



BOROUGH OF SEASIDE HEIGHTS
901 BOULEVARD
SEASIDE HEIGHTS, NJ 08751
Phone: (732)793-9100
Fax: (732)793-0319

SHIP TO

Borough of Seaside Heights

901 Boulevard
Seaside Heights, N.J. 08751

VENDOR

Vendor #: GILMO005

GILMORE & MONAHAN ESQ.
10 ALLEN STREET
P.O. BOX 1540
TOMS RIVER, NJ 08754-0000

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, CORRESPONDENCE, ETC.

NO. 17-01704

ORDER DATE: 9/29/17

DELIVERY DATE:

STATE CONTRACT:

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #: (732) 240-6000

VENDOR FAX #:

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001170

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
	TO PROFESSIONAL SERVICES RENDERED For the period 8/29/17 through 9/27/17, as per the attached statement(s):			
	General Matters (expenses):			\$309.91
	Legal Fees As Per Professional Services Contract:			\$6,333.33
	Total:			\$6,643.24

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties, of the 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 within 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 SIGN HERE

Borough Attorney

9/28/17

OFFICIAL POSITION

DATE

22-2360167

TAX ID NO. OR SOCIAL SECURITY NO.

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPT. HEAD

DATE

VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO:

BOROUGH OF SEASIDE HEIGHTS
901 BOULEVARD
SEASIDE HEIGHTS, NJ 08751

APPROVAL TO PURCHASE

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW

Chief Financial Officer

Chairperson



BOROUGH OF SEASIDE HEIGHTS
901 BOULEVARD
SEASIDE HEIGHTS, NJ 08751
Phone: (732)793-9100
Fax: (732)793-0319

SHIP TO

Borough of Seaside Heights
Attn: Christopher Vaz
901 Boulevard
Seaside Heights, NJ 08751

VENDOR

Vendor #: GILMO005

GILMORE & MONAHAN ESQ.
10 ALLEN STREET
P.O. BOX 1540
TOMS RIVER, NJ 08754-0000

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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NO. 17-01764

ORDER DATE: 10/02/17

INVOICE #:

STATE CONTRACT:

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #: (732) 240-6000

VENDOR FAX #:

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001170

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	PROFESSIONAL SERVICES SERVICES RENDERED 8/29-9/27/17 GENERAL MATTERS: 309.91 LEGAL FEES AS PER PROFESSIONAL SERVICES CONTRACT: 6,333.33	7-52-20-155-000-321	6,643.2400	6,643.24
			TOTAL	=====
				6,643.24

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the 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 within 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 SIGN HERE

OFFICIAL POSITION

DATE

TAX ID NO. OR SOCIAL SECURITY NO.

OFFICER'S CERTIFICATION

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DEPT. HEAD

DATE

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BOROUGH OF SEASIDE HEIGHTS
901 BOULEVARD
SEASIDE HEIGHTS, NJ 08751

APPROVAL TO PURCHASE

DO NOT ACCEPT THIS ORDER UNLESS IT
IS SIGNED BELOW

Chairperson

Gilmore & Monahan, P.A.

P.O. Box 1540

Toms River, NJ 08754-1540

Ph: 732-240-6000

Fax: 732-244-1840

Attn.: Ms. Barbara Risley, Chief Financial Officer
BOROUGH OF SEASIDE HEIGHTS
901 Boulevard
P.O. Box 38
Seaside Heights, NJ 08751

Date: 09/27/17
File #: 2800
Inv #: 39498
Atty.: JLC

RE: GENERAL MATTERS

Date	Professional Services Rendered	Hours
08/29/17	Draft correspondence to Borough Administrator re: Belle Freeman issue; receipt and review of correspondence in response to same; receipt and review of correspondence from attorney in a case to which the Borough is not a party re: deposition of police officer; draft correspondence to Police Dept. Records Custodian re: same; receipt and review of correspondence in response to same.	1.0
08/30/17	Draft various correspondence to Tax Assessor re: tax abatement letter; receipt and review of correspondence in response to same; draft place-to-place license transfer; draft correspondence to Borough Administrator re: same; receipt and review of correspondence in response to same; receipt and review of correspondence from Housing Officer re: property in disrepair.	2.4
	Legal research re tax abatement; draft correspondence to Borough Administrator re: same and list of properties; receipt and review of correspondence from Tax Assessor re: same; several telephone conferences with Tax Assessor re: same.	4.6
08/31/17	Continued legal research re: property tax abatements; draft correspondence to County Tax Administrator re: same.	0.8
	Continued legal research re: property tax abatement and draft memorandum re: same.	3.0
09/01/17	Receipt and review of correspondence from County Tax Administrator	0.7

Ms. Barbara Risley, Chief Financial Officer
BOROUGH OF SEASIDE HEIGHTS
901 Boulevard, P.O. Box 38, Seaside Heights, NJ 08751

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	re: budget dates; receipt and review of correspondence from Borough Administrator re: potential liquor license conditions.	
	Receipt and review of correspondence from Director of Public Works re: request for information on lien holders of property at 311 Webster Avenue; draft correspondence to Director of Public Works requesting block and lot information for 311 Webster Avenue.	0.4
09/05/17	Receipt and review of draft license conditions from Borough Administrator; receipt and review of correspondence from Borough Clerk forwarding correspondence from General Code Publishers re: ordinance language; draft correspondence in response to same; legal research re: property tax abatements; telephone call from County Clerk re: same; draft correspondence to Borough Administrator re same; receipt and review of correspondence from Borough Administrator re: same.	2.4
09/06/17	Draft resolution re: liquor license transfer; receipt and review of various correspondence from attorney seeking to depose police officer in a case to which the Borough is not a party; draft various correspondence to Police Records Dept. re: same; receipt and review of various correspondence in response to same; draft correspondence to attorney issuing subpoena re: same.	1.8
	Attendance at Borough Council meeting.	2.3
09/07/17	Several telephone conferences with attorney for Aquan Loan Service for U.S. Bank requesting information on 42 Kearney Avenue; draft correspondence to attorney for Aquan Loan Service for U.S. Bank re: order to show cause and order for 42 Kearney Avenue; receipt and review of correspondence in response to same confirming receipt of orders.	0.8
09/12/17	Receipt and review of correspondence from Borough Administrator re: property tax abatement program issue.	0.3
09/14/17	Draft correspondence to Borough Administrator re: tax abatement issues; telephone conference with Borough Administrator re: same; receipt and review of correspondence from Borough Administrator re: timing issues; intra-office conference re: same.	1.5

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	Receipt and review of correspondence from Director of Public Works re: 212 Bay Boulevard and condominium association; telephone call from Director of Public Works re: same.	0.4
	Draft correspondence to County Tax Administrator re: abatement.	0.5
09/15/17	Receipt and review of correspondence from attorney for property owner re: property tax abatement status; telephone conference with attorney re: same; legal research re: same; receipt and review of bail forfeiture notice from Municipal Court Clerk re: Brower.	1.6
09/18/17	Receipt and review of notice of tort claim from claimant's attorney re: Villagomez; draft correspondence to Borough Clerk re: service of same; receipt and review of correspondence in response to same.	0.6
	Receipt and review of correspondence from Borough Administrator re: status of tax abatement issues; several telephone conferences with Borough Administrator re: same.	1.1
09/19/17	Draft resolution authorizing receipt of bids for Midway Steakhouse location; receipt and review of correspondence from Borough Administrator re: revisions to property tax abatement ordinance; receipt and review of correspondence from Borough Administrator re: utility cancelation; draft resolution re: same.	1.4
	Receipt and review of correspondence from Borough Clerk re: OPRA request for documents concerning Ordinances 2017-17 and 2017-18; draft ordinance amending Chapter 98.	1.2
09/20/17	Receipt and review of correspondence from Borough Administrator re: ordinance amending Chapter 98; draft revisions to ordinance.	0.3
	Preparation for and attendance at executive session and Borough Council meeting.	2.0
09/21/17	Receipt and review of correspondence from Borough Administrator re: scope of property tax abatement agreements; draft correspondence in response to same; receipt and review of correspondence from attorney for property owner re: same; receipt and review of notice of bail forfeiture from Municipal Court Administrator re: Colon; receipt and review of correspondence from attorney for property owner re: water	1.9

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	bill issue; draft correspondence to Borough Administrator forwarding same; receipt and review of correspondence in response to same; draft correspondence to attorney for property owner re: same.	
09/22/17	Receipt and review of correspondence from attorney for property owner re: abatement program status.	0.4
09/25/17	Receipt and review of correspondence from Borough Administrator re: property tax abatement issue and updated correspondence; draft correspondence in response to same; receipt and review of correspondence from attorney for property owner re: property tax abatement status; draft revisions to correspondence to County Tax Administrator re: same.	1.2
	Receipt and review of correspondence from attorney for Municipal Court defendant to Judge Daniel forwarding DNA expungement of Municipal Court defendant; draft correspondence to Borough Police Dept. forwarding same; receipt and review of correspondence from Borough Police Dept. confirming receipt of same; receipt and review of correspondence from office of Borough Clerk requesting concise statement of facts for Ordinance 2017-19, Tax Abatement; draft concise statement of facts re: same; draft correspondence to office of Borough Clerk forwarding same.	1.7
09/26/17	Receipt and review of correspondence from Borough Administrator re: property tax abatement program; receipt and review of correspondence from attorney for property owner re: water bill and tax lien; draft correspondence to Borough Administrator re: same.	0.8
	Legal research re: boat storage violations in Borough; intra-office conference re: storing boats and violations in Borough.	0.5
09/27/17	Receipt and review of correspondence from Borough Administrator re: parking issues; draft correspondence in response to same; receipt and review of correspondence from Code Enforcement re: boat parking; legal research re: same.	1.0
Total Services Rendered		\$0.00 38.6



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Finance Copy