

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
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Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

INVOICE

Invoice # 1527
Date: 02/02/2022
Due Upon Receipt

01/04/2022 DH

GENERAL: review and analyze memorandum re:
personnel matter re: COVID-19 and COVID-19
exposures re: self-quarantine periods and re: testing
requirements and re: return to work requirements and
re: paid absences; research CDC guidance re:
COVID-19 and COVID-19 exposures re: return to work
requirements; research state guidance re: COVID-19
and COVID-19 exposures re: return to work
requirements; draft memorandum re: COVID-19 and
COVID-19 exposures re: self-quarantine periods and
re: testing requirements and re: return to work
requirements and re: paid absences; review and
analyze matter re: potential extension of COVID-19
leave; review and revise memorandum re: COVID-19
and COVID-19 exposures re: potential extension of
COVID-19 leave

1.10 \$150.00 \$165.00

01/04/2022 JB

GENERAL: Review and analyze matter, re: [REDACTED]

2.20 \$150.00 \$330.00

		[REDACTED] building; re: conduct legal research re: grounds for eviction under Section (a)(2) of N.J. Anti-Eviction Act, the lease, and Admissions and Occupancy Policy; re: prepare report to the Executive Director [REDACTED] [REDACTED] are grounds to evict said tenant, and what actions the County Prosecutor may take concerning alleged assault			
01/04/2022	DH	GENERAL: review and analyze matter re: COVID-19 compliance re: COVID-19 inquiries and re: daily health checks and re: vaccinations and re: cleaning/disinfecting protocols and re: open public meetings; research federal guidance re: COVID-19 compliance re: COVID-19 inquiries and re: daily health checks and re: vaccinations and re: cleaning/disinfecting protocols and re: open public meetings; research state guidance re: COVID-19 compliance re: COVID-19 inquiries and re: daily health checks and re: vaccinations and re: cleaning/disinfecting protocols and re: open public meetings; draft memorandum re: COVID-19 compliance re: COVID-19 inquiries and re: daily health checks and re: vaccinations and re: cleaning/disinfecting protocols and re: open public meetings	0.50	\$150.00	\$75.00
01/04/2022	MP	GENERAL: Review and analyze matter re: criminal sexual contact case against resident re: research to date on tenant eligibility at admission and re: ability to evict upon conviction and re: analysis of best course to proceed with County Prosecutor's Office re: criminal prosecution and potential plea deals re: effect upon eviction case; reviews and assess criminal sexual contact matter re: report to Board of Commissioners	0.80	\$150.00	\$120.00
01/04/2022	JAM	GENERAL: COVID-19 advice and guidance; re: new workplace rules under CDC guidelines; re: review matter with Executive Director; re: employee utilizing COVID-19 leave; re: confer with Executive Director; re: FFCRA and plan of action for employee of HHA under COVID-19 restrictions	1.50	\$150.00	\$225.00
01/05/2022	JB	GENERAL - review and analyze whether the HHA properly admitted tenant pursuant to the Admissions and Occupancy Policy and 24 CFR 966 et seq.; draft report to Executive Director R. Lucas re: [REDACTED] [REDACTED] whether the NJ Anti-Eviction Law permits the HHA to move forward with eviction at this time; discuss consequences of taking tenant to eviction court and possible outcomes; conduct legal research regarding federal rules and regulations governing grounds for tenant applicant denials to public	3.10	\$150.00	\$465.00

		housing authorities and [REDACTED] accepting tenant's applica [REDACTED]			
01/05/2022	JB	GENERAL - continue to prepare detailed report to R. Lucas, Executive Director, re: [REDACTED] [REDACTED] the federal regulations and rules governing public housing authorities, whether the then-existing Admissions and Occupancy Policy governing [REDACTED] is properly [REDACTED] in 2014 and [REDACTED] the look-back [REDACTED] drug [REDACTED] insured and [REDACTED] whether HHA should proceed with eviction proceedings for the tenants at this time or whether it should wait until the conclusion of the underlying criminal matter, whether the risks outweigh the benefits of taking the tenant to eviction court at this time, and discuss legal strategy going forward; review and analyze matter	2.10	\$150.00	\$315.00
01/05/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: cyber liability insurance coverage; review and analyze matter re: current cyber liability insurance coverage; draft memorandum re: current cyber liability insurance coverage	0.20	\$150.00	\$30.00
01/05/2022	JAM	GENERAL: Address Cyber Liability Policy with HAIG; re: benefits to HHA for enhanced benefits under policy; re: payment of regulatory compliance in event of breach	1.00	\$150.00	\$150.00
01/06/2022	DH	GENERAL: telephone conference with M. Gilmore re: personnel matters re: COVID-19 re: quarantine requirements under CDC guidance re: ascertain appropriate course of action to proceed	0.30	\$150.00	\$45.00
01/07/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: Executive Director report re: ascertain appropriate course of action to proceed; review and analyze matter re: personnel matter re: COVID-19 compliance; draft memorandum re: outline re: personnel matter re: COVID-19 compliance	0.60	\$150.00	\$90.00
01/10/2022	JB	GENERAL: Telephone conference with C. Crosby, Esq. re: whether there is a vacant unit available for a tenant transfer under the Violence Against Women Act and whether tenants may enter into an agreement for no contact while waiting for a possible unit transfer	0.30	\$150.00	\$45.00
01/10/2022	DH	GENERAL: review and analyze matter re: personnel matters re: COVID-19 compliance and re: COVID-19 leave	0.10	\$150.00	\$15.00
01/10/2022	JB	GENERAL: Review and analyze matter re: upcoming Final Protective Order filed by tenant against another tenant, whether tenant will testify at the hearing, and whether tenant will exercise her right to apply for a unit	0.40	\$150.00	\$60.00

		transfer pursuant to the provisions outlined in the Violence Against Women Act			
01/10/2022	JAM	GENERAL: Confer with Executive Director re; prepare chart on historic increases to provide by Board to HHA employees; re: US Department of Labor; re: cost of living increase; re: disposition of COLA 2022 year; re: historic increases for Board; re: confer with Executive Director; re: personnel matters; re: prepare items for Board consideration	1.50	\$150.00	\$225.00
01/19/2022	MP	GENERAL: Review and analyze case developments in criminal tenancy matter re: potential plea offer re: required analysis of effect upon eviction case re: criminal statute, elements of the offense, and lease prohibitions on criminal conduct	0.20	\$150.00	\$30.00
01/20/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: procurement matter re: Request for Proposals re: accounting services; review and revise Request for Proposals re: accounting services; draft memorandum re: Request for Proposals re: accounting services	0.50	\$150.00	\$75.00
01/21/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: Request for Proposals re: security services; review and revise Request for Proposals re: security services re: advertisement and re: scope of services and re: terms and conditions and re: qualifications and re: submission requirements and re: proposal requirements and re: evaluation criteria and re: required forms; draft correspondence to M. Gilmore re: Request for Proposals re: security services; draft correspondence to M. Gilmore re: Request for Proposals re: accounting services	1.40	\$150.00	\$210.00
01/21/2022	DH	GENERAL: review and analyze matter re: personnel matter re: compensation inquiry; draft memorandum re: personnel matter re: compensation inquiry re: proposed questions	0.30	\$150.00	\$45.00
01/21/2022	JAM	GENERAL: Confer with Executive Director; re: pending matters for Board Meeting; re: confidential personnel matters; re: provide information to Executive Director; re: review and finalize security contract matter	0.90	\$150.00	\$135.00
01/21/2022	JAM	GENERAL: Confidential legal matters for Executive Director; re: research matter; re: disposition of prior years practice; re: overall US Department of Labor and HUD findings in matter; re: non-extension of CARES Act funds; re: no extension of Families First CORONA Virus Act; re: update of CDC guidance and impact of CARES Act funds ending; re: disposition of all legal options; re: prepare email communication to Executive Director; re: legal guidance	1.50	\$150.00	\$225.00
01/21/2022	ALC	GENERAL: Review correspondence from M. Gilmore	0.30	\$150.00	\$45.00



Invoice # 1527 - 02/02/2022

		re: public notice for February meeting and Zoom re: appropriate course of action to proceed			
01/24/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: Requests for Proposals re: accounting services and re: security services	0.10	\$150.00	\$15.00
01/24/2022	JAM	Conferences with residents attorney regarding current updated status and disposition of criminal charges including potential for downgrading; of charges to Simply harassment with no aggravating factors re: 4th-degree criminal downgraded to petty disorderly persons offense. re; review evidence in the case as a basis under HUD regulations and NJ law to take action against offending residents. brief Executive Director on the matter including review of legal options	2.10	\$150.00	\$315.00
01/25/2022	ALC	GENERAL: Review and revise notice of public meeting re: February meeting; draft correspondence to M. Gilmore re: 2022 annual notice; review correspondence from M. Gilmore re: 2022 annual notice; draft follow up correspondence to M. Gilmore re: zoom invitation and information for inclusion in notice re: public participation; draft correspondence to M. Gilmore re: revised February notice	0.80	\$150.00	\$120.00
01/26/2022	JB	GENERAL: Review and analyze Consent Order entered into between tenant and [REDACTED]; re: no contact and terms and conditions of living in same complex in light of criminal charges	0.20	\$150.00	\$30.00
01/26/2022	JB	GENERAL: Prepare correspondence to C. Crosby, Esq.; re: Consent Order entered into by her client and other party	0.10	\$150.00	\$15.00
01/26/2022	JAM	GENERAL: Review and analyze updates on confidential matters; re: confer with Counsel to [REDACTED]; dismissal of Restraining Order and Civil Order; re: misunderstanding by resident and legal impact of matter; re: confer with Executive Director, R. Lucas; re: matters of concern	0.80	\$150.00	\$120.00
01/26/2022	ALC	GENERAL: Review correspondence from M. Gilmore re: Zoom attendee invitation re: February meeting notice; revise and finalize February meeting notice re: Zoom information; draft correspondence to M. Gilmore re: final notice of public meeting re: February meeting	0.30	\$150.00	\$45.00
01/27/2022	JB	GENERAL; Telephone conference with C. Crosby, Esq., counsel for tenant; re: Consent Order and criminal investigation	0.20	\$150.00	\$30.00
01/27/2022	JB	GENERAL; Prepare report summarizing information obtained from C. Crosby, Esq; re: Consent Order and Prosecutor's plea bargain offer of crime of harassment; re: discuss elements of crime of harassment and status of criminal proceedings; re: review and analyze	0.50	\$150.00	\$75.00

Consent Order and status of matter			
01/27/2022	JAM	GENERAL: Update on pending legal matters; re: disposition of purported reduction in charges; re: harassment including potential downgrade; re: review element of harassment in NJ to establish legal basis to evict perpetrator; re: evaluate ability of HHA to take action if matter actually downgraded; re: confer with Executive Director on matter; re: gravity of matter and Violence Against Women Act legal options	1.00 \$150.00 \$150.00
01/28/2022	JB	GENERAL: Review and analyze new developments concerning Consent Order and underlying criminal matter concerning tenant's TRO and the criminal proceedings proceeding against the other tenant	0.30 \$150.00 \$45.00
01/28/2022	JB	GENERAL: Prepare correspondence to C. Crosby, Esq., counsel for HHA tenant, re: criminal ramifications of pleading to harassment under NJSA 2C:33-4 and whether that would be considered crime of 4th degree; re: tenant's disability would elevate seriousness of plea, and whether documentation will be issued that details underlying facts of plea bargain	0.40 \$150.00 \$60.00
01/28/2022	JB	GENERAL: Review and analyze correspondence from C. Crosby, Esq.; re: charge of harassment and information concerning criminal prosecution of party/tenant; re: review and analyze matter; re: evaluate and analyze information update obtained from Hudson County Prosecutor's Office	0.50 \$150.00 \$75.00
01/28/2022	JAM	GENERAL: Review and analyze disposition of matter of resident charged with criminal sexual conduct; re: review results of Civil Order replacing any Final Restraining Order; re: review and analyze dismissal of domestic violence Restraining Order in lieu of Civil Order; re: review content of Civil Order; re: review and analyze elements of crimes Prosecutor is downgrading of crime to petty disorderly person offense of Harassment; re: review matter and report to Executive Director; re: confer with Prosecutor handling matter; re: update on position of HHA; re: legal basis for eviction grounded in criminal conviction; re: advice of impact upon the situation of downgrading matter to noncriminal disposition and depriving HHA of ability to evict in matter despite gravity of offense; re: report back to Executive Director on matter	2.00 \$150.00 \$300.00
01/31/2022	JAM	GENERAL: Telephone conference with Executive Director; re: telephone conference with Hudson County Assistant Prosecutor; re: pending criminal charges; update with ED on Cola. confer with Chairman re: pending legal matters	2.10 \$150.00 \$315.00

Quantity Subtotal 34.0

Invoice # 1527 - 02/02/2022

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	12.1	\$150.00	\$1,815.00
Alberto Camacho	1.4	\$150.00	\$210.00
Daryl Howard	5.1	\$150.00	\$765.00
Joseph Manfredi	14.4	\$150.00	\$2,160.00
Melissa Pellechio	1.0	\$150.00	\$150.00
Quantity Total			34.0
Subtotal			\$5,100.00
Total			\$5,100.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1527	02/02/2022	\$5,100.00	\$0.00	\$5,100.00
Outstanding Balance				\$5,100.00
Total Amount Outstanding				\$5,100.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
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INVOICE

Invoice # 1550
Date: 03/04/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
02/02/2022	DH	GENERAL: telephone conference with M. Gilmore re: February 2022 Executive Director report; review and analyze correspondence from M. Gilmore re: February 2022 Executive Director report; review and analyze matter re: reinstatement of COVID-19 public health emergency; review and analyze state executive orders re: reinstatement of COVID-19 public health emergency; review and analyze matter re: status of procurements re: Requests for Proposals re: accounting services and re: security services; review and revise Executive Director report re: February 2022 Board meeting re: COVID-19 public health emergency and re: procurement matters	1.10	\$150.00	\$165.00
02/02/2022	JAM	GENERAL: Confer with Executive Director; re: review and analyze pending matters for Board Meeting; re: budget adoption, Executive Report and related matters	0.90	\$150.00	\$135.00
02/03/2022	DH	GENERAL: telephone conference with M. Gilmore re: Executive Director report; draft correspondence to M. Gilmore re: Executive Director report	0.10	\$150.00	\$15.00
02/04/2022	DH	GENERAL: review and analyze matter re: prepare resolution re: late budget submission; telephone conference with M. Gilmore re: resolution re: late budget submission; review and analyze correspondences from M. Gilmore re: resolution re: late budget submission; draft resolution re: late budget submission; draft correspondence to M. Gilmore re: resolution re: late budget submission	0.40	\$150.00	\$60.00
02/04/2022	DH	GENERAL: Review and analyze matter re: eviction cases re: non-payment or habitual late payment of rent re: recent legal developments; research state law re: eviction cases re: non-payment or habitual late	0.50	\$150.00	\$75.00

		payment of rent; draft memorandum re: eviction cases re: non-payment or habitual late payment of rent			
02/04/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: details of upcoming Board Meeting; re: legal items for Budget adoption as per State of NJ mandate; re: confer with accountants; re: review all matters for Board Meeting	2.30	\$150.00	\$345.00
02/07/2022	DH	GENERAL: review and analyze matter re: items to be addressed at upcoming Board meeting re: budget matters and re: potential salary increases; review and analyze correspondences from M. Gilmore re: budget matters; research state law re: budget requirements; research state regulations re: budget requirements; draft memorandum re: state budget requirements; review and revise memorandum re: potential salary increases	0.80	\$150.00	\$120.00
02/07/2022	JAM	GENERAL: Review and analyze matters for upcoming Board of Commissioners Meeting; re: review of pending resolutions and budget; review and analyze agenda; re: confer with Chairman; re: pending budgetary matters and passage of budget; re: NJ Law requirement adoption and submission of budget in order to ensure timely compliance with NJ Department of Community Affairs regulations and HUD requirement to submit state budget; review matter and confer with Administrative Assistant; re: request for budget to actual; re: confer with Mike Carlon, CPA; re: disposition of budget to actual as request updated to system and confirm pending matter; re: report back to Chairman on matter and confirm issuance of budget to actual as requested by Board member	2.00	\$150.00	\$300.00
02/08/2022	JAM	GENERAL: Prepare for meeting; re: finalize items for response to Board member; re: budget; re: request for budget in alternate forms; re: responses to legal question on due date; re: time HUD sent information and all related information; re: review all pending matters with Administrative Assistant and prepare for all questions from Board members for meeting; re: telephone conferences with Chairman Doren; re: preparation for meeting	2.50	\$150.00	\$375.00
02/09/2022	JB	GENERAL: Review and analyze fully executed Consent Order ~~to [REDACTED]~~ ; review and analyze matter	0.20	\$150.00	\$30.00
02/09/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: tenancy matter re: ~~[REDACTED]~~ re: grounds for notice to cease; telephone conference with M. Gilmore re: tenancy matter re: ~~[REDACTED]~~ re: grounds for notice to cease; review and analyze admissions and occupancy policy re: tenancy matter re: ~~[REDACTED]~~ re: grounds for notice to cease; review and analyze tenant handbook re: tenancy matter re: ~~[REDACTED]~~	1.90	\$150.00	\$285.00

		██████ re: grounds for notice to cease; review and analyze lease re: tenancy matter re: ██████ re: grounds for notice to cease; draft notice to cease re: tenancy matter ██████; draft memorandum re: notice to cease; draft notice to cease re: tenancy matter re: ██████			
02/09/2022	MP	GENERAL Review and analyze matter re: new tenancy matter re: tenant sublet re: client recourse	0.20	\$150.00	\$30.00
02/10/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: tenancy matter re: ██████ re: Notice to Cease; draft correspondences to M. Gilmore re: tenancy matter re: ██████ re: Notice to Cease; telephone conference with M. Gilmore re: tenancy matter re: ██████ re: Notice to Cease	0.40	\$150.00	\$60.00
02/10/2022	DH	GENERAL: review and analyze matter re: personnel matter re: denied use of leave and re: appeal to Board re: ascertain appropriate course of action to proceed; review and analyze personnel policy re: personnel matter re: denied use of leave and re: appeal to Board; draft memorandum re: personnel matter re: denied use of leave and re: appeal to Board	0.50	\$150.00	\$75.00
02/10/2022	ALC	GENERAL: Review correspondence from M. Gilmore re: 2022 schedule for monthly meetings re: analysis of appropriate course of action to proceed; review matter re: annual notice re: 2022 board meeting schedule	0.30	\$150.00	\$45.00
02/10/2022	JAM	GENERAL: Confer with Executive Director; re: review and analyze development in tenancy matter; re: finalize disposition of former case of criminally prosecuted tenant; re: update on matter with Executive Director; re: review matter for tenancy notice	1.00	\$150.00	\$150.00
02/10/2022	JAM	GENERAL: Confidential matter to Executive Director; re: Personnel grievance process under policy and law	1.60	\$150.00	\$240.00
02/10/2022	JAM	GENERAL: Update and finalize tenancy notices	0.50	\$150.00	\$75.00
02/11/2022	JAM	GENERAL: Confirm tenancy notice issued to Executive Director	0.30	\$150.00	\$45.00
02/18/2022	JAM	GENERAL: Review with Executive Director pending legal matters for upcoming March Board Meeting; re: chart of historic increases and related matters; re: disposition of COLA and comparables; re: review tenancy matter disposition and criminal plea	1.00	\$150.00	\$150.00
02/25/2022	JAM	GENERAL: Telephone conference with Executive Director; re: pending matters for upcoming March 2022 Board of Commissioners Meeting; re: charting of historical raises and COLA and contract items	0.80	\$150.00	\$120.00
02/27/2022	DH	GENERAL: review and analyze matter re: COVID-19 compliance re: legal developments re: updated CDC	0.10	\$150.00	\$15.00

	guidelines re: masks			
02/28/2022	DH	GENERAL: review and analyze matter re: personnel matters re: employee salary increases and re: Executive Director employment agreement; research state law re: Executive Director employment agreement; draft memorandum re: Executive Director employment agreement	0.30	\$150.00 \$45.00
02/28/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: pending legal matters for upcoming March 2022 Board of Commissioners Meeting; re: compensation Executive Director contract and related legal matters; re: review and finalizes chart of historical salary and compensation increases at HHA; re: 2 percent raises over time and Cost of Living; re: review and confirm five-year mark for Executive Director's contract and renewal of Executive Director's contract set for March Board Meeting; re: review contract terms and compensation chart; re: confer with Dr. Doran Board Chairman on matter	2.00	\$150.00 \$300.00

Quantity Subtotal 21.7

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	0.2	\$150.00	\$30.00
Alberto Camacho	0.3	\$150.00	\$45.00
Daryl Howard	6.1	\$150.00	\$915.00
Joseph Manfredi	14.9	\$150.00	\$2,235.00
Melissa Pellechio	0.2	\$150.00	\$30.00
	Quantity Total		21.7
	Subtotal		\$3,255.00
	Total		\$3,255.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1550	03/04/2022	\$3,255.00	\$0.00	\$3,255.00
			Outstanding Balance	\$3,255.00

Invoice # 1550 - 03/04/2022

Total Amount Outstanding \$3,255.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1571
Date: 04/04/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
03/01/2022	JAM	GENERAL: Review and analyze legal matters for Board of Commissioners Meeting; re: Executive Director Contract review NJ Statue; re: five-year statutory requirement for contract to be longer than one year (following year hits 5-year mark); re: confirm initial resolution date; re: provide legal information to Dr. Doran Personnel Committee on Executive Director's contract and COLA information from US Department of Labor; re: annual increase in COLA based upon inflation rate; re: disposition of prior years COLA; re: provide information to Executive Director; re: preparation for Board Meeting	1.10	\$150.00	\$165.00
03/02/2022	JAM	GENERAL: Legal information to Chairman on COLA and Executive Director's contract items; re: time for more than 5 years for Director Lucas	0.40	\$150.00	\$60.00
03/03/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: personnel matter re: salary increases re: historic practices; review and analyze resolutions re: personnel matter re: salary increases re: historic practices; review and revise correspondence to Personnel Committee re: personnel matter re: salary increases re: historic practices and re: comparison re: Social Security cost of living adjustments	0.60	\$150.00	\$90.00
03/03/2022	JAM	GENERAL: Telephone conference with Executive Director; re: full report on prior years Cost of Living increases for all staff; re: current years COLA; review, confirm and prepare chart for Director Lucas to review and consider; re: disposition of current COLA and Board Meeting items; re: complete legal opinion and issue to Director Luca's corner with Director Lucas and provide information to Dr. Doran for Personnel Committee for review	2.30	\$150.00	\$345.00

03/04/2022	DH	GENERAL: review and analyze matter re: Personnel Committee meeting re: outcome and re: post-meeting action items; conduct research re: Executive Director salary re: comparables; draft memorandum re: Executive Director salary re: comparables	1.40	\$150.00	\$210.00
03/04/2022	JAM	GENERAL: Personnel Committee meeting; review and confirm all items for Board Meeting; re: personnel matters; re: resolution for Executive Director contract extension and compensation increase for staff based upon Personnel Committee Meeting; re: finalize all items with Executive Director	2.00	\$150.00	\$300.00
03/07/2022	DH	GENERAL: review and analyze matter re: personnel matter re: Executive Director compensation	0.10	\$150.00	\$15.00
03/07/2022	JAM	GENERAL: Review, analyze and update on all legal matters for upcoming Board of Commissioners Meeting; re: review and analyze comparable Executive Director salary increases over past year; re: provide to Executive Director Lucas; re: confer with Executive Director; re: contract items for upcoming contract year; re: confer with Chairman of Board; re: pending personnel matters and legal matters for Board Meeting; re: provide legal advice and guidance; re: confer with Mike Carlon, CPA to HHA; re: pending finalize budget submission to State of NJ and confirm all HUD budget requirements satisfied	1.10	\$150.00	\$165.00
03/08/2022	JAM	GENERAL: Preparation for and attend March Board of Commissioners Meeting; re: prepare to confirm all information for Board and Executive Director on compensation increase and resolution awarding same; re: attend Board Meeting post Board Meeting items	1.60	\$150.00	\$240.00
03/09/2022	DH	GENERAL: review and analyze matter re: post-meeting action items re: [REDACTED] contracts; draft memorandum re: professional service contracts re: standard procurement process; review and analyze matter re: professional service contracts re: concerns re: potential vendor; conduct research re: professional service contracts re: concerns re: potential vendor; draft memorandum re: professional service contracts re: concerns re: potential vendor	1.20	\$150.00	\$180.00
03/09/2022	JAM	GENERAL: Confer with accounting firm; re: requested information in different format by Commissioner Miller; re: variance analysis; re: learn of transition issue between Quickbooks and PHA web at Housing Authority; review all items for confidential reporting to Executive Director Lucas; re: report all learned information to Director Lucas; re: prepare emails documenting matter; re: confirm direction from Chairman Doran to complete items on Professional Series for next Board Meeting; re: post review with Director Lucas and full report on matter; re: means to ensure positive audit results and positive HUD review if	3.00	\$150.00	\$450.00

		undertaken			
03/10/2022	DH	GENERAL: review and analyze matter re: professional service contracts re: concerns re: potential vendor; continue research re: professional service contracts re: concerns re: potential vendor; review and revise memorandum re: professional service contracts re: concerns re: potential vendor	1.10	\$150.00	\$165.00
03/10/2022	JAM	GENERAL: Finalize update to Executive Director Lucas on budget matter, accounting issues, and Commissioner Miller's request for data invariance format; re: HUD requirements and State requirements for budget; re: necessary items for compliance and basis for action in matter; re: finalized RFP review; re: telephone conference and report to Board Chairman on matter; re: Board direction for legal review of RFP's	1.00	\$150.00	\$150.00
03/14/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: procurement matter re: Request for Proposals re: auditing services; review and revise Request for Proposals re: auditing services; draft correspondence to M. Gilmore re: revised Request for Proposals re: auditing services; review and analyze correspondence from M. Gilmore re: revised Request for Proposals re: auditing services	0.90	\$150.00	\$135.00
03/14/2022	DH	GENERAL: review and analyze matter re: COVID-19 compliance re: legal developments; research CDC guidance re: COVID-19 compliance re: masking and re: self-quarantine; review and analyze state executive orders re: COVID-19 compliance re: terminate public health emergency and re: continue state of emergency; review and analyze matter re: legal developments re: drug testing; research state law re: drug testing; research state case law re: drug testing	0.70	\$150.00	\$105.00
03/15/2022	JB	GENERAL: Review and analyze memorandum; re: [REDACTED] unit and mildew that resulted from bathroom tub being left on while tenant was in rehabilitation; review and analyze correspondence from [REDACTED], nephew of tenant; re: order for HHA staff to refrain from discussing his [REDACTED] health; review and analyze matter	0.50	\$150.00	\$75.00
03/15/2022	JAM	GENERAL: Review and analyze email communication with Administrative Assistant to Executive Director; re: review of matter re: immediate matters of action and concern; re: confer with Executive Director; re: legal aspects of matter	0.50	\$150.00	\$75.00
03/16/2022	JAM	GENERAL: Review email communication with Commissioner Miller; re: inquiry into specific budget line items and request for variance analysis; re: confer with Mike Carlon, CPA to confirm prior analysis performed for Commissioner and need for current analysis as per Commissioner request; re: identify	2.10	\$150.00	\$315.00

		shortcomings in the system under transition PHA web; re: report the matter to Executive Director Lucas and confer with Director Lucas on response to Commissioner			
03/18/2022	MP	GENERAL: Review and analyze matter re: client's action to secure unit re: unauthorized access and damage to unit and re: communications with tenant's emergency contact; review and analyze matter re: recommended action to protect client re: ensuring tenant has access to unit and documenting actions as securing unit re: illegal lockout statutes	0.30	\$150.00	\$45.00
03/18/2022	JB	GENERAL: Conduct legal research; re: "self help" evictions in NJ and civil and criminal consequences of [REDACTED]; re: prepare memorandum summarizing; review and analyze matter	0.30	\$150.00	\$45.00
03/18/2022	DH	GENERAL: review and analyze matter re: identify pending matters	0.10	\$150.00	\$15.00
03/18/2022	JAM	GENERAL: Email communication with Mike Carlon CPA for reports to Commissioner and transfer of PHA web materials	0.50	\$150.00	\$75.00
03/18/2022	JAM	GENERAL: Review and analyze [REDACTED] matter; re: [REDACTED] disposition of how to handle matter; re: telephone conferences with Executive Director and Administrative staff members	1.00	\$150.00	\$150.00
03/21/2022	JB	GENERAL: Review and analyze status of new lock on [REDACTED] unit and recent developments; review and analyze matter	0.10	\$150.00	\$15.00
03/21/2022	JB	GENERAL: Prepare correspondence to M. Gilmore and R. Lucas of HHA; re: correspondence to be sent to [REDACTED] [REDACTED]; re: new key; review and analyze correspondence from M. Gilmore; review and analyze matter	0.20	\$150.00	\$30.00
03/25/2022	JB	GENERAL: Prepare correspondence to [REDACTED] re: new key for unit; re: prepare correspondence to M. Gilmore of HHA; review and analyze mater	0.50	\$150.00	\$75.00
03/25/2022	JB	GENERAL: Review correspondence from M. Gilmore of HHA; re: notification to tenant of new key; re: prepare correspondence to M. Gilmore; re: review and analyze matter	0.20	\$150.00	\$30.00
03/25/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: [REDACTED] access to unit; re: NJ law; re: matter of handling matter in light of NJ Statute; prepare email communication to Director (confidential) legal opinion	1.10	\$150.00	\$165.00
03/28/2022	JB	GENERAL: Prepare directive to Harrison Housing	0.30	\$150.00	\$45.00

		Authority; re: new law regarding veterans' preference in housing opportunities and course of action to take to amend admissions and occupancy policies; review and analyze matter			
03/28/2022	JB	GENERAL: Review and analyze correspondence from R. Lucas [REDACTED] re: new key	0.10	\$150.00	\$15.00
03/28/2022	JB	GENERAL: Conduct legal research; re: implications of new state law for veteran's preference in housing on federal regulations governing preferences pursuant to 24 CFR 982.54 and 24 CFR 982.207; re: prepare explanation and directives for housing authority to follow to be compliant with state and federal law when selecting applicants for housing assistance; review and analyze matter	0.30	\$150.00	\$45.00
03/28/2022	MP	GENERAL: Review and analyze new matter re: domestic violence incident involving minor household resident re: review and assessment of client options and legal restrictions on tenancy action and re: defiant trespass	0.20	\$150.00	\$30.00
03/28/2022	JAM	GENERAL: Review and analyze urgent matter; re: confer with Executive Director; re: life safety threat and matter of urgent danger; re: resident assault; re: criminal activity in violation of lease; re: evidence of multiple efforts of attempted arson of unit with ensuing danger to enter building and residents; re: identify legal action and related information	1.20	\$150.00	\$180.00
03/28/2022	JAM	GENERAL: Review and analyze additional matters of destruction to unit due to an elderly resident in rehabilitation and suspected relative using unit for illegal purposes and damaging bathroom and hallways requiring an immediate expensive repair; re: review matter and identify legal options for client; re: confer with Executive Director on matter	0.80	\$150.00	\$120.00
03/29/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: responses re: Requests for Proposals re: fee accounting services and re: professional security guard services; review and analyze two proposals re: Request for Proposals re: fee accounting services re: legal compliance; draft memorandum re: proposals re: Request for Proposals re: fee accounting services; review and analyze two proposals re: Request for Proposals re: professional security guard services re: legal compliance; draft memorandum re: proposals re: Request for Proposals re: professional security guard services	1.10	\$150.00	\$165.00
03/30/2022	JAM	GENERAL: Telephone conferences with Executive Director and Administrative staff; re: immediate danger to health, safety and welfare of residents; re: minor members of household engaging in destruction of premises and placing adjoining residents in immediate	1.00	\$150.00	\$150.00

		danger of fire hazards; review and analyze matter; re: disposition of police investigation and information arising out of same; re: identify legal strategy; re: revise correspondence to residents and law on matter; re: update with Director Lucas on matter; re: review action options			
03/31/2022	DH	GENERAL: review and analyze matter re: personnel matter re: PEOSHA compliance re: legal developments; conduct research re: PEOSHA compliance re: legal developments re: COVID-19 and re: heat hazards and re: hazard communication program	0.80	\$150.00	\$120.00
03/31/2022	JAM	GENERAL: Telephone conferences with Executive Director Lucas; review and analyze updated information on resident unit; re: extensive damage to unit; re: extensive burn marks to multiple areas of unit; re: damage in kitchen, stove, doors, ceilings and all other habitable areas; review all related information from Executive Director; re: identified information on resident and situation; re: identify legal strategy for matter; re: concerns for health, safety welfare of all residents in unit; re: identify legal options for Executive Director	1.00	\$150.00	\$150.00
03/31/2022	JAM	GENERAL: Finalize attorney review of RFPS Accounting and Security	1.00	\$150.00	\$150.00

Quantity Subtotal 33.7

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	2.5	\$150.00	\$375.00
Daryl Howard	8.0	\$150.00	\$1,200.00
Joseph Manfredi	22.7	\$150.00	\$3,405.00
Melissa Pellechio	0.5	\$150.00	\$75.00
	Quantity Total		33.7
	Subtotal		\$5,055.00
	Total		\$5,055.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
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Invoice # 1571 - 04/04/2022

1571	04/04/2022	\$5,055.00	\$0.00	\$5,055.00
			Outstanding Balance	\$5,055.00
			Total Amount Outstanding	\$5,055.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1610
Date: 05/04/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
04/01/2022	JB	GENERAL: Draft correspondence to R. Lucas, re: analysis of Power of Attorney submitted by [REDACTED] re: legal sufficiency and authority re: [REDACTED] banking transactions	0.50	\$150.00	\$75.00
04/01/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] affidavit and payment for [REDACTED] rent; draft correspondence to M. Gilmore re affidavit and payment of rent	0.30	\$150.00	\$45.00
04/01/2022	MP	GENERAL: Review and analyze matter re: charring and burning damage to [REDACTED] unit re: ability to initiate legal action for eviction re: relevant causes for eviction and effect of Violence Against Women Act; review and analyze matter re: required research within Violence Against Women Act re: action for eviction against domestic violence victim re: potential avenues for action and guarding against successful defenses to eviction	0.20	\$150.00	\$30.00
04/01/2022	JAM	GENERAL: Review and finalize review of Power of Attorney submitted by resident's nephew; re: non-compliant and potentially fraudulent POA submitted by nephew to gain entry into premises and gain access for resident financial matter and Housing file at HHA; re: finalize opinion to Executive Director and confer with Executive Director and Administrative Assistant; re: fraudulent Power of Attorney	0.50	\$150.00	\$75.00
04/04/2022	DH	GENERAL: review and analyze matter re: procurement matter re: security guard services; draft correspondence to R. Lucas re: procurement matter re: security guard services	0.20	\$150.00	\$30.00
04/04/2022	JAM	GENERAL: Flores matter; re: provide legal advice and	0.20	\$150.00	\$30.00

		guidance to Executive Director			
04/05/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: procurement matter re: security services re: clarification re: proposal contents and re: proposed fees; draft correspondences to M. Gilmore re: procurement matter re: security services re: clarification re: proposal contents and re: proposed fees; telephone conference with M. Gilmore re: procurement matter re: security services re: clarification re: proposal contents and re: proposed fees	0.40	\$150.00	\$60.00
04/05/2022	JB	GENERAL: Review and analyze initial facts of [REDACTED] tenant matter concerning damage to the unit due to [REDACTED] burning interior of the unit	0.40	\$150.00	\$60.00
04/05/2022	JB	GENERAL: Research state and federal law concerning grounds for tenant eviction [REDACTED] re: notice requirements prior to instituting action for possession of the premises	0.90	\$150.00	\$135.00
04/05/2022	JB	GENERAL: Research legal definition of "tenant" under the lease and New Jersey law and re: ability to terminate lease and evict entire household for actions of one household member under cause for eviction for damage, injury, and destruction of premises re: [REDACTED] research and analyze ability to evict [REDACTED] based upon conduct of her daughter; draft memorandum re: research findings and application to [REDACTED] matter	0.60	\$150.00	\$90.00
04/05/2022	MP	GENERAL: Review and analyze [REDACTED] matter re: case facts and status; analyze client options for tenancy action; review and analyze required research re: time frames under Federal and State law for termination of lease; review and analyze matter re: preparation of notice of termination of lease/notice to quit and demand for possession for damage, injury, and destruction of the premises under Anti-Eviction Act; review and analyze memorandum re: time frames for lease termination under Federal and State law; draft memorandum re: Federal Regulation on lease termination re: competing provision on time frame for lease termination, conduct analysis and formulate client advice; review and analyze matter re: required research re: statutory requirement to prove damage to unit by tenant via willful or grossly negligent conduct re: legal guidance on household members constituting tenants and re: alternative theory requiring proof of willful or grossly negligent conduct by head of household	1.60	\$150.00	\$240.00
04/05/2022	JAM	GENERAL: Review, analyze and update on procurement matters for upcoming Board Meeting; re: legal review of all professions (excluding legal) and report to Executive Director; re: update on tenancy matters and report to Executive Director Lucas	1.00	\$150.00	\$150.00

04/06/2022	DH	GENERAL: review and analyze memorandum re: Request for Proposals re: accounting services re: background information; review and analyze prior memoranda re: Request for Proposals re: accounting services re: background information; draft memorandum re: Request for Proposals re: accounting services re: background information	0.60	\$150.00	\$90.00
04/06/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: playground accessibility requirements; research federal law re: playground accessibility requirements; research federal regulations re: playground accessibility requirements; research state law re: playground accessibility requirements; research state regulations re: playground accessibility requirements; draft memorandum re: playground accessibility requirements	1.50	\$150.00	\$225.00
04/06/2022	JAM	GENERAL: Prepare legal opinion to Board Chairman; re: confidential matters; re: procurement and related items	1.00	\$150.00	\$150.00
04/06/2022	JAM	GENERAL: Telephone conferences with Administrative Assistant to Executive Director; re: HUD 504 Handicap exemption requirements; re: current scope of parameters of HUD exemption issued by HUD; re: handicapped swing installation and certified installer; review matter for legal opinion at request of HHA admin assistant; re: telephone conference with Chairman of Board; re: overall facts of matter and situation with swing set	2.10	\$150.00	\$315.00
04/07/2022	DH	GENERAL: review and analyze matter re: playground accessibility requirements	0.10	\$150.00	\$15.00
04/07/2022	JAM	GENERAL: Provide legal guidance and opinion on public emergencies and mandates	0.40	\$150.00	\$60.00
04/07/2022	JAM	GENERAL: Legal advice and guidance; re: pending legal matters; re: RFP's and personal matters; re: confidential to Executive Director	1.10	\$150.00	\$165.00
04/08/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: procurement matter re: Request for Proposals re: auditing services; review and analyze vendor proposals re: auditing services re: legal compliance; draft memorandum re: Request for Proposals re: auditing services	0.60	\$150.00	\$90.00
04/11/2022	DH	GENERAL: review and analyze matter re: Board matter re: procurement compliance re: accounting services; draft correspondence to M. Gilmore re: procurement matter re: Request for Proposals re: auditing services; review and analyze correspondence from M. Gilmore re: procurement matter re: Request for Proposals re: auditing services	0.40	\$150.00	\$60.00

04/11/2022	JAM	GENERAL: Review auditing procurement and award for legal compliance	0.30	\$150.00	\$45.00
04/11/2022	JAM	GENERAL: Review and analyze Personnel memorandum; re: telephone conference with Executive Director on all facets of matter; re: allegations by [REDACTED] re: accounting firm; re: confer with and report to Executive Director on matter; re: telephone conference with Chairman of Board; re: respond to legal questions and provide legal advice and guidance	2.40	\$150.00	\$360.00
04/12/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: upcoming Board meeting re: resolutions re: contract awards; draft resolutions re: approve contract awards re: professional services; draft correspondence to M. Gilmore re: resolutions re: approve contract awards re: professional services; review and revise resolutions as per client instructions re: contract awards re: professional services; draft correspondence to R. Lucas re: updated resolutions re: approve contract awards re: professional services	1.00	\$150.00	\$150.00
04/12/2022	JB	GENERAL: Review and analyze terms and conditions contained within [REDACTED] lease re: termination for damage, injury, and destruction of premises; review and analyze notice from HHA to [REDACTED] terminating lease for nonpayment of rent; review and analyze photographs taken of damage to the unit caused by fires	0.40	\$150.00	\$60.00
04/12/2022	JB	GENERAL: Draft Notice to Terminate the Lease and Demand for Possession for tenant [REDACTED] based upon her destruction and damage to her unit; draft summary of all damages to the unit, including burn marks, carvings into the wooden doors, destruction of the electrical bedroom divide and doorbell device, and damage to countertops, closets, cabinets, walls, and ceilings	2.20	\$150.00	\$330.00
04/12/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: damage to lighting device on bedroom wall re: [REDACTED]; telephone conference with M. Gilmore re: damages inside the unit caused by tenant and her household re: [REDACTED]	0.20	\$150.00	\$30.00
04/12/2022	JH	GENERAL: File management for tenant matter, [REDACTED] re: Notice of Termination of Lease and Proposed Adverse Effects sent by HHA via USPS regular mail and USPS RRR/Certified mailing and re: photographs of damage in tenant's unit	0.40	\$45.00	\$18.00
04/12/2022	MP	GENERAL: Review and analyze matter re: notice of termination of lease for damage, injury, and destruction of premises re: time frame for lease termination	0.10	\$150.00	\$15.00
04/12/2022	JAM	GENERAL: Prepare all legal matters for Board Meeting; re: disposition of all contract and procurement awards;	1.90	\$150.00	\$285.00

		re: provide Chairman of Board with written legal opinion on law and Board authority; re: review and finalize all matters for Executive Director and Administrative Assistant; re: prepare for Board Meeting			
04/12/2022	JAM	GENERAL: Attend Board of Commissioners Meeting	0.40	\$150.00	\$60.00
04/12/2022	JAM	GENERAL: Finalize Executive Director updated Contract for signature by ED and Chairman	0.70	\$150.00	\$105.00
04/13/2022	DH	GENERAL: review and analyze matter re: post Board meeting action items	0.10	\$150.00	\$15.00
04/13/2022	JAM	GENERAL: Post Board Meeting legal matters; re: award of contract and confer with Executive Director; re: pending personnel and legal matters	0.70	\$150.00	\$105.00
04/19/2022	DH	GENERAL: review and analyze memorandum re: procurement matter re: professional service contracts; draft contracts re: professional services; review and analyze matter re: procurement matter re: professional service contracts re: post-RFP documentation requirements; draft notices of award re: contracts re: professional services; draft memorandum re: procurement matter re: professional services re: contracts and re: notices of award	2.20	\$150.00	\$330.00
04/20/2022	JAM	GENERAL: Telephone conferences with Executive Director Lucas; re: pending legal matter; re: confidential matter to review with Executive Director; re: personnel and contract matters	0.90	\$150.00	\$135.00
04/21/2022	JB	GENERAL: Review and analyze criteria necessary to issue Notice of Defiant Trespass to Tenant [REDACTED] nephew	0.70	\$150.00	\$105.00
04/21/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: tenant [REDACTED] nephew and son and confirmation that tenant never signed a Power of Attorney	0.10	\$150.00	\$15.00
04/21/2022	MP	GENERAL: Review and analyze matter re: case developments re: continued problems with absent tenant's relatives re: client options and analysis of use of defiant trespass statute to prohibit problematic relatives from entering onto premises	0.40	\$150.00	\$60.00
04/22/2022	JB	GENERAL: Review and analyze [REDACTED] stay at Allaire Rehabilitation, the need to repair the onsite cameras, and efforts to monitor tenant's unit for entrance by her nephew	0.10	\$150.00	\$15.00
04/25/2022	DH	GENERAL: draft correspondence to M. Gilmore re: procurement matter re: notices of award re: professional service contracts; telephone conference with M. Gilmore re: procurement matter re: contracts re: auditing services and re: security guard services;	0.40	\$150.00	\$60.00

		review and analyze correspondences from M. Gilmore re: procurement matter re: contracts re: auditing services and re: security guard services; draft memorandum re: procurement matter re: contracts re: auditing services and re: security guard services; draft correspondence to M. Gilmore re: procurement matter re: contract re: security guard services			
04/25/2022	JAM	GENERAL: Review and analyze pending legal matters; re: notices to proceed and pending contract awards; re: personnel matters; re: confidential review with Executive Director	1.00	\$150.00	\$150.00
04/26/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: procurement matters re: auditing services and re: security services; review and analyze current contract re: security services re: ability to terminate contract; draft correspondence to M. Gilmore re: procurement matters re: auditing services and re: security services; telephone conference with M. Gilmore re: procurement matters re: auditing services and re: security services; draft notification to unsuccessful respondent re: Request for Proposals re: security services; draft memorandum re: notification to unsuccessful respondent re: Request for Proposals re: security services	1.20	\$150.00	\$180.00
04/26/2022	MP	GENERAL: Telephone conference with R. Lucas and M. Gilmore re: ~~XXXXXX~~ matter re: case history and recent developments and re: client options for legal action re: protection of residents	0.40	\$150.00	\$60.00
04/26/2022	MP	GENERAL: Review and analyze photographs of ~~XXXXXX~~ apartment re: notice of termination of lease for damage, injury, and destruction of premises; review and analyze notice of termination of lease for nonpayment of rent re: commencing legal action on nonpayment matter	0.20	\$150.00	\$30.00
04/27/2022	DH	GENERAL: telephone conference with M. Gilmore re: procurement matter re: transition re: security services; review and analyze correspondence from M. Gilmore re: procurement matter re: transition re: security services; draft memorandum re: procurement matter re: transition re: security services; review and analyze correspondence from M. Gilmore re: Request for Proposals re: modernization consulting services; review and analyze Request for Proposals re: modernization consulting services re: legal compliance	0.80	\$150.00	\$120.00
04/27/2022	MP	GENERAL: Review and analyze research memorandum re: cause for eviction for damage, injury, and destruction of premises re: assessing required action or culpability of head of household re: termination of lease based upon damage caused by household member; review and analyze governing case law re: application of cause for lease termination and eviction for damage, injury, and destruction of	0.60	\$150.00	\$90.00

		premises against entire household for conduct of one person			
04/28/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: procurement matter re: security services; draft correspondences to M. Gilmore re: procurement matter re: security services	0.20	\$150.00	\$30.00
04/28/2022	JAM	GENERAL: Review and analyze pending legal procurement and contract items; re: confer with and report to Executive Director; re: pending final contract of security company and notices to proceed for professional services; re: update and report to Executive Director on matter	0.80	\$150.00	\$120.00
04/28/2022	MP	GENERAL: Review and analyze all relevant case documents re: [REDACTED] re: damage, injury, and destruction of premises; review and revise Notice of Termination of Lease/Notice to Quit for damage, injury, and destruction of premises re: [REDACTED] review and update Demand for Possession re: [REDACTED]	0.80	\$150.00	\$120.00
04/29/2022	JB	GENERAL: Draft memorandum re: additional factual details for Notice of Termination of Lease/Notice to Quit and Demand for Possession for [REDACTED] review and analyze correspondence from M. Gilmore re: rent payment by [REDACTED]	0.50	\$150.00	\$75.00
04/29/2022	JB	GENERAL: Review and analyze correspondences from M. Gilmore re: [REDACTED] rental payment, check provided by [REDACTED] for \$2,154.00, and rental ledger	0.30	\$150.00	\$45.00
04/29/2022	JB	GENERAL: Review and analyze correspondences from R. Lucas and M. Gilmore re: tenant [REDACTED] failure to pay full amount of rent due; review and analyze rent ledger; draft correspondence on behalf of HHA to [REDACTED] re: rejection of rent payment and re: termination of lease	1.10	\$150.00	\$165.00
04/29/2022	JAM	GENERAL: Telephone conferences with Executive Director and Administrative Assistant; re: pending legal matters; re: disposition of Notice of Termination and ongoing legal concerns; re: threat to life safety of residents due to resident (minor) actions; re: update and; review legal matter of handicap accessibility for playground; re: insurance rates, laws governing installation and certified installer; re: telephone conference with Chairman Doran; re: legal aspects of matter; re: 504 compliance and certified playground installer for performing function; re: telephone conferences with Executive Director; re: follow up legal implementation on matter and Board consensus	2.00	\$150.00	\$300.00
04/29/2022	MP	GENERAL: Review and finalize Notice of Termination of Lease/Notice to Quit and Demand for Possession for [REDACTED] draft correspondence to R. Lucas re: service of Notice and Demand; review and analyze	2.00	\$150.00	\$300.00

correspondence from M. Gilmore re: rent check received from [REDACTED] re: nonpayment matter; draft correspondence to M. Gilmore re: return of payment; review and analyze correspondence from M. Gilmore re: correspondence to tenant re: return of check intended as rental payment re: insufficient funds; review and analyze Notice of Termination of Lease to [REDACTED] for nonpayment of rent and check offered as payment of rent to avoid lease termination; review and revise correspondence to [REDACTED] re: return of offered rental payment

04/30/2022 DH GENERAL: conduct research re: legal developments re: COVID-19; review and analyze HUD notices re: legal developments re: program administration 0.40 \$150.00 \$60.00

Quantity Subtotal 42.5

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	8.3	\$150.00	\$1,245.00
Daryl Howard	10.1	\$150.00	\$1,515.00
Joseph Manfredi	17.4	\$150.00	\$2,610.00
Melissa Pellechio	6.3	\$150.00	\$945.00
Jean Handerhan	0.4	\$45.00	\$18.00
	Quantity Total		42.5
	Subtotal		\$6,333.00
	Total		\$6,333.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1610	05/04/2022	\$6,333.00	\$0.00	\$6,333.00
			Outstanding Balance	\$6,333.00
			Total Amount Outstanding	\$6,333.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1624
Date: 06/03/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
04/29/2022	JB	GENERAL: Revise and update the Notice to Terminate the Lease and Demand for Possession for tenant [REDACTED]	0.20	\$150.00	\$30.00
05/02/2022	MP	GENERAL: Review and finalize correspondence to [REDACTED] re: return of rental payment in nonpayment matter re: required legal disclaimers re: ability to collect rent at later time and re: pending lease termination for damage, injury, and destruction of premises; draft correspondence to R. Lucas re: execution and delivery of correspondence to [REDACTED] with returned payment	0.90	\$150.00	\$135.00
05/02/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: legal issues for swing set; review correspondence from HHA insurance carrier concerning matter; re: report back to HHA Executive Director on matter; re: laws and regulations governing installation	0.80	\$150.00	\$120.00
05/03/2022	JB	GENERAL - conduct legal research re: whether NJ regulates the installation of playground equipment, Jake's Law, legal requirements for disability inclusive playgrounds, and legal requirements for equipment installation pursuant to the United States Consumer Products Safety Commission; draft legal memorandum discussing whether the HHA must follow federal and state regulations to install playground equipment and provide guidance and recommendations for HHA in order to comply with laws; draft correspondence to R. Lucas discussing legal analysis and recommendations	4.00	\$150.00	\$600.00
05/03/2022	JH	GENERAL: File management - correspondence to tenant, [REDACTED]; re: return of check from tenant and advise tenant HHA reserves right to seek payment of check tendered as rent payment	0.30	\$45.00	\$13.50

05/04/2022	JB	GENERAL - conduct legal research re: whether playgrounds in NJ must be inspected by a Certified Playground Safety Inspector or whether other governmental employees may conduct the inspection of the playground; draft memorandum discussing results of research; draft model inspection checklists for the HHA to use when inspecting the playground; review and analyze matter	2.00	\$150.00	\$300.00
05/04/2022	DH	GENERAL: Review and analyze matter re: playground equipment installation and inspection services; conduct research re: playground equipment installation and inspection services; draft memorandum re: playground equipment installation and inspection services	0.40	\$150.00	\$60.00
05/04/2022	MP	GENERAL: Telephone conference with R. Lucas and M. Gilmore re: [REDACTED] matter re: contact with tenant re: tenant's stated intent [REDACTED] from household re: pending matter re: damage, injury, and destruction of premises re: analysis of most advantageous course to proceed	0.30	\$150.00	\$45.00
05/04/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore with proof of service for [REDACTED] Notice of Termination of Lease/Notice to Quit and Demand for Possession; review and analyze correspondence from M. Gilmore with executed correspondence [REDACTED] re: return of check with proof of service; review and analyze correspondence from M. Gilmore re: [REDACTED] re: telephone call with tenant re: removal of daughter from household and re: lease termination; review and analyze correspondence from M. Gilmore re: [REDACTED] with correspondence to Alaris Health at Belgrove re: enclosure of notice of intent to vacate; review and analyze notice of intent to vacate for execution by [REDACTED]	0.40	\$150.00	\$60.00
05/04/2022	JH	GENERAL: File management - draft of correspondence to tenant matter [REDACTED] re: tenant required to sign Notice of Intent to Vacate unit; re: Notice of Intent to Vacate required to be notarized	0.30	\$45.00	\$13.50
05/04/2022	JAM	GENERAL: Telephone conferences with Executive Director and Administrative Assistant; re: [REDACTED] and [REDACTED] tenant matters; re: developments and necessary legal action in matter; re: legal options and duties to act	1.10	\$150.00	\$165.00
05/05/2022	JB	GENERAL - Review status of inclusive swing to be selected for installation in the HHA playground; review correspondence re: certified playground safety inspectors in NJ who may be able to install the swing and inspect the playground	0.20	\$150.00	\$30.00
05/05/2022	JB	GENERAL - conduct research of playground installers and inspectors in NJ as recommended by LAN Engineering; review state and federal regulations and	1.40	\$150.00	\$210.00

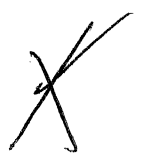
		whether the DCA maintains records of Certified Playground Safety Inspectors; draft memorandum discussing regulations and potential installers and inspectors			
05/05/2022	JB	GENERAL - Review and analyze facts known to date re: tenant's subletting her unit to a family from another country	0.30	\$150.00	\$45.00
05/05/2022	MP	GENERAL: Review and analyze new matter re: [REDACTED] re: subleasing of unit re: case facts and status; review and analyze matter re: recourse for client and analysis of required course to proceed for tenancy action	0.30	\$150.00	\$45.00
05/05/2022	JB	GENERAL - draft and revise correspondence to R. Lucas re: donated handicapped-accessible swing, need to have swing installed by a Certified Playground Safety Inspector, and need to have the playground inspected on a frequent basis	0.70	\$150.00	\$105.00
05/05/2022	DH	GENERAL: telephone conference with M. Gilmore re: Request for Proposals re: modernization consultant; review and revise Request for Proposals re: modernization consultant; draft correspondence to M. Gilmore re: Request for Proposals re: modernization consultant	0.40	\$150.00	\$60.00
05/05/2022	JAM	GENERAL: Playground Swing set legal issue; review and analyze insurance legal issues for installation of Handicap swing set; re: NJ Law governing playground installation and maintenance and requirements for Certified Playground Installer to install swing set; re: protect liability of HHA and all children on-site; re: confer with Executive Director; re: no impediment to accepting donation of swing set under federal (HUD) rules and regulations; re: requirement to ensure lawful installation by certified personnel required; re: prepare legal opinion for Executive Director	1.50	\$150.00	\$225.00
05/06/2022	JB	GENERAL - draft and revise correspondence to R. Lucas re: playground installers and inspectors and compliance with DCA adopted Handbook; telephone conferences with NJ DCA Code and Standards Division and Director J. Underwood of the DCA Division of Recreation re: Certified Playground Safety Inspectors in NJ	1.10	\$150.00	\$165.00
05/06/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] re: upcoming meeting with tenant; review and analyze correspondence to [REDACTED] re: rent and unauthorized resident; review and analyze lease agreement for [REDACTED]; review and analyze Notice to Cease to [REDACTED] re: unauthorized residents; review and analyze January 25, 2022 memorandum re: meeting with [REDACTED] re: rent and unauthorized resident; review and analyze March 31,	2.70	\$150.00	\$405.00

		2022 correspondence to [REDACTED] from Housing Authority re: default on repayment agreement; review and analyze identification documents for [REDACTED] Turbi Clase; review and analyze request for verification of employer income to [REDACTED] [REDACTED] review and analyze repayment agreement for [REDACTED]; review and analyze correspondence from M. Gilmore with photographs from camera system re: [REDACTED] unit; review and analyze memorandum from February 9, 2022 re: A. [REDACTED] subleasing unit; review and analyze matter re: determine tenancy action on [REDACTED] matter; review and analyze matter re: required further review of lease and rule provisions in Notice to Cease; review and analyze required preparation of Notice of Termination of Lease/Notice to Quit and Demand for Possession; review and analyze matter re: legal issues re: evicting subtenants re: service requirements; review and analyze matter re: required research on subtenant issue; draft correspondence to M. Gilmore re: additional case information required for lease termination notice			
05/06/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: Executive Director report re: May 2022 Board meeting; review and revise Executive Director report re: May 2022 Board meeting; draft correspondence to M. Gilmore re: Executive Director report re: May 2022 Board meeting	0.30	\$150.00	\$45.00
05/06/2022	JH	GENERAL: File management- photographs provided by client; re: Montilla apartment and unauthorized person staying at unit; re: review and analyze documents provided by client; re: Notice to Cease Substantial Violation of Landlord's Rules and Regulations, and Substantial Breach of Lease and memorandum	0.30	\$45.00	\$13.50
05/06/2022	JH	GENERAL: File management - email communication provided by client; re: Montilla matter; re: unauthorized person residing in unit	0.30	\$45.00	\$13.50
05/06/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: pending legal matters; re: laws governing installation of fully accessible handicap child swing set; re: need for Certified Playground installer to undertake replacement and installation of product; re: need for professional advice on swing set and installing to ensure all aspects of swing conform to law and fit within existing infrastructure on swing set; re: review findings with Executive Director and Administrative Assistant; re: prepare for Board Meeting on matter; re: review with Executive Director all tenancy matter; re: confer with and report to Chairman of Board to update matter for Board Meeting as per Executive Director; re: request from Commissioner for variance analysis; re: confer with Executive Director; re: HUD budgeting requirements	2.50	\$150.00	\$375.00

05/09/2022	JB	GENERAL - Review and analyze correspondence to M. [REDACTED] re: overdue rent, Notice to Cease drafted by HHA, correspondence to [REDACTED] re: unauthorized residents in her unit and repayment plan, immigration documents for [REDACTED]. Request for Verification of Employment Income issued to [REDACTED] and HHA, and memoranda from M. Gilmore re developments and investigations as to residents in the unit; review and analyze facts of matter re: required tenancy action	2.30	\$150.00	\$345.00
05/09/2022	JB	GENERAL - review and analyze multiple correspondences from M. Gilmore re: status of residents living in [REDACTED] unit	0.30	\$150.00	\$45.00
05/09/2022	JB	GENERAL - draft correspondence to R. Lucas re: identification of playground installers and inspectors to install handicapped-accessible swing and inspect the HHA playground	0.10	\$150.00	\$15.00
05/09/2022	JAM	GENERAL: Telephone conferences with Executive Director Lucas; re: pending legal matters; re: variance analysis under HUD legal rules; re: telephone conference with Mike Carlon, CPA; re: potential options	1.00	\$150.00	\$150.00
05/09/2022	MP	GENERAL: Telephone conference with M. Gilmore re: [REDACTED] matter re: various unauthorized residents and subtenants re: status of each unauthorized resident and subtenant, previously issued notice to cease, and upcoming meeting with tenant re: Housing Authority goals and objectives and course to proceed; review and analyze matter re: required legal review and determination on course to proceed	0.40	\$150.00	\$60.00
05/09/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] re: [REDACTED] and re: other unauthorized residents and re: nonpayment matter; review and analyze correspondence from M. Gilmore re: [REDACTED] re: admission to housing [REDACTED] in unit; review and analyze correspondence from M. Gilmore with memorandum re: [REDACTED] re: [REDACTED] and son; review and analyze correspondence from M. Gilmore re: [REDACTED] with notice of intent to vacate	0.40	\$150.00	\$60.00
05/09/2022	JH	GENERAL: File management - Notice of Termination of Lease and Notice to Quit (Vacate) concerning tenant, [REDACTED]; re: accompanying Demand for Possession for tenant, [REDACTED]	0.40	\$45.00	\$18.00
05/09/2022	JAM	GENERAL: Update on swing donation matter; re: confer with and report to Chairman of Board and Executive Director; re: laws and necessary information from engineering firm; re: needed to ensure safety components of installation; re: disposition of size of swing; re: law on certificated playground installer; re: prepare for Board Meeting	1.60	\$150.00	\$240.00

05/10/2022	JB	GENERAL - telephone conference with N. Vera of Picerno Giordano re: recommendation of handicapped-accessible swing; draft correspondence to R. Lucas and M. Gilmore requesting photographs of the existing swing set so that a recommendation may be made; review and analyze correspondence from N. Vera re: swing recommendation for HHA; draft multiple correspondences to N. Vera re recommended swing and pricing options	0.80	\$150.00	\$120.00
05/10/2022	JH	GENERAL: File management - email communication from client; re: matter [REDACTED] and unauthorized person staying in tenant's unit	0.20	\$45.00	\$9.00
05/10/2022	JAM	GENERAL: Prepare for Board Meeting; re: pending legal matters related to donation of swing set; re: update on laws governing matter; re: telephone conferences with Executive Director and Chairman per Executive Director's request and direction; re: update for Board Meeting; re: confer with Michael Carlton, CPA; re: questions from Commission and HUD laws governing HUD mandated accounting requirements; re: response of Board member inquiry; re: update on tenancy matters with Executive Director	3.00	\$150.00	\$450.00
05/10/2022	JAM	GENERAL: Attend Board of Commissioners Meeting	0.70	\$150.00	\$105.00
05/11/2022	JB	GENERAL - Review and analyze correspondences from N. Vera of Picerno Giordano re: model and pricing for handicapped-accessible swing for HHA; draft correspondences to N. Vera requesting conference call to discuss options and forwarding questions re: funding possibilities and ADA compliance	0.40	\$150.00	\$60.00
05/11/2022	DH	GENERAL: review and analyze matter re: post Board meeting action items re: budgetary matters	0.10	\$150.00	\$15.00
05/11/2022	JB	GENERAL - telephone call with L. Doyle, Grants Administrator for the NJ DCA re: grants available for PHAs to use for playgrounds; review and analyze correspondences from L. Doyle re: DCA guidelines for playground installation and inspection; draft correspondence to L. Doyle re: regulations; conduct research re: grant opportunities for HHA to fund possible playground refurbishment; conduct research re: federal and state grant funding for recreational facilities; draft multiple correspondences to N. Vera of Picerno and Giordano re: installation and updating existing playgrounds; review multiple correspondences from N. Vera re: conference call to discuss issues; draft correspondence to R. Lucas and M. Gilmore re: conference call with Picerno Giordano and possible avenues to pursue to fund playground equipment; draft memorandum discussing result of research; review and analyze matter	2.80	\$150.00	\$420.00
05/11/2022	JB	GENERAL - draft correspondence to R. Lucas and M.	0.60	\$150.00	\$90.00

		Gilmore re: questions and concerns to ask of Certified Playground Safety Inspector, possible grant opportunities, and DCA recommendations for playground funding; review and analyze correspondences from N. Vera of Picerno Giordano re: conference call to discuss above; draft correspondence to N. Vera re: preview of questions and concerns			
05/11/2022	JAM	GENERAL: Post Board Meeting legal matters; re: laws and regulations governing swing set installation and securing product; re: laws governing installation of swing set and all related aspects of Board determination on matter; re: provide legal advice and guidance to Executive Director and Deputy Director; re: disposition of certified installers role under law	2.00	\$150.00	\$300.00
05/12/2022	JB	GENERAL - review multiple correspondences from M. Gilmore and [REDACTED] re: call to discuss playground size and requirements to install handicapped-accessible swing; draft multiple correspondences to M. Gilmore, R. Lucas, and [REDACTED] re conference call	0.60	\$150.00	\$90.00
05/12/2022	JB	GENERAL - review and analyze all documentation in preparation of conference call with R. Lucas, M. Gilmore, and N. Vera to discuss playground issues	0.40	\$150.00	\$60.00
05/12/2022	JB	GENERAL - telephone conference with R. Lucas, M. Gilmore, and N. Vera re: handicapped accessible swing and placement in existing playground; draft correspondence to R. Lucas summarizing items discussed	0.60	\$150.00	\$90.00
05/12/2022	JH	GENERAL: Review and analyze correspondence provided by HHA; re: tenant, [REDACTED] matter and 5.9.22 letter from third party as to schooling for minor non-resident; re: notification of different residence address that that of [REDACTED]	0.30	\$45.00	\$13.50
05/12/2022	JAM	GENERAL: Legal opinion for Executive Director; re: Jakes Law addressing NJ Playground swings and legal requirements for overall maintenance for playground systems re: disposition of installation by certified installers and need for professional guidance from firm authorized and licensed as NJ Certified Play Ground installers; re: need to structural support for new swing needs for soft materials underneath and compliance and steps need by HHA to ensure proper installation and compliance; update on insurance and requirements for same including vetting certified playground installers for referral to Executive Director; conference all with Executive Director regarding new scouting systems and HUD systems required by HHA; Confer with Michael Carlon CPA re; directive from ED to my firm to prepare a narrative for HUD re; budgetary compliance under HUD regulations and annual reporting to HUD; confer with Mike Carlon CPA on matter report back to Executive Director Lucas	2.90	\$150.00	\$435.00



Invoice # 1624 - 06/03/2022

05/13/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: security services contract; draft correspondence to M. Gilmore re: security services contract re: certificate of insurance; review and analyze matter re: budgetary matters; collate and compile materials re: budgetary matters	0.60	\$150.00	\$90.00
05/13/2022	JH	GENERAL: Review and analyze documents for tenant matter; re: possible violation tenant matter; re: notice to cease previously issued by HHA to tenant; re: reports of people residing in unit not on HHA lease agreement	0.30	\$45.00	\$13.50
05/13/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: correspondence from father and stepmother of tenant's daughter re: relocation; review and analyze correspondence from tenant re: relocation of tenant's daughter to their home; draft correspondence to M. Gilmore re: acceptance of rent from tenant; review and analyze correspondence from M. Gilmore re: executed notice to vacate, return of keys, and turnover of unit; review and analyze executed notice of intent to vacate for	0.30	\$150.00	\$45.00
05/13/2022	JH	GENERAL: File management - document provided for filing in HHA tenant matter; re: signed Notice of Intent to Vacate unit, witnessed by Social Worker at Alaris for HHA unit 111KC; re: reviewed and approved by JAM	0.40	\$45.00	\$18.00
05/13/2022	JH	GENERAL: File management - copy of email communication from HHA re: tenant housing unauthorized residents in unit in violation of HHA lease agreement; re: camera footage of unauthorized parties at tenant's unit	0.40	\$45.00	\$18.00
05/13/2022	JH	GENERAL: File management - document, Notice of Intent to Vacate signed by tenant; re: provided for review by HHA for tenant matter; re: HHA meeting with tenant concerning unauthorized parties at unit	0.40	\$45.00	\$18.00
05/13/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: pending resident/tenancy matters; re: information identified; re: provide legal advice on legal options and alternatives; review and analyze legal options in matter; re: options on installation of swing set	1.00	\$150.00	\$150.00
05/17/2022	JB	GENERAL - review and analyze correspondences re: intent to vacate unit and turn possessions in unit over to HHA; review and analyze Notice to Vacate execute by tenant; draft correspondence to M. Gilmore re: status of unit; review and analyze correspondence from R. Lucas to Alaris Facility re: need for tenant to execute and notarize Intent to Vacate	0.40	\$150.00	\$60.00

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Invoice # 1624 - 06/03/2022

05/17/2022	JB	GENERAL - review and analyze correspondence from M. Gilmore re oldest daughter moving out of unit to live with her father and stepmother; review and analyze letter from stepmother to Harrison BOE re change of residency for daughter; review and analyze NTL and Notice to Quit; review and analyze correspondence to Flores re: delinquent rent and need to remove daughter from unit	0.50	\$150.00	\$75.00
05/17/2022	JB	GENERAL - review and analyze Notice to Vacate re: [REDACTED] draft correspondence to M. Gilmore re: status of individuals residing in the unit	0.10	\$150.00	\$15.00
05/17/2022	JB	GENERAL - review and analyze correspondence from M. Gilmore re service to unit for Notice to Vacate - [REDACTED]; review notices and proof of mailing	0.20	\$150.00	\$30.00
05/18/2022	JB	GENERAL - review and analyze correspondence from M. Gilmore re: tenant [REDACTED] Intent to Vacate unit; review and analyze Intent to Vacate	0.10	\$150.00	\$15.00
05/18/2022	JB	GENERAL - review and analyze incident reports concerning threats to tenant; draft summary discussing facts known to date	1.10	\$150.00	\$165.00
05/18/2022	JAM	GENERAL: Update on all awarded professional services contracts for insurance and contracts requirements (except legal); re: confer with Mike Carlon, CPA; re: items legally needed as per Executive Director Lucas to prepare narrative of updated changes for Board Meeting	1.00	\$150.00	\$150.00
05/18/2022	JAM	GENERAL: Telephone conferences with Executive Director and Administrative Assistant; re: emergent development in unit; re: violent assault attempted with weapon; re: need to address matter for protection of life and safety of all residents in building; re: review information from police report and on actual details of assault; re: disposition of matter; re: review and analyze matter and provide legal advice on legal options	1.50	\$150.00	\$225.00
05/20/2022	JAM	GENERAL: Provide legal advice and guidance on matter for upcoming Board Meeting	0.20	\$150.00	\$30.00
05/23/2022	JB	GENERAL - review and analyze correspondence from M. Gilmore re: service of Notice to Quit upon tenant [REDACTED]; review and analyze certified mail receipts re: same	0.20	\$150.00	\$30.00
05/23/2022	JB	GENERAL - review and analyze correspondences re: non-payment of tenant [REDACTED] rent; review and analyze status of rent payments	0.30	\$150.00	\$45.00
05/23/2022	MP	GENERAL: Review and analyze memorandum re: [REDACTED]; pending tenancy matters re: nonpayment of rent and destruction of premises; review and analyze correspondence from M. Gilmore re: [REDACTED] re:	0.40	\$150.00	\$60.00

		failure to pay rent and re: proof of service of notice of termination of lease for damage, injury, and destruction of premises and re: USPS tracking for notice of termination of lease for nonpayment of rent; draft correspondence to M. Gilmore re: filing eviction complaint for damage, injury and destruction of premises; draft memorandum re: case for nonpayment of rent			
05/24/2022	JH	GENERAL: File management - documents provided by client for tenant eviction matter, [REDACTED] re: review Proof of Service documents served via hand delivery by maintenance, served Notice to Quit; re: review of USPS receipt for service by mail of Termination of Lease for Non-payment of rent	0.40	\$45.00	\$18.00
05/31/2022	DH	GENERAL: review and analyze matter re: capital fund grant increase; research HUD guidance re: capital fund grant awards; draft memorandum re: capital fund grant increase	0.50	\$150.00	\$75.00
05/31/2022	JB	GENERAL - review multiple correspondences from M. Gilmore re: eviction of [REDACTED] for damages to unit	0.20	\$150.00	\$30.00
05/31/2022	JAM	GENERAL: Confer with Executive Director; re: modernization funds items; re: pending legal matters for Board Meeting	0.50	\$150.00	\$75.00
Quantity Subtotal					55.6

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	21.9	\$150.00	\$3,285.00
Daryl Howard	2.3	\$150.00	\$345.00
Joseph Manfredi	21.3	\$150.00	\$3,195.00
Melissa Pellechio	6.1	\$150.00	\$915.00
Jean Handershan	4.0	\$45.00	\$180.00
Quantity Total			55.6
Subtotal			\$7,920.00
Total			\$7,920.00

Detailed Statement of Account

Current Invoice

Invoice # 1624 - 06/03/2022

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1624	06/03/2022	\$7,920.00	\$0.00	\$7,920.00
			Outstanding Balance	\$7,920.00
			Total Amount Outstanding	\$7,920.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1663
Date: 07/07/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Services

Date	Attorney	Notes	Quantity	Rate	Total
06/01/2022	JB	GENERAL: Review and analyze developments in [REDACTED] eviction matter and correspondences from M. Gilmore	0.30	\$150.00	\$45.00
06/01/2022	DH	GENERAL: review and analyze matter re: HUD procurement training; conduct research re: HUD procurement training; review and analyze HUD materials re: procurement training	0.50	\$150.00	\$75.00
06/01/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] unit re: eviction case for damage to unit and re: nonpayment of rent; draft correspondence to M. Gilmore re: eviction matter re: failure to pay rent re: lease termination on other grounds; review and analyze correspondence from M. Gilmore re: eviction proceedings for damage to unit; review and analyze matter re: preparation of eviction complaint for damage, injury, and destruction of premises re: form and content	0.50	\$150.00	\$75.00
06/01/2022	JAM	GENERAL: Review and finalize procurement award form Modernization services; re: confer with Executive Director; re: swing set and all pending legal matters; re: matter closed and good for moving forward for upcoming Board Meeting	1.00	\$150.00	\$150.00
06/02/2022	JB	GENERAL: Draft Eviction Complaint for [REDACTED] re: damage, injury, and destruction of premises; review and analyze correspondence from M. Gilmore re: inspections [REDACTED] unit; draft correspondence to M. Gilmore re: follow up questions regarding inspections; review and analyze photographs of damage to unit by	3.80	\$150.00	\$570.00

		tenant and household members; review and analyze inspection reports of unit and work orders of unit re: eviction complaint			
06/02/2022	JAM	GENERAL: Review email communication from Executive Director; re: update on identity of proper swing for inclusion into existing system; re: provide legal advice and guidance to Executive Director on matter; re: finalize matter	0.50	\$150.00	\$75.00
06/02/2022	JAM	GENERAL: Telephone conference with Executive Director; re: recent US Department of HUD allocation of Capital Funds for Harrison Housing Authority; review amounts identity significantly increased amount from prior years; re: proportionally higher amounts than other PHA's in NJ; re: review matter and report to Executive Director; re: review other PHA awards and provide Executive Director with information; re: Executive Director Report and to report to Board	1.00	\$150.00	\$150.00
06/03/2022	MP	GENERAL: Telephone conference with R. Lucas and M. Gilmore re: rent payment received from [REDACTED]; re: evaluation of acceptance of rent re: lease termination for damage to premises	0.20	\$150.00	\$30.00
06/06/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: handicapped-accessible swing; draft correspondence to M. Gilmore inquiring about size of swing needed	0.20	\$150.00	\$30.00
06/08/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: Flores' rent payments and status of eviction complaint	0.10	\$150.00	\$15.00
06/08/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: proposal re: modernization consultant services; review and analyze proposal re: modernization consultant services re: legal compliance; draft memorandum re: proposal re: modernization consultant services	0.40	\$150.00	\$60.00
06/08/2022	JAM	GENERAL: Finalize swing set matter for Board Meeting and Modernization Award; re: update with Executive Director; re: review all pending legal matters ready for Board Meeting	0.50	\$150.00	\$75.00
06/09/2022	DH	GENERAL: draft correspondence to M. Gilmore re: proposal re: modernization consultant services; review and analyze correspondence from M. Gilmore re: proposal re: modernization consultant services re: certificate of insurance; telephone conference with M. Gilmore re: proposal re: modernization consultant services re: certificate of insurance	0.20	\$150.00	\$30.00
06/09/2022	JH	GENERAL: Review and analyze documents provided by client; re: tenant matter [REDACTED] and rent payments	0.30	\$45.00	\$13.50

Invoice # 1663 - 07/07/2022

06/09/2022	JH	GENERAL: Correspondence transmission sent via USPS regular mail to Harrison H.A. tenant, [REDACTED] re: eviction of unit still being occupied by tenant; re: notification that any future rent payments will be declined due to lease termination for damage, injury and destruction of premises	0.30	\$45.00	\$13.50
06/09/2022	MP	GENERAL: Review all relevant case documentation and draft correspondence to [REDACTED] re: acceptance of rental payment and re: lease terminations for nonpayment of rent and for damage, injury, and destruction of premises; review and analyze correspondence from M. Gilmore [REDACTED] rental payment and re: accumulating monthly rent; review and analyze tenant account statement and check in payment of back due rent; review, update, and finalize correspondence to [REDACTED] re: rental payment and lease termination; draft correspondence to M. Gilmore re: acceptance of rental payment, refusal of future rental payments, and issuance of correspondence to [REDACTED] re: rental payment and lease termination; draft memorandum re: transmission of correspondence and enclosures to [REDACTED]; review and analyze documentation of service of correspondence to [REDACTED]; review and analyze correspondence from M. Gilmore re: deposit of rent check; review and revise complaint for eviction for damage, injury, and destruction of the premises for [REDACTED]; review and finalize eviction complaint for [REDACTED]	3.60	\$150.00	\$540.00
06/09/2022	JAM	GENERAL: Review resolution and legal matters for Board Meeting; re: review [REDACTED] re: confirm for Board Meeting	0.30	\$150.00	\$45.00
06/10/2022	MP	GENERAL: Draft correspondence to R. Lucas with eviction complaint for [REDACTED]; review and analyze correspondence from R. Lucas re: receipt and verification of eviction complaint; telephone conference with M. Gilmore re: required revision to eviction complaint; review and analyze correspondence from R. Lucas re: required revision to complaint; draft correspondence to R. Lucas re: revision to complaint; review and analyze correspondence from M. Gilmore with signed verification for eviction complaint; review and revise eviction complaint per R. Lucas; review and execute updated eviction complaint and incorporate verification from client; draft memorandum re: preparation of eviction complaint with exhibits; review and analyze eviction complaint with exhibits for filing with the court; enter into Superior Court electronic filing system all information and documentation required for filing of eviction complaint and creation of Eviction Summons and Landlord Case Information Statement; prepare Notice of Termination of Lease and Notice to Quit and Demand for Possession for filing with the court; telephone conference with M. Gilmore re: confirmation of email address for [REDACTED] and re: [REDACTED]	1.90	\$150.00	\$285.00

Invoice # 1663 - 07/07/2022

		Lucas employment; draft memorandum re: Superior Court Account re: eviction complaint filing			
06/10/2022	JB	GENERAL: Draft correspondence to M. Gilmore re: [REDACTED] complaint	0.10	\$150.00	\$15.00
06/10/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: upcoming Board meeting re: proposed resolutions; review and analyze proposed resolutions re: June 2022 Board meeting; draft correspondence to M. Gilmore re: proposed resolutions re: June 2022 Board meeting	0.20	\$150.00	\$30.00
06/13/2022	JB	GENERAL: Review and analyze Notice to Quit, Demand for Possession, Billing Statement, Eviction Complaint, checks, and [REDACTED] correspondences from M. Gilmore and R. Lucas re: [REDACTED] eviction from unit	1.10	\$150.00	\$165.00
06/13/2022	MP	GENERAL: Review and file eviction complaint against [REDACTED] re: damage, injury, and destruction of premises; review and file eviction case notices per court requirement	0.20	\$150.00	\$30.00
06/13/2022	JAM	GENERAL: Update on pending legal matters for Board meeting; re: swing installation, modernization award; re: related legal items; re: prepare for Board Meeting; re: confer with Executive Director; re: confer with Geltrude CPA firm; re: prepare per Executive Director R. Lucas for Board Meeting questions	1.10	\$150.00	\$165.00
06/13/2022	JAM	GENERAL: Prepare for and attend Board Meeting; re: update with Director Lucas in advance of meeting and attend meeting and caucus	0.50	\$150.00	\$75.00
06/20/2022	MP	GENERAL: Draft memorandum re: preparation of certification and relevant lease pages for filing with Superior Court re: eviction case against [REDACTED]	0.20	\$150.00	\$30.00
06/21/2022	JB	GENERAL - draft correspondence to M. Gilmore re: lease for [REDACTED]; review and analyze lease provisions for eviction; draft certification of lease and landlord registration statement for filing with the Superior Court	1.50	\$150.00	\$225.00
06/22/2022	JB	GENERAL - draft correspondence to M. Gilmore re: [REDACTED] lease	0.10	\$150.00	\$15.00
06/24/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] lease	0.10	\$150.00	\$15.00
06/27/2022	JB	GENERAL - Review and analyze complete lease for [REDACTED] compile relevant lease pages for filing with Superior Court in eviction case for damage, injury, and destruction of premises	1.50	\$150.00	\$225.00

Quantity Subtotal	22.2
Services Subtotal	\$3,267.00

Invoice # 1663 - 07/07/2022

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
06/13/2022	JH	Court filing fee - Eviction Complaint for [REDACTED] Dkt.#HUD-LT-004596-22	1.00	\$57.00	\$57.00
Expenses Subtotal					\$57.00

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	8.8	\$150.00	\$1,320.00
Daryl Howard	1.3	\$150.00	\$195.00
Joseph Manfredi	4.9	\$150.00	\$735.00
Melissa Pellechio	6.6	\$150.00	\$990.00
Jean Handerhan	0.6	\$45.00	\$27.00
Quantity Total			22.2
Subtotal			\$3,324.00
Total			\$3,324.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1663	07/07/2022	\$3,324.00	\$0.00	\$3,324.00
Outstanding Balance				\$3,324.00
Total Amount Outstanding				\$3,324.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colls Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1682
Date: 08/04/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
07/06/2022	JB	GENERAL: Telephone conference with Hudson County Superior Court re: status of eviction complaint filed against [REDACTED]; draft memorandum detailing updates in case status; draft correspondence to R. Lucas and M. Gilmore re: update in processing of eviction complaint	0.90	\$150.00	\$135.00
07/06/2022	MP	GENERAL: Review and analyze matter re: failure to receive response from Superior Court re: electronic filing of eviction case against [REDACTED]; damage, injury, and destruction of premises; review and assess matter re: required follow up with Superior Court; review and analyze matter re: information from Superior Court re: status of filing of eviction case and current processing time frames; draft memorandum re: calendar follow up and re: report to client	0.20	\$150.00	\$30.00
07/07/2022	JAM	GENERAL: Review and analyze HUD fiscal notices; re: provide legal advice and guidance to Executive Director	0.30	\$150.00	\$45.00
07/07/2022	DH	GENERAL: review and analyze matter re: HUD operating reserve requirements; research federal regulations re: HUD operating reserve requirements; research HUD guidance re: HUD operating reserve requirements; review and analyze HUD forms re: HUD operating reserve requirements; draft memorandum re: HUD operating reserve requirements	1.20	\$150.00	\$180.00
07/07/2022	JAM	GENERAL: Telephone conference call with Executive Director regarding Capital Fund Subsidy and allocation of funds under HUD requirements including reserve amounts required to be included in fiscal reserves and HUD accounting mandated. re: unparalleled amount of Capital Funds granted by HUD to HHA	1.00	\$150.00	\$150.00

07/11/2022	DH	GENERAL: review and analyze matter re: legal developments re: anti-discrimination policies; research state case law re: legal developments re: anti-discrimination policies; research state administrative rulings re: legal developments re: anti-discrimination policies	0.50	\$150.00	\$75.00
07/13/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: status of eviction case against S. Flores for damage, injury, and destruction of premises; review and analyze case information and draft correspondence to M. Gilmore incorporating case update	0.30	\$150.00	\$45.00
07/14/2022	JAM	GENERAL: Confer with Executive Director Lucas; re: pending legal matters and results of Capital Fund allocation and aware by HUD to HHA; re: results of HUD accounting and fiscal requirements	0.80	\$150.00	\$120.00
07/15/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] case update; review and analyze correspondence from M. Gilmore re: [REDACTED] rent check; review and analyze recent case communications with client and essential case facts re: lease termination, payment of rent, and written communication with tenant	0.80	\$150.00	\$120.00
07/18/2022	JB	GENERAL: Telephone conference with clerk in Hudson County Superior Court Landlord Tenant Division re: status of eviction complaint filed against [REDACTED]	0.20	\$150.00	\$30.00
07/18/2022	JB	GENERAL: Draft correspondence to [REDACTED] returning rent check for June re: lease termination and filing of case for eviction	0.10	\$150.00	\$15.00
07/28/2022	DH	GENERAL: conduct research re: legal developments re: COVID-19	0.20	\$150.00	\$30.00

Quantity Subtotal 6.5

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	1.2	\$150.00	\$180.00
Daryl Howard	1.9	\$150.00	\$285.00
Joseph Manfredi	2.1	\$150.00	\$315.00
Melissa Pellechio	1.3	\$150.00	\$195.00
Quantity Total			6.5
Subtotal			\$975.00
Total			\$975.00

Invoice # 1682 - 08/04/2022

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1682	08/04/2022	\$975.00	\$0.00	\$975.00
			Outstanding Balance	\$975.00
			Total Amount Outstanding	\$975.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

INVOICE

P.O. Box 459
Colls Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

Invoice # 1703
Date: 09/08/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Services

Date	Attorney	Notes	Quantity	Rate	Total
08/02/2022	JAM	GENERAL: Telephone conference with Executive Director; re: pending legal matters related to Personnel, Capital Fund, HUD updates, and related items; re: tenancy matters. and Personnel matters	1.00	\$150.00	\$150.00
08/02/2022	DH	GENERAL: review and analyze matter re: personnel matter re: COVID-19 related leave re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
08/03/2022	DH	GENERAL: review and analyze matter re: personnel matter re: COVID-19 related leave re: additional details	0.10	\$150.00	\$15.00
08/03/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: bid advertisement re: sanitary sewer system project; review and revise bid advertisement re: sanitary sewer system project; draft correspondence to M. Gilmore re: bid advertisement re: sanitary sewer system project	0.40	\$150.00	\$60.00
08/03/2022	JB	GENERAL: Telephone conference with Landlord/ Tenant Division of Civil Division, Hudson County Superior Court; re: status of eviction complaint	0.10	\$150.00	\$15.00
08/03/2022	MP	GENERAL: Review and analyze correspondence from the court re: eviction case against [REDACTED] re: assignment to court officer; draft correspondence to R. Lucas re: case assignment to court officer for service of summons and complaint upon tenant	0.20	\$150.00	\$30.00
08/03/2022	JB	GENERAL: Review and analyze correspondence from Hudson County Landlord Tenant Court; re: eviction complaint for [REDACTED]	0.10	\$150.00	\$15.00

08/03/2022	JAM	GENERAL: Review and analyze legal matters for Executive Director; re: provide legal advice and guidance; re: confidential Personnel and related matter	0.80	\$150.00	\$120.00
08/04/2022	JB	GENERAL: Review correspondences from M. Gilmore and R. Lucas; re: eviction complaint for [REDACTED] and rent checks	0.10	\$150.00	\$15.00
08/04/2022	DH	GENERAL: review and analyze matter re: personnel matter re: COVID-19 related leave and re: remote work; review and analyze file re: housing authority policies re: COVID-19 related leave and re: remote work; telephone conference with M. Gilmore re: personnel matter re: COVID-19 related leave and re: remote work; review and analyze correspondences from M. Gilmore re: personnel matter re: COVID-19 related leave re: ascertain appropriate course of action to proceed	0.80	\$150.00	\$120.00
08/04/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: legal developments in contract, Personnel, and tenancy matters; re: investigate Personnel matters; re: history of COVID-19 policies; re: identify all and report to Executive Director; re: matter of free claims	1.60	\$150.00	\$240.00
08/05/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: payment demand letter re: paving project; research state law re: payment demand letter re: paving project; research state case law re: payment demand letter re: paving project; draft memorandum re: payment demand letter re: paving project; draft correspondence to Chris Borduin of LAN Associates re: payment demand letter re: paving project	0.40	\$150.00	\$60.00
08/05/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: damage to resident vehicle; draft correspondence to M. Gilmore re: damage to resident vehicle	0.20	\$150.00	\$30.00
08/05/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: eviction case against [REDACTED]; case proceeding and re: rent check; draft correspondence re: return of rent check; draft memorandum re: correspondence to tenant re: return of rent check	0.20	\$150.00	\$30.00
08/05/2022	JAM	GENERAL: Review and analyze attorneys letter issued from Blackrock Paving to HHA; re: demand for payment; review and analyze matter; re: current status; re: confer with Executive Director and commence preparation of defense and letter response	1.00	\$150.00	\$150.00
08/08/2022	JB	GENERAL: Prepare correspondence to [REDACTED] re: return of check; draft correspondence to M. Gilmore re: check number and amount provided by [REDACTED] review and analyze matter	0.20	\$150.00	\$30.00
08/08/2022	DH	GENERAL: review and analyze correspondence from Chris Borduin of LAN Associates re: sanitary sewer	1.80	\$150.00	\$270.00

		system project re: bid package; review and analyze bid package re: sanitary sewer system project re: determine legal compliance; conduct research re: procurement requirements re: sanitary sewer system project; draft contract re: sanitary sewer system project; draft correspondence to C. Borduin re: recommended revisions re: bid package re: sanitary sewer system project			
08/09/2022	DH	GENERAL: review and analyze correspondence from Chris Borduin of LAN Associates re: recommended revisions re: bid package re: sanitary sewer system project; draft correspondence to C. Borduin re: recommended revisions re: bid package re: sanitary sewer system project	0.20	\$150.00	\$30.00
08/09/2022	JB	GENERAL: Telephone conference with M. Gilmore re: whether HA can access unit occupied by [REDACTED] [REDACTED] review and analyze matter	0.10	\$150.00	\$15.00
08/09/2022	JB	GENERAL: Prepare and revise correspondence to [REDACTED] returning June 2022 rent and advising of eviction complaint filed in Landlord Tenant Court in Hudson County	0.30	\$150.00	\$45.00
08/09/2022	JB	GENERAL: Telephone conference with M. Gilmore; re: restraining order issued against [REDACTED] review and analyze steps HHA can take regarding order	0.20	\$150.00	\$30.00
08/09/2022	JB	GENERAL: Telephone conferences with R. Lucas re: restraining order issued against [REDACTED] and what, if any, action the housing authority can take; draft correspondence to R. Lucas and M. Gilmore instructing [REDACTED]	0.50	\$150.00	\$75.00
08/09/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: communication with insurance carrier re: damage to resident vehicle; draft correspondence to M. Gilmore re: communication with insurance carrier re: damage to resident vehicle	0.20	\$150.00	\$30.00
08/09/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: personnel matter re: COVID-19 related leave and re: remote work; draft memorandum re: personnel matter re: COVID-19 related leave and re: remote work	0.20	\$150.00	\$30.00
08/09/2022	ALC	CAPITAL FUND: Review matter re: sanitary sewer system procurement re: bid bond re: appropriate course of action to proceed; review correspondence from C. Borduin of LAN Associates re: sanitary sewer system procurement re: prevailing wages re: appropriate course of action to proceed	0.60	\$150.00	\$90.00
08/09/2022	JAM	GENERAL: Review [REDACTED] matter; review	0.90	\$150.00	\$135.00

		email communications and provide legal advice and guidance to Executive Director on matter			
08/10/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] police if [REDACTED] on HA property; draft correspondence to M. Gilmore re: [REDACTED] on property	0.20	\$150.00	\$30.00
08/10/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] return of June rent check; draft correspondence to M. Gilmore re status	0.20	\$150.00	\$30.00
08/10/2022	DH	GENERAL: review and analyze matter re: personnel matter re: COVID-19 related leave and re: remote work	0.10	\$150.00	\$15.00
08/10/2022	DH	GENERAL: review and analyze matter re: upcoming REAC inspections; research federal regulations re: appeals process re: REAC inspection reports; research federal guidance re: appeals process re: REAC inspection reports; conduct research re: potential REAC consultants; draft memorandum re: appeals process re: REAC inspection reports	1.30	\$150.00	\$195.00
08/10/2022	DH	GENERAL: review and analyze matter re: payment demand letter re: paving project; telephone conference with Chris Bordin of LAN Associates re: payment demand letter re: paving project re: background and re: basis for non-payment re: ascertain appropriate course of action to proceed	0.50	\$150.00	\$75.00
08/10/2022	JAM	GENERAL: Finalize REAC legal opinion to Executive Director	1.10	\$150.00	\$165.00
08/11/2022	DH	GENERAL: review and analyze matter re: payment demand letter re: paving project; review and analyze correspondences from Chris Bordin of LAN Associates re: payment demand letter re: paving project re: basis for non-payment; review and analyze materials re: paving project re: basis for non-payment re: performance issues and re: documentation issues; review and analyze contract re: paving project re: payment requirements and re: Housing Authority remedies; draft correspondence re: response to payment demand letter re: paving project re: basis for non-payment	2.10	\$150.00	\$315.00
08/12/2022	DH	GENERAL: review and analyze matter re: payment demand letter re: paving project; telephone conference with Chris Bordin of LAN Associates re: response re: payment demand letter re: paving project re: basis for non-payment; review and revise correspondence re: response to payment demand letter re: paving project re: basis for non-payment; research state law re: response to payment demand letter re: paving project re: basis for non-payment; research state case law re: response to payment demand letter re: paving project	1.20	\$150.00	\$180.00

		re: basis for non-payment; draft memoranda re: response to payment demand letter re: paving project re: basis for non-payment			
08/12/2022	DH	CAPITAL FUND: review and analyze matter re: legal developments re: Davis-Bacon prevailing wage compliance; conduct research re: Davis-Bacon prevailing wage compliance; review and analyze new HUD guidance re: Davis-Bacon prevailing wage compliance	0.50	\$150.00	\$75.00
08/17/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] daughter residing with her father in Belleville, NJ; review and analyze correspondence from [REDACTED] his daughter's permanent residency	0.20	\$150.00	\$30.00
08/22/2022	JB	GENERAL: Prepare correspondence to M. Gilmore; re: [REDACTED] eviction matter; telephone conference with M. Gilmore re: whether eviction can be stayed as daughter has moved out of unit	0.20	\$150.00	\$30.00
08/22/2022	JAM	GENERAL: Review, analyze and update on pending legal matters; re: Personnel and contracts; re: Blackrock matter and Personnel claims; review statutory requirements and related items for report to Executive Director	1.00	\$150.00	\$150.00
08/23/2022	DH	GENERAL: review and analyze correspondence from Chris Borduin of LAN Associates re: payment demand letter re: paving project; draft memorandum re: payment demand letter re: paving project; review and analyze matter re: draft legal opinion re: payment demand letter re: paving project; review and analyze prior memoranda re: prompt payment act requirements; draft legal opinion re: payment demand letter re: paving project	1.50	\$150.00	\$225.00
08/23/2022	JB	GENERAL: Review and analyze status of [REDACTED] eviction and residency of [REDACTED]	0.10	\$150.00	\$15.00
08/23/2022	JAM	GENERAL: Review and analyze pending claim by Contractor, Blackrock, for payment under contract; re: demand for payment under NJ Prompt Payment Act; review and analyze records in matter; re: disposition of pending claims related to results of survey showing pooling in areas of mill work; review and analyze initial demand, time frames and basis for legal action for Harrison Housing	1.60	\$150.00	\$240.00
08/24/2022	DH	GENERAL: review and analyze mater re: personnel matter re: COVID-19 related leave; research state regulations re: personnel matter re: COVID-19 related leave; research state guidance re: personnel matter re: COVID-19 related leave; research state executive orders re: personnel matter re: COVID-19 related leave; draft memorandum re: personnel matter re: COVID-19	1.40	\$150.00	\$210.00

		related leave			
08/24/2022	JB	GENERAL: Review and analyze status of [REDACTED] eviction matter and the situation concerning the [REDACTED]	0.10	\$150.00	\$15.00
08/24/2022	MP	GENERAL: Review and analyze matter re: inquiry from M. Gilmore re: eviction case against [REDACTED] re: ability to stay eviction case; review and assess matter re: required communication re: eviction case goals and status; review and analyze matter re: M. Gilmore inquiry re: ability to settle eviction case to enforce household changes; review and analyze proof of residency documentation provided by for daughter of [REDACTED]; draft memorandum re: potentially settling eviction case with agreement on household composition	0.40	\$150.00	\$60.00
08/24/2022	JAM	GENERAL: Review and analyze documents and materials from LAN Engineering Chris Borduin; re: record of matter of paving failure and identification of legal options for Executive Director	1.00	\$150.00	\$150.00
08/24/2022	JAM	GENERAL: Full review of Personnel matters under FFCRA, COVID-19 Civil Service regulations; re: NJ State Civil Service Act and related COVID-19 laws and regulations; review materials from Executive Director; re: respond to Executive Director per Executive Director's direction	1.00	\$150.00	\$150.00
08/25/2022	DH	GENERAL: draft memorandum re: identify pending matters	0.10	\$150.00	\$15.00
08/25/2022	JAM	GENERAL: Review and analyze legal opinion; re: Personnel matter for Executive Director (confidential)	1.00	\$150.00	\$150.00
08/29/2022	JAM	GENERAL: Review and analyze correspondence from counsel for pacing company; re: review and analyze matter; re: demand for payments under NJ Prompt Payments Act; re: review and analyze history of matter; re: all relevant materials and documents; review and analyze legal options for Housing Authority; re: outline of correspondence responding to demand for payment and documentation from LAN Engineering; re: prepare substance of correspondence for response; review and analyze case law and legal requirements of Prompt Payment Act	1.70	\$150.00	\$255.00
08/30/2022	DH	GENERAL: review and analyze matter re: pending matters re: payment demand re: parking lot project and re: personnel matter re: COVID-19 related leave; telephone conference with M. Gilmore re: tenancy matter re: assistance animals; review and analyze correspondence from M. Gilmore re: tenancy matter re: assistance animals re: ascertain appropriate course of action to proceed; review and analyze materials re: tenancy matter re: assistance animals; research HUD	2.20	\$150.00	\$330.00

		guidance re: tenancy matter re: assistance animals; draft memorandum re: tenancy matter re: assistance animals			
08/30/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore; re: [REDACTED] and status of eviction proceedings	0.10	\$150.00	\$15.00
08/30/2022	JAM	GENERAL: Review and analyze email communications from employees; re: all federal and NJ State COVID-19 laws and benefits; re: undertake review of same and provide email communication; re: Attorney Client legal opinion to Executive Director on matter	1.10	\$150.00	\$165.00
08/31/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: tenancy matter re: assistance animals; research municipal code re: animal requirements; draft correspondences to M. Gilmore re: tenancy matter re: assistance animals re: legal advice and guidance re: appropriate course of action to proceed; telephone conference with R. Lucas and M. Gilmore re: tenancy matter re: assistance animals	1.80	\$150.00	\$270.00
08/31/2022	JAM	GENERAL: Review and analyze email communications from Executive Director and Administrative Assistant; re: developments in a request for service animal approval from resident re: request for the potential to add additional services animals for adults and more dependents including the existence of pets in violation of HUD sanctioned Pet Policy; conference calls with Executive Director and administrative assistant regarding facts and basis of requests including medical data and documentation re: the prior basis for authorized service animals; including an anticipated request for additional dogs in unit. re: review and identify, including providing legal advice and guidance on matters including all legal options in matte FHEO 2020-01 governing service and emotional support animals.. Update on the matter with Executive Director. Review and analyze personnel matters and confer with and report to Executive Director; re: matter of the request for information un FFCRA and related matters; re: confidential report to Executive Director.	2.50	\$150.00	\$375.00
08/31/2022	DH	GENERAL: review and analyze matter re: personnel matter re: COVID-19 related leave; draft memorandum re: report to client re: personnel matter re: COVID-19 related leave re: legal advice and guidance; draft correspondence to client re: proposed response re: personnel matter re: COVID-19 related leave	1.30	\$150.00	\$195.00
08/31/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] re: pending eviction case; review and analyze correspondence from M. Gilmore re: contacting Executive Director; review and analyze status of eviction proceedings per Superior Court re: [REDACTED] [REDACTED] telephone conference with M. Gilmore re: [REDACTED]	0.90	\$150.00	\$135.00

Flores eviction case re: content and procedures for potential settlement; review and analyze matter re: preparation of settlement agreement for [REDACTED] eviction case

08/31/2022 JB GENERAL: Review and analyze terms and conditions of settlement agreement between [REDACTED] and HHA 0.20 \$150.00 \$30.00

Quantity Subtotal 40.9

Services Subtotal \$6,135.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
08/02/2022	JH	Court filing fee - Tenancy complaint for S. Flores	1.00	\$57.00	\$57.00

Expenses Subtotal \$57.00

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	2.9	\$150.00	\$435.00
Alberto Camacho	0.6	\$150.00	\$90.00
Daryl Howard	18.4	\$150.00	\$2,760.00
Joseph Manfredi	17.3	\$150.00	\$2,595.00
Melissa Pellechio	1.7	\$150.00	\$255.00
Quantity Total	40.9		
Subtotal			\$6,192.00
Total			\$6,192.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1703	09/08/2022	\$6,192.00	\$0.00	\$6,192.00
			Outstanding Balance	\$6,192.00
			Total Amount Outstanding	\$6,192.00

Invoice # 1703 - 09/08/2022

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1724
Date: 10/06/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Services

Date	Attorney	Notes	Quantity	Rate	Total
09/02/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: tenancy matter re: assistance animals re: additional information and documentation from tenant family; review and analyze HUD guidance re: service dog qualifications and re: applicability of standard animal rules re: vaccinations and re: municipal registration; research state law re: dog registration requirements re: applicability to service dogs; research municipal code re: dog registration requirements re: applicability to service dogs; draft memorandum re: legal advice and guidance re: tenancy matter re: potential service dog	1.30	\$150.00	\$195.00
09/06/2022	JB	GENERAL: Prepare Settlement Agreement between HHA and [REDACTED] with terms and conditions of continued tenancy, including removal of daughter from household lease, prohibition of [REDACTED] HHA property, timely payments of rent, and cleanliness and safety of unit; draft certification of landlord and landlord's counsel in support of agreement; review and analyze status of eviction proceedings and correspondences; draft correspondence to M. Gilmore re: overdue rent as of September 2022	2.20	\$150.00	\$330.00
09/06/2022	JAM	GENERAL: Review, analyze and update on [REDACTED] matter; re: claims and service dog situation under HUD regulations	1.10	\$150.00	\$165.00
09/07/2022	JB	GENERAL: Prepare correspondence to M. Gilmore re: rent due as of September 1st and fees incurred to date; draft and revise Landlord and Landlord's Attorney Certifications to accompany settlement agreement;	1.50	\$150.00	\$225.00

		review and analyze proof of residency for [REDACTED] [REDACTED] review and analyze August 2022 and September 2022 ledgers for tenant's overdue rent and fees; review and analyze correspondence from M. Gilmore re: balance owed by tenant; review and analyze matter			
09/08/2022	DH	GENERAL: review and analyze matter re: personnel matter re: COVID-19 related leave; telephone conference with M. Gilmore re: personnel matter re: COVID-19 related leave; review and analyze correspondence from M. Gilmore re: personnel matter re: COVID-19 related leave; review and analyze memorandum re: personnel matter re: COVID-19 related leave; draft memorandum re: personnel matter re: COVID-19 related leave	1.50	\$150.00	\$225.00
09/08/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: new personnel matter claims; re: email communication and recent information; report to Executive Director on matters; re: legal options; re: finalize full legal report to Chairman of Board; re: telephone conference with Chairman of Board; re: full update on matter and report back to Executive Director	2.30	\$150.00	\$345.00
09/08/2022	JAM	GENERAL: Review and analyze paving survey and material from Chris Bourdin of LAN Engineering; re: defense of Blackrock's claim via attorney letter	0.50	\$150.00	\$75.00
09/09/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore re: REAC inspection re: resident notification; telephone conference with M. Gilmore re: REAC inspection re: resident notification; research federal regulations re: REAC inspection re: resident notification; research HUD guidance re: REAC inspection re: resident notification; review and analyze lease re: REAC inspection re: resident notification; review and revise resident notification re: REAC inspection; draft memoranda re: REAC inspection re: resident notification	1.30	\$150.00	\$195.00
09/09/2022	MP	GENERAL: Review and assess matter re: notice to residents of upcoming HUD inspection; review and analyze notice to residents re: legal issues and language used; review and assess matter re: required lease review re: landlord's right to enter unit re: notice time frame and ability to enter without consent; review and address findings re: legal issues and develop plan of action for client; review and finalize updated notice to residents re: upcoming inspection and unit entry	0.70	\$150.00	\$105.00
09/09/2022	JAM	GENERAL: Update on developments in personnel matters; re: claim of employee (confidential) to Executive Director and Chairman; review and analyze law to identify action response; re: advise and provide updated legal guidance to Executive Director and Chairman of Board	1.40	\$150.00	\$210.00

09/09/2022	JAM	GENERAL: Review and analyze REAC Inspection notice despite high performing status of HHA; review and identify regulations; re: basis for appeal of scores for items under moderation improvement and contracts as excepted from REAC scoring and negative rating; re: work up memorandum for Executive Director	1.10	\$150.00	\$165.00
09/12/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: REAC inspection re: resident notification; draft correspondence to M. Gilmore re: REAC inspection re: resident notification; telephone conference with M. Gilmore re: REAC inspection re: resident notification; review and analyze correspondence from M. Gilmore re: personnel matter re: proposed salary increase; telephone conference with M. Gilmore re: personnel matter re: proposed salary increase; draft resolution re: approve salary increase; draft memorandum re: resolution re: approve salary increase	0.60	\$150.00	\$90.00
09/12/2022	JB	GENERAL: Prepare correspondence to M. Gilmore re: rent due and owed by [REDACTED] for settlement agreement	0.10	\$150.00	\$15.00
09/12/2022	JAM	GENERAL: Provide legal opinion to Executive Director; re: legal ability to appear REAC inspection and necessary actions under HUD regulations to effect appeal; re: finalize email memorandum to Executive Director	1.00	\$150.00	\$150.00
09/12/2022	JAM	GENERAL: Review and analyze updated information from LAN Engineering, C. Bourdin; re: Blackrock legal claims	0.50	\$150.00	\$75.00
09/12/2022	JAM	GENERAL: Provide advice to Executive Director; re: personnel matter	0.20	\$150.00	\$30.00
09/13/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: personnel matter re: COVID-19 related leave; review and analyze correspondence from M. Gilmore re: resolution re: approve salary increase; draft correspondence to M. Gilmore re: resolution re: approve salary increase; telephone conference with M. Gilmore re: resolution re: approve salary increase; telephone conference with R. Lucas re: resolution re: approve salary increase; review and revise resolution re: approve salary increase; draft correspondence to M. Gilmore re: resolution re: approve salary increase	0.60	\$150.00	\$90.00
09/13/2022	JB	GENERAL: Prepare and revise Settlement Agreement between HHA and [REDACTED]; Certification of Landlord, Certification of Landlord's Attorney; review and analyze correspondence from M. Gilmore re: past due rent and other charges accumulated by [REDACTED]	0.80	\$150.00	\$120.00
09/13/2022	JAM	GENERAL: Review all pending matter for Board Meeting; re: Personnel matters and disposition of	1.00	\$150.00	\$150.00

		Personnel matter inspections and preparedness for meeting; re: all aspects of pending legal matter; re: confidential to Executive Director			
09/14/2022	DH	GENERAL: review and analyze matter re: upcoming REAC inspection re: preparation and appeals process; prepare for and attend telephone conference with R. Lucas and M. Gilmore re: upcoming REAC inspection re: preparation and appeals process; draft correspondence to R. Lucas re: upcoming REAC inspection re: electrical service upgrades project records; review and analyze correspondences from M. Gilmore re: tenancy matter [REDACTED]: intent to vacate and re: remaining household member; research federal regulations re: tenancy matter [REDACTED] re: remaining household member; review and analyze admissions and continued occupancy policy re: tenancy matter re: [REDACTED] re: remaining household member; review and analyze lease re: tenancy matter re: J. [REDACTED] re: remaining household member; telephone conference with M. Gilmore re: tenancy matter re: J. [REDACTED] re: remaining household member	1.90	\$150.00	\$285.00
09/14/2022	JAM	GENERAL: Review and analyze email communications; re: tenant matters with HUD; re: adult member of house and HUD and HHA Admissions and Occupancy Policy; re: disposition of HUD position in matter; review and analyze matter and report to client; review HUD regulations on REAC inspection and telephone conference with Executive Director; re: legal regulations governing inspection, means and basis for appeal issue; re: provide legal advice and guidance on matter; re: evidence to collect during inspection to preserve basis for appeal and use of exception for modernization in progress	1.40	\$150.00	\$210.00
09/15/2022	JB	GENERAL: Review and analyze correspondences re: tenant [REDACTED] residency; view and revise draft settlement agreement and certifications	0.20	\$150.00	\$30.00
09/15/2022	DH	GENERAL: communicate with M. Gilmore re: tenancy matter re: [REDACTED] re: documentation	0.10	\$150.00	\$15.00
09/15/2022	JAM	GENERAL: Full review and finalize course of action; re: advice to Executive Director on confidential personnel matter; re: provide legal advice and guidance on matter	1.00	\$150.00	\$150.00
09/16/2022	JB	GENERAL: Prepare correspondence to M. Gilmore re police reports and documents concerning neighbor disputes; review and analyze incident report, police report, and communications between [REDACTED] and [REDACTED]	1.00	\$150.00	\$150.00
09/16/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: police reports concerning tenants's disputed; draft correspondence to M. Gilmore re:	0.20	\$150.00	\$30.00

		additional related documents			
09/19/2022	JAM	GENERAL: Review and update on Admissions and Occupancy Policy matter; re: disposition of denial of adult household members to remain in unit; re: update with Executive Director and Administrative Assistant in matter; re: update on Personnel matter	1.10	\$150.00	\$165.00
09/21/2022	DH	GENERAL: telephone conference with M. Gilmore re: response re: payment demand re: paving project; review and analyze correspondences from M. Gilmore re: response re: payment demand re: paving project; review and and finalize correspondence to Joseph Harraka re: response re: payment demand re: paving project	0.40	\$150.00	\$60.00
09/21/2022	JAM	GENERAL: Review and analyze Blackrock attorney claims as asserted by Blackrock attorney; re: disposition of pending aspects of matter and all related items; re: review results of LAN Engineering; re: review of matter and claims in letter; re: provide legal advice to Executive Director; re: course of action in case	1.50	\$150.00	\$225.00
09/22/2022	JB	GENERAL: Prepare correspondence to M. Gilmore re: status of tenants' disputes; review and analyze correspondence from M. Gilmore re status of matter	0.20	\$150.00	\$30.00
09/22/2022	JH	GENERAL: Correspondence transmission to Becker LLC; re: pavement matter; re: mailing sent via USPS RRR/Certified mail	0.30	\$45.00	\$13.50
09/23/2022	JAM	GENERAL: Review and analyze surveys sent by M. Gilmore and materials from LAN; re: quality of job performance and related no performance under contract; re: claims by Blackrock under NJ Prompt Payment Act	1.00	\$150.00	\$150.00
09/26/2022	DH	GENERAL: review and analyze correspondence from Erik Derr re: paving project re: payment demand re: initiate litigation re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
09/27/2022	JAM	GENERAL: Memorandum to Executive Director; re: HUD and NJ Law on admission to PHA under NJ Second Chances law; re: review with Executive Director; re: legal items for HHA	1.00	\$150.00	\$150.00
09/28/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: PHAS score re: correction procedures re: ascertain appropriate course of action to proceed	0.20	\$150.00	\$30.00
09/28/2022	JAM	GENERAL: Confer with Executive Director; re: pending urgent legal matters; re: Personnel and related resident matters; re: follow up and prepare legal options for Executive Director; re: proposed resolution of tenancy matter; re: adult son and HUD regulations; re: problems posed by matter to Housing Authority; re: work to	3.00	\$150.00	\$450.00

		Identify legal options and updated information for PHAS HUD matter; re: legal option on new law; re: criminal background checks			
09/29/2022	DH	GENERAL: review and analyze correspondence from Erik Derr re: Black Rock Litigation re: schedule conference	0.10	\$150.00	\$15.00
09/29/2022	JAM	GENERAL: Review and analyze pending legal matters; re: developing resident matters; re: head of household leaving and adult child in unit under uncertain ability to live independently as required by Housing Authority Admissions and Occupancy Policy; re: disposition of unit; re: concerns for life safety of adult son resident; re: review and analyze development in HUD letter and related item; re: troubled status and necessary action to address matter; review complaint from Blackrock and advise Executive Director on matter; re: follow up discussion with Executive Director; re: pending legal matters and developing Personnel matter (confidential)	1.80	\$150.00	\$270.00
09/30/2022	JB	GENERAL: tenancy applications - review and analyze correspondences from M. Gilmore re tenancy offer; review and analyze criminal history of applicant; draft correspondence to R. Lucas and M. Gilmore re offer of tenancy based upon Fair Chance in Housing Act; conduct legal research re federal laws and guidelines for tenancy offers	1.60	\$150.00	\$240.00
09/30/2022	JAM	GENERAL: Review and analyze four legal items for response to M. Gilmore's email communications; re: disposition of NJ Fair Chance Housing Act and HUD Criminal; re: review regulations under federal law; re: review and analyze email communication opinion to M. Gilmore and Executive Director; re: address all pending legal matters; re: memorandum concerning legal ability to offer unit to applicant with criminal background; re: HUD Criminal Requirement Information; re: update (Settlement Proposal); re: HUD regulations concerning adult children back onto lease	1.50	\$150.00	\$225.00
09/30/2022	DH	GENERAL: review and analyze matter re: tenancy matter re: re: remaining household member re: ascertain appropriate course of action to proceed; continue research re: tenancy matter re: re: remaining household member; draft memorandum re: tenancy matter re: re: remaining household member	1.00	\$150.00	\$150.00
09/30/2022	JAM	GENERAL: Personnel matters are confidential to Executive Director and Chairman; re: prepare memorandum for Personnel Committee and Executive Director	1.10	\$150.00	\$165.00

Quantity Subtotal	41.4
Services Subtotal	\$6,178.50

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
09/22/2022	JH	Postage costs for RRR/Certified mailing to Becker LLC; re: pavement matter	1.00	\$7.82	\$7.82
09/22/2022	JH	Photocopy costs for mailing to Becker LLC	1.00	\$0.30	\$0.30
Expenses Subtotal					\$8.12

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	7.8	\$150.00	\$1,170.00
Daryl Howard	9.1	\$150.00	\$1,365.00
Joseph Manfredi	23.5	\$150.00	\$3,525.00
Melissa Pellechio	0.7	\$150.00	\$105.00
Jean Handerhan	0.3	\$45.00	\$13.50
Quantity Total			41.4
Subtotal			\$6,186.62
Total			\$6,186.62

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1724	10/06/2022	\$6,186.62	\$0.00	\$6,186.62
Outstanding Balance				\$6,186.62
Total Amount Outstanding				\$6,186.62

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1744
Date: 11/03/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
10/03/2022	JB	GENERAL: Prepare correspondence to M. Gilmore re: lease of [REDACTED] and photographs of unit conditions	0.10	\$150.00	\$15.00
10/03/2022	JB	GENERAL: Conduct legal research; re: ability of Tenant's son to remain in unit when head of household vacates	0.30	\$150.00	\$45.00
10/03/2022	JAM	GENERAL: Review and analyze email communications from Executive Director; re: memorandum; re: research and identify course of legal action and review confidential Personnel matter with Executive Director; re: confer with Executive Director; re: full review of pending legal matters and HUD matter; re: review resident matter with Executive Director, and finalize matter; re: identify course of legal action on matter for Executive Director	1.50	\$150.00	\$225.00
10/03/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: police reports for [REDACTED]; draft correspondence to M. Gilmore and R. Lucas re: use of Defiant Trespass for [REDACTED]	0.20	\$150.00	\$30.00
10/03/2022	MP	GENERAL: Review and analyze matter re: [REDACTED] household re: incident at unit, police involvement, required action; review and revise defiant trespass notice for [REDACTED]	1.00	\$150.00	\$150.00
10/04/2022	JB	GENERAL: Review and analyze status of tenancy application for [REDACTED], draft correspondence to R. Lucas and M. Gilmore re: determination on eligibility for housing	0.40	\$150.00	\$60.00
10/04/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: status of [REDACTED] application and [REDACTED]	0.10	\$150.00	\$15.00

Flores settlement agreement				
10/05/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: Black Rock litigation re: ascertain appropriate course of action to proceed; review and analyze matter re: Black Rock litigation re: conference schedule	0.20	\$150.00 \$30.00
10/06/2022	JB	GENERAL: Review and analyze matter concerning Corblies brothers and tenant who vandalized the unit; draft correspondences to M. Gilmore re: tenant lease agreement re: analysis of status of [REDACTED] and re: police report re: incident at unit; review and analyze lease; review and analyze correspondences from M. Gilmore; draft Defiant Trespass Notice for Steven Corblies; draft Certification of Service for Defiant Trespass Notice; review and analyze new lease, correspondence from M. [REDACTED] requesting [REDACTED] to be removed from lease; review and analyze initial and revised police reports	2.10	\$150.00 \$315.00
10/06/2022	DH	GENERAL: Review and analyze matter re: Black Rock Litigation; draft correspondence to Chris Borduin of LAN Associates re: Black Rock Litigation re: telephone conference materials; review and analyze correspondence from C. Borduin re: Black Rock Litigation re: telephone conference materials; prepare for and attend telephone conference with R. Lucas and C. Borduin re: Black Rock Litigation; review and analyze correspondence from C. Borduin re: Black Rock Litigation re: project summary	0.80	\$150.00 \$120.00
10/06/2022	MP	GENERAL: Review and analyze matter re: Corblies unit re: status update re: prohibiting [REDACTED] from entering unit	0.10	\$150.00 \$15.00
10/06/2022	JAM	GENERAL: Review and analyze materials from LAN in advance of meeting (virtual) with Executive Director, Director of Maintenance and items showing disposition and failure of Blackrock to adhere to job specifications and requirements; re: advise Executive Director on law governing claim and prepare defense of case	1.50	\$150.00 \$225.00
10/06/2022	JAM	GENERAL: Review and analyze emergent [REDACTED] matter; re restraining order and action of Police Department to authorize entry into unit re: results of same and legal protection of HHA	1.00	\$150.00 \$150.00
10/07/2022	JAM	GENERAL: Telephone conference with Executive Director; re: recent developments with Harrison Police Department update on reports from Police and necessary action for HHA and ED	1.00	\$150.00 \$150.00
10/07/2022	DH	GENERAL: review and analyze matter re: tenancy matter re: [REDACTED] re: remove household member re: Harrison Police Department objection; research federal regulations re: tenant ability to remove	1.40	\$150.00 \$210.00



		household member; research federal guidance re: tenant ability to remove household member; draft correspondence to Harrison Police Department re: tenant ability to remove household member; draft memorandum re: tenant ability to remove household member			
10/07/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore with lease and questions on removal of household member from lease and defiant trespass re: [REDACTED]; review and analyze memorandum re: [REDACTED]; review and analyze M. [REDACTED] lease re: status of [REDACTED] re: assess potential changes to HHA completion of lease agreements with tenants; review and analyze correspondence from M. Gilmore with police report re: [REDACTED]; review and analyze police report re: incident at [REDACTED]; review and analyze correspondence from M. Gilmore with revised police report; review and analyze updated police report on incident at [REDACTED]; review and analyze correspondence from M. Gilmore re: correspondence from M. [REDACTED] and executed new lease agreement; review and analyze correspondence from [REDACTED] requesting removal of household member; review and analyze new lease agreement from [REDACTED]	0.40	\$150.00	\$60.00
10/10/2022	DH	GENERAL: review and analyze matter re: Black Rock Litigation re: paving project timeline; review and analyze matter re: LAN project summary re: paving project timeline; review and analyze file re: Black Rock Litigation re: paving project timeline; draft memorandum re: Black Rock Litigation re: paving project timeline	0.90	\$150.00	\$135.00
10/10/2022	JAM	GENERAL: Accept service of summons and complaint; re: lawsuit served upon firm via NJ Superior Court online system; re: undertake review of and analysis of lawsuit; re: documents from Chris Borduin of LAN and materials from HHA; re: confer with and alert Executive Director on matter; re: analyze causes of action and outline defenses to case	2.40	\$150.00	\$360.00
10/11/2022	DH	GENERAL: draft correspondence to Erik Derr, plaintiff's counsel re: Black Rock Litigation re: schedule conference	0.10	\$150.00	\$15.00
10/11/2022	JB	GENERAL: Review and analyze documents forwarded by HHA re: disputes between [REDACTED] and M. [REDACTED]; draft correspondence to [REDACTED] behalf of HHA re: status of her complaint to Board	0.70	\$150.00	\$105.00
10/11/2022	DH	GENERAL: review and analyze matter re: update form of contract re: construction projects; review and analyze form of contract re: construction projects re: identify need for updates; conduct research re: legal developments re: form of contract; review and update form of contract re: construction projects	0.60	\$150.00	\$90.00

10/11/2022	JAM	GENERAL: Full timeline of events for answer to complaint; re: details of communication by and between LAN Engineering and Harrison Housing Authority; review and prepare defense to all; re: confer with Executive Director; re: pending legal matter for Board Meeting; re: confirm basis for same; re: telephone conference with Board Chairman; re: work on resident complaint matter whereby Executive Director is conflicted; re: update on matter; re: open items to address before response is forthcoming; re: telephone conferences with Administrative Staff on matter, pre board meeting with Ex Comm President and VP to review pending legal matters	2.50	\$150.00	\$375.00
10/11/2022	ALC	GENERAL: Review matter re: preparation for board of commissioners meeting; review correspondence from M. Gilmore re: board package re: October board meeting; review matter re: pending legal matters re: personnel and procurement matters re: appropriate course of action to proceed; attend and participate in virtual board of commissioners meeting	1.00	\$150.00	\$150.00
10/12/2022	JAM	GENERAL: Review and analyze email communications from Blackrock counsel; re: disposition of claim; re: prepare for meeting; re: confer concerning Tolling Agreement	0.80	\$150.00	\$120.00
10/13/2022	DH	GENERAL: draft correspondences to Erik Derr, opposing counsel re: schedule telephone conference re: Black Rock Litigation	0.10	\$150.00	\$15.00
10/13/2022	JAM	GENERAL: Prepare for telephone conference with opposing counsel in Blackrock litigation; re: confirm direction, and authorization from Executive Director; re: full repair as condition of resolution; re: Tolling Agreement on litigation and full release as mandated terms and conditions	0.90	\$150.00	\$135.00
10/14/2022	DH	GENERAL: review and analyze matter re: Black Rock Litigation; prepare for and participate in telephone conference with Erik Derr, opposing counsel re: Black Rock Litigation re: potential resolutions to dispute	0.50	\$150.00	\$75.00
10/17/2022	DH	GENERAL: review and analyze matter re: Black Rock Litigation re: latest developments	0.10	\$150.00	\$15.00
10/17/2022	JAM	GENERAL: Review and analyze claims by Blackstone attorney; RE: failure to pay for work purportedly performed by Blackstone on site; review and analyze matter; re: defense of case and identification defects in gradation; re: independent survey; re: telephone conference with Executive Director and Director of Maintenance on matter; re: failure of Blackstone to perform in accordance with specifications	1.50	\$150.00	\$225.00
10/18/2022	JAM	GENERAL: Telephone conference with Executive Director; re: all pending legal matters (confidential); re:	1.00	\$150.00	\$150.00

		action on litigation to prepare answer and parameters of potential resolution			
10/19/2022	DH	GENERAL: Review and analyze matter re: Black Rock Litigation re: deadline re: file answer; draft memorandum re: Black Rock Litigation re: deadline re: file answer	0.20	\$150.00	\$30.00
10/19/2022	JAM	GENERAL: Update on original construction survey from Executive Director	0.40	\$150.00	\$60.00
10/20/2022	DH	GENERAL: review and analyze correspondence from R. Lucas re: Black Rock Litigation re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
10/21/2022	JAM	GENERAL: Review and analyze complaint for upcoming telephone conference with Engineer and Executive Director; re: telephone conference with Blackstone attorney; re: potential workout of case; re: holding litigation in abeyance; re: Blackstone completion of work and remedial action to correct all work, elevations and potential resolution of case; re: report to Executive Director	1.60	\$150.00	\$240.00
10/24/2022	DH	GENERAL: review and analyze matter re: identify pending matters; draft memorandum re: pending matters; review and analyze matter re: Black Rock Litigation; telephone conference with Chris Bordin of LAN Associates re: Black Rock Litigation re: potential paving repair plan; draft correspondence to R. Lucas and C. Bordin re: telephone conference re: Black Rock Litigation re: potential paving repair plan	0.60	\$150.00	\$90.00
10/25/2022	DH	GENERAL: prepare for and attend telephone conference with R. Lucas, E. Gilmore, and Chris Bordin of LAN Associates re: Black Rock Litigation re: paving repair plan	0.40	\$150.00	\$60.00
10/25/2022	JAM	GENERAL: Review and analyze litigation status; re: potential basis for resolution; re: Blackrock undertaking repairs of defects in project; re: telephone conference with Executive Director, LAN Engineering, Chris Bordin and Director of Maintenance, Gene Gilmore; re: full review of project; re: LAN identifying defects in project; re: incorrect elevation, related defects and deviations from design plans and specifications; re: confirm Plan of Action; re: telephone conference with Blackstone counsel; re: update with Executive Director; re: prepare correspondence to Blackstone counsel	2.50	\$150.00	\$375.00
10/26/2022	DH	GENERAL: review and analyze correspondence from Erik Derr, plaintiff counsel re: Black Rock Litigation re: paving repair plan	0.10	\$150.00	\$15.00
10/27/2022	JAM	GENERAL: Review and analyze insurance response and areas for clarification and confirmation; re: full review and analysis of response; re: update on LAN	1.00	\$150.00	\$150.00

		Engineering; re: proposed Plan of Action for remedy of paving matter; re: email communication with counsel for Blackstone			
10/28/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: insurance renewal; review and analyze insurance renewal materials re: identify items of concern; draft memorandum re: insurance renewal materials re: items of concern; draft correspondence to M. Gilmore re: insurance renewal materials re: items of concern; telephone conference with M. Gilmore re: insurance renewal materials re: items of concern; review and analyze correspondence from M. Gilmore re: insurance renewal materials re: items of concern	1.70	\$150.00	\$255.00
10/31/2022	DH	GENERAL: review and analyze correspondence from R. Lucas re: Black Rock Litigation re: paving repair plan re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
10/31/2022	JAM	GENERAL; Review and analyze report from LAN Engineering, Chris Bordin; re: full report identifies means and methods to repair defects and deviations from project specification; re: details instruction on repair and conforming work to meet standard identified and require in original bid specifications; re: finalize email communication to Blackrock counsel in matter; re: demand for remedy and holding litigation in abeyance	2.10	\$150.00	\$315.00

Quantity Subtotal 36.0

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	3.9	\$150.00	\$585.00
Alberto Camacho	1.0	\$150.00	\$150.00
Daryl Howard	7.9	\$150.00	\$1,185.00
Joseph Manfredi	21.7	\$150.00	\$3,255.00
Melissa Pellechio	1.5	\$150.00	\$225.00
	Quantity Total		36.0
	Subtotal		\$5,400.00
	Total		\$5,400.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1744	11/03/2022	\$5,400.00	\$0.00	\$5,400.00
Outstanding Balance				\$5,400.00
Total Amount Outstanding				\$5,400.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1776
Date: 12/06/2022
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
11/01/2022	DH	CAPITAL FUND: review and analyze matter re: Black Rock Litigation re: paving repair plan	0.10	\$150.00	\$15.00
11/01/2022	JAM	CAPITAL FUND: Review and analyze Chris Borduin response letter to BlackRock's claim outlining specification and requirements for project completion and proposed means to resolve matter; re: confer with Executive Director; re: authorization to issue report	0.90	\$150.00	\$135.00
11/02/2022	DH	CAPITAL FUND: review and analyze memorandum re: Black Rock Litigation re: paving repair plan; review and analyze memorandum re: prior research re: Prompt Payment Act recovery limitations; draft correspondence to Erik Derr, opposing counsel re: Black Rock Litigation re: paving repair plan; review and analyze memorandum re: annual audit response; draft memorandum re: annual audit response re: Black Rock Litigation	0.80	\$150.00	\$120.00
11/02/2022	JAM	CAPITAL FUND: Review and finalize attorney letter to Blackstone attorney based upon Borduin letter as per Executive Director, R. Lucas; re: include all defense to HHA; re: update Naranjo letter for issuance	1.20	\$150.00	\$180.00
11/02/2022	JAM	GENERAL: Prepare Audit response letter for client; re: provide to Auditor	0.10	\$150.00	\$15.00
11/03/2022	DH	CAPITAL FUND: : review and analyze correspondence from Erik Derr, opposing counsel re: Black Rock Litigation re: paving repair plan; draft correspondence to E. Derr re: Black Rock Litigation re: paving repair plan	0.20	\$150.00	\$30.00
11/03/2022	JAM	CAPITAL FUND: Update demand letter to Blackrock attorney to include all updates items from LAN	0.50	\$150.00	\$75.00

11/07/2022	DH	CAPITAL FUND: review and analyze matter re: procurement matter re: capital fund obligation deadline and re: upcoming capital improvement projects re: ascertain appropriate course of action to proceed; telephone conference with Chris Borduin of LAN Associates re: upcoming capital fund improvement projects	0.30	\$150.00	\$45.00
11/07/2022	JAM	CAPITAL FUND: Telephone conference with Executive Director; re: pending legal matters; review and prepare for Capital Fund bid issuance upon receipt of information and specifications from LAN C. Borduin; re: prepare bid document to ensure issuances of items as per Executive Director's directive on short notice; re: update on resident matter; re: finalize response (Executive Director recused) and update on related legal matters with Executive Director; re: prepare extension of time to answer complaint in Blackstone litigation and issuance to opposing counsel; re: report to and update Executive Director on matter	1.20	\$150.00	\$180.00
11/07/2022	JB	CAPITAL FUND: conduct legal research re: filing motion to extend time in which to file an answer if adversary refuses to enter into a stipulation extending time to file responsive pleading; draft legal memorandum discussing and analyzing steps to file said motion	0.40	\$150.00	\$60.00
11/07/2022	DH	CAPITAL FUND: review and analyze matter re: Black Rock Litigation re: stipulation re: extend time to file answer; draft stipulation re: extend time to file answer; draft memorandum re: Black Rock Litigation re: stipulation re: extend time to file answer	0.40	\$150.00	\$60.00
11/07/2022	MP	GENERAL: Review and analyze correspondence from M. Gilmore re: [REDACTED] re: settlement of pending eviction case for damage, injury, and destruction to premises; research, review, and analyze new court format for settlements in eviction cases; review and revise settlement agreement for [REDACTED] re: content and re: new format; draft memorandum re: required information on rent and other charges re: finalizing settlement agreement	1.20	\$150.00	\$180.00
11/07/2022	JAM	CAPITAL FUND: Telephone conference with Executive Director; re: review of pending litigation and all legal matters; re: review of Capital Fund items; re: full review and need for completion by Wednesday 11/9/22; re: review and mechanics of matter and legal strategy to accomplish deadline of Executive Director	1.10	\$150.00	\$165.00
11/08/2022	JB	GENERAL: Telephone conference with M. Gilmore re: settlement agreement for S. [REDACTED]; draft correspondence to M. Gilmore re: settlement agreement and inquiring about the final updated amount of rent due from tenant; review and analyze correspondence from M. Gilmore re: rent owed; review	0.50	\$150.00	\$75.00

		and analyze tenant's billing statement			
11/08/2022	DH	CAPITAL FUND: review and analyze matter re: Black Rock Litigation re: stipulation re: extend time to file answer; review and revise stipulation re: extend time to file answer; draft correspondence to Erik Derr, opposing counsel re: Black Rock Litigation re: stipulation re: extend time to file answer	0.20	\$150.00	\$30.00
11/08/2022	JB	GENERAL: Draft Certification of Landlord and Certification of Landlord's Attorney in support of settlement agreement between HHA and [REDACTED] review and analyze terms and conditions of settlement agreement	0.70	\$150.00	\$105.00
11/08/2022	MP	GENERAL: Review and assess matter re: obtaining required information on charges due and owing on account and information on held check re: [REDACTED] re: settlement of eviction case	0.10	\$150.00	\$15.00
11/08/2022	MP	GENERAL: Review and analyze memorandum re: current figures from client on charges due and owing from [REDACTED] re: preparation of settlement agreement; review and analyze accounting documentation for [REDACTED] review and calculate rent due and owing and air conditioner charges due and owing from [REDACTED] for settlement agreement; review, update, and finalize settlement agreement; draft correspondence to R. Lucas re: settlement agreement for [REDACTED] and re: meeting with tenant to review and execute agreement	0.90	\$150.00	\$135.00
11/08/2022	JAM	CAPITAL FUND: Review, analyze and confirm time extension for filing answer to Blackrock; re: analyze time frame for project; re: confer with Executive Director to confirm time frame for litigation and effort to resolve matter; re: full narrative for [REDACTED]	1.50	\$150.00	\$225.00
11/09/2022	JB	GENERAL: Telephone conferences with M. Gilmore and R. Lucas re: [REDACTED] and settlement agreement; review and analyze correspondences from M. Gilmore re: meeting with [REDACTED] re: unpaid rent and potential settlement; telephone conference with Landlord Tenant Division of Hudson County Superior Court re: eviction case scheduling; draft memorandum discussing and summarizing recent developments re: settlement and conference	0.60	\$150.00	\$90.00
11/09/2022	MP	GENERAL: Review and analyze memorandum re: contact from M. Gilmore re: scheduling meeting with [REDACTED] re: execution of settlement agreement; draft correspondence to M. Gilmore re: scheduling meeting with tenant and counsel re: settlement agreement; review and assess matter re: meeting with [REDACTED]	0.30	\$150.00	\$45.00
11/09/2022	JAM	CAPITAL FUND: Finalize complete electrical upgrades bid for Executive Director; re: time sensitive matter as	1.00	\$150.00	\$150.00

		per Executive Director			
11/10/2022	JB	GENERAL: Review and analyze correspondences from M. Gilmore re: settlement agreement with ██████████ and whether repayment can be bifurcated; review and analyze Billing Statement for ██████████; draft correspondences to M. Gilmore re: settlement conference	0.80	\$150.00	\$120.00
11/10/2022	JAM	CAPITAL FUND: Review, analyze and finalize bid legal documents and bid requirements to electrical system Capital Fund (HUD) Program; re: finalize matter including additional items from LAN Engineering; re: prompt action as per Executive Director Lucas; re: placement of ads and ensure all necessary HUD legal compliance	1.00	\$150.00	\$150.00
11/10/2022	DH	CAPITAL FUND: review and analyze correspondences from Chris Bordin of LAN Associates re: bid documents re: electrical upgrades and re: plumbing upgrades; telephone conference with C. Bordin re: bid documents re: electrical upgrades and re: plumbing upgrades; review and analyze bid documents re: electrical upgrades re: identify revisions; draft form of contract re: electrical upgrades; draft form of contract re: plumbing upgrades; draft correspondences to C. Bordin re: revisions re: bid documents re: electrical upgrades and re: plumbing upgrades	2.10	\$150.00	\$315.00
11/18/2022	DH	CAPITAL FUND: review and analyze correspondences from Chris Bordin of LAN Associates re: bid packages re: electrical upgrades and re: plumbing upgrades; review and analyze bid package re: electrical upgrades re: identify need for final revisions; review and analyze bid package re: plumbing upgrades re: identify need for final revisions; draft correspondences to C. Bordin re: bid packages re: electrical upgrades and re: plumbing upgrades	0.90	\$150.00	\$135.00
11/18/2022	JAM	CAPITAL FUND: Review and analyze report from LAN C. Bordin and update specifications for project; re: identifying area of short fall need for repair based upon review; re: analyze options and prepare letter for issuance to Blackrock attorney	1.00	\$150.00	\$150.00
11/21/2022	JB	GENERAL: Review and analyze settlement agreement for S. ██████████, draft correspondences to M. Gilmore and R. Lucas re: modifications to the agreement to allow some repayment in January; draft and revise settlement agreement terms and conditions	1.10	\$150.00	\$165.00
11/21/2022	DH	CAPITAL FUND: Review and analyze correspondence from Joseph Hamaka, opposing counsel re: Black Rock Litigation re: response re: paving repair plan re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
11/21/2022	DH	CAPITAL FUND: telephone conference with Chris	0.10	\$150.00	\$15.00

		Borduin of LAN Associates re: issue bid documents re: electrical upgrades and re: plumbing upgrades			
11/21/2022	MP	GENERAL: Review and assess matter re: eviction case against [REDACTED] re: information from the Superior Court re: case status; review and assess case updates re: [REDACTED] re: payment of rent due and owing as part of settlement agreement; review and analyze updated Certification of Landlord	0.30	\$150.00	\$45.00
11/22/2022	JB	GENERAL: Review and analyze correspondences from R. Lucas re: meeting with [REDACTED] re: settlement agreement; draft correspondences to R. Lucas re: [REDACTED] agreement; review and analyze terms of settlement agreement	0.40	\$150.00	\$60.00
11/22/2022	DH	CAPITAL FUND: review and analyze matter re: Black Rock Litigation re: notify HUD and insurance carrier; review and analyze HUD guidance re: litigation notice requirements; conduct research re: litigation notice requirements re: identify HUD point of contact; draft correspondence to Ventura Simmons of HUD re: litigation notice re: Black Rock Litigation; draft correspondence to Schyler Kohl of Housing Authority Risk Retention Group re: tender of claim re: Black Rock Litigation; draft memorandum re: Black Rock Litigation re: HUD litigation notice and re: tender of claim	1.30	\$150.00	\$195.00
11/22/2022	DH	CAPITAL FUND: review and analyze correspondence from Kim Hauser of LAN Associates re: bid documents re: electrical upgrades and re: plumbing upgrades; collate and compile materials re: bid documents re: electrical upgrades and re: plumbing upgrades	0.20	\$150.00	\$30.00
11/23/2022	DH	CAPITAL FUND: review and analyze matter re: Black Rock Litigation re: schedule telephone conference; review and analyze matter re: Black Rock Litigation re: draft answer to complaint; conduct research re: Black Rock Litigation re: draft answer to complaint re: identify potential affirmative defenses; commence drafting answer to complaint re: Black Rock Litigation	3.00	\$150.00	\$450.00
11/23/2022	JAM	CAPITAL FUND: Review letter from Blackrock counsel; re: rejection of LAN proposal with specifications and details of repair of site; re: objection of milling specifications and repair of black top specifications; re: disposition of final overall repair scope of work; re: time frames; re: confer with and alert Executive Director to matter; re: review and provide legal strategy on defense of case; re: due date for Answer and tender to LAN Engineering for response; re: update with Executive Director on pending legal matters	1.00	\$150.00	\$150.00
11/28/2022	JB	GENERAL: Telephone conferences with M. Gilmore re: settlement conference with [REDACTED]; draft correspondence to M. Gilmore and R. Lucas re: settlement hearing	0.30	\$150.00	\$45.00

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11/28/2022	JB	GENERAL: Prepare for settlement conference with [REDACTED] potential settlement of eviction case for damage, injury, and destruction of premises; draft and revise proposed settlement agreement between HHA and [REDACTED]	0.90	\$150.00	\$135.00
11/28/2022	MP	GENERAL: Review and analyze matter re: case developments re: [REDACTED] re: ability to pay rent due re: upcoming settlement meeting re: pending eviction case for damage, injury, and destruction of premises; review and analyze matter re: settlement meeting and settlement discussions; telephone conference with R. Lucas re: settlement meeting and course to proceed; review and analyze matter re: proceeding with settlement meeting, overall goals, and required revision to draft settlement document	0.90	\$150.00	\$135.00
11/29/2022	DH	CAPITAL FUND: Review and analyze matter re: Black Rock Litigation re: paving repair matter; draft correspondence to Chris Bordin of LAN Associates re: Black Rock Litigation re: paving repair matter; review and analyze correspondences from C. Bordin re: Black Rock Litigation re: paving repair matter	0.50	\$150.00	\$75.00
11/29/2022	JAM	CAPITAL FUND: Review and analyze report from LAN, Chris Bordin; RE: Response to Blackrock refusal to undertake repairs to site; re: review and analyze LAN report for tendering to Blackrock counsel for settlement purposes; re: disposition of repair of project; re: telephone conference with Executive Director on matter	0.70	\$150.00	\$105.00
11/29/2022	JB	GENERAL: Attend settlement conference with [REDACTED] draft and revise terms and conditions of settlement agreement (removal of daughter from unit, rent due dates); conference with R. Lucas and M. Gilmore re: status of [REDACTED] tenancy	1.50	\$150.00	\$225.00
11/29/2022	MP	GENERAL: Review and finalize updated settlement agreement for eviction case against [REDACTED] draft correspondence to M. Gilmore with updated settlement agreement; review and analyze final signed settlement agreement	0.50	\$150.00	\$75.00
11/30/2022	DH	CAPITAL FUND: Review and analyze memoranda re: audit response correspondence re: Black Rock Litigation; review and revise audit response correspondence re: Black Rock Litigation; draft memorandum re: audit response correspondence re: Black Rock Litigation; telephone conference with M. Gilmore re: Black Rock Litigation re: paving repair matter; draft correspondence to Joseph Harraka, opposing counsel re: Black Rock Litigation re: paving repair matter	0.60	\$150.00	\$90.00
11/30/2022	MP	GENERAL: Review and assess matter re: settlement agreement in eviction case against [REDACTED] re: certification of landlord for filing with the court; draft	0.40	\$150.00	\$60.00

Invoice # 1776 - 12/08/2022

		memorandum re: certification of landlord		
11/30/2022	DH	GENERAL: review and analyze memorandum re: workplace poster compliance; research federal requirements re: workplace poster compliance; research state requirements re: workplace poster compliance; draft memorandum re: workplace poster compliance	0.60	\$150.00 \$90.00
11/30/2022	JB	GENERAL; Draft correspondence to M. Gilmore and R. Lucas re: Certification of Landlord in [REDACTED] matter	0.10	\$150.00 \$15.00
11/30/2022	JAM	GENERAL: Finalize letter in Naranjo matter; re: draft email communication to Chairman of Board; re: confer with and report to Executive Director on matter; re: need for response to resident; re: update on litigation case with Executive Director	1.10	\$150.00 \$165.00

Quantity Subtotal 35.6

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	7.3	\$150.00	\$1,095.00
Daryl Howard	11.4	\$150.00	\$1,710.00
Joseph Manfredi	12.3	\$150.00	\$1,845.00
Melissa Pellechio	4.6	\$150.00	\$690.00
Quantity Total			35.6
Subtotal			\$5,340.00
Total			\$5,340.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1776	12/06/2022	\$5,340.00	\$0.00	\$5,340.00
Outstanding Balance				\$5,340.00
Total Amount Outstanding				\$5,340.00

Please make all amounts payable to: Manfredi & Pellechio

Invoice # 1776 - 12/06/2022

Manfredi & Pellechio

P.O. Box 459
Colts Neck, NJ 07722
Phone: 2012161750
Fax: 2012161760

INVOICE

Invoice # 1794
Date: 01/05/2023
Due Upon Receipt

Harrison Housing Authority
Harrison & Schuyler Avenues

Harrison, NJ 07029

03286 - Harrison Housing Authority

Harrison Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
12/01/2022	DH	GENERAL: review and analyze correspondences from M. Gilmore and R. Lucas re: Black Rock Litigation re: paving repair matter; draft correspondences to M. Gilmore and R. Lucas re: Black Rock Litigation re: paving repair matter	0.20	\$150.00	\$30.00
12/01/2022	JB	GENERAL: Draft and revise Certification of Landlord to be filed with the Superior Court, Special Civil Part, re: [REDACTED]	0.40	\$150.00	\$60.00
12/01/2022	JB	GENERAL: Review and analyze police/incident report by Harrison Police Department re: interactions between tenants [REDACTED] and [REDACTED] review and analyze communications sent by both tenants to the HHA re: allegations of harassment and mistreatment; draft and revise correspondence to [REDACTED]; HHA's investigation into [REDACTED] complaint about [REDACTED]; draft correspondence to J. Doran, Chairperson of HHA, re: update and summary [REDACTED] [REDACTED] and M. [REDACTED], draft correspondence to M. Gilmore re: whether [REDACTED] removed AC unit upon being instructed by Director Lucas to do so	1.60	\$150.00	\$240.00
12/01/2022	JAM	GENERAL: Update on Black Rock matter; re: confer with Executive Director; re: finalize [REDACTED] matter; re: email communication and correspondence to Chairman of Board	1.00	\$150.00	\$150.00
12/01/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: Certification by Landlord re: [REDACTED]; draft correspondence to M. Gilmore re: Certification	0.20	\$150.00	\$30.00
12/02/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: Certification of Landlord and [REDACTED] rent due today; draft correspondence to M. Gilmore re:	0.20	\$150.00	\$30.00

		rental payment			
12/02/2022	MP	GENERAL: Review and assess matter re: client execution of Certification of Landlord for settlement agreement in eviction case against [REDACTED] review and assess matter re: filing settlement agreement with the court	0.40	\$150.00	\$60.00
12/05/2022	JB	GENERAL: Draft correspondence to M. Gilmore re: [REDACTED] first payment of back due rent; review and analyze correspondence from M. Gilmore re: repayment plan	0.20	\$150.00	\$30.00
12/05/2022	JB	GENERAL: Telephone conference with Hudson County Superior Court, Special Civil Division, re: scheduling of a case management conference; review and analyze status of eviction complaint filed with Hudson County Landlord Tenant Court	0.30	\$150.00	\$45.00
12/05/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: status of [REDACTED] and [REDACTED] matter	0.10	\$150.00	\$15.00
12/05/2022	JAM	GENERAL: Telephone conference with Executive Director; re: pending legal matters concerning [REDACTED] and Blackstone cases; re: update on pending legal matters for Executive Director	0.90	\$150.00	\$135.00
12/06/2022	DH	CAPITAL FUND: review and analyze matter re: capital fund re: eligible activities; research federal regulations re: capital fund re: eligible activities; research federal guidance re: capital fund re: eligible activities; draft memorandum re: capital fund re: eligible activities	0.50	\$150.00	\$75.00
12/06/2022	DH	GENERAL: review and analyze matter re: Black Rock Litigation	0.10	\$150.00	\$15.00
12/06/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: automobile insurance coverage; review and analyze policy documents re: automobile insurance coverage; draft correspondence to M. Gilmore re: automobile insurance coverage	0.40	\$150.00	\$60.00
12/06/2022	MP	GENERAL: Review and assess matter re: settlement in eviction case against [REDACTED], review and analyze matter re: required filing of certification of landlord's attorney; review and analyze required modifications to court form for certification of landlord's attorney; draft memorandum re: required modifications to certification of landlord's attorney for eviction case for damage, injury, and destruction of premises	0.60	\$150.00	\$90.00
12/07/2022	JB	GENERAL: Draft Certification of Landlord's Attorney for [REDACTED] matter; review and analyze lease and eviction complaint	0.50	\$150.00	\$75.00
12/07/2022	DH	GENERAL: review and analyze matter re: Black Rock	0.30	\$150.00	\$45.00

		Litigation re: stipulation extending time for answer; draft stipulation extending time for answer re: Black Rock Litigation; draft correspondence to Erik Derr, opposing counsel re: stipulation extending time for answer re: Black Rock Litigation			
12/07/2022	MP	GENERAL: Review and file settlement agreement with Superior Court in eviction case against [REDACTED]; draft memorandum re: preparation of certification of landlord and eviction case notices for filing with the court	0.40	\$150.00	\$60.00
12/07/2022	JAM	GENERAL: Telephone conferences with Blackrock attorney; re: status of review and response to LAN report containing detail instructions on steps to repair project and restore to original specifications; re: secure additional time for response to complaint from Eric Derr, attorney to Blackrock; re: confer with attorney Derr and review position of Blackrock in response to LAN report; re: review, analyze and confirm email communications with Blackrock attorney; re: need for response to HHA in matter; re: potential meeting with LAN on site and alternative means to secure potential resolution of matter	1.40	\$150.00	\$210.00
12/08/2022	MP	GENERAL: Review and analyze draft certification of landlord re: [REDACTED] eviction case settlement; draft memorandum re: adjustment to certification of landlord re: legal standard for eviction case for damage, injury, and destruction of premises; review and file with Superior Court certification of landlord with eviction case notices; draft memorandum re: preparation of correspondence to tenant re: documents filed in court in eviction case for damage, injury, and destruction of premises	0.50	\$150.00	\$75.00
12/08/2022	JAM	GENERAL: Blackrock Litigation matter; re: telephone conference with Blackrock attorney; re: efforts to resolve matter and conclude litigation; re: proposed meeting with LAN Associates and Blackrock representatives at site and instructions from LAN for Blackrock to identify and undertake repair of defects; re: confer with and report to Executive Director	0.50	\$150.00	\$75.00
12/09/2022	JB	GENERAL: Review and revise Certification of Landlord's Attorney; review and analyze multiple correspondences from the court re: filing of settlement agreement with [REDACTED]; telephone conference with Hudson County Superior Court re: scheduling of case management conference; draft correspondence to M. Gilmore re: status of [REDACTED] payment due today; review and analyze multiple correspondences from M. Gilmore re: [REDACTED] payment	0.90	\$150.00	\$135.00
12/09/2022	MP	GENERAL: Review and assess matter re: information from the court re: status of court proceedings in eviction case against [REDACTED]; review and file certification of landlord's attorney with Superior Court in support of	0.50	\$150.00	\$75.00

		settlement agreement in eviction case against [REDACTED] [REDACTED] review and assess matter re: payment from tenant received re: settlement agreement in eviction case re: payment of back rent			
12/09/2022	JAM	GENERAL: Review and analyze status of pending urgent legal matters; re: confidential matters to Executive Director (HR) and related matters for litigation case	1.30	\$150.00	\$195.00
12/12/2022	DH	GENERAL: draft correspondence to Chris Bordin of LAN Associates re: Black Rock Litigation re: cost to remediate defective work	0.10	\$150.00	\$15.00
12/12/2022	JB	GENERAL: Review and analyze correspondence from M. Gilmore re: payment by [REDACTED] draft correspondence to [REDACTED] re: settlement agreement, certification of landlord, and certification of landlord's attorney; review and analyze certifications and agreement; review and analyze multiple correspondences from the Superior Court re: [REDACTED] litigation	0.90	\$150.00	\$135.00
12/12/2022	JAM	GENERAL: Black Rock Litigation matter; re: telephone conferences with Executive Director and email communications with LAN; re: potential basis for resolution of case; re: evaluation of damages for case and potential quotes from third party contractor to repair; re: confer with Black Rock attorney	1.00	\$150.00	\$150.00
12/14/2022	DH	GENERAL: review and analyze matter re: personnel matters re: employee complaints and re: on-call response re: ascertain appropriate course of action to proceed	0.20	\$150.00	\$30.00
12/15/2022	DH	GENERAL: draft correspondence to Erik Darr, opposing counsel re: Black Rock Litigation re: responsive pleading	0.10	\$150.00	\$15.00
12/15/2022	DH	GENERAL: review and analyze correspondence from M. Gilmore re: insurance coverage renewal; review and analyze insurance renewal documentation re: property valuation; draft correspondence to M. Gilmore re: insurance coverage renewal; draft memorandum re: personnel matter re: complaint procedures; review and analyze correspondence from M. Gilmore re: personnel matter re: on-call response and re: supervisor directive; review and analyze personnel policy re: grounds for disciplinary action re: personnel matter re: on-call response and re: supervisor directive; review and analyze file re: prior disciplinary history re: personnel matter re: on-call response and re: supervisor directive; research State regulations re: Civil Service requirements re: disciplinary action re: personnel matter re: on-call response and re: supervisor directive; draft personnel memorandum re: disciplinary action re: personnel matter re: on-call response and re:	2.90	\$150.00	\$435.00

		supervisor directive; draft memorandum re: disciplinary action re: personnel matter re: on-call response and re: supervisor directive			
12/15/2022	JAM	GENERAL; Telephone conferences with Executive Director; re: Personnel Policy matters; re: memorandum for Executive Director; re: personnel matters; (confidential personnel legal guidance to Executive Director); re: finalize memorandum for Executive Director; re: personnel disciplinary matter; re: finalize matter for Director	1.50	\$150.00	\$225.00
12/15/2022	DH	CAPITAL FUND: telephone conference with M. Gilmore re: confirm bid opening re: electrical upgrades and re: plumbing upgrades; collate and compile materials re: bid opening re: electrical upgrades and re: plumbing upgrades	0.20	\$150.00	\$30.00
12/15/2022	JB	GENERAL: Review and analyze correspondence from R. Lucas re: settlement agreement and hearing with tenant [REDACTED]	0.20	\$150.00	\$30.00
12/15/2022	MP	GENERAL; Draft correspondence to R. Lucas re: settlement hearing in eviction case against [REDACTED]; review and finalize correspondence to [REDACTED]; documents filed in Superior Court in eviction case for damage, injury, and destruction of premises; draft memorandum re: service of filed documents upon tenant	0.90	\$150.00	\$135.00
12/15/2022	JAM	GENERAL: Confirm extension of time to answer complaint; review and analyze proposed response and counterclaim against Black Rock for filing in NJ Superior Court	1.80	\$150.00	\$240.00
12/16/2022	JB	GENERAL: Review and analyze correspondences from M. Gilmore and R Lucas re: settlement conference before Judge Lynes in the [REDACTED] matter; review and analyze correspondence from the Landlord Tenant Court re: settlement conference; prepare and forward documents to [REDACTED]	0.60	\$150.00	\$90.00
12/16/2022	JB	GENERAL: Prepare for settlement conference before Judge re: [REDACTED]	0.50	\$150.00	\$75.00
12/16/2022	DH	CAPITAL FUND: conference with R. Lucas re: bid openings re: electrical upgrades and re: plumbing upgrades and re: additional capital improvement project re: security camera upgrades; prepare for and attend bid openings re: electrical upgrades and re: plumbing upgrades; review and analyze bids re: electrical upgrades re: compliance with bid requirements; review and analyze bid re: plumbing upgrades re: compliance with bid requirements; conference with R. Lucas, E. Gilmore, and Chris Borduin of LAN Associates re: bid results re: electrical upgrades and re: plumbing upgrades and re: capital fund deadlines and re:	4.00	\$150.00	\$600.00

		additional capital improvement projects			
12/16/2022	MP	GENERAL: Review and analyze correspondence from R. Lucas re: settlement hearing in eviction case against [REDACTED] re: damage, injury, and destruction of premises; review and analyze correspondence from M. Gilmore re: settlement hearing and contacting tenant; review and analyze matter re: preparation for settlement hearing re: presentation of settlement agreement, questions for client, preparation to address judicial questions and concerns, and preparation of client for participation in hearing	0.60	\$150.00	\$90.00
12/16/2022	JAM	GENERAL: Finalize draft of personnel action memorandum for Executive Director; re: personnel disciplinary action; review and analyze and finalize memorandum for file and employee; re: disposition of documented record for action by Executive Director; re: confer with Executive Director on matter	1.10	\$150.00	\$165.00
12/18/2022	DH	GENERAL: review and analyze matter re: Black Rock Litigation re: finalize and file answer; review and analyze matter re: Black Rock Litigation re: counterclaims; conduct research re: draft counterclaims; review and revise answer re: Black Rock Litigation re: affirmative defenses and re: counterclaims; e-file answer and counterclaims re: Black Rock Litigation	1.60	\$150.00	\$240.00
12/18/2022	JAM	GENERAL: Black Rock matter; re: finalize litigation answer and counterclaim to complaint for filing with NJ Superior Court	1.40	\$150.00	\$210.00
12/19/2022	DH	CAPITAL FUND: review and analyze matter re: items to be addressed at upcoming Board meeting; draft resolution re: contract award re: electrical upgrades; draft resolution re: bid rejection re: plumbing upgrades; draft resolution re: authorize capital fund obligation; draft memorandum re: resolutions re: contract award and re: bid rejection and re: capital fund obligation; draft correspondence to M. Gilmore re: resolutions re: contract award and re: bid rejection	1.00	\$150.00	\$150.00
12/19/2022	JB	GENERAL: Draft correspondence to R. Lucas and M. Gilmore re: settlement conference, status of tenant [REDACTED] rent, and status of [REDACTED] removed from the household; prepare for settlement conference	0.70	\$150.00	\$105.00
12/19/2022	JB	GENERAL: Review and analyze settlement agreement and eviction complaint; telephone conferences with R. Lucas and M. Gilmore re: settlement conference; prepare for settlement conference; appear virtually in Superior Court before Judge Lynes for hearing on settlement agreement in eviction case against [REDACTED] for damage, injury, and destruction of premises	1.10	\$150.00	\$165.00

12/19/2022	MP	GENERAL: Review and assess matter re: preparation for settlement hearing in eviction case against [REDACTED] re: communication with client; review and assess matter re: settlement hearing and approval of settlement agreement by Judge Lynes	0.20	\$150.00	\$30.00
12/19/2022	JAM	GENERAL: Review and finalize all material and resolutions for Board Meeting; re: review with Executive Director; re: rejection of bids and award of bid; re: review Capital Funds timelines and prepare all matter for Executive Director for Board Meeting	0.90	\$150.00	\$135.00
12/20/2022	DH	GENERAL: review and analyze correspondences from Erik Derr, opposing counsel re: Black Rock Litigation re: stipulation and re: deposit	0.10	\$150.00	\$15.00
12/20/2022	JAM	GENERAL: Telephone conferences with Executive Director; re: confidential legal matters including disposition of counter claims in Black Rock case and pending personnel matters; re: update for Board Meeting; re: LAN securing quotes	0.50	\$150.00	\$75.00
12/20/2022	JAM	GENERAL: Attend Board of Commissioners Meeting	0.40	\$150.00	\$60.00
12/21/2022	DH	CAPITAL FUND: review and analyze matter re: post-meeting action items re: award contract re: electrical upgrades and re: reject bid re: plumbing upgrades; draft notice of award re: electrical upgrades; review and finalize contract re: electrical upgrades; draft correspondence re: reject bid re: plumbing upgrades; draft correspondence to M. Gilmore re: post-meeting action items re: award contract re: electrical upgrades and re: reject bid re: plumbing upgrades	0.90	\$150.00	\$135.00
12/21/2022	JAM	GENERAL: Address post Board meeting legal matters; re: bid notice of award; re: bid of plumbing bid with revisions to scope and tasking HUD compliance and all necessary items; re: confer with Executive Director; re: pending legal matters and tenancy matters	0.80	\$150.00	\$120.00
12/22/2022	DH	CAPITAL FUND: telephone conference with M. Gilmore and R. Lucas re: notice of award re: electrical upgrades; review and analyze correspondences from M. Gilmore re: notice of award re: electrical upgrades and re: bid rejection re: plumbing upgrades	0.20	\$150.00	\$30.00
12/23/2022	DH	GENERAL: review and analyze matter re: Black Rock Litigation re: status; draft correspondence to Erik Derr, opposing counsel re: Black Rock Litigation re: filed answer; communicate with Chris Borduin of LAN Associates re: Black Rock Litigation re: paving remediation costs	0.30	\$150.00	\$45.00
12/29/2022	JB	GENERAL: Review and analyze settlement agreement executed by Judge Lynes between the HHA and [REDACTED] review and analyze correspondence from the court re: notifications to tenant	0.30	\$150.00	\$45.00

Invoice # 1794 - 01/05/2023

		Quantity Subtotal	40.2
Time Keeper	Quantity	Rate	Total
Jennifer Barnes	8.7	\$150.00	\$1,305.00
Daryl Howard	13.1	\$150.00	\$1,965.00
Joseph Manfredi	14.3	\$150.00	\$2,145.00
Melissa Pellechio	4.1	\$150.00	\$615.00
		Quantity Total	40.2
		Subtotal	\$8,030.00
		Total	\$6,030.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1794	01/05/2023	\$6,030.00	\$0.00	\$6,030.00
			Outstanding Balance	\$6,030.00
			Total Amount Outstanding	\$6,030.00

Please make all amounts payable to: Manfredi & Pellechio