



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

**ORDINANCE O-25-02**

**AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS SALARY ORDINANCE**

**WHEREAS** the Governing Body has determined that it is necessary to amend Ordinance O-22-03 which established Salaries and fixed Compensation of certain Borough Employees for the year 2022 and beyond unless amended;

**NOW, THEREFORE, BE IT ORDAINED**, by the by the Mayor and Borough Council of the Borough of Highlands, the County of Monmouth, in the State of New Jersey, as follows:

**SECTION I.**

Schedule A of O-22-03 Establishing Salaries and Fixing Compensation of certain Borough Employees of the Borough of Highlands is hereby amended to provide as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as **strikeovers in bold italics**.)

**SCHEDULE A**

**1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS**

<b>DEPARTMENT OF ADMINISTRATION</b>	Minimum	Maximum
Deputy Clerk	<del>\$4,000</del> <b><u>\$10,000</u></b>	<del>\$6,000</del> <b><u>\$40,000</u></b>
Registrar	<del>\$500.00</del> <b><u>\$4,000</u></b>	<del>\$2,500</del> <b><u>\$8,000</u></b>
Deputy Registrar	\$500	<del>\$1,000</del> <b><u>\$2,000</u></b>
<b><u>Alternate Deputy Registrar</u></b>	<b><u>\$250</u></b>	<b><u>\$1,000</u></b>
Land Use Board Secretary	\$6,000	\$16,000
<b><u>Deputy Land Use Board Secretary</u></b>	<b><u>\$3,000</u></b>	<b><u>\$8,000</u></b>
Municipal Clerk	<del>\$40,000</del> <b><u>\$50,000</u></b>	<del>\$80,000</del> <b><u>\$100,000</u></b>
Municipal Administrator	<del>\$24,000</del> <b><u>\$100,000</u></b>	<del>\$150,000</del> <b><u>\$175,000</u></b>
Municipal Alliance                      Hourly	<del>Minimum Wage \$15.49</del>	<del>\$20.00</del> <b><u>\$30.00</u></b>
<b><u>Office of</u></b> Emergency Management Coordinator	<del>\$3,650</del> <b><u>\$5,000</u></b>	<del>\$10,000</del> <b><u>\$15,000</u></b>
Secretary to Administrator	\$2,000	\$6,000
Secretary to Chief of Police	\$25,000	<del>\$70,000</del> <b><u>\$90,000</u></b>
Deputy Office of Emergency Management <b><u>Coordinator</u></b>	\$1,500	\$2,500
Confidential Administrative Assistant to the Mayor and Administrator	\$10,000	\$60,000
 <b>BUILDING AND HOUSING</b>		
Clerical Office Help                      Hourly	<del>Minimum Wage \$15.49</del>	\$26.00
Fire Official/ <b><u>Housing Inspector</u></b>	<del>\$18,000</del> <b><u>\$30,000</u></b>	<del>\$28,000</del> <b><u>\$50,000</u></b>
<b><u>Electrical Sub-Code</u></b>	<b><u>\$10,000</u></b>	<b><u>\$20,000</u></b>
<b><u>Building Sub-Code</u></b>	<b><u>\$10,000</u></b>	<b><u>\$20,000</u></b>
 <b>DEPARTMENT OF FINANCE</b>		
Assessment Searcher	\$3,000	\$4,000
Cashier/Typist                              Hourly	<del>Minimum Wage \$15.49</del>	\$26.00
Chief Financial Officer	\$30,000	<del>\$74,000</del> <b><u>\$80,000</u></b>
FEMA/NJOEM Coordinator              Hourly	\$25.00	\$35.00
Payroll Clerk	\$5,000	\$45,000
Qualified Purchasing Agent	\$7,000	\$75,000
Deputy Tax Assessor                      Part Time	\$3,000	\$6,000

**MUNICIPAL COURT**

Judge of Municipal Court		\$13,500	\$20,000
Court Administrator		<del>\$25,000</del> <u>\$70,000</u>	<del>\$75,000</del> <u>\$110,000</u>
Deputy Court Administrator		<del>\$5,000</del> <u>\$20/hour</u>	<del>\$50,000</del> <u>\$25/hour</u>
<b><u>Municipal Prosecutor</u></b>		<u>\$10,000</u>	<u>\$20,000</u>
<b><u>Public Defender</u></b>		<u>\$10,000</u>	<u>\$20,000</u>
Special Sessions (Per Session)			
Court Administrator		\$250	\$400
Deputy Court Administrator		\$150	\$400
Judge of Municipal Court		\$500	\$600
Municipal Prosecutor		\$350	\$400
Public Defender		\$350	\$400

**POLICE**

Chief		<del>\$124,125</del> <u>\$125,000</u>	<del>\$160,000</del> <u>\$200,000</u>
Crossing Guard	Hourly	<del>Minimum Wage</del> <u>\$15.49</u>	<del>\$20.00</del> <u>\$25.00</u>
Dispatcher		<del>Minimum Wage</del> <u>\$15.49</u>	\$25.00
[Communications Operator]	Hourly		
Special Officer:			
Class I	Hourly	<del>Minimum Wage</del> <u>\$15.49</u>	<del>\$22.00</del> <u>\$25.00</u>
Class II	Hourly	<del>\$15.00</del> <u>\$15.49</u>	<del>\$28.00</del> <u>\$30.00</u>

**DEPARTMENT OF PUBLIC WORKS**

Superintendent of Public Works		<del>\$35,000</del> <u>\$100,000</u>	<del>\$110,000</del> <u>\$150,000</u>
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**RECREATION**

Clerical Office Help	Hourly	<del>Minimum Wage</del> <u>\$15.49</u>	\$20.00
Recreation Leader	Hourly	<del>Minimum Wage</del> <u>\$15.49</u>	\$20.00
Summer Seasonal:			
Laborer	Hourly	\$10.00	\$20.00
Programmer	Hourly	\$13.00	\$20.00
<b><del>Recreation Aide</del></b>	<del>Hourly</del>	<del>\$8.00</del>	<del>\$20.00</del>
Supervisor	Hourly	\$17.00	\$22.00
Preparer	Hourly	<del>Minimum Wage</del> <u>\$15.49</u>	<del>\$15.00</del> <u>\$25.00</u>

**2. UNITED FOOD AND COMMERCIAL WORKERS UNION, LOCAL 152****BUILDING & HOUSING**

Code Enforcement Officer		<del>\$15,000</del> <u>\$50,000</u>	<del>\$76,000</del> <u>\$90,000</u>
Construction Official		<del>\$18,000</del> <u>\$30,000</u>	<del>\$33,000</del> <u>\$80,000</u>
<b><u>Technical Assistant (TACO)</u></b>		<u>\$50,000</u>	<u>\$80,000</u>
Fire Inspector	Hourly	<del>Minimum Wage</del> <u>\$15.49</u>	\$22.00
Property Maintenance	Part Time Salary	\$5,000	\$26,000
Property Maintenance	Part Time Hourly	\$15.00	\$22.00
Zoning Officer		<del>\$5,000</del> <u>\$10,000</u>	\$20,000

**DEPARTMENT OF FINANCE**

Tax Assessor	Part Time	\$20,000	<del>\$40,000</del> <u>\$55,000</u>
Tax Collector	Part Time	\$20,000	<del>\$40,000</del> <u>\$55,000</u>

**DEPARTMENT OF RECREATION**

Recreation Supervisor		\$34,500	\$55,000
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**3. COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032****BUILDING & HOUSING**

Fire Sub Code Official	Part Time	<del>\$8,000</del> <u>\$10,000</u>	<del>\$15,000</del> <u>\$20,000</u>
Plumbing Sub Code Official	Part Time <b>Hourly</b>	<del>\$25.00</del> <u>\$10,000</u>	<del>\$44.00</del> <u>\$20,000</u>

Secretary, Licensing Clerk	Full Time	\$20,000	\$50,000
Secretary, Licensing Clerk	Part Time Hourly	<del>Minimum Wage \$15.49</del>	\$22.00

**DEPARTMENT OF FINANCE**

Cashier/Sewer Clerk		<del>\$20,000</del> <u>\$40,000</u>	<del>\$40,000</del> <u>\$50,000</u>
HR Coordinator		<del>\$32,000</del> <u>\$40,000</u>	<del>\$81,000</del> <u>\$95,000</u>
Senior Accounting Clerk		\$25,000	\$85,000
Tax Clerk		<del>\$20,000</del> <u>\$40,000</u>	<del>\$45,000</del> <u>\$65,000</u>
Tax Clerk	Part Time Hourly	<del>Minimum Wage \$15.49</del>	\$20.00
Account Clerk		<del>\$29,000</del> <u>\$40,000</u>	<del>\$55,000</del> <u>\$70,000</u>

**POLICE**

Records Clerk		<del>\$25,000</del> <u>\$40,000</u>	<del>\$50,000</del> <u>\$55,000</u>
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**DEPARTMENT OF PUBLIC WORKS**

Equipment Operator		<del>\$45,000</del> <u>\$40,000</u>	\$70,000
<u>Heavy Equipment Operator</u>		<u>\$45,000</u>	<u>\$80,000</u>
Laborer	<i>Hourly</i>	<del>\$15.00</del> <u>\$40,000</u>	<del>\$30.00</del> <u>\$55,000</u>
Laborer 2		<del>\$30,000</del> <u>\$40,000</u>	<del>\$50,000</del> <u>\$70,000</u>
Laborer 3		<del>\$35,000</del> <u>\$40,000</u>	<del>\$65,000</del> <u>\$75,000</u>
Laborer/Motor Broom Driver		<del>\$30,000</del> <u>\$40,000</u>	<del>\$50,000</del> <u>\$60,000</u>
Recycling Yard Attendant	Part Time Hourly	<del>Minimum Wage \$15.49</del>	\$20.00
Road Repairer		\$30,000	\$55,000
Public Works Repairer		\$45,000	\$75,000
Sewer Operator		\$3,500	\$55,000
Truck Driver		<del>\$30,000</del> <u>\$40,000</u>	\$70,000
<u>Driver</u>		<u>\$40,000</u>	<u>\$55,000</u>

**DEPARTMENT OF RECREATION**

Recreation Aide	Hourly	<del>\$8.00</del> <u>\$15.49</u>	<del>\$18.00</del> <u>\$25.00</u>
Recreation Assistant	Hourly	<del>\$15.00</del> <u>\$15.49</u>	<del>\$22.00</del> <u>\$30.00</u>
Recreation Coordinator		<del>\$29,900</del> <u>\$40,000</u>	<del>\$55,000</del> <u>\$70,000</u>

**SECTION II. SEVERABILITY.**

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 the ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.**

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION IV: EFFECTIVE DATE.**

This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-25-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: February 19, 2025

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Nancy Tran, Municipal Clerk  
Borough of Highlands

Public Hearing for O-25-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: March 5, 2025

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Carolyn Broullon, Mayor

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Nancy Tran, Municipal Clerk  
Borough of Highlands