



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.

ORDER DATE: 10/31/17

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 9/28/17 through 10/24/17, as per the attached statement(s):	7-52-20-155	000-321	
	General Matters (expenses):			\$267.59
	Legal Fees As Per Professional Services Contract:			\$6,333.33
	Total:			\$6,600.92

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.

Barry Stubb
VENDOR SIGN HERE

Borough Attorney 10/27/17

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 10/31/17

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

Barbara J. Sisk
Chief Financial Officer 10/31/17

RT
Chairperson



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

VENDOR

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Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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NO. 17-01933

ORDER DATE: 10/31/17

INVOICE #:

STATE CONTRACT:

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #: (732) 240-6000

VENDOR FAX #:

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DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001170

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	PROFESSIONAL SERVICES SERVICE DATES 9/28-10/24 2017	7-52-20-155-000-321	6,600.9200	6,600.92
			TOTAL	=====
				6,600.92

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VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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APPROVAL TO PURCHASE

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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: 10/24/17
File #: 2800
Inv #: 39638
Atty.: JLC

RE: GENERAL MATTERS

Date	Professional Services Rendered	Hours
09/28/17	Receipt and review of correspondence from Tax Board Chair re: abatement status; draft correspondence in response to same; draft final revisions to correspondence to County Tax Administrator re: same.	0.8
09/29/17	Receipt and review of correspondence from office of attorney for property tax abatement property owner re: status of matter; draft correspondence in response to same.	0.4
10/02/17	Review of notice of class action settlement in the Southern District of New York involving Barclays Bank and LIBOR-based financial instruments antitrust litigation; draft memorandum summarizing same and options for Borough for response to notice.	2.7
	Receipt and review of correspondence from Borough Engineer re: NJDOT grant application; draft resolution re: same; receipt and review of correspondence from Borough Administrator re: property tax abatement status; draft correspondence in response to same.	1.1
10/03/17	Draft correspondence to Borough Administrator re: meeting agenda items; receipt and review of correspondence in response to same; draft resolution authorizing execution of memorandum of understanding for transitional aid; receipt and review of draft agreement with Lightpath from Borough Administrator's office; receipt and review of correspondence from Borough Administrator re: need for resolution concerning same; draft resolution re: same; receipt and review of correspondence from Borough Administrator re: Klee's resolution schedule; draft resolution re: same.	2.5

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

Date: 10/24/17
File #: 2800
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10/04/17	Receipt and review of correspondence from attorney for Klee's to Borough Administrator; receipt and review of correspondence from Borough Administrator to Chief Financial Officer re: Redevelopment Agency funds and revised conditions on license; receipt and review of correspondence from Borough Administrator re: same.	0.6
	Attendance at Borough Council meeting.	2.2
10/10/17	Receipt and review of various correspondence from Borough Administrator re: Sherman Avenue street end; draft correspondence in response to same.	0.7
10/11/17	Legal research re: competitive contracting for grant writing; legal research re: proposed amendments to accumulated leave payout; draft memorandum re: same.	1.7
	Draft correspondence to Borough Administrator forwarding memorandum re: proposed rule change affecting sick leave payouts; telephone call from attorney re: deposition of police officer in a case to which the Borough is not a party; draft correspondence to Police Records Dept. re: same; telephone conference with police officer re: same; telephone conference with office of attorney re: same.	1.2
	Receipt and review of correspondence from Director of Public Works re: properties at 30 Sheridan Avenue and 235 Sherman Avenue; draft correspondence in response to same.	0.4
10/13/17	Draft resolution authorizing competitive contracting for grant writing services.	0.5
	Draft resolution re: renewal of prescription benefit plan; draft resolution re: renewal of dental benefit plan; receipt and review of correspondence from Borough Administrator re: hotel tax collection and mercantile; legal research re: same; draft correspondence to Borough Administrator re: same.	2.2
	Telephone call from Director of Public Works re: status of damaged properties at 30 Sheridan Avenue and 235 Sherman Avenue.	0.3

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10/16/17	Receipt and review of correspondence from attorney re: scheduling of deposition for a case to which the Borough is not a party.	0.3
10/17/17	Receipt and review of correspondence from Borough Administrator re: status of property tax abatement ordinance; draft correspondence in response to same; receipt and review of additional correspondence from Borough Administrator re: grandfathering issue; draft correspondence in response to same.	0.8
	Receipt and review of various correspondence from Director of Public Works to property owners, lien holders and banks re: unsafe structure notices and hearing for 30 Sheridan Avenue and 235 Sherman Avenue.	1.5
10/18/17	Draft resolution re: cancelation of taxes; review of draft resolution re: payment of resident affected by electric shut-off; receipt and review of correspondence from PERC re: proposed rules changes; receipt and review of correspondence from Borough Administrator re: meeting agenda; receipt and review of correspondence from Borough Clerk re: same; draft correspondence in response to same re: open agenda items; receipt and review of correspondence from Borough Administrator re: November meeting schedule.	1.7
	Attendance at Borough Council meeting.	2.0
10/19/17	Review of Local Finance Board notice re: certificate of available funds and legal research concerning amendments to regulations.	0.3
	Receipt and review of correspondence from Borough Administrator re: requested resolution concerning disease awareness.	0.3
10/20/17	Continued legal research re: certificate of available funds and draft opinion memorandum concerning same; draft revised resolution and certification of availability of funds.	0.8
	Draft revisions to memorandum re: new form of certificate of availability of funds.	0.2
10/23/17	Draft revisions to memorandum re: amendments to regulations for certificate of available funds; draft revisions to resolution and certification of availability of funds.	0.4

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Date: 10/24/17
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Page: 4

10/24/17 Receipt and review of correspondence from Borough Administrator re: 3.1
Public Defender contract addendum; draft correspondence in response to
same; draft resolution re: same; receipt and review of correspondence
from Borough Administrator re: procurement card legislation; draft
correspondence in response to same; receipt and review of additional
correspondence from Borough Administrator re: proposed ordinance;
telephone call from Code Enforcement Officer re: hazard procedures.

Total Services Rendered	\$0.00	28.7
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Date	Disbursements	Amt. Disb'd	Receipts
	/Photocopies	0.25	
	/Postage	0.67	
	/Telephone	266.67	
Total Disbursements/Total Receipts		\$267.59	\$0.00
TOTAL DUE FOR THIS BILLING PERIOD:			\$267.59



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Finance Copy