



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. 17-01570

ORDER DATE: 9/11/17

DELIVERY DATE:

STATE CONTRACT: Inv. #39255

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 7/26/17 through 8/28/17, as per the attached statement(s):	<u>7-52-20-155-</u> <u>000-321</u>		
	General Matters (expenses):			\$492.56
	Legal Fees As Per Professional Services Contract:			\$6,333.33
	Total:			\$6,825.89

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
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. <u>[Signature]</u> VENDOR SIGN HERE Borough Attorney 8/31/17 OFFICIAL POSITION DATE 22-2360167 TAX ID NO. OR SOCIAL SECURITY NO.	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. <u>9/11/17</u> 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	DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW <u>[Signature]</u> Chief Financial Officer <u>Victor H. Smith</u> 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: 08/28/17
File #: 2800
Inv #: 39255
Atty.: JLC

RE: GENERAL MATTERS

Date	Professional Services Rendered	Hours
07/26/17	Receipt and review of correspondence from Tax Assessor re: resolution for forgiveness of taxes.	0.4
07/27/17	Receipt and review of correspondence from Township Administrator re: shared services agreement with County; receipt and review of correspondence from Tax Assessor re: correspondence to property owners concerning abatement agreements; draft 12 letters re: same.	2.6
07/28/17	Review of administrative consent order for Peak Shavers and draft memorandum re: Borough's obligation.	1.0
	Draft resolution re: shared services agreement with County; draft resolution re: settlement with NJDEP concerning generators; receipt and review of correspondence from attorney for property owner re: water bill; draft correspondence to Borough Administrator re: same; receipt and review of correspondence from Township Administrator re: update to litigation audit letter; draft updated litigation letter.	2.0
	Receipt and review of correspondence from Borough Administrator re: trademark application; draft correspondence in response to same.	0.4
07/31/17	Continued review of ACO; continued draft of memorandum re: obligations of Borough.	1.5
	Draft correspondence to Borough Administrator forwarding Peak Shaver memorandum and resolution; receipt and review of correspondence from property owner re: late water and sewer charges; draft correspondence to	1.0

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Page: 2

Borough Administrator re same; receipt and review of correspondence from Borough Administrator re: same; draft correspondence in response to same.

08/01/17	Receipt and review of correspondence from Borough Clerk re: change law concerning OPRA and use-of-force reports; receipt and review of various correspondence from Borough Administrator re: service area location and mileage issue; draft correspondence in response to same; receipt and review of correspondence from Borough Administrator re: waiver for BID; draft revisions to same; draft correspondence to Borough Administrator re: same; telephone call from Police Dept. Records Dept. re: release of records; draft correspondence in response to same; receipt and review of correspondence from ABC re: social affairs permit application received; receipt and review of correspondence from Borough Administrator re: Conflict Public Defender; draft correspondence in response to same; draft resolution and contract for Alternate Public Defender; receipt and review of correspondence from Borough Administrator re: executive session items; draft correspondence in response to same.	5.0
	Legal research in preparation for preparing a trademark application.	1.0
	Receipt and review of OPRA request for unredacted use-of-force reports; legal research re: same; draft correspondence to Borough Clerk re: release of same.	1.0
08/02/17	Receipt and review of various correspondence from Borough Administrator re: meeting agenda; receipt and review of correspondence from Borough Administrator re: funds owed from two employees.	1.3
	Attendance at Borough Council meeting.	2.5
	Receipt and review of correspondence from Police Records Custodian re: OPRA request for investigation report; review of investigation report; draft correspondence to Police Records Custodian re: release and redaction of same.	0.7
08/03/17	Receipt and review of correspondence from Tax Collector re: property tax abatement issues; draft correspondence in response to same; receipt and review of correspondence from County Tax Administrator re:	2.3

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Page: 3

conference concerning property tax abatement; telephone conference with County Tax Administrator re: same; receipt and review of correspondence from Tax Assessor re: same; draft correspondence in response to same; receipt and review of correspondence from Borough Clerk re: service of resolutions on NJDEP; draft correspondence in response to same; receipt and review of OPRA request Police Dept. records;

Conference with Borough Office of Professional Responsibility to obtain order from attorney for Peter Manuella in DNA expungement issue; telephone conference with attorney for Mr. Manuella re: request for order stipulating that Mr. Manuella does not have to give Borough a DNA sample. 0.4

08/04/17 Telephone conference with office of Borough Clerk requesting conference with Borough Administrator re: strategy with trademark moving forward. 0.2

Receipt and review of correspondence from Borough Clerk re: OPRA request for use-of-force materials and settlement agreement; draft correspondence in response to same. 0.5

08/07/17 Receipt and review of correspondence from Borough Clerk re: OPRA request for OPRA requests and responses; draft correspondence to Borough Clerk re: OPRA request for use-of-force reports. 0.4

08/08/17 Intra-office conference re: online article. 0.2

Telephone call from Borough Administrator re: trademark status. 0.2

Receipt and review of correspondence from Police Records Custodian re: OPRA request for settlement agreement; draft correspondence in response re: same and confidentiality clauses. 0.5

08/09/17 Receipt and review of various correspondence from Borough Administrator re: OPRA request for information from emails; draft various correspondence in response to same. 1.2

08/10/17 Receipt and review of correspondence from Borough Clerk re: ordinance advertisement; receipt and review of correspondence from Borough 1.9

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Page: 4

Administrator re: same; draft correspondence in response to same; receipt and review of correspondence from Tax Collector re: property tax abatement; receipt and review of correspondence from Tax Assessor re: same; receipt and review of correspondence from Borough Clerk re: generator contract; receipt and review of correspondence from Police Dept. Records Clerk re: discovery request; draft correspondence in response to same; receipt and review of OPRA request from Borough Administrator.

Receipt and review of correspondence from Borough Clerk re: settlement agreement for OPRA request. 0.2

08/11/17 Conference with Tax Assessor and County Tax Administrator re: abatement program; telephone call from County Tax Administrator re: same; draft correspondence to Borough Administrator re: same; receipt and review of correspondence in response to same; receipt and review of correspondence from attorney for rate payer re: funds due for various years; draft correspondence to Borough Administrator re: same; receipt and review of correspondence in response to same; draft correspondence to attorney for rate payer re: same. 3.8

Receipt and review of various correspondence from Police Dept. re: OPRA request for use-of-force training materials; draft correspondence in response to same; telephone conference with Police Dept. Records Clerk re: OPRA request for emails. 1.0

08/14/17 Receipt and review of use-of-force training module for OPRA response purposes and draft correspondence to Police Dept. Records Custodian re: same. 0.8

08/15/17 Receipt and review of correspondence from Borough Clerk forwarding bids for police vehicle contract; draft resolution and contract re: same; draft correspondence to Borough Administrator re: meeting agenda; receipt and review of correspondence in response to same; receipt and review of correspondence from Borough Administrator re: various correspondence to employees re: funds owed; draft correspondence re: same; draft correspondence to Borough Administrator forwarding same for review; receipt and review of correspondence from Borough Administrator re: Business Improvement District (BID) budget 3.8

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Page: 5

	adoption resolution; draft revisions to same; draft correspondence to Borough Administrator forwarding same.	
08/16/17	Draft resolution in support of Drive Sober Initiative; receipt and review of draft meeting agenda from Borough Administrator; draft correspondence to property owner re: Boardwalk joining with Seaside Park Boardwalk; draft correspondence to Borough Administrator forwarding same for review; receipt and review of correspondence in response to same.	1.9
	Attendance at Borough Council meeting.	1.8
08/17/17	Telephone call from Code Enforcement Office re: street opening and escrow fees; legal research re: same; draft correspondence to Code Enforcement Office and Borough Administrator re: revisions to ordinance concerning escrow fees.	1.7
	Draft ordinance amending Chapter 203.	1.0
08/21/17	Receipt and review of correspondence from Borough Administrator re: parking kiosk project meeting scheduling; draft correspondence in response to same; receipt and review of correspondence from Borough Administrator forwarding correspondence from Belle Freeman representative concerning Planning Board application status; draft correspondence in response to same.	1.0
08/23/17	Receipt and review of correspondence from Local Finance Board re: proposed change of sick leave payout regulations; receipt and review of bail forfeiture notice from Municipal Court Administrator re: Camara.	0.4
08/25/17	Conference with Borough Administrator and Parking Supervisor re: parking kiosk issues.	1.3
	Receipt and review of correspondence from Borough Administrator re: public trust doctrine issues; legal research re: same.	1.2
08/28/17	Draft shared services resolutions for Driving While Intoxicated and Drug Recognition expert services; draft correspondence to Borough Administrator re: correspondence to former employees; receipt and review of correspondence in response to same; draft revisions to same.	1.6



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Attn: Christopher Vaz
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VENDOR

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QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Professional Svcs7/26to8/28/17	7-52-20-155-000-321	6,825.8900	6,825.89
	General Matters (expenses) \$ 492.56			
	Legal Fees As Per Profess-			
	ional Services Contract \$ 6,333.33			
	\$ 6,825.89			
			TOTAL	=====
				6,825.89

Finance Copy