature)

CERTIFICATION

I, Michele Reilly, Clerk of the Township of Jefferson, do hereby certify that the foregoing **Ordinance #25-16** was duly adopted by the Township of Jefferson Council on the **6th of August, 2025**.

Michele Reilly
MICHELE REILLY, RMC, TOWNSHIP CLERK