

**BOROUGH OF NORTHVALE**  
**County of Bergen**  
**State of New Jersey**

**ORDINANCE #918-2013**

**AN ORDINANCE TO ESTABLISH THE POSITIONS OF ADMINISTRATIVE ASSISTANT AND INFORMATION TECHNOLOGY COORDINATOR AND TO FIX THE SALARIES, WAGES AND COMPENSATION OF SAID POSITIONS**

**WHEREAS**, there is a need for the Borough to augment its workforce due to increased administrative work required by various mandates, as well as to manage the Borough's information technology system; and

**WHEREAS**, it is the judgment of the Mayor and Council that the existing workforce is inadequate to perform all the tasks and activities required, and that greater efficiency and cost savings will be gained by adding a staff position to manage the technology system rather than contracting same to an outside vendor; and

**WHEREAS**, it is necessary to adopt an ordinance to add the position titles to the Borough labor structure.

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

**Section 1.** That the positions of Administrative Assistant and Information Technology Coordinator, both being part-time, non-pensionable employment titles, be and hereby are established in and for the Borough of Northvale in the stipend amounts set forth opposite their respective title and effective as of January 1, 2013, and until revised, amended and/or eliminated by further action of the Northvale Mayor and Council as may from time to time be necessary and proper.

Administrative Assistant	\$5,000.00
Information Technology Coordinator	\$6,000.00

**Section 2.** Said compensation is intended to be the sole salaries, wages and compensation of each employee for the given function and title and no other compensation or benefit shall accrue to either position for that particular function. If a pre-existing borough employee is appointed to either position set forth in Section 1, supra. the compensation set forth herein shall not serve to increase or adjust that employee's pensionable income or to render the employee eligible for Borough sponsored health or other benefits, if the employee is not otherwise eligible for such benefits.

**Section 3.** The compensation set forth in Section 1 shall be paid bi-weekly, or at such other interval as the Chief Financial Officer shall deem proper in his discretion.

**Section 4.** All ordinances or parts of ordinances inconsistent herewith are repealed.

**Section 5.** This ordinance shall take effect immediately after passage and publication according to law.

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PAUL J. BAZELA, MAYOR

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Attest: Wanda A. Worner, RMC  
Borough Clerk

Introduced: February 13, 2013

Passed: March 13, 2013 (Second Reading)