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# Northfield Township Board of Trustees

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## Memorandum

To: Northfield Township Board of Trustees  
From: Jacqueline Otto, Trustee  
CC: Paul Burns, Esquire; Steve Aynes, Township Manager  
Date: January 4, 2018

In 2017, the Northfield Township Board of Trustees approved the Independent Contractor policy and the Independent Contractor agreement template. Based on the decision to execute agreements for all Independent Contractors, a request is made to the Northfield Township Board of Trustees to direct Paul Burns' office to draft the Independent Contractor agreements for Jim Nelson and Lisa Lemble. If there are any changes to the pricing structure, payment schedule and/or other specific requirements not addressed currently, a request is made to the Northfield Township Board of Trustees to direct the Township Manager to negotiate any changes to the Independent Contractor agreement for Jim Nelson and Lisa Lemble.