

RESOLUTION

WHEREAS, there exists in the Township of West Orange, a need for the services of a firm or individual specializing in the investigation, research, planning, preparation and pursuit of grants and other programs submitted to various County, State and Federal authorities and foundations for obtaining vital financial and other aid for municipal programs; and

WHEREAS, such services involve professional knowledge and services as financial advisors pertaining to grants as well as specialized knowledge of available County, State and Federal aid programs and corporate and private foundations and the preparation of applications, submissions and actions necessary to obtain and successfully pursue such programs; and

WHEREAS, the need for such services is great and immediate and the necessary funds are available; and

WHEREAS, Alicia Skinner, trading as Skinner Consulting Services, has served as the Township's Grant Writer since 2007; and

WHEREAS, the Township seeks to re-appoint Alicia Skinner as the Township's Grant Writer for an additional six (6) month period at the rate of \$14,000, commencing September 1, 2011 and ending February 29, 2012;

NOW, THEREFORE, BE IT RESOLVED by Township Council of the Township of West Orange, New Jersey as follows:

1. The contract for the performance of all necessary professional consultation and work involved in the study of County, State, Federal corporate and private aid funds needs of the Township of West Orange, New Jersey, and the related research, planning, preparation, submission and proceeding with all applications and programs for such programs is hereby awarded to Alicia Skinner. Alicia Skinner agrees that new grants ("New Grants") of at least the amount paid to it will be obtained during the term of this agreement and agrees that it will continue to provide services beyond the term of this agreement at no cost until New

Grants exceeding the amount received are awarded. This amount specifically excludes all currently existing grants.

2. Reimbursement of Expenses. Alicia Skinner shall receive reimbursement for out-of-pocket expenses up to a maximum of \$50 per month during the contract period upon submission of receipts for necessary and approved supplies including ink cartridges, postage and related items.
3. Independent Contractor. Alicia Skinner is an independent contractor who shall be solely responsible for her own work hours and daily responsibilities. As an independent contractor, Alicia Skinner shall be fully responsible for all obligations to any taxing authority or other governmental entity. Alicia Skinner shall receive no monetary or other benefits not specifically enumerated in this agreement.
4. New Grants. New Grants shall be defined as receipt of monies not previously received by the Township during the past five (5) years.
5. All grant applications are subject to the approval of the Township in its sole discretion. No grant application shall be submitted without the approval of the Township Council.
6. Reporting. Alicia Skinner shall submit a written report to the Mayor and Council concerning all services rendered and new grants obtained on a quarterly basis. In addition, Alicia Skinner shall attend any meetings requested by the Mayor and/or Business Administrator to discuss potential grants and report as to timetables for submission of grant applications, status of grant applications, and areas of available grant funds.
7. Alicia Skinner shall be paid for the services set forth in this agreement the sum of \$2,333.33 per month effective September 1, 2011 and continuing each month thereafter with the Township and Alicia Skinner having the right to terminate this agreement on five (5) days written notice at any time.
8. A copy of this Resolution shall be published in accordance with the law.

9. A copy of the Resolution shall be maintained on file with the Municipal Clerk available for public inspection.

Karen J. Carnevale, Municipal Clerk

Patricia Spango, Council President

Adopted: August 30, 2011

I hereby certify funds are available from:

Account No.

Chief Financial Officer

ATTEST:

TOWNSHIP OF WEST ORANGE

Karen J. Carnevale
Municipal Clerk

By: _____
Mayor Robert D. Parisi

ACCEPTED:

ALICIA SKINNER

By: _____
Alicia Skinner