

BOARD OF FIRE COMMISSIONERS LAKEWOOD TOWNSHIP

DISTRICT NO. 1
316 RIVER AVENUE

LAKEWOOD, NEW JERSEY 08701

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

PURCHASE ORDER

O.

THIS NUMBER MUST APPEAR ON ALL
PACKAGES, INVOICES AND
CORRESPONDENCE

DATE 12/09/2016

CHECK
PAYABLE
TO

SENDZIK & SENDZIK, P.C.
1808 ROUTE 88
BRICK, NEW JERSEY 08724

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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
	FOR PROFFESIONAL SERVICES RENDERED		\$8,801.50	
	FIRE DISTRICT IS TAX EXEMPT BILLS SUBMITTED PRIOR TO THE 1 ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.	TOTAL →	\$8,801.50	

CLAIMANT'S CERTIFICATION AND DECLARATION

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

X *[Signature]* 12-9-16 *[Signature]*
SIGNATURE DATE TITLE
PURCHASE REQUEST
BY: DEPT. BY:

VENDOR PLEASE INDICATE YOUR FEDERAL
I.D. NO. OR SOCIAL SECURITY NO.

FED.
I.D.# _____
SOC.
SEC.# _____

APPROVED FOR PURCHASE

DO NOT WRITE IN SPACE BELOW – TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE. DATE _____ THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT SECRETARY _____ CHAIRPERSON _____ TREASURER _____	CERTIFICATION OF AVAILABILITY OF FUNDS I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED. TREASURER _____									
	PAYMENT RECORD CHECK NO. _____ DATED _____	APPROPRIATION OR ACCOUNT CHARGED <table border="1"> <tr> <th>ENCUMBERED</th> <th>PAID</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	ENCUMBERED	PAID						
ENCUMBERED	PAID									

SIGN AT X--ATTACH INVOICE--RETURN FOR PAYMENT

Sendzik & Sendzik, P.C.

1808 Route 88
Brick, NJ 08724
Telephone: 732-840-6464
Fax: 732-840-0009

December 09, 2016

Invoice No. 415

Township of Lakewood Fire District
316 River Avenue
Lakewood, NJ 08701

Client Number: 1620 Township of Lakewood Fire District #1
Matter Number: L1 Township of Lakewood Fire District #1
For Services Rendered from 6/7/2016 Through 7/11/2016.

Fees				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
6/7/2016	JCS	Preparation, dictation and review of Notice of Special Meeting	1.00	\$145.00
6/7/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Special Meeting	0.50	\$72.50
6/7/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Special Meeting	0.50	\$72.50
6/7/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Special Meeting	0.50	\$72.50
6/7/2016	JCS	Preparation, dictation and review of correspondence to BP Weekly enclosing Notice of Special Meeting	0.50	\$72.50
6/7/2016	JCS	Preparation, dictation and review of correspondence to Tri-Town News enclosing Notice of Special Meeting	0.50	\$72.50
6/7/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen regarding advertising for special meeting	0.10	\$14.50

Continued On Next Page

6/7/2016	JCS	Preparation, dictation and review of correspondence to L. Loigman regarding OPRA request time extension	0.10	\$14.50
6/7/2016	JCS	Review OPRA response documents	3.00	\$435.00
6/8/2016	JCS	Preparation of OPRA response to L. Loigman	2.20	\$319.00
6/8/2016	JCS	Review documents for OPRA response	0.60	\$87.00
6/8/2016	JCS	Draft response to 5/25 OPRA request	1.50	\$217.50
6/9/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Meetings)	0.50	\$72.50
6/9/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice to Bidders)	0.50	\$72.50
6/9/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Special Meeting)	0.50	\$72.50
6/9/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Alternate Procurement Method)	0.50	\$72.50
6/9/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Resolution-Fire District Administrator)	0.50	\$72.50
6/10/2016	JCS	Review policies re: recording public meeting	1.00	\$145.00
6/10/2016	JCS	Review Tarus vs. Borough of Pine Hill, legal research, draft policy	0.50	\$72.50
6/13/2016	JCS	Preparation of policy re: agenda items	1.50	\$217.50
6/14/2016	JCS	Attendance at Special Meeting	1.00	\$145.00
6/22/2016	JCS	Letter to L. Loigman re: OPRA request	1.00	\$145.00
6/23/2016	JCS	Prepare By-laws	5.50	\$797.50
6/23/2016	JCS	Letter to L. Loigman re: OPRA response	0.30	\$43.50

Continued On Next Page

6/27/2016	JCS	Telephone Call D. Mizrahi re: CBA	0.20	\$29.00
6/28/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Meetings)(Tri-Town News)	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding July 1, 2016, meeting with the Local and their attorney	0.10	\$14.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding LFD T-Shirts	0.10	\$14.50
6/29/2016	JCS	Preparation, dictation and review of Notice of Rescheduled Meetings	1.00	\$145.00
6/29/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Rescheduled Meetings	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Rescheduled Meetings	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Rescheduled Meetings	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to BP Weekly enclosing Notice of Rescheduled Meetings	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to Tri-Town News enclosing Notice of Rescheduled Meetings	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	1.00	\$145.00
6/29/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.50	\$72.50
6/29/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.50	\$72.50

Continued On Next Page

6/29/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.50	\$72.50
6/29/2016	JCS	Review D. Mizrahi 6-28-16 e-mail re: shirts	0.10	\$14.50
6/29/2016	JCS	Telephone Call F. Crivelli re: negotiations	0.30	\$43.50
6/29/2016	JCS	Telephone Call F. Crivelli re: meeting date	0.10	\$14.50
6/29/2016	JCS	Preparation of Public Participation at Board Meetings Policy	1.50	\$217.50
6/29/2016	JCS	Correspondence to D. Mizrahi enclosing Public Participation Rules and Regulations	0.70	\$101.50
6/29/2016	JCS	Preparation, dictation and review of Specifications and related documents (Preventive Maintenance and Repair)	3.00	\$435.00
6/29/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Public Participation at Board Meetings Rules and Regulations	0.50	\$72.50
6/30/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Specifications and related documents (Preventive Maintenance and Repair)	0.50	\$72.50
6/30/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding July 1, 2016, meeting (Union)	0.10	\$14.50
6/30/2016	JCS	Preparation, dictation and review of Administrative Action Policy	1.00	\$145.00
6/30/2016	JCS	Preparation, dictation and review of Annual Evaluation Policy	1.00	\$145.00
6/30/2016	JCS	Preparation, dictation and review of Confidentiality and Privacy Policy	1.00	\$145.00
6/30/2016	JCS	Preparation, dictation and review of Closed Session Meeting Minutes Guidelines	1.00	\$145.00
6/30/2016	JCS	Preparation, dictation and review of Meeting Agenda Preparation Procedures	1.00	\$145.00
6/30/2016	JCS	Preparation, dictation and review of Open Public Meetings Act (OPMA) Policy	1.00	\$145.00

Continued On Next Page

6/30/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Open Public Meetings Act (OPMA) Policy	0.70	\$101.50
6/30/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing various Policies, Guidelines and Procedures	0.70	\$101.50
7/1/2016	JCS	Attendance at Negotiation Strategy Meeting	2.00	\$290.00
7/5/2016	JCS	Telephone Call D. Mizrahi re: negotiations	0.20	\$29.00
7/11/2016	JCS	Preparation, dictation and review of Public Records Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Public Use of District Facilities Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Social Media Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Training/Travel Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Workplace Violence Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of injury Reporting and Return to Duty Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Personnel Qualifications and Conduct Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Personnel Reporting Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Volunteer Tuition Credit Program Policy	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of Personal Injury Reporting Procedures	1.00	\$145.00
7/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing various proposed Policies and Procedures	0.70	\$101.50
7/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Resolution)	0.70	\$101.50

Continued On Next Page

Client Number: 1620
Matter Number: L1

12/9/2016
Page: 6

7/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing original Affidavit of Publication (Notice of Rescheduled Meetings)	0.70	\$101.50
7/11/2016	JCS	Preparation, dictation and review of Essential Employee Identification Policy	1.00	\$145.00

Billable Hours / Fees:	<u>60.70</u>	<u>\$8,801.50</u>
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Timekeeper Summary

Timekeeper JCS worked 60.70 hours at \$145.00 per hour, totaling \$8,801.50.

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$8,801.50
Advanced Costs:	<u>\$0.00</u>
TOTAL AMOUNT DUE:	<u><u>\$8,801.50</u></u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.
Please make checks payable to Sendzik & Sendzik, P.C.

SIGN AT X--ATTACH INVOICE--RETURN FOR PAYMENT

KATE SENDZIK HAINES

Board of Fire Commissioners
Fire District No. 1
Township of Lakewood
316 River Avenue
Lakewood, New Jersey 08701

November 11, 2016
Invoice No. 2016-4

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
06/06/2016	Entry of Payroll	.5	\$25.00
06/06/2016	Workman's Compensation Audit	2.0	\$100.00
06/14/2016	Entry of Payroll	.5	\$25.00
06/21/2016	Entry of Payroll	.5	\$25.00
06/27/2016	Entry of Payroll	.5	\$25.00
	Telephone conversation with AFLAC	.2	\$10.00
06/29/2016	Payroll Reports for 2015/2016	.5	\$25.00
07/05/2016	Entry of Payroll	.5	\$25.00
07/11/2016	Entry of Payroll	.5	\$25.00
07/14/2016	Telephone conversation with State Re: Certifying Officer Change	.3	\$15.00
07/14/2016	Payment Pension Contribution Second Quarter	1.0	\$50.00
07/18/2016	Entry of Payroll	.5	\$25.00
07/21/2016	Telephone conversation with State Re: Pension	.3	\$15.00
07/25/2016	Entry of Payroll	.5	\$25.00
08/01/2016	Entry of Payroll	.5	\$25.00
08/06/2016	Preparation of Regular Meeting		

	And Workshop Meeting Agendas And posting on District Webpage	1.5	\$75.00
08/08/2016	Entry of Payroll	.5	\$25.00
08/15/2016	Entry of Payroll	.5	\$25.00
08/17/2016	Telephone conversation with State Re: Pension	.3	\$15.00
08/22/2016	Entry of Payroll	.5	\$25.00
08/29/2016	Entry of Payroll	.5	\$25.00
08/31/2016	Telephone conversation with State Re: Pension	.3	\$15.00
09/09/2016	Preparation of Regular Meeting And Workshop Meeting Agendas And posting on District Webpage	1.5	\$75.00
09/05/2016	Entry of Payroll	.5	\$25.00
09/09/2016	Telephone conversation with State Re: Pension	.3	\$15.00
09/12/2016	Entry of Payroll	.5	\$25.00
09/19/2016	Entry of Payroll	.5	\$25.00
09/23/2016	Telephone conversation with State Re: Pension	.3	\$15.00
09/26/2016	Entry of Payroll	.5	\$25.00
09/30/2016	Telephone conversation with State Re: Pension	.3	\$15.00
09/30/2016	Payment of Pension Contribution Third Quarter	.5	\$25.00
10/01/2016	Preparation of Regular Meeting And Workshop Meeting Agendas And posting on District Webpage	1.5	\$75.00
10/03/2016	Entry of Payroll	.5	\$25.00
10/10/2016	Entry of Payroll	.5	\$25.00
10/14/2016	Pension Contribution Reporting	1.0	\$50.00
10/17/2016	Entry of Payroll	.5	\$25.00

10/17/2016	Pension Contribution Reporting	1.0	\$50.00
10/24/2016	Entry of Payroll	.5	\$25.00
10/31/2016	Entry of Payroll	.5	\$25.00
11/04/2016	Telephone conversation with State Re: Salary Clarification	.3	\$15.00
11/07/2016	Entry of Payroll	.5	\$25.00
11/11/2016	Preparation of Regular Meeting And Workshop Meeting Agendas And posting on District Webpage	1.5	\$75.00

	Totals	26.10	\$1,305.00
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TOTAL AMOUNT DUE: \$1,305.00



BOARD OF FIRE COMMISSIONERS LAKEWOOD TOWNSHIP

DISTRICT NO. 1
316 RIVER AVENUE
LAKEWOOD, NEW JERSEY 08701

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

PURCHASE ORDER

No. 53196

THIS NUMBER MUST APPEAR ON ALL
PACKAGES, INVOICES AND
CORRESPONDENCE

DATE

8/7/2016

CHECK
PAYABLE
TO

Sendzik & Sendzik, P.C.

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Lakewood Fire District No. 1
316 River Avenue
Lakewood, NJ 08701

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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
	Legal. For services Rendered 05/09/2016 - 06/06/2016. Inv # 400	5,684.00	5,684.00	
	FIRE DISTRICT IS TAX EXEMPT BILLS SUBMITTED PRIOR TO THE 1 ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.			
	TOTAL →		\$5,684.00	

CLAIMANT'S CERTIFICATION AND DECLARATION

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

X _____
SIGNATURE DATE TITLE

PURCHASE REQUEST

BY: _____
DEPT.

VENDOR PLEASE INDICATE YOUR FEDERAL
I.D. NO. OR SOCIAL SECURITY NO.

FED.
I.D.# _____

SOC.
SEC.# _____

APPROVED FOR PURCHASE

BY: _____

DO NOT WRITE IN SPACE BELOW - TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE. DATE _____ THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT SECRETARY <i>[Signature]</i> CHAIRPERSON TREASURER	CERTIFICATION OF AVAILABILITY OF FUNDS I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED. TREASURER <i>[Signature]</i>											
	PAYMENT RECORD CHECK NO. _____ DATED _____	APPROPRIATION OR ACCOUNT CHARGED <table border="1"> <tr> <th>ENCUMBERED</th> <th>PAID</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	ENCUMBERED	PAID								
ENCUMBERED	PAID											

SIGN AT X--ATTACH INVOICE--RETURN FOR PAYMENT

BOARD OF FIRE COMMISSIONERS
LAKEWOOD TOWNSHIP

DISTRICT NO. 1
316 RIVER AVENUE

LAKEWOOD, NEW JERSEY 08701

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

PURCHASE ORDER

No.

THIS NUMBER MUST APPEAR ON ALL
PACKAGES, INVOICES AND
CORRESPONDENCE

DATE 06/06/2016

CHECK
PAYABLE
TO

SENDZIK & SENDZIK, P.C.
1808 ROUTE 88
BRICK, NEW JERSEY 08724

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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	For Professional Services Rendered		\$5,684.00
	FIRE DISTRICT IS TAX EXEMPT BILLS SUBMITTED PRIOR TO THE 1ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.	TOTAL →	\$5,684.00

CLAIMANT'S CERTIFICATION AND DECLARATION I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.		VENDOR PLEASE INDICATE YOUR FEDERAL I.D. NO. OR SOCIAL SECURITY NO. FED. I.D.# _____ SOC. SEC.# _____	
X <u>Buyer</u> <u>Charles W. Baker</u> <u>Attorney</u> SIGNATURE DATE TITLE		APPROVED FOR PURCHASE	
BY: _____ DEPT. _____		BY: _____	

DO NOT WRITE IN SPACE BELOW - TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE. DATE _____	CERTIFICATION OF AVAILABILITY OF FUNDS		
THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT SECRETARY _____ CHAIRPERSON _____ TREASURER _____	I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED. TREASURER _____		
	PAYMENT RECORD	APPROPRIATION OR ACCOUNT CHARGED	
	CHECK NO. _____	ENCUMBERED	PAID
	DATED _____		

SIGN AT X-ATTACH INVOICE-RETURN FOR PAYMENT

Sendzik & Sendzik, P.C.

1808 Route 88
Brick, NJ 08724
Telephone: 732-840-6464
Fax: 732-840-0009

June 06, 2016

Invoice No. 400

Township of Lakewood Fire District
316 River Avenue
Lakewood, NJ 08701

Client Number: 1620 Township of Lakewood Fire District #1
Matter Number: L1 Township of Lakewood Fire District #1
For Services Rendered from 5/9/2016 Through 6/6/2016.

Fees				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
5/9/2016	JCS	Preparation, dictation and review of correspondence to Construction Journal regarding bid proposals received (Licensed Electrical Contractor)	0.30	\$43.50
5/9/2016	JCS	Preparation, dictation and review of correspondence to CIS regarding bid proposals received (Licensed Electrical Contractor)	0.30	\$43.50
5/9/2016	JCS	Attendance at Regular Meeting and Committee Meeting	3.00	\$435.00
5/10/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding Paff v. Galloway Township	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding 05/13/2016 meeting	0.10	\$14.50
5/12/2016	JCS	Preparation, dictation and review of Notice of Special Meeting	1.00	\$145.00
5/12/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Special Meeting	0.70	\$101.50

Continued On Next Page

Client Number: 1620

6/6/2016

Matter Number: L1

Page: 2

5/12/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Special Meeting	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Special Meeting	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to BP Weekly enclosing Notice of Special Meeting	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to Greater Media Newspapers enclosing Notice of Special Meeting	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of Notice of Alternate Procurement Method	1.00	\$145.00
5/12/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Alternate Procurement Method	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Alternate Procurement Method	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Alternate Procurement Method	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to BP Weekly enclosing Notice of Alternate Procurement Method	0.70	\$101.50
5/12/2016	JCS	Preparation, dictation and review of correspondence to Greater Media Newspapers enclosing Notice of Alternate Procurement Method	0.70	\$101.50
5/13/2016	JCS	Meeting with D. Mizrahi/M. Cohen	2.00	\$290.00
5/16/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution of the Township of Lakewood Fixing the Annual Budget	0.70	\$101.50
5/16/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding payment of claims	0.70	\$101.50

Continued On Next Page

Client Number: 1620

6/6/2016

Matter Number: L1

Page: 3

5/17/2016	JCS	Preparation, dictation and review of Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	1.50	\$217.50
5/17/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.70	\$101.50
5/17/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.70	\$101.50
5/17/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.70	\$101.50
5/18/2016	JCS	Preparation, dictation and review of Resolution Accepting Bids and Authorizing Award of Contract and Contract for a Licensed Electrical Contractor to Supply Labor Material and Fixtures for Lighting Projects	4.00	\$580.00
5/18/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Accepting Bids and Authorizing Award of Contract and Contract for a Licensed Electrical Contractor to Supply Labor Material and Fixtures for Lighting Projects	0.70	\$101.50
5/23/2016	JCS	Review of M. Cohen 5-22-16 e-mail re: Notice of Resolution	0.20	\$29.00
5/23/2016	JCS	Attendance at Special Meeting	1.00	\$145.00
6/1/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi requesting June 6, 2016, agenda items	0.10	\$14.50
6/6/2016	JCS	Preparation, dictation and review of Resolution Appointing a Fire District Administrator	2.50	\$362.50
6/6/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Appointing a Fire District Administrator	0.70	\$101.50
6/6/2016	JCS	Preparation, dictation and review of Resolution Authorizing Intent to Use an Alternate Procurement Method	2.50	\$362.50

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Client Number: 1620
Matter Number: L1

6/6/2016
Page: 4

6/6/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Intent to Use an Alternate Procurement Method	0.70	\$101.50
6/6/2016	JCS	Preparation, dictation and review of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	2.50	\$362.50
6/6/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.70	\$101.50
6/6/2016	JCS	Preparation, dictation and review of Resolution Authorizing Payment of Claims	2.50	\$362.50
6/6/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Payment of Claims	0.70	\$101.50

Billable Hours / Fees: 39.20 \$5,684.00

Timekeeper Summary

Timekeeper JCS worked 39.20 hours at \$145.00 per hour, totaling \$5,684.00.

Prior Balance:	\$10,309.50
Payments Received:	\$0.00
Unpaid Prior Balance:	\$10,309.50
Current Fees:	\$5,684.00
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	\$15,993.50

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.
Please make checks payable to Sendzik & Sendzik, P.C.

**BOARD OF FIRE COMMISSIONERS
LAKEWOOD TOWNSHIP**

DISTRICT NO. 1
316 RIVER AVENUE
LAKEWOOD, NEW JERSEY 08701
ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

PURCHASE ORDER
No. THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE
DATE 05/09/2016

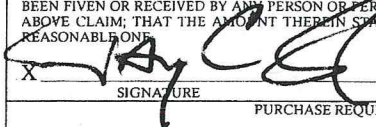
CHECK PAYABLE TO
SENDZIK & SENDZIK, P.C.
1808 ROUTE 88
BRICK, NEW JERSEY 08724

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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
	For Professional Services Rendered		\$10,309.50	
	FIRE DISTRICT IS TAX EXEMPT BILLS SUBMITTED PRIOR TO THE 1ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.			
		TOTAL →	\$10,309.50	

CLAIMANT'S CERTIFICATION AND DECLARATION I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.		VENDOR PLEASE INDICATE YOUR FEDERAL I.D. NO. OR SOCIAL SECURITY NO. FED. I.D.# _____ SOC. SEC.# _____	
X  <u>5-9-16</u> <u>Anthony</u> SIGNATURE DATE TITLE	PURCHASE REQUEST BY: _____ DEPT. _____		
APPROVED FOR PURCHASE BY: _____			

DO NOT WRITE IN SPACE BELOW – TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE. DATE _____ THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT SECRETARY _____ CHAIRPERSON _____ TREASURER _____	CERTIFICATION OF AVAILABILITY OF FUNDS I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED. TREASURER _____										
	PAYMENT RECORD CHECK NO. _____ DATED _____		APPROPRIATION OR ACCOUNT CHARGED <table border="1"> <tr> <th>ENCUMBERED</th> <th>PAID</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	ENCUMBERED	PAID						
	ENCUMBERED	PAID									

SIGN AT X-ATTACH INVOICE-RETURN FOR PAYMENT

Sendzik & Sendzik, P.C.

1808 Route 88
Brick, NJ 08724
Telephone: 732-840-6464
Fax: 732-840-0009

May 09, 2016

Invoice No. 393

Township of Lakewood Fire District
316 River Avenue
Lakewood, NJ 08701

Client Number: 1620 Township of Lakewood Fire District #1
Matter Number: L1 Township of Lakewood Fire District #1
For Services Rendered from 3/16/2016 Through 4/11/2016.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
3/16/2016	JCS	Attendance at Regular Meeting	1.30	\$188.50
3/17/2016	JCS	Telephone Call D. Mizrahi re: goods/service bid	0.20	\$29.00
3/21/2016	JCS	Telephone Call M. Cohen re: advertisement/ RFQ maintenance	0.30	\$43.50
3/22/2016	JCS	Preparation, dictation and review of Notice of Meetings	1.00	\$145.00
3/22/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice of Meetings	0.70	\$101.50
3/22/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice of Meetings	0.70	\$101.50
3/22/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice of Meetings	0.70	\$101.50
3/22/2016	JCS	Preparation, dictation and review of correspondence to BP Weekly enclosing Notice of Meetings	0.70	\$101.50

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3/22/2016	JCS	Research unclassified/classified civil service protection, revise Notice of Employment and Job Specifications	1.50	\$217.50
3/23/2016	JCS	Preparation, dictation and review of revised Notice of Meetings	0.20	\$29.00
3/23/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing revised Notice of Meetings	0.70	\$101.50
3/23/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing revised Notice of Meetings	0.70	\$101.50
3/23/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing revised Notice of Meetings	0.70	\$101.50
3/23/2016	JCS	Preparation, dictation and review of correspondence to BP Weekly enclosing revised Notice of Meetings	0.70	\$101.50
3/24/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding Company OPRA Requests/Custodian of Records	0.70	\$101.50
3/25/2016	JCS	Summarize Blaszczak's contract and claim	1.50	\$217.50
3/28/2016	JCS	Research OPRA re: charging for extending time to retrieve data requested, collating data to respond to OPRA request, FCSA re: volunteer fire fighters, draft letter to fire district, conference JCS re: OPRA requests	3.00	\$435.00
3/28/2016	JCS	Meeting M. Cohen re: Resolution, Procurement, Personnel	1.10	\$159.50
3/29/2016	JCS	OPRA request- research, conference JCS	1.50	\$217.50
3/29/2016	JCS	Telephone Call S. Secare re: OPRA request	0.30	\$43.50
3/30/2016	JCS	Preparation, dictation and review of correspondence to R. Blaszczak Re: Separation Agreement	1.00	\$145.00
3/30/2016	JCS	Preparation of Separation Agreement	2.00	\$290.00
3/31/2016	JCS	Email to D. Mizrahi and M. Cohen re: OPRA request	0.20	\$29.00

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3/31/2016	JCS	Preparation, dictation and review of Notice to Bidders	1.50	\$217.50
3/31/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Notice to Bidders	0.70	\$101.50
3/31/2016	JCS	Preparation, dictation and review of correspondence to K. Hutchinson enclosing Notice to Bidders	0.70	\$101.50
3/31/2016	JCS	Preparation, dictation and review of correspondence to M. Cohen enclosing Notice to Bidders	0.70	\$101.50
3/31/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi regarding bid for licensed electrical contractor	0.30	\$43.50
3/31/2016	JCS	Preparation, dictation and review of Fire District Administrator classified	1.00	\$145.00
3/31/2016	JCS	Preparation, dictation and review of correspondence to Asbury Park Press enclosing Fire District Administrator classified for pricing	0.20	\$29.00
3/31/2016	JCS	Telephone Call S. Secare re: OPRA request	0.30	\$43.50
4/1/2016	JCS	Research overtime/max hours, meeting with JCS and Lakewood	0.70	\$101.50
4/4/2016	JCS	Research history of LOSAP	1.50	\$217.50
4/5/2016	JCS	Preparation, dictation and review of bid specifications and related documents (Licensed Electrical Contractor)	6.00	\$870.00
4/5/2016	JCS	Preparation, dictation and review of correspondence to Northeast Mechanical Services enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/5/2016	JCS	Telephone Call James Phosia re: representation/file	0.20	\$29.00
4/5/2016	JCS	Research LOSAP	0.50	\$72.50
4/5/2016	JCS	Telephone Call L. Loigman re: OPRA request	0.30	\$43.50

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4/6/2016	JCS	Preparation, dictation and review of correspondence to K. Hanrahan Enterprises enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/6/2016	JCS	Preparation, dictation and review of correspondence to I&T Electrical Lighting enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/6/2016	JCS	Preparation, dictation and review of correspondence to L. Loigman, Esq. regarding OPRA request	0.70	\$101.50
4/6/2016	JCS	Preparation, dictation and review of correspondence to L. Loigman, Esq. enclosing previous correspondence regarding OPRA request	0.70	\$101.50
4/7/2016	JCS	Preparation, dictation and review of correspondence to Eli's Electrical enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/7/2016	JCS	Preparation, dictation and review of correspondence to South Lake Electric enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/7/2016	JCS	Preparation, dictation and review of correspondence to For Tech Electric enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/7/2016	JCS	Preparation, dictation and review of correspondence to Circuit Electrical enclosing bid specifications and related documents (Licensed Electrical Contractor)	0.70	\$101.50
4/8/2016	JCS	Email to R. Blaszczak Re: Contracted Payments	0.30	\$43.50
4/8/2016	JCS	Meeting re: Agenda, procurement, OPRA	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Certifying Officer (PERS)	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Certifying Officer (PERS)	0.70	\$101.50

Continued On Next Page

4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Supervising Officer (DCRP)	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Appointment and Designation of Supervising Officer (DCRP)	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Certifying Officer (DCRP)	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Appointment and Designation of Certifying Officer (DCRP)	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Certifying Officer (PFRS)	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Appointment and Designation of Certifying Officer (PFRS)	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Supervising Officer (PFRS)	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Appointment and Designation of Certifying Officer (PFRS)	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Appointment and Designation of Supervising Officer (PERS)	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Appointment and Designation of Supervising Officer (PERS)	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Establishment of Official Depository	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Establishment of Official Depository	0.70	\$101.50

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4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Additions and Deletions of Signatories	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Additions and Deletions of Signatories	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Creation of the Paid Position for a Fire District Administrator	0.70	\$101.50
4/11/2016	JCS	Preparation, dictation and review of Resolution Authorizing Closed Session	1.50	\$217.50
4/11/2016	JCS	Preparation, dictation and review of correspondence to D. Mizrahi enclosing Resolution Authorizing Closed Session	0.70	\$101.50
4/11/2016	JCS	Attendance at Regular Meeting/ Workshop Meeting	2.30	\$333.50
4/11/2016	JCS	Telephone Call F. Crivelli re: CBA	0.20	\$29.00
4/11/2016	JCS	Letter to Blaszczak re: OPRA	0.70	\$101.50
4/11/2016	JCS	Agendas for workshop and meetings	1.00	\$145.00
4/11/2016	JCS	Letter to Loigman re: OPRA, review of Loigman letter	0.80	\$116.00

Billable Hours / Fees:	71.10	\$10,309.50
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Timekeeper Summary

Timekeeper JCS worked 71.10 hours at \$145.00 per hour, totaling \$10,309.50.

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Client Number: 1620
Matter Number: L1

5/9/2016
Page: 7

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$10,309.50
Advanced Costs:	<u>\$0.00</u>
TOTAL AMOUNT DUE:	<u><u>\$10,309.50</u></u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.
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