

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 1/7/2016
Re: Township Planning Consultant

Dear Township Board,

In response to Beckett & Raeder terminating their contract, I have contacted McKenna and Associates, as they seemed to be the Board of Trustees second choice for the Township's Planning Consultant. They are still interested in servicing the contract. Paul Burns and I met with Mr. McKenna to discuss this in further detail.

My recommendation would be to move forward with McKenna & Associates, and to do so as quickly as possible to avoid any disruption in service.

Respectfully Submitted,



Howard Fink, Township Manager