

BOROUGH OF FRENCHTOWN

Mayor
Brad Myhre

Incorporated April 4, 1867

Municipal Clerk
Brenda S. Shepherd, RMC

29 Second Street
Frenchtown, NJ 08825

February 17, 2023

Audit Questions

opra+request-40058-6fa5b44e@requests.opramachine.com

Re: Open Public Records Request received on February 1, 2023

Dear Audit Questions:

I, as the Custodian of Records for the Borough of Frenchtown, received your Open Public Records Act request on February 14, 2023. Accordingly, the seven (7) business day deadline to respond to your request is Thursday, February 22, 2023. This response is being provided to you on the fourth business day after my receipt of the request.

Your OPRA request seeks the following:

1. Copies of contracts with Holman Frenia Allison for the period 1/1/22 to present.
2. Copies of all invoices paid to the same firm for the period 1/1/22 to present.
3. Vendor history report for all payments to the same firm for the period 1/1/22 to present.
4. Copy of CMFO license for Joseph Sarno.

Responsive to your OPRA request are the following:

1. Copies of contracts with Holman Frenia Allison for the period 1/1/22 to present are attached.
2. Copies of all invoices paid to the same firm for the period 1/1/22 to present are attached.
3. Vendor history report for all payments to the same firm for the period 1/1/22 to present is attached. .
4. Joe Sarno does not hold a CMFO license.

The Clerk of the Borough of Frenchtown desires to provide the document or documents requested. If the documents supplied are not fully responsive, please provide the Clerk with further identification of the document or documents sought.

If your request for access to a government record has been denied or unfilled within the seven business days required by law, you have a right to challenge the decision by the Borough of Frenchtown to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, by email at grc@dca.state.nj.us, or

BOROUGH OF FRENCHTOWN

Mayor
Brad Myhre

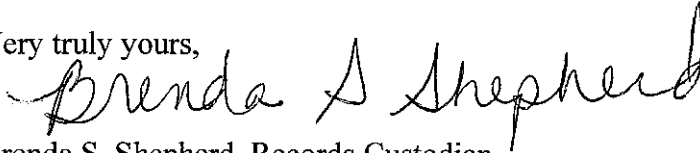
Incorporated April 4, 1867

Municipal Clerk
Brenda S. Shepherd, RMC

29 Second Street
Frenchtown, NJ 08825

at their website at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Very truly yours,

A handwritten signature in cursive script that reads "Brenda S. Shepherd". The signature is written in dark ink and is positioned above the printed name of the signatory.

Brenda S. Shepherd, Records Custodian
Borough of Frenchtown

Borough of Frenchtown

Certified Municipal Financial Officer

Proposal for Financial Advisory Services

Service for the Borough of Frenchtown

Prepared by: Matt Holman and Joe Sarno

Lead Consultant:

Matt Holman, CPA, PSA

Partner

Holman Frenia Allison, P.C.

mholman@hfacpas.com

December 28, 2021

ACCEPTANCE COPY

Honorable Mayor Mr. Brad Myhre
Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

Dear Mr. Myhre and Members of the Borough Council:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide to the Borough of Frenchtown.

HFA will provide financial advisory services to the borough including Certified Municipal Finance Officer Services, American Relief Plan Consulting, and will assign a QPA for the borough's Purchasing Agent.

The activities we perform and the deliverables we produce as a result of our engagement work are intended solely for the use of the Borough of Frenchtown leadership, the HFA engagement team, and any other party deemed appropriate by the Borough of Frenchtown leadership team. These deliverables should not be used by anyone other than said parties.

Matthew Holman, CPA, PSA is the Senior Partner overseeing the engagement. Anthony Mannino, CMFO, CCFO is the Director executing the engagement. Joseph Sarno is the Senior Advisor staffed to the engagement team in support of Matthew Holman and Anthony Mannino. Ad hoc HFA Advisory department personnel will be staffed to the engagement as directed by Anthony Mannino. Joseph Delorio, will be the named QPA for the borough and provide the services of a Purchasing Agent.

All Services and deliverables hereunder shall be solely for your use and benefit pursuant to our client relationship. This engagement does not create privity between HFA and any person or party other than the Borough of Frenchtown, and is not intended for the express or implied benefit of any third party. No third party is entitled to rely, in any manner or for any purpose, on the Services or deliverables of HFA hereunder.

The sufficiency of the consulting work is solely the responsibility of those parties specified in the agreement. Consequently, we make no representation regarding the sufficiency of the consulting work either for the purpose for which this consulting work has been requested or for any other purpose. If, for any reason, we are unable to complete the consulting work, we will describe any restrictions on the performance of the procedures in our final reporting, or will not issue a report as a result of this engagement.

HFA's Services will not constitute an audit, review, compilation, examination or other form of attest engagement. HFA shall have no responsibility to address any legal matters or questions of law. After completion of the Services, HFA will have no responsibility to update its advice, recommendations or work product for changes or modifications to the law and regulations or for subsequent events or transactions, unless The Borough separately engages HFA in writing to do so.

For HFA to remain independent, professional standards require HFA to maintain certain respective roles and relationships with you regarding the Services. You understand and agrees that HFA will not perform management functions or make management decisions on your behalf. However, HFA will provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. In connection with HFA's provision of Services, you agree that you shall perform the following functions: (a) make all management decisions and perform all management functions with respect to the Services performed by HFA; (b) assign an individual who possesses suitable skill, knowledge and experience to

oversee such Services and to evaluate the adequacy and results of such Services; and (c) accept responsibility for the results of such Services.

The successful execution of the project is based upon the following assumptions and dependencies:

- The Borough supplies HFA with all requested documentation and supporting materials necessary to execute project activities in a timely fashion.
- The documentation and supporting materials provided by the Borough are accurate.
- The Borough provides access to the internal resources (people, processes, technology, and facilities) necessary to execute project activities in a timely fashion.
- All resources staffed to this project, both at the Borough and HFA, are available to perform their required functions.
- In the event of an unplanned change in staffing, the change will be reconciled within a reasonable timeframe.
- Any unanticipated delay in resource and material availability may delay the project timeline.

Our fee for this engagement will be a total of **\$60,000.00** (not-to-exceed) based on our hourly rates as follows for a period of 12 months:

Partner	\$ 200.00
Director	175.00
Supervisor	150.00
Senior	120.00
Advisor	105.00

The fee estimate is based on the dependencies stated herein and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty (60) or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Each party agrees that it will not at any time during or after the termination of this Agreement reveal, divulge or make known to any person, firm or corporation any secret or confidential information concerning the other party's business or operations, which information became known or available to the receiving party during the term of this Agreement ("Confidential Information"). "Confidential Information" means all information relating to the business, business plans, customers, suppliers, operations, methodologies, technologies, systems, hardware, software or procedures of a party that is not generally known to the public and which information is either identified as "Confidential" and/or "Proprietary," or which, under all of the circumstances, ought reasonably to be treated as confidential and/or proprietary. Confidential Information shall not include information that (1) is, at the time of disclosure, or thereafter becomes, part of the public domain through a source other than through a breach by the receiving party of the provisions of this Agreement or any other non-disclosure agreement between the parties then in effect; (2) was known to the receiving party at the time of disclosure without any obligation of confidentiality to the disclosing party with respect to such information; (3) is independently developed by the receiving party without the use or assistance of information that otherwise would be independently deemed Confidential Information; or (4) is

subsequently learned from a third party not known by the receiving party to be subject to an obligation of confidentiality with respect to the information disclosed.

Each party will, at all times, hold all Confidential Information in confidence. Without express written authorization from the disclosing party, the receiving party will not use Confidential Information for its own benefit or for the benefit of any party other than the disclosing party, and will not duplicate or disclose the Confidential Information in any manner to any other party other than such of its employees who have a need to know such information in connection with their performance of the services described in this engagement letter.

HFA incurs great expense in hiring and training its personnel. Accordingly, during the period beginning with the Effective Date of this Agreement and ending twelve (12) months after the date of the last invoice from HFA to the Borough, neither the Borough nor its respective affiliates will offer employment to or hire any current or recent HFA employee or HFA affiliate or subsidiary employee who had contact with the Borough either leading up to or during the provision of Services to the Borough under this Agreement, without the prior written consent of HFA. "Recent Employee" shall include any individual employed by HFA during the preceding twelve months. "Employment" shall include any form of employment, consulting, independent contractor relationship, or other arrangement in which an individual will directly or indirectly perform services or work for, or on behalf of, the Borough of Frenchtown. In the event that the Borough breaches this clause, Borough of Frenchtown shall pay HFA an amount equal to one hundred percent (100%) of the hired employee's prior twelve (12) month compensation with HFA or with the HFA affiliate or subsidiary, not as a penalty but as liquidated damages and compensation.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Very truly yours,

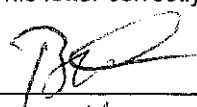
HOLMAN FRENIA ALLISON, P.C.

Matthew Holman

Matthew Holman, CPA, PSA
Partner

MH/ss
Encl.

RESPONSE: This letter correctly sets for the understanding of the Borough of Frenchtown.

Signature: 

Title: Mayor

Date: 1/5/2022

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents; -

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.

EXHIBIT E
MANDATORY AMERICANS WITH DISABILITIES ACT
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

The Contractor and the Municipality do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or services on behalf of the Municipality pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Municipality in any action or administration proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Municipality, its agents, servants, and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Municipality's grievance procedure, the Contractor agrees to abide by any decision of the Municipality which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Municipality or the Municipality incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Municipality shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Municipality or any of its agents, servants and employees, the Municipality shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Municipality or its representatives.

It is expressly agreed and understood that any approval by the Municipality of the services provided by the contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the Municipality pursuant to this paragraph.

It is further agreed and understood that the Municipality assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Municipality from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Borough of Frenchtown

Proposal to Provide Professional Advisory Services

To Assume the Role of CFO and other Financial Services

Service for Borough of Frenchtown

Prepared by: Matt Holman and Joe Sarno

Lead Consultant:

Matt Holman, CPA, PSA

Partner

Holman Frenia Allison, P.C.

mholman@hfacpas.com

December 28, 2022

ACCEPTANCE COPY

Honorable Mayor Mr. Brad Myhre
Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

Dear Mr. Myhre and Members of the Borough Council:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide to the Borough of Frenchtown.

Holman Frenia Allison, P.C. (hereinafter "HFA") appreciates the opportunity to assume the statutory and regulatory responsibilities of Certified Municipal Finance Officer, professional consulting services for funds received via the American Relief Plan and will assign a QPA as the Purchasing Agent to perform the statutory and regulatory duties required of the position for the Borough of Frenchtown.

- Assuming all Municipal Finance Officer duties as agreed to with the Mayor, Committee and Administrator of the Borough.
- Maintenance of the general ledger and all subsidiary ledgers;
- Providing monthly financial reporting packages to all key decision makers;
- Providing value-added training to support staff on the finance team
- Development and maintenance of a sound financial internal control environment;
- Documentation and training of key internal control functions;
- Providing monthly reconciliations of all Township bank accounts;
- Preparation of the annual budget;
- Preparation of the annual financial statements;
- Preparation of the annual and any supplemental debt statements
- Preparation of the financial statements to be audited by an Independent Auditor
- Follow compliance with the requirements and responsibilities of the "American Rescue Plan" (ARP) Act of 2021
- Assign the Borough a licensed Qualified Purchasing Agent to perform the statutory and regulatory duties required of the position

The activities we perform and the deliverables we produce as a result of our engagement work are intended solely for the use of the Borough of Frenchtown leadership, the HFA engagement team, and any other party deemed appropriate by the Borough of Frenchtown leadership team. These deliverables should not be used by anyone other than said parties.

Matthew Holman, CPA, PSA is the Senior Partner overseeing the engagement. Anthony Mannino, CMFO, CCFO is the Director executing the engagement. Joseph Sarno is the Supervisor staffed to the engagement team in support of Matthew Holman and Anthony Mannino. Ad hoc HFA Advisory department personnel will be staffed to the engagement as directed by Anthony Mannino. Joseph Delorio, will be the named QPA for the borough and provide the services of a Purchasing Agent.

All Services and deliverables hereunder shall be solely for your use and benefit pursuant to our client relationship. This engagement does not create privity between HFA and any person or party other than the Borough of Frenchtown, and is not intended for the express or implied benefit of any third party. No third party is entitled to rely, in any manner or for any purpose, on the Services or deliverables of HFA hereunder.

The sufficiency of the consulting work is solely the responsibility of those parties specified in the agreement. Consequently, we make no representation regarding the sufficiency of the consulting work either for the purpose for which this consulting work has been requested or for any other purpose. If, for any reason, we are unable to complete the consulting work, we will describe any restrictions on the performance of the procedures in our final reporting, or will not issue a report as a result of this engagement.

HFA's Services will not constitute an audit, review, compilation, examination or other form of attest engagement. HFA shall have no responsibility to address any legal matters or questions of law. After completion of the Services, HFA will have no responsibility to update its advice, recommendations or work product for changes or modifications to the law and regulations or for subsequent events or transactions, unless The Borough separately engages HFA in writing to do so.

For HFA to remain independent, professional standards require HFA to maintain certain respective roles and relationships with you regarding the Services. You understand and agrees that HFA will not perform management functions or make management decisions on your behalf. However, HFA will provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. In connection with HFA's provision of Services, you agree that you shall perform the following functions: (a) make all management decisions and perform all management functions with respect to the Services performed by HFA; (b) assign an individual who possesses suitable skill, knowledge and experience to oversee such Services and to evaluate the adequacy and results of such Services; and (c) accept responsibility for the results of such Services.

The successful execution of the project is based upon the following assumptions and dependencies:

- The Borough supplies HFA with all requested documentation and supporting materials necessary to execute project activities in a timely fashion.
- The documentation and supporting materials provided by the Borough are accurate.
- The Borough provides access to the internal resources (people, processes, technology, and facilities) necessary to execute project activities in a timely fashion.
- All resources staffed to this project, both at the Borough and HFA, are available to perform their required functions.
- In the event of an unplanned change in staffing, the change will be reconciled within a reasonable timeframe.
- Any unanticipated delay in resource and material availability may delay the project timeline.

Our fee for this engagement will be a total of **\$60,000.00** (not-to-exceed) based on our hourly rates as follows for a period of 12 months:

Partner	\$ 220.00
Director	185.00
Supervisor	155.00
Senior	135.00
Advisor	120.00

The fee estimate is based on the dependencies stated herein and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty (60) or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Each party agrees that it will not at any time during or after the termination of this Agreement reveal, divulge or make known to any person, firm or corporation any secret or confidential information concerning the other party's business or operations, which information became known or available to the receiving party during the term of this Agreement ("Confidential Information"). "Confidential Information" means all information relating to the business, business plans, customers, suppliers, operations, methodologies, technologies, systems, hardware, software or procedures of a party that is not generally known to the public and which information is either identified as "Confidential" and/or "Proprietary," or which, under all of the circumstances, ought reasonably to be treated as confidential and/or proprietary. Confidential Information shall not include information that (1) is, at the time of disclosure, or thereafter becomes, part of the public

domain through a source other than through a breach by the receiving party of the provisions of this Agreement or any other non-disclosure agreement between the parties then in effect; (2) was known to the receiving party at the time of disclosure without any obligation of confidentiality to the disclosing party with respect to such information; (3) is independently developed by the receiving party without the use or assistance of information that otherwise would be independently deemed Confidential Information; or (4) is subsequently learned from a third party not known by the receiving party to be subject to an obligation of confidentiality with respect to the information disclosed.

Each party will, at all times, hold all Confidential Information in confidence. Without express written authorization from the disclosing party, the receiving party will not use Confidential Information for its own benefit or for the benefit of any party other than the disclosing party, and will not duplicate or disclose the Confidential Information in any manner to any other party other than such of its employees who have a need to know such information in connection with their performance of the services described in this engagement letter.

HFA incurs great expense in hiring and training its personnel. Accordingly, during the period beginning with the Effective Date of this Agreement and ending twelve (12) months after the date of the last invoice from HFA to the Borough, neither the Borough nor its respective affiliates will offer employment to or hire any current or recent HFA employee or HFA affiliate or subsidiary employee who had contact with the Borough either leading up to or during the provision of Services to the Borough under this Agreement, without the prior written consent of HFA. "Recent Employee" shall include any individual employed by HFA during the preceding twelve months. "Employment" shall include any form of employment, consulting, independent contractor relationship, or other arrangement in which an individual will directly or indirectly perform services or work for, or on behalf of, the Borough of Frenchtown. In the event that the Borough breaches this clause, Borough of Frenchtown shall pay HFA an amount equal to one hundred percent (100%) of the hired employee's prior twelve (12) month compensation with HFA or with the HFA affiliate or subsidiary, not as a penalty but as liquidated damages and compensation.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Very truly yours,

HOLMAN FRENIA ALLISON, P.C.

Matthew Holman

Matthew Holman, CPA, PSA
Partner

MH/ss
Encl.

Michelle Luby
RESPONSE: This letter correctly sets for the understanding of the Borough of Frenchtown.

Signature: *Council President*
Title: _____
Date: 2/1/23

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act:

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

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The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at I.J.A.C.17:27.

EXHIBIT B
MANDATORY AMERICANS WITH DISABILITIES ACT
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

The Contractor and the Municipality do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or services on behalf of the Municipality pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Municipality in any action or administration proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Municipality, its agents, servants, and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Municipality's grievance procedure, the Contractor agrees to abide by any decision of the Municipality which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Municipality or the Municipality incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Municipality shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Municipality or any of its agents, servants and employees, the Municipality shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Municipality or its representatives.

It is expressly agreed and understood that any approval by the Municipality of the services provided by the contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the Municipality pursuant to this paragraph.

It is further agreed and understood that the Municipality assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Municipality from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
 29 Second Street
 Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
 1985 Cedar Bridge Avenue
 Suite 3
 Lakewood, NJ 08701

Purchase Order

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

NO. 22-00169

ORDER DATE: 02/23/22
 COMMODITY CODE:

PAYMENT RECORD

CHECK NO. **41501**

DATE PAID **MAR - 8 2022**

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00		2-01-20-130-000-304 Other Outside Services	10,000.0000	10,000.00
			TOTAL	10,000.00

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

Partner

02/23/2022

OFFICIAL POSITION

DATE

22-3480145

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.

Department Head

Date

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Chief Financial Officer

Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
 29 SECOND STREET
 FRENCHTOWN, NJ 08825

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00169

ORDER DATE: 02/23/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

DATE PAID

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00		2-01-20-130-000-304 Other Outside Services	10,000.0000	10,000.00
			TOTAL	=====
				10,000.00

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

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.

Brenda Shepherd
Department Head Date

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Chief Financial Officer

Date
Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

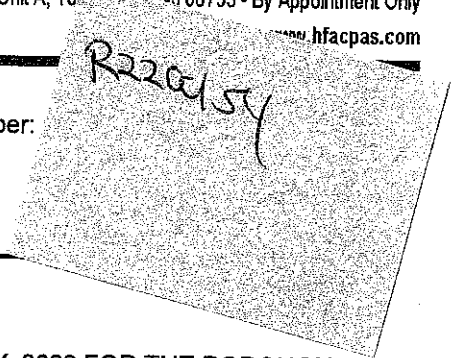


Certified Public Accountants + Advisors

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date:
Invoice Number:
Client:



BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF JANUARY, 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit: \$10,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE

DATE: 1/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	JANUARY 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions, 1099 Filing	Matt Holman	Advisory Partner	32	\$ 200.00	\$	6,400.00
	Anthony Mannino	Advisory Director	4	\$ 175.00	\$	700.00
	Joe Sarro	Supervisor	64	\$ 150.00	\$	9,600.00
	Corey Mottes	Advisor	0	\$ 110.00	\$	-
	Selene Tiko	Advisor	0	\$ 110.00	\$	-
	Monthly Total				\$	16,700.00
	Discount to Fixed Fee Contract				\$	(6,700.00)
	Monthly Billing Amount Due				\$	10,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00224

ORDER DATE: 03/08/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

41547

DATE PAID

APR 19 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Feb. 2022 61020 Inv. 51853	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	=====
				5,000.00

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

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.

Brenda Shepherd
Department Head Date

TSR 4/6/22
Council Member Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

[Signature]
Chief Financial Officer Date

Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



RECEIVED

MAR - 7 2022

BOROUGH OF FRENCHTOWN

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only

www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 2/28/2022
Invoice Number: 51853
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF FEBRUARY, 2022 FOR THE
BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILS

OURS.***

Please Remit: \$5,000.00

Invoice

51853

S
Date
Balat
02/28

Rec
22000208

ivable

<u>Charge</u>	<u>Credit</u>	<u>Balance</u>
		\$10,000.00
\$5,000.00		<u>\$15,000.00</u>

Current Amount Due \$15,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: _____

DATE: 2/28/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	FEBRUARY 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions, 1099 Filing	Matt Holman	Advisory Partner	8	\$ 200.00	\$	1,600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$	175.00
	Joe Sarno	Supervisor	42	\$ 150.00	\$	6,300.00
	Corey Mottes	Advisor	0	\$ 110.00	\$	-
	Selene Tiko	Advisor	0	\$ 110.00	\$	-
	Monthly Total				\$	8,075.00
	Discount to Fixed Fee Contract				\$	(3,075.00)
	Monthly Billing Amount Due				\$	5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
 29 Second Street
 Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
 1985 Cedar Bridge Avenue
 Suite 3
 Lakewood, NJ 08701

Purchase Order

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

NO. 22-00335

ORDER DATE: 04/26/22
 COMMODITY CODE:

PAYMENT RECORD

CHECK NO. 41606

DATE PAID MAY 12 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	March 2022 61020	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	5,000.00

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.

See attached

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda Shepherd
 Department Head Date

Paul 5-11-22

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Cori Zappella
 Chief Financial Officer

Date
 Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
 29 SECOND STREET
 FRENCHTOWN, NJ 08825



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 3/31/2022
Invoice Number: 52418
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF MARCH, 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit: \$5,000.00

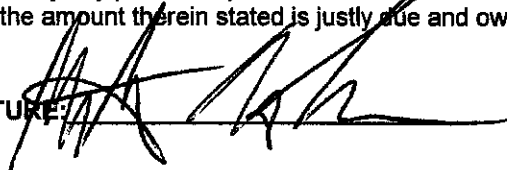
Statement of Open Accounts Receivable

<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Credit</u>	<u>Balance</u>
		Balance forward as of 03/08/2022			<u>\$15,000.00</u>
	03/11/2022	Payment		\$10,000.00	<u>\$5,000.00</u>
52418	03/31/2022	Invoice	\$5,000.00		<u>\$10,000.00</u>
		Current Amount Due			<u>\$10,000.00</u>

201-20-13000-304
R 2200301

CERTIFICATION AND DECLARATION

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.

SIGNATURE: 

DATE: 3/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	MARCH 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions, 1099 Filing	Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00	
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00	
	Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00	
	Corey Mottes	Advisor	0	\$ 110.00	\$ -	
	Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00	
	Monthly Total				\$ 7,035.00	
	Discount to Fixed Fee Contract				\$ (2,035.00)	
	Monthly Billing Amount Due				\$ 5,000.00	

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00448

ORDER DATE: 05/19/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

41642

DATE PAID

JUN 3 2022

Notice: Borough Council meets the first week of each month. All
bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00	April 2022 52823	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	=====
				5,000.00

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.

22-37

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda Shepherd

Department Head

Date

TRC 6/1/22

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

800m 800m for
Chief Financial Officer

Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 4/30/2022
Invoice Number: 52823
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF APRIL, 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

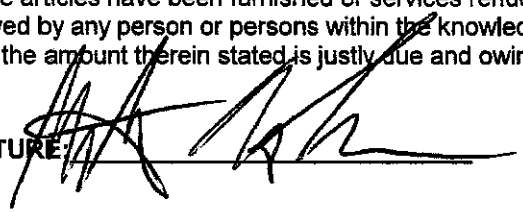
Please Remit: \$5,000.00

Statement of Open Accounts Receivable					
Invoice	Date	Description	Charge	Credit	Balance
		Balance forward as of 04/05/2022			\$10,000.00
	04/25/2022	Payment		\$5,000.00	\$5,000.00
52823	04/30/2022	Invoice	\$5,000.00		<u>\$10,000.00</u>
		Current Amount Due			<u>\$10,000.00</u>

Apr 1 2022
52823
2-01-20130-000-304
~~2200389~~
2200389

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: 

DATE: 4/30/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	APRIL 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions, 1099 Filing	Matt Holman	Advisory Partner	3	\$ 200.00	\$	600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$	175.00
	Joe Sarno	Supervisor	30	\$ 150.00	\$	4,500.00
	Corey Mottes	Advisor	0	\$ 110.00	\$	-
	Rachel Flora	Advisor	16	\$ 110.00	\$	1,760.00
	Monthly Total				\$	7,035.00
	Discount to Fixed Fee Contract				\$	(2,035.00)
	Monthly Billing Amount Due				\$	5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00515

ORDER DATE: 06/13/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

DATE PAID

51691
JUL 12 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	May 2022, 61020.53088	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	5,000.00

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.

22-37
VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda J. Shepherd
Department Head

Date

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Holman Frenia Allison, P.C.
Chief Financial Officer

Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



Certified Public Accountants + Advisors

RECEIVED

JUN 10 2022

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 07033
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 5/31/2022
Invoice Number: 53088
Client: 61020.

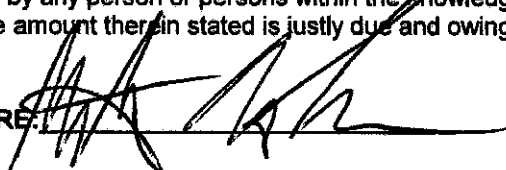
BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF MAY, 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit on Account: \$5,000.00

VENDOR'S CERT

I do solemnly declare and certify under the penalty of perjury that the foregoing is correct in all its particulars; that the articles have been furnished or services rendered as stated on the invoice; no bonus has been given or received by any person or persons within the knowledge of this signatory 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.

SIGNATURE: 

DATE: 5/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 07033

Questions? Contact us at 732-797-1333

Frenchtown - CFO

Description of this Month's Service	MAY 2022 Billings				
	Engagement Team Member	Level	Hours	Rate	Total
Monthly CFO Services, AP, Payroll, Pensions, 1099 Filing	Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00
	Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00
	Corey Mottes	Advisor	0	\$ 110.00	\$ -
	Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00
	Monthly Total				\$ 7,035.00
	Discount to Fixed Fee Contract				\$ (2,035.00)
	Monthly Billing Amount Due				\$ 5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00629

ORDER DATE: 07/14/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

4617

DATE PAID

AUG 15 2022

Notice: Borough Council meets the first week of each month. All
bills must be submitted at least 10 (ten) days prior to the meeting

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	June 2022 53372 61020	2-05-20-451-000-307	5,000.0000	5,000.00
		Other Outside Services		
			TOTAL	=====
				5,000.00

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.

see Attached
VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda Shepherd
Department Head Date

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Chief Financial Officer

Date
Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



RECEIVED
JUL 12 2022

BOROUGH OF FRENCHTOWN
1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732-797-1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732-747-0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 6/30/2022
Invoice Number: 53372
Client: 61020.

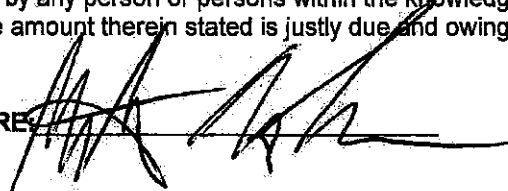
BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF JUNE, 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit: \$5,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: 

DATE: 6/30/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO

Description of this Month's Service	JUNE 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions	Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00	
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00	
	Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00	
	Corey Mottes	Advisor	0	\$ 110.00	\$ -	
	Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00	
	Monthly Total				\$ 7,035.00	
	Discount to Fixed Fee Contract				\$ (2,035.00)	
	Monthly Billing Amount Due				\$ 5,000.00	

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00704

ORDER DATE: 08/09/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

DATE PAID

41776
SEP 12 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	August 2022 53585 61020	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	=====
				5,000.00

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.

See attached
VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda Shepherd
Department Head Date

780 9/7/22
Council Member Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

8001200816 for
Chief Financial Officer

Date
Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



Certified Public Accountants + Advisors

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only

www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 7/31/2022
Invoice Number: 53585
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF JULY, 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit on Account: \$5,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE

DATE: 7/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	JULY 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions	Matt Holman	Advisory Partner	3	\$ 200.00	\$	600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$	175.00
	Joe Sarno	Supervisor	30	\$ 150.00	\$	4,500.00
	Corey Mottes	Advisor	0	\$ 110.00	\$	-
	Rachel Flora	Advisor	16	\$ 110.00	\$	1,760.00
	Monthly Total				\$	7,035.00
	Discount to Fixed Fee Contract				\$	(2,035.00)
	Monthly Billing Amount Due				\$	5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00845

ORDER DATE: 09/26/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

41816

DATE PAID

OCT 12 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	August 2022, 53787	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	5,000.00

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.

See attached
VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda Shepherd
Department Head Date

TD 10/5/22
Council Member Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Holman Frenia Allison, P.C.

Chief Financial Officer

Date
Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

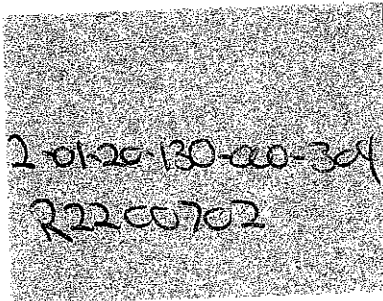
BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 8/31/2022
Invoice Number: 53787
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF AUGUST, 2022 FOR THE BOROUGH OF FRENCHTOWN.

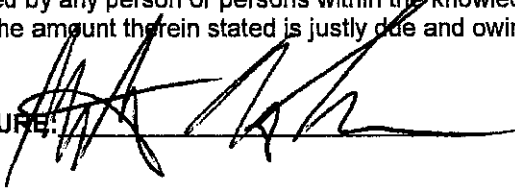
PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

Please Remit: \$5,000.00



VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: 

DATE: 8/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	AUGUST 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions	Matt Holman	Advisory Partner	3	\$ 200.00	\$	600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$	175.00
	Joe Samo	Supervisor	30	\$ 150.00	\$	4,500.00
	Corey Mottes	Advisor	0	\$ 110.00	\$	-
	Rachel Flora	Advisor	16	\$ 110.00	\$	1,760.00
	Monthly Total				\$	7,035.00
	Discount to Fixed Fee Contract				\$	(2,035.00)
	Monthly Billing Amount Due				\$	5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-00926

ORDER DATE: 10/18/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO. 41855

DATE PAID NOV -7 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00	October 2022 54002 61020	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	=====
				5,000.00

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.

22-37

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda L Shepherd
Department Head Date

TR 11/2/22
Council Member Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Holman Frenia Allison, P.C.
Chief Financial Officer

Date
Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

RECEIVED

OCT 11 2022



Certified Public Accountants + Advisors

BOROUGH OF FRENCHTOWN

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 10/6/2022
Invoice Number: 54002
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF SEPTEMBER, 2022 FOR THE
BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS.

2-01-20-130-000-304
22200764

Please Remit: \$5,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: _____

DATE: 10/6/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO

Description of this Month's Service	SEPTEMBER 2022 Billings				
	Engagement Team Member	Level	Hours	Rate	Total
Monthly CFO Services, AP, Payroll, Pensions	Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00
	Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00
	Corey Mottes	Advisor	0	\$ 110.00	\$ -
	Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00
	Monthly Total				\$ 7,035.00
	Discount to Fixed Fee Contract				\$ (2,035.00)
	Monthly Billing Amount Due				\$ 5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-01009

ORDER DATE: 11/15/22
COMMODITY CODE:

PAYMENT RECORD

CHECK NO. 41892

DATE PAID DEC 20 2022

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	November 54341, 61020	2-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	5,000.00

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.

22807 See attached
VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda Shepherd
Department Head Date

B
Council Member Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Holman Frenia Allison, P.C.
Chief Financial Officer

Date
Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 10/31/2022
Invoice Number: 54341
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF OCTOBER 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS

Please Remit: \$5,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: _____

DATE: 10/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO

Description of this Month's Service

OCTOBER 2022 Billings

Engagement Team Member	Level	Hours	Rate	Total
Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00
Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00
Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00
Corey Mottes	Advisor	0	\$ 110.00	\$ -
Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00
Monthly Total				\$ 7,035.00
Discount to Fixed Fee Contract				\$ (2,035.00)
Monthly Billing Amount Due				\$ 5,000.00

Monthly CFO Services, AP,
Payroll, Pensions

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 22-01151

ORDER DATE: 12/14/22

COMMODITY CODE:

PAYMENT RECORD

CHECK NO. 4670

DATE PAID 1/9/23

Notice: Borough Council meets the first week of each month. All
bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00	December 54541, 61020	2-05-20-451-000-307 Other Outside Services	5,000.0000	5,000.00
			TOTAL	=====
				5,000.00

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.

22-37

VENDOR SIGN HERE

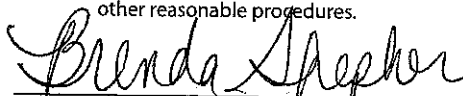
OFFICIAL POSITION

DATE

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.



Department Head

Date

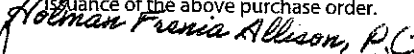


Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.



Chief Financial Officer

Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



RECEIVED

DEC 14 2022

BOROUGH OF FRENCHTOWN

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 11/30/2022
Invoice Number: 54541
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF NOVEMBER 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS

Please Remit: \$5,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: _____

DATE: 11/30/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO					
Description of this Month's Service	NOVEMBER 2022 Billings				
Monthly CFO Services, AP, Payroll, Pensions	Engagement Team Member	Level	Hours	Rate	Total
	Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00
	Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00
	Corey Mottes	Advisor	0	\$ 110.00	\$ -
	Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00
	Monthly Total				\$ 7,035.00
	Discount to Fixed Fee Contract				\$ (2,035.00)
	Monthly Billing Amount Due				\$ 5,000.00

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 23000065

ORDER DATE: 01/25/23

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

41969

DATE PAID

2-1-23

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00	Jan 23 54747 61020	3-01-20-130-000-304 Other Outside Services	5,000.0000	5,000.00
			TOTAL	=====
				5,000.00

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.

22-37

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Brenda S. Shepherd

Department Head

Date

Michelle Ling 2/1/23

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Holman Frenia Allison, P.C.

Chief Financial Officer

Vendor must sign certification statement on this voucher. Mail voucher & itemized bill to:

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825



Certified Public Accountants + Advisors

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BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 12/31/2022
Invoice Number: 54747
Client: 61020.

BILLING FOR CFO SERVICES PROVIDED DURING THE MONTH OF DECEMBER 2022 FOR THE BOROUGH OF FRENCHTOWN.

PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS

Please Remit: \$5,000.00

VENDOR'S CERTIFICATION AND DECLARATION

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.

SIGNATURE: _____

DATE: 12/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.

Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701

Questions? Contact us at 732-797-1333

Frenchtown - CFO						
Description of this Month's Service	DECEMBER 2022 Billings					
	Engagement Team Member	Level	Hours	Rate	Total	
Monthly CFO Services, AP, Payroll, Pensions	Matt Holman	Advisory Partner	3	\$ 200.00	\$ 600.00	
	Anthony Mannino	Advisory Director	1	\$ 175.00	\$ 175.00	
	Joe Sarno	Supervisor	30	\$ 150.00	\$ 4,500.00	
	Corey Mottes	Advisor	0	\$ 110.00	\$ -	
	Rachel Flora	Advisor	16	\$ 110.00	\$ 1,760.00	
	Monthly Total				\$ 7,035.00	
	Discount to Fixed Fee Contract				\$ (2,035.00)	
	Monthly Billing Amount Due				\$ 5,000.00	

BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825
Phone: (908)996-4524
Fax: (908)996-3408

SHIP TO

Borough of Frenchtown
29 Second Street
Frenchtown, NJ 08825

VENDOR

Vendor #: HFA2022

Holman Frenia Allison, P.C.
1985 Cedar Bridge Avenue
Suite 3
Lakewood, NJ 08701

Purchase Order

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

NO. 23000091

ORDER DATE: 01/27/23

COMMODITY CODE:

PAYMENT RECORD

CHECK NO.

41969

DATE PAID

2-1-23

Notice: Borough Council meets the first week of each month. All bills must be submitted at least 10 (ten) days prior to the meeting.

NOTICE: TAX EXEMPT - TAX ID: 23-7096531

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00	1099's and 1096's 61020	3-01-20-130-000-304 Other Outside Services	1,195.0000	1,195.00
			TOTAL	1,195.00

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.

22-37

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

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.

Dwanda Shepherd

Department Head

Date

Michael Lutz 2/1/23

Council Member

Date

APPROVAL TO PURCHASE

I certify the above availability of funds for the issuance of the above purchase order.

Holman Frenia Allison, P.C.

Chief Financial Officer

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29 SECOND STREET
FRENCHTOWN, NJ 08825



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BOROUGH OF FRENCHTOWN
29 SECOND STREET
FRENCHTOWN, NJ 08825

Date: 1/25/2023
Invoice Number: 54901
Client: 61020.

PREPARATION OF FORM 1099'S AND FORM 1096 FOR THE YEAR ENDED DECEMBER 31, 2022 FOR
BOROUGH OF FRENCHTOWN FOR FEDERAL AND NEW JERSEY FILINGS.

Please Remit: \$1,195.00

Thank you for your business.

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat	Chk	Enc	First Rcvd Date	Date	Chk/Void Date	Invoice	1099
HFA2022 Holman Frenia Allison, P.C.																		
22-00169	02/23/22	1			10,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41501	02/23/22	02/24/22	03/03/22			N
22-00224	03/08/22	1	Feb. 2022	61020 Inv. 51853	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41547	03/08/22	03/10/22	04/11/22			N
22-00335	04/26/22	1	March 2022	61020	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41606	04/26/22	04/29/22	05/03/22			N
22-00448	05/19/22	1	April 2022	52823	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41642	05/19/22	05/26/22	06/01/22			N
22-00515	06/13/22	1	May 2022,	61020.53088	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41691	06/13/22	07/01/22	07/06/22			N
22-00629	07/14/22	1	June 2022	53372 61020	5,000.00	2-05-20-451-000-307			B	Other Outside Services	P	4617	07/14/22	08/01/22	08/03/22			N
22-00704	08/09/22	1	August 2022	53585 61020	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41776	08/09/22	09/06/22	09/07/22			N
22-00845	09/26/22	1	August 2022,	53787	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41816	09/26/22	10/03/22	10/05/22			N
22-00926	10/18/22	1	October 2022	54002 61020	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41855	10/18/22	10/31/22	11/01/22			N
22-01009	11/15/22	1	November 2022	54341, 61020	5,000.00	2-01-20-130-000-304			B	Other Outside Services	P	41892	11/15/22	12/05/22	12/06/22			N
22-01151	12/14/22	1	December 2022	54541, 61020	5,000.00	2-05-20-451-000-307			B	Other Outside Services	P	4670	12/14/22	01/04/23	01/05/23			N
23000065	01/25/23	1	Jan 23	54747 61020	5,000.00	3-01-20-130-000-304			B	Other Outside Services	P	41969	01/25/23	01/31/23	02/01/23			N

