

WORK TO BE PERFORMED:

Contractor hereby agrees to work for The Village of Farmingdale as an independent contractor providing the services described below starting on or about 11/23/2020 and for an indefinite period thereafter, until Contractor's services are no longer needed by the Village of Farmingdale. The Village of Farmingdale shall have the right to terminate Contractor's services at any time it deems appropriate provided The Village of Farmingdale complies with the relevant notice provisions of this Agreement. The Contractor agrees to devote the necessary amount of time, energy and attention required to satisfactorily complete, conclude or achieve the following duties and responsibilities ("Description of Services")

- Conduct pre-application meeting to discuss Village Code, Farmingdale Master Plan, Downtown Façade Improvement Program and CDBG
- Initiate application form flow
- Design signage for CDBG applicants
- Act as liaison between applicant, Building Department and Architectural Review Board
- Design poster artwork for "On the Green" events

Description of Services shall be considered a suggestion only and not an instruction.

COMPENSATION.

In consideration for the services to be performed by the Contractor, The Village of Farmingdale hereby agrees to pay Contractor as follows:

Compensation Terms: Compensation is based on meeting, research, designing, preparation, and all other tasks necessary to perform the agreement properly. Compensation will be paid at a rate of 30 hours per month.

Total Compensation Amount: \$125.00 per hour

Said compensation shall become due and payable to the Contractor upon receipt of an invoice by the Village of Farmingdale. The invoice must include the following information:

- a. an invoice number;
- b. the dates or assignments covered by the invoice;
- c. a description of the work performed.

Contractor's invoices shall be payable pursuant to the following schedule and method:

First day of each month paid monthly

Expenses: Contractor shall be responsible for all expenses he incurs.