

INSTRUCTIONS TO VENDOR: ALL CLAIMS FOR PAYMENT FOR GOODS OR SERVICES RENDERED MUST BE SUBMITTED ON THIS VOUCHER FORM. ORIGINAL COPIES OF YOUR INVOICE AND RECEIPTED DELIVERY SLIPS SHOULD BE ATTACHED TO THE BACK OF THE VOUCHER. THE PAYEE SHOULD COMPLETE THE "CLAIMANT'S CERTIFICATION AND DECLARATION".

No. _____

VENDOR No. _____

DATE _____

[illegible]

Toms River, NJ 08754

VOUCHER MUST BE RETURNED FOR PAYMENT
Vouchers will be approved for payment on the second and fourth Thursday of each month provided they are received in the Treasurer's Office by the preceding Thursday.

I do solemnly declare and certify under the 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.

☒ CLAIMANT'S SIGNATURE _____ DATE 1/31/18

Township Attorney

OFFICIAL POSITION

☐ Personal knowledge of service rendered or receipt of materials, supplies and equipment.	DATE	SIGNATURE
☐ Approval by the Department Head.	DATE	SIGNATURE
CERTIFICATION OF FUNDS	CHARGEABLE ACCOUNT	TREASURER / CFO
☐ I hereby certify that the funds are available and encumbered.		
DATE		CHECK No.

Gilmore & Monahan, P.A.

P.O. Box 1540
Toms River, NJ 08754-1540

Ph: 732-240-6000

Fax: 732-244-1840

Attn.: Mr. Garrett Loesch, Chief Financial Officer
TOWNSHIP OF LITTLE EGG HARBOR
665 Radio Rd.
Little Egg Harbor, NJ 08087

Date: 12/31/17
File #: 3700
Inv #: 40084
Atty.: JLC

RE: GENERAL MATTERS

Date	Professional Services Rendered	Hours
08/28/17	Conference with Mayor Gormley, Asst. Commissioner Kopkash, NJDEP staff and T&M Assoc, engineers and representatives re: sledge spoils disposal sites; conference with Mayor Gormley, subsequent to conference re: project. (This entry was omitted from a previous statement.)	3.1
12/01/17	Draft Rice notices for six employees.	0.6
	Conference with Mayor Gormley and Labor Counsel at office of Labor Counsel re: personnel and meeting agenda items; receipt and review of contract from Township Engineer re: Pinehurst Drive and Seminole Drive road projects; receipt and review of correspondence from Committee assistant re: correspondence from parents concerning school issues.	2.3
12/04/17	Review of special meeting notice; draft correspondence to Township Clerk re: same and request for personnel policies; receipt and review of correspondence from Township Clerk re: same; draft correspondence to Human Resources re: same; receipt and review of correspondence from Township Administrator re: handbook.	1.1
	Receipt and review of performance bond and insurance certificate for Awarak Paving from Township Engineer; receipt and review of correspondence from Township Administrator re: soft costs and Twin Lakes Boulevard project; receipt and review of correspondence from Township Clerk re: OPRA request; telephone call from Township Clerk	1.4

re: same; receipt and review of correspondence from Township Clerk re: special meeting scheduling.

Receipt and review of correspondence from Township Clerk re: OPRA request for notices of tort claim; draft correspondence in response re: clarification of request; receipt and review of correspondence from Committee Member Schlick re: garbage issue. 0.7

12/05/17 Receipt and review of correspondence and attachments from Human Resources re: employee handbook; draft correspondence to Township Clerk re: date of ratification of memorandum of agreement for resolution and receipt and review of correspondence in response to same; draft resolution ratifying memorandum of agreement and authorizing execution of collective bargaining agreement; review of personnel policy manual and draft revisions to health benefits policy; draft resolution adopting amendment to health benefits policy. 2.1

Receipt and review of correspondence from potential instructor re: training estimate; receipt and review of correspondence from Director of Human Resources re: same; draft correspondence to Labor Counsel re: review of handbook changes; receipt and review of correspondence from Labor Counsel re: arbitration status; receipt and review of correspondence from Labor Counsel re: update of labor negotiations. 1.8

12/06/17 Review of employee assistance program contract; legal research re: quote threshold issues; draft correspondence to Township Administrator re: same; draft Rice notice for employee; draft correspondence to Township Clerk forwarding same for service. 2.7

Receipt and review of correspondence from Township Engineer re: bulkhead bids; draft correspondence to Township Administrator re: hourly rate limitations; receipt and review of correspondence from Zoning Officer re: Department Head contract language and clerical error. 0.7

Receipt and review of correspondence from Committee Member Schlick re: research into grandfathering of commercial trash collection; draft correspondence in response to same. 0.5

12/07/17 Receipt and review of correspondence from Karyn Metrick re: EAP 1.0

	proposals and draft correspondence in response to same; draft resolution to award EAP contract to CompPsych.	
	Telephone conference with Mayor Gormley re: MUA project; legal research re: same; receipt and review of correspondence from Deputy Clerk forwarding draft meeting agenda; receipt and review of correspondence from Township Engineer re: revisions to Twin Lakes resolution.	1.8
	Receipt and review of correspondence from Township Engineer forwarding performance bond for Pinehurst Drive and Seminole Drive paving project; review of performance bond and insurance certification and draft correspondence to Township Engineer re: legal opinion on same; receipt and review of correspondence from Township Engineer in response to same.	1.0
12/08/17	Draft correspondence to Township Administrator re: resolution to award contract for contract for EAP and issue for amount not to exceed; draft resolution for appointment of police officers.	0.8
	Receipt and review of correspondence from potential labor consultant re: training and investigation services; draft correspondence to Labor Counsel re: same; receipt and review of correspondence in response to same.	0.6
	Attendance at special Township Committee meeting concerning labor issues.	3.2
12/11/17	Receipt and review of correspondence from Township Administrator re: amount for LEAP.	0.2
	Draft correspondence to Township Administrator and Deputy Clerk forwarding resolution for appointment of police officers.	0.2
12/12/17	Review of file re: previous demand for reimbursement (10/19/17); draft correspondence to Balone Properties re: second demand for repayment on invoice for outside police services; draft various correspondence Township Administrator/Chief Financial Officer re: same; receipt and review of correspondence in response to same.	1.7

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	Receipt and review of various (7) correspondence from Committee Member Schlick re: police hiring; receipt and review of various (3) correspondence from Township Administrator re: same; draft various (10) correspondence in response to Committee Member Schlick and Township Administrator in response to same; receipt and review of correspondence from Labor Counsel re: meeting agenda and executive session; receipt and review of correspondence from Township Administrator re: same; receipt and review of correspondence from Deputy Clerk re: bid opening for bulkhead project.	4.6
12/13/17	Draft resolution authorizing appointment of a Building Inspector; review of bid submission for street-end bulkhead reconstruction; legal research re: local public contract law material requirements; draft resolution awarding contract to KG Marine for street-end bulkhead reconstruction.	3.7
	Receipt and review of correspondence from representative of non-profit group re: status of dog park; receipt and review of correspondence from Township Administrator and Township Clerk forwarding per-diem resolution; receipt and review of various (4) correspondence from Committee Member Schlick re: commercial trash collection issue; receipt and review of correspondence from Committee Member Schlick re: police hiring; draft various (2) correspondence in response to same.	2.0
	Receipt and review of correspondence from Committee Member Schlick re: grandfathering of business solid waste removal; legal research re: same; draft correspondence to Committee Member Schlick re: same; receipt and review of correspondence from Committee Member Schlick re: same; draft correspondence in response to same.	1.7
12/14/17	Legal research re: conflict of interest for municipal officials; draft memorandum re: same.	4.0
	Receipt and review of various correspondence from Labor Counsel re: collective bargaining negotiations status; receipt and review of correspondence from Township Administrator re: same; telephone conference with Mayor Gormley re: same; draft correspondence to Township Administrator, Township Clerk and Labor Counsel forwarding resolution; draft resolution authorizing execution of collective bargaining agreement with USWU.	1.3

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	Attendance at Township Committee meeting.	2.4
	Receipt and review of correspondence from Township Clerk re: ordinance/minutes for revisions to solid waste chapter.	0.2
12/19/17	Legal research re: requirements of EEOC compliance and timing; draft group affidavit for signature by Township Committee; draft resolution re: EEOC compliance.	2.0
	Receipt and review of correspondence from Township Clerk re: certifying compliance and need for resolution; receipt and review of various correspondence from non-profit representative re: status of dog park; draft correspondence in response to same re: scheduling meeting; receipt and review of correspondence from Committee Member Schlick re: same; receipt and review of correspondence from Township Administrator re: same.	1.5
12/20/17	Review of correspondence and attachments from Labor Counsel re: personnel policy revisions.	0.2
	Draft correspondence to Township Clerk re: Deputy Clerk resolution and term; receipt and review of draft resolution from Township Clerk; draft correspondence in response to same; telephone call from Labor Counsel re: proposed employee handbook change; receipt and review of correspondence from Labor Counsel in response to same.	1.1
12/21/17	Telephone conference with Det. Maino re: denial of firearms identification card when applicant is victim in restraining order; legal research re: same; draft correspondence to Det. Maino forwarding Court's previous decision in Marzano case.	1.5
	Receipt and review of various correspondence from Committee Member Schlick re: garbage issue; receipt and review of correspondence from Township Administrator re: Dept. of Community Affairs filing and Construction Office; telephone conference with Mayor Gormley re: same.	1.0
	Telephone conference with appraiser re: NJDEP purchase of vacant land.	0.3

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12/22/17	Receipt and review of Oak Lane bond for review from Deputy Clerk; telephone conference with Mayor Gormley re: scheduling of office conference.	0.4
12/27/17	Office conference with Mayor Gormley re: reorganization and meeting agenda issues; receipt and review of agenda for Township Committee reorganization meeting; telephone call from Council Member Schlick re: same; receipt and review of correspondence from assigned counsel re: status and update concerning Fromosky.	4.0

Total Services Rendered	\$10,989.00	59.4
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Date	Disbursements	Amt. Disb'd	Receipts
	/Postage, Facsimiles and Telephone - 4% Flat Fee	577.94	
	/Online Legal Research	235.71	
	Total Disbursements/Total Receipts	\$813.65	\$0.00

TOTAL DUE FOR THIS BILLING PERIOD:	\$11,802.65
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Toms River, NJ 08754-1540

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Attn.: Mr. Garrett Loesch, Chief Financial Officer

TOWNSHIP OF LITTLE EGG HARBOR

665 Radio Rd.

Little Egg Harbor, NJ 08087

Date: 12/31/17

File #: 3750

Inv #: 40085

Atty.: RLB

RE: TAX APPEAL MATTERS

Date	Professional Services Rendered	Hours
12/06/17	Receipt and review of correspondence from Tax Assessor re: added and omitted, use of low-income unit as office/storage.	0.2
12/11/17	Telephone conference with plaintiff, Bentz re: interrogatories; draft correspondence to plaintiff, Bentz re: same.	0.6
12/12/17	Telephone conference with attorney for Fahmie re: attendance at Tax Court.	0.3
12/13/17	Receipt and review of correspondence from Tax Assessor re: added-assessment appeals; legal research re: low-income unit and tax exemption and PILOT agreement.	1.2
12/14/17	Receipt and review of correspondence from attorney for Great Bay Marina re; mandatory settlement conference report and draft correspondence in response to same.	0.5
12/18/17	Receipt and review of correspondence from attorney for Great Bay Marina requesting adjournment of trial; draft correspondence in response to same; receipt and review of correspondence from Tax Court re: rescheduling of same; receipt and review of various notices from Court re: trial call concerning Elias Fahmie, Cranberry Creek Fahmie and Great Bay Marina; review of various files in preparation for attendance at Court.	1.6
12/19/17	Legal research re: tax exemption and PILOT agreement; draft correspondence to attorney for Tall Timbers re: same; draft	5.4

Mr. Garrett Loesch, Chief Financial Officer
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665 Radio Rd., Little Egg Harbor, NJ 08087

Date: 12/31/17
File #: 3750
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memorandum to Tax Assessor re: same; telephone conference with attorney for Tall Timbers re: taxation of condominium unit; receipt and review of correspondence from attorney re: same; draft correspondence to Tax Assessor re: PILOT concerning Tall Timbers; review of Bentz file in preparation for attendance at Court for trial; review of Kitson file in preparation for attendance at Court for trial; review of Quinio file in preparation for attendance at Court for trial; draft correspondence to Tax Assessor re: pro-se trials scheduled for January 2018.

12/20/17	Attendance at Tax Court re: trial concerning Elias, Fahmie and Cranberry Creek - later converted to case management conference.	1.0
	Preparation for and attendance at County Board of Taxation hearings; draft correspondence to Tax Assessor re: Royal Timbers and PILOT; draft correspondence to Tax Assessor re: trial call for Fahmie complaint; draft correspondence to Tax Assessor re: trail call for Cranberry Creek complaint; draft memorandum to Township Administrator re: appraisals; receipt and review of answers to interrogatories and exhibits for Bentz complaint; receipt and review of Judge Brennan's trial call calendar for January; draft correspondence to attorney for Marconi Mystic Island re: adjournment of trial call due to conflict; draft adjournment request to Judge Brennan's chambers re: same.	4.7
12/21/17	Receipt and review of correspondence from Township Administrator re: appraisals; draft correspondence in response to same; receipt and review of correspondence from plaintiff, Bentz re: evidence for trial; draft correspondence in response to same.	1.0

Total Services Rendered	\$3,052.50	16.5
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Date	Disbursements	Amt. Disb'd	Receipts
	/Photocopies	5.75	
Total Disbursements/Total Receipts		\$5.75	\$0.00

Mr. Garrett Loesch, Chief Financial Officer
TOWNSHIP OF LITTLE EGG HARBOR
665 Radio Rd., Little Egg Harbor, NJ 08087

Date: 12/31/17
File #: 3750
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TOTAL DUE FOR THIS BILLING PERIOD:

\$3,058.25

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Toms River, NJ 08754-1540

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Attn.: Mr. Garrett Loesch, Chief Financial Officer
TOWNSHIP OF LITTLE EGG HARBOR
665 Radio Rd.
Little Egg Harbor, NJ 08087

Date: 12/31/17
File #: 3700-009
Inv #: 40086
Atty.: JJM

RE: BANKRUPTCY MATTERS

Date	Professional Services Rendered	Hours
12/07/17	Receipt and review of filed proof of claim from Bankruptcy Court re: Paul Wilson; draft correspondence to Tax Collector forwarding same.	0.5
	Total Services Rendered	\$92.50 0.5

Date	Disbursements	Amt. Disb'd	Receipts
12/01/17	Federal Express /Overnight Mail	20.00	
	Total Disbursements/Total Receipts	\$20.00	\$0.00

TOTAL DUE FOR THIS BILLING PERIOD: \$112.50

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Toms River, NJ 08754-1540

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Fax: 732-244-1840

Attn.: Mr. Garrett Loesch, Chief Financial Officer
TOWNSHIP OF LITTLE EGG HARBOR
665 Radio Road
Little Egg Harbor , NJ 08087

Date: 12/31/17
File #: 3700-345
Inv #: 40087
Atty.: MSN

RE: LITTLE EGG HARBOR TWP. ads. CUMMINGS

Date	Professional Services Rendered	Hours
12/11/17	Receipt and review of Municipal Court appeal from Superior Court.	1.5
12/14/17	Telephone conference with pro se plaintiff re: municipal appeal.	0.2
	Total Services Rendered	
		\$314.50 1.7
TOTAL DUE FOR THIS BILLING PERIOD:		
		\$314.50