

RESOLUTION

WHEREAS, the Township of West Orange requires the services of a Communications Director/Public Information Officer to perform certain duties including, but not limited to those set forth in the West Orange Code, Chapter 2-52; and

WHEREAS, Ms. Andrea Susan Anderson ("Ms. Anderson") currently serves as the Township's Communications Director/Public Information Officer and has performed in a satisfactory manner; and

WHEREAS, the Township seeks to re-appoint Ms. Anderson as the Township's Communications Director/Public Information Officer for a sixteen (16) month term starting September 1, 2016 through December 31, 2017; and

WHEREAS, per the terms of the proposed agreement between Ms. Anderson and the Township, a copy of which is annexed hereto as **Attachment "A,"** Ms. Anderson will be paid \$2,475.00 per month; and

WHEREAS, Ms. Anderson shall exercise all her functions and perform her duties in accordance with all applicable ordinances and statutes; and

WHEREAS, Ms. Anderson responded to the Township's Request for Qualifications pursuant to a fair and open process, wherein the Township sought professionals to provide public relations services; and

WHEREAS, Ms. Anderson was the only response to the Township's Request for Qualifications; and

WHEREAS, the annual amount of the Agreement falls below the bid threshold allowing the Township to award this Agreement without a formal bidding process;

NOW, THEREFORE BE IT HEREBY RESOLVED, by the Township Council of the Township of West Orange that Ms. Anderson shall be and hereby is re-appointed to serve as the Township's Communications Director/Public Information Officer in accordance with all applicable ordinances and statutes; and be it further

RESOLVED, that the Mayor shall be and is hereby authorized to execute all documents necessary to effectuate such agreement with Ms. Anderson, and the Municipal Clerk shall be and is hereby authorized to attest to the Mayor's signature; and be it further

RESOLVED that this award shall be published and available in the Clerk's Office for reasonable inspection in accordance with applicable law.

Karen J. Carnevale, R.M.C.
Municipal Clerk

Victor Cirilo
Council President

Adopted: August 9, 2016

I hereby certify funds are available from: _____
Account No.

JOHN O. GROSS, CFO