

**MEMORANDUM OF UNDERSTANDING BETWEEN
The TOWNSHIP OF POHATCONG AND SCOTT ROBB**

This Memorandum of Understanding made and entered into by between the Township of Pohatcong and Scott Robb.

WITNESSTH:

WHEREAS, The Township of Pohatcong and Scott Robb desire to enter into a Memorandum of Understanding ("MOU") concerning the position of Business Administrator and Assistant the Chief Financial Officer.

WHEREAS, this **MOU** is entered into by the Township of Pohatcong and Scott Robb.

1. Purpose:

Is to enter an agreement where Scott Robb provides the services of the Business Administrator and Assistant to the Chief Financial Officer for the Township of Pohatcong.

2. Duration of Agreement:

The agreement shall be effective retroactive to January 1, 2022 and shall remain in full force and effect until the agreement is cancelled by the parties.

3. Responsibilities:

Scott Robb shall provide Business Administrator duties to the Township of Pohatcong as set forth under Township Ordinance. Scott Robb shall provide the Chief Financial Officer assistance as needed and requested by the Chief Financial Officer.

4. Compensation:

Scott Robb shall be compensated with a \$2500 annual stipend for these services, which stipends have been paid for services rendered in 2022 and 2023.

5. Effective Administration and Execution of this MOU:

This MOU shall be reviewed on an as needed basis and will remain in full force and effect until specifically cancelled by one of the parties to this agreement with one sixty (60) days' written notice to other party.

Township of Pohatcong



Mayor

2-21-24

Date

Scott Robb



Scott Robb

2/15/24

Date