

**LETTER AGREEMENT WITH JESSICA GLICKER
FOR COMMUNICATIONS DIRECTOR SERVICES**

Jessica Glicker
56 Benvenue Avenue
West Orange, NJ 07052

Dear Ms. Glicker:

This letter agreement shall constitute the agreement for Jessica Glicker, to provide services to the Township of West Orange as Communications Director for a period of one (1) year commencing January 1, 2011 through December 31, 2011.

The contractual amount shall be \$3,166.66 per month, commencing January 1, 2011. This agreement is subject to cancellation on thirty (30) days written notice by either the Township of West Orange or you.

This will confirm that the relationship of the parties shall be that of a part time, **INDEPENDENT CONTRACTOR** and not employer/employee or principal/agent. The manner and means of performing all services shall be subject to the Communications Director's sole control unless otherwise specified in this Agreement. The Communications Director shall not have the legal authority to bind the Township in contract, debt or otherwise without the prior written consent of the Township.

The responsibility of Jessica Glicker as Communications Director shall include:

- Act as a consultant on media and constituent communications to the Mayor and Business Administrator.
 - Determine the objectives of the Township informational program and the methods by which they will be implemented in terms of available resources and Administration priorities.
- Act as spokesperson and/or as liaison as requested by the Mayor and/or Business Administrator, between the Township, its departments and print, broadcast and electronic media by managing, arranging or providing statements, press releases, press conferences, radio or television interviews of officials, and additional or supplementary Township materials.
- Act as media liaison and/or spokesperson for the West Orange Police Department when requested by the Mayor or Business Administrator/ Police Director.
- Act as advisor to the Public Relations Commission and/or the professionals hired by the West Orange Public School system, on the Township's public relations and

marketing goals for the positive promotion of West Orange.

- Manage the production, content and/ or staff responsible for the publication, distribution and promotion of the West Orange Outlook., the Township Web Site and Township programming on Cable Channel 36.
 - Produce 18 episodes of West Orange Week for Channel 36.
 - Maintain, with variable information, the Home Page and Calendar pages of the Township web site and act as a consultant and advisor for departments on web content.
- Attend weekly Director's meetings.
- Present periodic written or verbal reports to the Mayor/Business Administrator detailing all activities and goals as requested.
- Appear before the Township Council to report on activities and efforts as requested.

Jessica Glicker will be provided with hardware and software, its maintenance, a dedicated phone line and office supplies required for facilitation of the duties listed in this contract within the budget parameters established by the Township of West Orange. All hardware and software will be considered the property of the Township of West Orange and will be returned by Jessica Glicker at the conclusion of this or any subsequent contract with the Township of West Orange.

REVIEW OF MATERIALS, INDEMNIFICATION AND CONFIDENTIALITY

Jessica Glicker agrees that no public statements, materials or other presentations shall be made without approval of the Mayor or his designee. Jessica Glicker also agrees not to incur any expenses on behalf of the Township without first obtaining written approval.

All promotional materials shall become the Township's property. Jessica Glicker agrees to indemnify and defend the Township against all claims and actions by third parties for damages resulting from any breaches of this Agreement. The Township agrees to indemnify Jessica Glicker against liable, copyright infringement or any third party action when acting in good faith on behalf of the Township of West Orange under the tenants of this contract.

Jessica Glicker will be held harmless for all hardware and software provided by the Township of West Orange to Jessica Glicker for the facilitation of the duties listed in this contract.

Jessica Glicker will not be paid separate for any travel or other expenses with out first obtaining written approval from the Public Relations Commission Chairperson

and/or Township Council. No overtime or additional fees will be paid or due under this agreement.

Jessica Glicker agrees not to accept any commissions or other enumeration with regard to services performed for the Township.

Jessica Glicker agrees to disclose to the Business Administrator any other marketing or other services which involve public figures, sensitive issues or other controversial or potentially controversial matters.

Jessica Glicker agrees that all information and documents obtained in the course of this agreement are strictly confidential and highly proprietary. As such, Jessica Glicker agrees that she shall not discuss, distribute or disseminate any information or documents concerning the Township, its employees, elected officials, representatives and agents at any time both during the term of this agreement and thereafter without the express written consent of the Township. Any such discussion, distribution or dissemination will cause irreparable harm to the Township and the parties consent to injunctive, emergent and temporary relief restraining such activities.

If the foregoing terms are acceptable, kindly affix your signature below.

WITNESS:

JESSICA GLICKER

By: _____
JESSICA GLICKER

ATTEST:

TOWNSHIP OF WEST ORANGE

KAREN J. CARNEVALE,
MUNICIPAL CLERK

By: _____
ROBERT D. PARISI, MAYOR