

Manfredi & Pellechio

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

INVOICE

Invoice # 1546
Date: 02/22/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
01/19/2022	JAM	Confer with Executive Director; re: review email communication from Personnel Committee member; re: questions posed; re: provide legal advice and guidance on matter	0.20	\$150.00	\$30.00
01/25/2022	JAM	Review and analyze contract; re: personnel matter with Executive Director; re: Grant funds and related aspects of a social worker; re: related use of funds under Grant in most efficacious manner; re: commence review of matter; re: review and amend for legal; re: memorandum for Executive Director consideration	1.10	\$150.00	\$165.00
01/26/2022	JAM	Prepare memorandum for Executive Director; re: legal matters for Contract Grant; re: confer with Executive Director and finalize matter; re: memorandum for Personnel Committee	0.60	\$150.00	\$90.00
01/28/2022	DH	Review and analyze correspondence from M. Tchinchinian re: materials re: upcoming Board meeting; review and revise Executive Director report re: contract awards re: professional services; review and revise resolutions re: contract awards re: professional services; review and revise resolution re: contract award re: family self-sufficiency program management services; draft memoranda re: Executive Director report and re: resolutions re: contract awards re: professional services; draft correspondence to M. Tchinchinian re: Executive Director report and re: resolutions re: contract awards re: professional services	1.40	\$150.00	\$210.00
01/28/2022	JAM	Confer with Executive Director; re: review pending legal matters for Board Meeting	0.20	\$150.00	\$30.00
01/31/2022	JAM	Review and analyze Board package and pending legal matters for Board Meeting; re: Grant matters and related legal items	0.30	\$150.00	\$45.00

01/31/2022	JAM	Review and analyze Board package; re: review pending legal matters for Board Meeting	0.70	\$150.00	\$105.00
02/01/2022	DH	Review and analyze memorandum; re: reinstatement of COVID-19 public health emergency; re: impact on ability to hold in-person Board Meetings; re: review and analyze State executive orders; re: reinstatement of COVID-19 public health emergency; re: prepare memorandum; re: reinstatement of COVID-19 public health emergency; re: impact on ability to hold in-person Board Meetings	0.50	\$150.00	\$75.00
02/01/2022	JAM	Attend February Board of Commissioners Meeting	0.40	\$150.00	\$60.00
02/03/2022	DH	Review and analyze matter re: Executive Director performance review; draft memorandum re: Executive Director performance review	0.20	\$150.00	\$30.00
02/10/2022	JB	Review and analyze failure of K. Otto to pay rent and actions which DHA should pursue matter; re: review and analyze G. Figueroa's violation of no smoking addendum in lease and actions which DHA should pursue	0.30	\$150.00	\$45.00
02/10/2022	MP	Review and assess matter re: smoking violations by tenant; review and analyze matter re: DHA smoking policy and re: required assessment of type of notice required re: smoking policy re: potential warning notices prior to notice to cease breach of lease; review and assess matter re: failed auto debits re: insufficient funds re: late payment of rent re: appropriate tenancy notice; review and assess required formats for first and second warning letters re: violation of smoking policy	0.90	\$150.00	\$135.00
02/14/2022	JB	Review and analyze matters concerning tenant smoking in unit and tenant's failed rental payment	0.10	\$150.00	\$15.00
02/15/2022	JB	Review and analyze facts known to date; re: tenant smoking in unit (G. Figueroa); review and analyze Smoke Free Policy to Lease Addendum and Smoke Free Building Agreement; re: prepare First Notice to G. Figueroa; re violation of Authority's No Smoking Policy; review and analyze matter	1.10	\$150.00	\$165.00
02/15/2022	JB	Review, identify, and analyze K. Otto's rental payments for unit; re: terms and provisions contained within lease; re: when rent is due; re: review and identify K. Otto's history of making late rental payments and overall timeliness of her payments; re: review and analyze penalties for nonpayment and late payments in lease pursuant to federal regulations governing housing programs; re: prepare Notice to Cease for K. Otto based upon rental payment being declined for insufficient funds in bank account; re: detail reasons why Notice has been issued; re: review and analyze matter	2.40	\$150.00	\$360.00

02/15/2022	JB	Review and analyze lease agreement terms and conditions for G. Figueroa; review and analyze Smoke Free Policy for Dover HA property; re: prepare First Notice to G. Figueroa; re: violation of Smoke Free Policy; review and analyze matter	0.50	\$150.00	\$75.00
02/15/2022	DH	Review and analyze matter re: personnel matter re: Executive Director performance review	0.10	\$150.00	\$15.00
02/15/2022	JAM	Update with Executive Director; re: pending legal matters; re: resident and personnel matters; re: website items	0.30	\$150.00	\$45.00
02/15/2022	MP	Review and revise Notice to Cease to K. Otto re: habitual late payment of rent and substantial violation of lease re: failed auto debits re: insufficient funds; draft memorandum re: required additional information on late rental payment re: Notice to Cease; review and finalize updated Notice to Cease to K. Otto; draft correspondence to M. Tchinchinian re: execution and service of Notice to Cease	0.90	\$150.00	\$135.00
02/16/2022	JAM	Review and analyze email communication from Executive Director; re: lease violations and tenancy matters related to pending items; re: Notice to Cease, Notice of lease violation, and pending matter of resident; re: provide legal advice and guidance; re: pending action items; re: provide legal advice, guidance and legal options; re: prepare outline of legal action items; re: legal notices	2.00	\$150.00	\$300.00
02/17/2022	JAM	Review and analyze documents from Executive Director; re: prepare personnel evaluation sheet and criteria; re: finalize issue and confer with Executive Director	1.00	\$150.00	\$150.00

Quantity Subtotal 15.2

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	4.4	\$150.00	\$660.00
Daryl Howard	2.2	\$150.00	\$330.00
Joseph Manfredi	6.8	\$150.00	\$1,020.00
Melissa Pellechio	1.8	\$150.00	\$270.00
		Quantity Total	15.2
		Subtotal	\$2,280.00
		Total	\$2,280.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1546	02/22/2022	\$2,280.00	\$0.00	\$2,280.00
Outstanding Balance				\$2,280.00
Total Amount Outstanding				\$2,280.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1568
Date: 03/22/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
02/23/2022	DH	Review and analyze correspondences from M. Tchinchinian re: items to be addressed at upcoming Board meeting re: hire employee and re: award contract re: sewage ejector pump replacement; telephone conference with M. Tchinchinian re: resolution re: award contract re: sewage ejector pump replacement; review and revise resolution re: contract award re: sewage ejector pump replacement; review and revise resolution re: hire employee; draft memorandum re: resolution re: hire employee; draft correspondence to M. Tchinchinian re: contract award re: sewage ejector pump replacement	1.30	\$150.00	\$195.00
02/24/2022	DH	Review and analyze correspondences from m M. Tchinchinian re: Executive Director report; review and revise Executive Director report re: procurement matters and re: personnel matter; draft correspondences to M. Tchinchinian re: Executive Director report	0.40	\$150.00	\$60.00
02/28/2022	JAM	Review and analyze email communication from Board Member; re: provide legal advice and guidance to Executive Director on matter; re: change of meeting; re: NJ Open Public Meetings Act; re: advertisements requirements and related legal matters for change in meeting; re: update with Executive Director; re: pending legal matters for Board Meeting	0.90	\$150.00	\$135.00
03/01/2022	JAM	Prepare for and attend Board of Commissioners Meeting; re: prepare for meeting; re: pending legal matters; re: personnel evaluation for Executive Director	0.50	\$150.00	\$75.00
03/08/2022	JB	Review and analyze no-smoking agreement and no smoking lease addendum for tenants on John D. Rich Dover Senior Apartments; re: prepare and revise first warning letter to G. Figueroa re: re: smoking in his unit;	0.90	\$150.00	\$135.00

		review and analyze matter			
03/10/2022	MP	Review and analyze pending tenancy matters re: smoking and late payment of rent re: tenancy action	0.10	\$150.00	\$15.00
03/10/2022	MP	Reviews and assess matter re: smoking violation re: required review of no-smoking policy and lease addendum re: initial notice of violation of policy	0.10	\$150.00	\$15.00
03/10/2022	JAM	Confer with Chairman Toohey; re: proceeding on pending personnel matter; re: review of proposed evaluation of Executive Director; re: means and protocol identified by Board Chairman; re: confer with Executive Director on matter	0.30	\$150.00	\$45.00
03/21/2022	JB	Review and analyze status of no-smoking warning letter to tenant G. Figueroa; review and analyze matter	0.10	\$150.00	\$15.00
03/21/2022	DH	Review and analyze matter re: procurement matter re: laundry equipment; conduct research re: potential vendors re: laundry equipment; draft memorandum re: procurement matter re: laundry equipment re: potential vendors; review and analyze matter re: applicant matter re: wage garnishment; research federal regulations re: applicant matter re: wage garnishment; research federal guidance re: applicant matter re: wage garnishment; draft memorandum re: applicant matter re: wage garnishment	2.40	\$150.00	\$360.00
03/21/2022	MP	Review and analyze applicant matter re: wage garnishment re: required research re: calculation of income and rent	0.20	\$150.00	\$30.00
03/22/2022	JAM	Review and analyze procurement matters; re: purchase of laundry machines; re: NJ Local Public Contracts Law; re: prepare email communication to Personnel Committee; re: Executive Director evaluation; re: confer with Executive Director; re: all pending legal matters	1.00	\$150.00	\$150.00

Quantity Subtotal 8.2

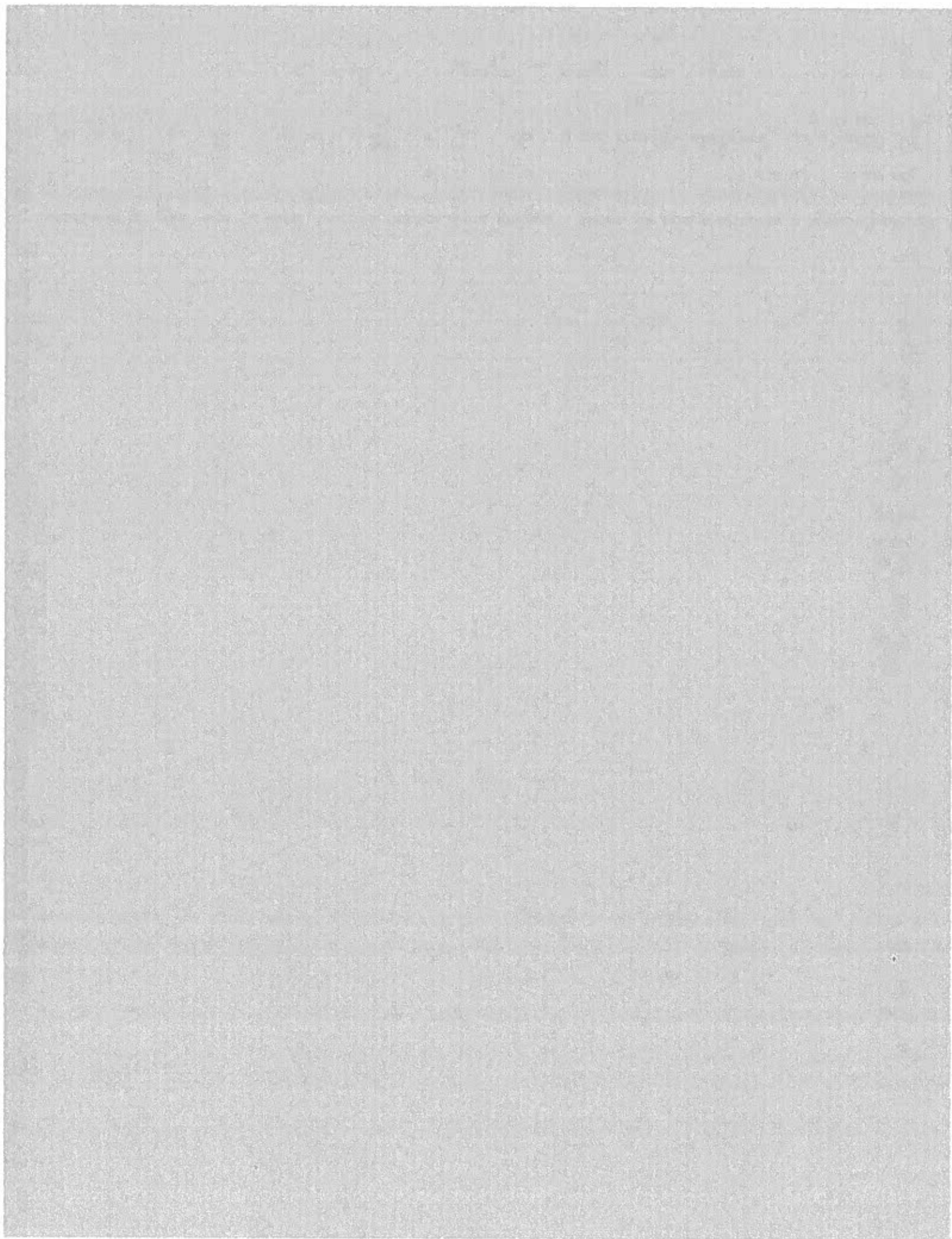
Time Keeper	Quantity	Rate	Total
Jennifer Barnes	1.0	\$150.00	\$150.00
Daryl Howard	4.1	\$150.00	\$615.00
Joseph Manfredi	2.7	\$150.00	\$405.00
Melissa Pellechio	0.4	\$150.00	\$60.00
		Quantity Total	8.2
		Subtotal	\$1,230.00
		Total	\$1,230.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1568	03/22/2022	\$1,230.00	\$0.00	\$1,230.00
Outstanding Balance				\$1,230.00
Total Amount Outstanding				\$1,230.00

Please make all amounts payable to: Manfredi & Pellechio



Manfredi & Pellechio

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

INVOICE

Invoice # 1591
Date: 04/22/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
03/21/2022	JAM	Review laundry equipment vendors for Executive Director; re: compliance with procurement requirements	0.20	\$150.00	\$30.00
03/22/2022	JAM	Email communication to Executive Director; re: sources of laundry equipment; re: confer with Executive Director; re: procurement compliance	0.20	\$150.00	\$30.00
03/23/2022	DH	Review and analyze correspondence from M. Tchinchinian re: procurement matter re: laundry equipment purchase re: new price quotation; conduct research re: state cooperative purchasing contracts list re: laundry equipment purchase; draft memorandum re: procurement matter re: laundry equipment purchase re: new price quotation; telephone conference with M. Tchinchinian re: procurement matters re: laundry equipment purchase and re: kitchen appliances purchase; review and analyze correspondence from M. Tchinchinian re: procurement matter re: kitchen appliances purchase; draft bid documents re: kitchen appliances purchase; draft memorandum re: bid documents re: kitchen appliances purchase	3.70	\$150.00	\$555.00
03/24/2022	DH	Review and analyze correspondence from M. Tchinchinian re: resolution re: landscaping services; review and revise resolution re: landscaping services; draft memorandum re: resolution re: landscaping services; draft correspondence to M. Tchinchinian re: resolution re: landscaping services; draft correspondence to M. Tchinchinian re: bid documents re: kitchen appliances; review and analyze correspondences from M. Tchinchinian re: Section 8 matter re: HQS inspection waiver; research federal regulations re: HQS inspection requirements; research HUD guidance re: HQS inspection waiver; draft memorandum re: Section 8 matter re: HQS inspection waiver	2.70	\$150.00	\$405.00

03/24/2022	JAM	Review and analyze legal inquiries and email communications from Executive Director; re: pending legal matters; re: congressional inquiry and HQS inspection; re: related income questions and landscape and laundry bid matters	0.30	\$150.00	\$45.00
03/24/2022	JAM	Review and analyze email communications with Executive Director; re: email communications to and from HUD; re: HQS Inspection Waiver under HUD Covid extension; re: law expired allowing for waiver of inspection; review email communications with HUD and provide legal guidance to Executive Director	0.50	\$150.00	\$75.00
03/25/2022	DH	Review and analyze correspondence from M. Tchinchinian re: kitchen appliances bid re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
03/28/2022	DH	Review and analyze correspondence from M. Tchinchinian re: bid documents re: kitchen appliances; draft correspondence to M. Tchinchinian re: bid documents re: kitchen appliances; review and analyze correspondence from M. Tchinchinian re: Section 8 matter re: portability re: applicable payment standards; research HUD regulations re: Section 8 matter re: portability re: applicable payment standards; research HUD guidance re: Section 8 matter re: portability re: applicable payment standards; draft memorandum re: Section 8 matter re: portability re: applicable payment standards	1.70	\$150.00	\$255.00
03/29/2022	DH	Review and analyze matter re: Section 8 matter re: portability re: applicable payment standards	0.10	\$150.00	\$15.00
03/29/2022	JAM	Review email communications with Executive Director; re: pending legal questions	0.20	\$150.00	\$30.00
03/30/2022	JAM	Review and analyze email communications and work on pending legal responses to Executive Director	0.50	\$150.00	\$75.00
03/31/2022	DH	Communicate with M. Tchinchinian re: Board package re: upcoming meeting; draft updated resolution re: contract award re: laundry equipment purchase; draft correspondence to M. Tchinchinian re: updated resolution re: laundry equipment purchase	0.50	\$150.00	\$75.00
03/31/2022	JAM	Review and analyze email communications with Executive Director; re: prepare legal response and provide legal advice and guidance to pending legal questions under HUD regulations; re: prepare and issue Audit letter to Mr. Giampolo; re: confer with Executive Director; re: pending legal matters; re: email communications with Chairman and Board members; re: Section 8 Administration; re: finalize for issuance review response	1.00	\$150.00	\$150.00
04/01/2022	DH	Review and analyze correspondence from M. Tchinchinian re: Executive Director report re: upcoming	0.70	\$150.00	\$105.00

		Board meeting; review and analyze matter re: Identify items to be addressed at upcoming Board meeting; review and revise Executive Director report re: procurement matters and re: employee hiring and re: emergency fire procedures and re: temporary assistance programs and re: family self-sufficiency program activities and re: housing choice voucher program activities; draft correspondence to M. Tchinchinian re: revised Executive Director report			
04/01/2022	JAM	Review and analyze email communications with Executive Director; re: ending legal request of Board for Section 8 presentation; review information to be presented to Board	0.30	\$150.00	\$45.00
04/05/2022	JB	Review and analyze No-Smoking Policy; re: No Smoking lease addendum and First Warning Notice to G. Figueroa.	0.10	\$150.00	\$15.00
04/05/2022	MP	Review and assess matter re: action on smoking violation re: information from client for inclusion in warning letter re: violation of no-smoking policy re: required details of tenant's smoking in violation of policy	0.10	\$150.00	\$15.00
04/05/2022	JAM	Prepare for and attend Board Meetings; review and analyze pending items with Executive Director and all related legal items; re: Section 8 course requirements and pending legal matters	1.10	\$150.00	\$165.00
04/14/2022	JAM	Confer with Executive Director; re: pending legal matters; re: preparation for Section 8 presentation to Board of Commissioners; re: pending legal matters; re: procurement, and personnel discussion with Board	0.90	\$150.00	\$135.00
04/14/2022	JAM	Telephone conferences with Executive Director; re: pending legal matters; re: provide legal advice and guidance; re: update proposed Section 8 program for Board members; re: update with Chairman on personnel and provide legal advice and guidance; re: update and finalize Power Point presentation	1.50	\$150.00	\$225.00
04/19/2022	MP	Review and analyze Smoke Free Building Agreement for G. Figueroa re: smoking policy violation; review and analyze Smoke Free Policy Lease Addendum for G. Figueroa re: violation; review and finalize First Warning Letter re: violation of no-smoking policy for G. Figueroa; draft memorandum re: lease agreement re: service requirements re: service of First Warning Letter	1.10	\$150.00	\$165.00
04/19/2022	JAM	Review and analyze pending legal matters with Executive Director; re: prepare for presentation to Board of Commissioners; re: provide legal advice and guidance; re: use of PHA property pending residency matters and HUD compliance items; re: pending disposition of legal matters	1.00	\$150.00	\$150.00
04/20/2022	MP	Review and analyze memorandum re: G. Figueroa re:	0.30	\$150.00	\$45.00

		lease requirements for service of notice; review and update first warning letter under No Smoking Policy to G. Figueroa; draft correspondence to M. Tchinchinian re: service of first warning letter and collection of potential future evidence of smoking			
04/20/2022	DH	Review and analyze matter re: prepare presentation re: Section 8 voucher program; conduct research re: Section 8 voucher program re: program purpose and re: program size and re: application and selection process and re: voucher issuance and re: lease-up process and re: recertifications and re: HQS inspections and re: privacy act obligations; draft Powerpoint presentation re: Section 8 voucher program; draft memorandum re: Powerpoint presentation re: Section 8 voucher program; draft correspondence to M. Tchinchinian re: kitchen appliance bid	3.60	\$150.00	\$540.00
04/20/2022	JAM	Telephone conference with Executive Director and Board Chairman; re: pending legal matters for upcoming Board Meeting; re: Section 8 presentation and related legal matters; re: personnel review and evaluation of Executive Director performance evaluation; re: confer with and report to Chairman, Vice-Chair and Executive Director on matter; review outline of presentation to Board for May Board Meeting	1.00	\$150.00	\$150.00
04/22/2022	JAM	Finalize Power Point proposal for Board Meeting; re: confer with and email communications with Executive Director and DHA Accountant	1.00	\$150.00	\$150.00
			Quantity Subtotal		24.4

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	0.1	\$150.00	\$15.00
Daryl Howard	13.1	\$150.00	\$1,965.00
Joseph Manfredi	9.7	\$150.00	\$1,455.00
Melissa Pellechio	1.5	\$150.00	\$225.00
		Quantity Total	24.4
		Subtotal	\$3,660.00
		Total	\$3,660.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1591	04/22/2022	\$3,660.00	\$0.00	\$3,660.00
			Outstanding Balance	\$3,660.00
			Total Amount Outstanding	\$3,660.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1622
Date: 05/26/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
04/19/2022	JAM	Review and analyze all pending legal issues with Executive Director	1.00	\$150.00	\$150.00
04/21/2022	JAM	Finalize Section 8 presentation to Board of Commissioners for May 2022 Meeting	0.50	\$150.00	\$75.00
04/22/2022	DH	Review and analyze matter re: presentation re: Section 8 voucher program; review and analyze matter re: client feedback re: presentation re: Section 8 voucher program; review and finalize presentation re: Section 8 voucher program; draft memorandum re: presentation re: Section 8 voucher program	0.50	\$150.00	\$75.00
04/27/2022	JAM	Finalize presentation for Board; re: Section 8 Program	0.20	\$150.00	\$30.00
04/28/2022	JAM	Confer with Executive Director, re: pending legal matters for upcoming May Board Meeting; re: review email communications; re: confirm for presentation to Board and personnel matter	0.20	\$150.00	\$30.00
04/29/2022	JAM	Prepare and finalize a presentation to entire Board for Section 8; re: HUD functioning of program; re: all specific aspects of Dover Housing Authority Section 8 Housing Choice Voucher Program; re: disposition of HUD requirements; re: manner and method to apply HUD and federal regulatory requirements	1.00	\$150.00	\$150.00
05/02/2022	DH	Review and analyze correspondence from M. Tchinchinian re: kitchen appliances bid; draft correspondence to M. Tchinchinian re: kitchen appliances bid; telephone conference with M. Tchinchinian re: kitchen appliances bid	0.20	\$150.00	\$30.00
05/03/2022	JAM	Prepare for and attend May 2022 Board of Commissioners Meeting	1.00	\$150.00	\$150.00
05/04/2022	JAM	Review post Board Meeting legal matters with	0.40	\$150.00	\$60.00

		Executive Director			
05/09/2022	DH	Telephone conference with M. Tchinchinian re: kitchen appliances bid re: status	0.10	\$150.00	\$15.00
05/11/2022	DH	Telephone conference with M. Tchinchinian re: kitchen appliances bid re: appliance selection; review and analyze correspondence from M. Tchinchinian re: kitchen appliances bid re: appliance selection; conduct research re: appliance specifications; review and revise bid documents re: kitchen appliances re: appliance selection; draft correspondence to M. Tchinchinian re: revised bid documents re: kitchen appliances	1.00	\$150.00	\$150.00
05/17/2022	JAM	Review, analyze and update with Executive Director on Section 8 recipient; re: refusal to engage in the inspection of unit, as required by US Department of HUD regulations; re: expiration of Cares Act Covid HUD Covid Waivers	0.60	\$150.00	\$90.00
05/20/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: advertisement and re: bid package; review and finalize advertisement re: kitchen appliances bid; review and finalize bid package re: kitchen appliances bid; draft correspondences to M. Tchinchinian re: kitchen appliances bid re: advertisement and re: bid package	1.10	\$150.00	\$165.00
05/23/2022	DH	Review and analyze correspondence from M. Tchinchinian re: kitchen appliances bid re: advertisement; draft correspondence to M. Tchinchinian re: kitchen appliances bid re: advertisement	0.20	\$150.00	\$30.00
05/24/2022	JAM	Confer with Executive Director; re: pending legal matters; re: tenancy matter, specifically abusive language towards staff; re: review lease	0.30	\$150.00	\$45.00
05/24/2022	JB	Review and analyze underlying facts concerning tenant who is verbally harassing staff and actions to submit Notice to Cease	0.30	\$150.00	\$45.00
05/24/2022	MP	Review and analyze new matter re: I. Ramirez re: ongoing disruptive and inappropriate behavior; review and analyze matter re: appropriate tenancy action re: preparation of notice to cease for disorderly conduct and potential breach of lease and potential violation of rules and regulations; review and assess matter re: structure, format, and content of notice to cease	0.50	\$150.00	\$75.00
05/25/2022	JB	Draft multiple correspondences to M. Tchinchinian re: interactions that tenant I. Rameriz has had with other tenants and staff; review and analyze correspondences from M. Tchinchinian re: Rameriz's interactions with certain staff members; review and analyze statements of staff members; review and analyze tenant's lease; review and analyze recording of conversation with tenant; review and analyze House Rules and	3.90	\$150.00	\$585.00

Regulations; draft Notice to Cease for disorderly
conduct in violation of the lease and House Rules and
Regulations

		Quantity Subtotal	13.0
Time Keeper	Quantity	Rate	Total
Jennifer Barnes	4.2	\$150.00	\$630.00
Daryl Howard	3.1	\$150.00	\$465.00
Joseph Manfredi	5.2	\$150.00	\$780.00
Melissa Pellechio	0.5	\$150.00	\$75.00
		Quantity Total	13.0
		Subtotal	\$1,950.00
		Total	\$1,950.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1622	05/26/2022	\$1,950.00	\$0.00	\$1,950.00
Outstanding Balance				\$1,950.00
Total Amount Outstanding				\$1,950.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

Invoice # 1646
Date: 06/27/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
05/27/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: bid package issues and re: bid opening process; draft correspondence to M. Tchinchinian re: kitchen appliances bid re: bid package issues and re: bid opening process; review and analyze correspondence from M. Tchinchinian re: painting requirements; research federal regulations re: painting requirements; research state regulations re: painting requirements; draft memorandum re: painting requirements	1.50	\$150.00	\$225.00
05/31/2022	DH	Draft correspondence to M. Tchinchinian re: painting requirements; review and analyze correspondence from M. Tchinchinian re: contract re: program administration software; review and analyze various contract documents re: program administration software re: identify critical terms re: potential liability; draft memorandum re: contract re: program administration software re: critical terms re: potential liability	2.30	\$150.00	\$345.00
06/01/2022	JAM	Confer with Executive Director re: pending legal issues; re: review Contract for liability items and termination basis.	0.70	\$150.00	\$105.00
06/03/2022	DH	Review and analyze correspondences from M. Tchinchinian re: Executive Director report re: June 2022 and re: notice to residents re: political activity; telephone conference with M. Tchinchinian re: Executive Director report re: June 2022 and re: notice to residents re: political activity; review and revise Executive Director report re: June 2022; draft correspondences to M. Tchinchinian re: revised Executive Director report re: June 2022	0.90	\$150.00	\$135.00
06/03/2022	JAM	Confer with Executive Director re: political campaign activity in DHA building review and analyze details	1.00	\$150.00	\$150.00

		including disposition of solicitation within the building; including federal law prohibiting same; finalize notice to residents HUD regulations and law;			
06/06/2022	JB	Review and analyze correspondence from M. Tchinchinian re: tenant's parking spot; review tenant's lease re: parking issue; draft correspondence to M. Tchinchinian re: parking policy	0.40	\$150.00	\$60.00
06/06/2022	DH	Review and analyze matter re: unauthorized political campaign activity; research federal law re: political campaign activity re: subsidized housing; research federal regulations re: political campaign activity re: subsidized housing; research federal guidance re: political campaign activity re: subsidized housing; research federal case law re: political campaign activity re: subsidized housing; research state case law re: political campaign activity re: subsidized housing; research municipal code re: political campaign activity re: subsidized housing; draft memorandum re: unauthorized political campaign activity; review and analyze matter re: payment of bills; research state law re: payment of bills; research state regulations re: payment of bills; research state guidance re: payment of bills; draft memorandum re: payment of bills	3.90	\$150.00	\$585.00
06/07/2022	JAM	Prepare for and attend Board meeting including updates to section eight presentation; Campaign legal issue in building matter; related information for Board meeting including notice to Town of Dover regarding the failure of Commissioner to satisfy to date mandated dedication requirements, including failure to attend a Board meeting. present on section eight process and HUD regulations; including items related to personnel review for Executive Director	2.00	\$150.00	\$300.00
06/13/2022	JB	Draft correspondence to M. Tchinchinian re: parking policy of DHA	0.10	\$150.00	\$15.00
06/13/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: vendor inquiries; draft memorandum re: kitchen appliances bid re: vendor inquiries	0.30	\$150.00	\$45.00
06/14/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: bid opening and re: response to vendor inquiries	0.20	\$150.00	\$30.00
06/15/2022	DH	Telephone conference with M. Tchinchinian re: kitchen appliances bid re: bid opening process and re: prepare solicitation re: parking lot project and re: prepare Request for Proposals re: painting project; draft bid recording form re: kitchen appliances bid; draft correspondence to M. Tchinchinian re: kitchen appliances bid re: bid recording form; review and analyze correspondence from M. Tchinchinian re: parking lot project re: design plan; draft solicitation re:	5.60	\$150.00	\$840.00

		parking lot project re: purpose and re: terms and conditions and re: scope of services and re: qualifications and re: response requirements and re: response submission and re: post-award items and re: required forms and re: form of contract; draft memorandum re: solicitation re: parking lot project; draft Request for Proposals re: professional architectural and engineering services re: painting project re: advertisement and re: purpose and re: terms and conditions and re: scope of services and re: qualifications and re: proposal requirements and re: proposal submission and re: evaluation criteria and re: required forms and re: form of contract			
06/16/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: bid opening and re: copies of full bids; review and analyze two bids re: compliance with bid requirements and re: pricing and re: housing authority experience; conduct research re: verify bidder non-debarment certifications; telephone conference with M. Tchinchinian re: kitchen appliances bid re: bid review; draft correspondence to M. Tchinchinian re: kitchen appliances bid re: bid review; review and analyze correspondences from M. Tchinchinian re: kitchen appliances re: verify bidder housing authority experience; review and analyze correspondences from M. Tchinchinian re: County coordinated entry system re: homeless assistance program; research federal regulations re: County coordinated entry system re: homeless assistance program; research federal guidance re: County coordinated entry system re: homeless assistance program; review and analyze proposed memorandum of agreement re: County coordinated entry system re: homeless assistance program; review and analyze proposed confidentiality agreement re: County coordinated entry system re: homeless assistance program; draft memorandum re: County coordinated entry system re: homeless assistance program	4.20	\$150.00	\$630.00
06/22/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: post-bid matters and re: memorandum of understanding re: Morris County Coordinated Entry project and re: commissioner failure to complete training requirements and re: restrictions on political campaign activities; draft correspondence to M. Tchinchinian re: post-bid matters re: kitchen appliances bid; draft resolution re: approve memorandum of understanding re: Morris County Coordinated Entry project; draft correspondence to M. Tchinchinian re: resolution re: approve memorandum of understanding re: Morris County Coordinated Entry project; research state law re: commissioner training requirements; research state regulations re: commissioner training requirements; draft correspondence to Board of Alderman re: commissioner failure to complete training requirements;	2.30	\$150.00	\$345.00

		research prior memorandum re: restrictions on political campaign activities; draft correspondence to Board of Aldermen re: restrictions on political campaign activities; draft memorandum re: correspondences to Board of Aldermen			
06/22/2022	JAM	Conferences with Executive Director re; an update on section eight recipient; re; hoarding case including disposition of inspection with County re; review and analyze Memorandum of Understanding; finalize proposed draft letters regarding Campaign Activity and Commissioner filling to fulfill NJ State mandated Commissioner Couress and attendance at meetings.	1.50	\$150.00	\$225.00
06/23/2022	DH	Review and analyze correspondence from M. Tchinchinian re: resolution re: approve memorandum of understanding re: coordinated entry program; draft correspondence to M. Tchinchinian re: resolution re: approve memorandum of understanding re: coordinated entry program; review and analyze memorandum re: commissioner failure to complete training requirements; review and revise correspondence re: commissioner failure to complete training requirements; draft memorandum re: commissioner failure to complete training requirements and re: restrictions on political campaign activities; issue correspondence to M. Tchinchinian re: kitchen appliances bid	0.40	\$150.00	\$60.00
06/24/2022	JB	Confirm Democratic and Republican Chairs for Dover and Morris County.	0.20	\$150.00	\$30.00
06/24/2022	DH	Review and analyze correspondences from M. Tchinchinian re: Section 8 matter re: proposed rent increases; telephone conference with M. Tchinchinian re: Section 8 matter re: proposed rent increases; research federal regulations re: Section 8 matter re: proposed rent increases; draft memorandum re: Section 8 matter re: proposed rent increases	2.10	\$150.00	\$315.00
06/24/2022	DH	Review and analyze correspondences from M. Tchinchinian re: kitchen appliances bid re: references; draft resolution re: award contract re: kitchen appliances bid; draft memorandum re: resolution re: contract award re: kitchen appliances bid	0.80	\$150.00	\$120.00
06/27/2022	DH	Review and analyze correspondences from M. Tchinchinian re: Tenmast software contract re: notice of material breach; research federal regulations re: Tenmast software contract re: notice of material breach; research federal guidance re: Tenmast software contract re: notice of material breach; draft memorandum re: Tenmast software contract re: notice of material breach; telephone conference with M. Tchinchinian re: pending procurement matters re: kitchen appliances bid and re: parking lot project and re: cyclical painting project; review and analyze	1.10	\$150.00	\$165.00

		correspondence from M. Tchinchinian re: kitchen appliances bid re: bidder reference			
06/27/2022	JB	Identify organizations and agencies that assist residents with mental illness (hoarding); draft memorandum summarizing services provided by each organization and agency and identify contact information for Director	1.30	\$150.00	\$195.00
06/27/2022	JB	Review and analyze correspondence from M. Tchinchinian re: photographs of hoarding inside home	0.20	\$150.00	\$30.00
06/27/2022	JAM	Review and analyze contract demands for payments re; MRI Software; review and analyze operative materials clauses in the contract; identify the potential basis for a defense against claims including identification of defenses and potential resolution; confer with Executive Director on matter including disposition of defenses and potential basis for resolution; update on section eight hoarding matter including legal avenues for assistance and action given life safety situation	1.10	\$150.00	\$165.00
06/27/2022	JB	Draft correspondence to M. Tchinchinian re: resources available to assist S. Epstein	0.10	\$150.00	\$15.00
			Quantity Subtotal		34.2

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	2.3	\$150.00	\$345.00
Daryl Howard	25.6	\$150.00	\$3,840.00
Joseph Manfredi	6.3	\$150.00	\$945.00
Quantity Total			34.2
Subtotal			\$5,130.00
Total			\$5,130.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1646	06/27/2022	\$5,130.00	\$0.00	\$5,130.00
			Outstanding Balance	\$5,130.00

Invoice # 1646 - 06/27/2022

Total Amount Outstanding \$5,130.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1676
Date: 07/26/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
06/27/2022	DH	Draft correspondences to M. Tchinchinian re: procurement matter re: proposed resolution re: contract award re: kitchen appliances; review and analyze correspondence from M. Tchinchinian re: proposed resolution and re: post-meeting action items re: contract award re: kitchen appliances; draft correspondence to M. Tchinchinian re: post-meeting action items re: contract award re: kitchen appliances; draft notice of award re: kitchen appliances; draft contract re: kitchen appliances; draft bid rejection correspondence re: kitchen appliances; draft correspondence to M. Tchinchinian re: procurement matter re: proposed solicitation re: parking lot project; draft correspondence to M. Tchinchinian re: Section 8 matter re: landlord requests re: rent increases; review and analyze matter re: identify action items re: contract matter re: Tenmast software contract re: notice of material breach	2.00	\$150.00	\$300.00
06/27/2022	JB	Draft General Trespass Notice for political candidates and campaign workers to prevent them from entering into the building and to comport with state and federal law	1.00	\$150.00	\$150.00
06/29/2022	DH	Review and analyze correspondences from M. Tchinchinian re: upcoming Board meeting re: Board meeting minutes and re: Executive Director report; review and revise meeting minutes re: June 2022 Board meeting re: closed session matters; review and revise Executive Director report re: July 2022; draft correspondence to M. Tchinchinian re: Board meeting minutes and re: Executive Director report	0.50	\$150.00	\$75.00
07/05/2022	JB	Review and analyze correspondence from M. Tchinchinian re: inspection of [REDACTED] unit and psychiatric evaluation; review and analyze report concerning the inspection findings in [REDACTED] unit	0.30	\$150.00	\$45.00

		re: required action			
07/05/2022	JB	Draft and revise correspondence to M. Tchinchinlan re: no political campaigning on Housing Authority property; conduct research re: Republican alderman candidate in ward 3	0.50	\$150.00	\$75.00
07/05/2022	JB	Review and analyze underlying facts concerning HCV tenant re: unit overcome with clutter and status of Town of Dover inspections; research client legal options for action re: life safety threat posed by HCV unit	0.50	\$150.00	\$75.00
07/05/2022	JB	Review and revise General Trespass Notice for political candidates; research penalties for violation of trespass statute in NJ	0.20	\$150.00	\$30.00
07/05/2022	DH	Review and analyze correspondences from M. Tchinchinlan re: Section 8 matter re: housing quality standards re: [REDACTED] research HUD regulations re: Section 8 matter re: housing quality standards re: [REDACTED] review and analyze HUD tenancy addendum re: Section 8 matter re: housing quality standards re: [REDACTED] draft memorandum re: Section 8 matter re: housing quality standards re: [REDACTED]	1.00	\$150.00	\$150.00
07/05/2022	DH	Review and analyze matter re: Board matter re: commissioner training and re: commissioner meeting attendance	0.10	\$150.00	\$15.00
07/05/2022	MP	Review and analyze defiant trespass matter re: political candidates and campaign staff; review and analyze NJ defiant trespass statute; review and analyze correspondence re: campaign and political activity on premises; review and finalize language for defiant trespass sign for public placement in building; review and analyze [REDACTED] matter re: abysmal and dangerous unit conditions re: client recourse as Section 8 administrator; review and analyze case facts and procedural history to date re: [REDACTED] matter re: recent HQS inspection and inspection by Town of Dover; review and assess matter re: required review of Administrative Plan and required documents re: tenant lease agreement and HAP Contract lease addendum and re: social service information to be transmitted to tenant; review and analyze matter re: required review and analysis of Federal Regulations and HUD materials on termination of assistance; review and analyze correspondence from DHA to [REDACTED] re: failure of HQS inspection; review and analyze research memorandum and Federal Regulations re: HQS inspections re: matters within tenant's responsibility and control re: failure of inspection re: ability to termination assistance; review and analyze Federal Regulations re: termination of assistance for breach of lease; draft memorandum re: course to proceed re: failure of HQS inspection re: required information on mold in unit and potential termination of assistance for breach of lease	2.60	\$150.00	\$390.00

		re: required tenant lease agreement;			
07/05/2022	JAM	Confer with Executive Director; re: prepare for and attend July 2022 Board of Commissioners Meeting	1.00	\$150.00	\$150.00
07/06/2022	JB	Review and update general trespass notice for political candidates, campaign workers, solicitors, and canvassers to bar them from property	0.40	\$150.00	\$60.00
07/06/2022	JB	General - review and analyze various HUD notifications to DHA re: inspections of units and moratorium due to Covid-19 pandemic; review and analyze correspondence between HUD and DHA re: inspection of [REDACTED] home; review and analyze Tenant Self-Certifications in lieu of inspections; review and analyze photographs of [REDACTED] HCV unit re: recent inspection	0.50	\$150.00	\$75.00
07/06/2022	DH	Review and analyze matter re: post-meeting action items	0.10	\$150.00	\$15.00
07/07/2022	JB	Review and analyze correspondence from M. Tchinchinian re: photographs of [REDACTED] inspection; draft correspondence to M. Tchinchinian re: whether video footage was taken of inspection	0.20	\$150.00	\$30.00
07/08/2022	JB	Review and analyze correspondence from M. Tchinchinian re: inquiry re: video footage of inspection and pending municipal inspection by code enforcement officer; draft correspondence to M. Tchinchinian requesting copy of municipal findings	0.10	\$150.00	\$15.00
07/08/2022	JB	Review and analyze status of [REDACTED] inspection and relevant provisions of the DHA Administrative Plan pertaining to termination of benefits and household standards	0.10	\$150.00	\$15.00
07/08/2022	DH	Review and analyze correspondence from M. Tchinchinian re: contract award re: kitchen appliances; draft correspondence to M. Tchinchinian re: contract award re: kitchen appliances	0.20	\$150.00	\$30.00
07/11/2022	JB	Research Federal law re: basis and process to terminate [REDACTED] Section 8 benefits for potential breach of lease re: housekeeping standards and re: damage to unit beyond normal wear and tear; review and analyze governing sections the DHA Administrative Plan; review and analyze inspection report from municipal code enforcement officer and letter from [REDACTED] current landlord	1.50	\$150.00	\$225.00
07/11/2022	MP	Review and analyze correspondence from client with photographs of [REDACTED] HCV unit; review and analyze correspondence from Town of Dover Code Enforcement re: 11 violations for [REDACTED] unit re: notices to tenant and landlord; review and analyze notice to quit to [REDACTED] re: termination of existing	1.20	\$150.00	\$180.00

		lease and offer of new lease; review and analyze notice of rent adjustment to [REDACTED]; review and analyze matter re: further information required on mold in unit re: damage to unit as basis for violation notice to tenant re: HQS inspection and potential basis for termination of assistance and re: required lease agreement re: potential breach of lease as basis for termination of assistance re: health and safety hazard presented by HCV unit; review and assess matter re: relevant sections of Administrative Plan; confer with DHA re: telephone conference with M. Tchinchinian			
07/12/2022	DH	Telephone conference with M. Tchinchinian re: kitchen appliances contract re: issue notice of award and re: memorandum of understanding re: energy assistance program; review and analyze correspondences from M. Tchinchinian re: kitchen appliances contract re: issue notice of award; review and analyze correspondences from M. Tchinchinian re: memorandum of understanding re: energy assistance program	0.40	\$150.00	\$60.00
07/19/2022	MP	Review and analyze matter re: [REDACTED] re: remaining information and documentation required from client; review and confirm lease agreement still required; review and analyze governing Federal laws re: HQS, family responsibility for certain HQS, family program obligations, and bases for termination of assistance; telephone conference with M. Tchinchinian re: S. Epstein case documentation and direction; draft memorandum re: completion of notice to tenant re: failure of HQS inspection and re: separate lease review re: potential serious violation of lease as basis for termination of assistance; review and analyze correspondence from M. Tchinchinian re: tenant lease agreement and case documentation; review and analyze inspection report; draft memorandum re: content for notice to tenant of HQS inspection failure re: myriad violations; review and analyze correspondence from M. Tchinchinian with S. Epstein lease agreement and HUD lease addendum; review and analyze S. Epstein lease agreement re: housekeeping requirements re: violation of lease; review HUD lease addendum	1.50	\$150.00	\$225.00
07/19/2022	JB	Review and analyze correspondence from M. Tchinchinian re: [REDACTED] HAP contract, lease, lease addendum, and unit inspections; review and analyze terms and conditions of [REDACTED] lease and lease addendum re: housekeeping requirements re: potential substantial violation of lease	0.40	\$150.00	\$60.00
07/20/2022	JB	Conduct legal research re: grounds to terminate assistance to [REDACTED] and re: Federal Regulations underlying correspondence to [REDACTED] re: HQS failure, remediation, and consequences for failure to correct unit issues; review and analyze municipal and HUD inspection reports; draft correspondence on	4.10	\$150.00	\$615.00

		behalf of DHA to [REDACTED] re: failure of HQS inspection re: tenant required to remediate premises under Federal law and Administrative Plan and re: notice of possible termination of assistance for failure to comply			
07/21/2022	JH	JH arranged telephone conference call for 7-22-2022 with Dover Housing Authority Commissioners Toohey, Mullin and Washington; re: discussions for [REDACTED]; re: JAM hosting telephone conference call and JH provided all parties with required dial-in information to participated on conference call	0.40	\$45.00	\$18.00
07/21/2022	MP	Review and analyze correspondence from M. Tchinchinian with correspondence from [REDACTED] re: efforts to seek assistance in cleaning and clearing clutter out of unit re: HQS and Town inspection failures	0.10	\$150.00	\$15.00
07/22/2022	DH	Review and analyze matter re: personnel matter re: performance evaluations; review and analyze memorandum re: personnel matter re: performance evaluation forms	0.20	\$150.00	\$30.00
07/22/2022	JAM	Prepare for and hold telephone conference with members of Personnel Committee; re: undertake to confirm and perform Annual Personnel Evaluation for Executive Director; re: provide legal advice and guidance; re: NJ Redevelopment and Housing Act; re: personnel power of Board; re: duty to provide Rice Notification to employee; re: undertake and confirm categories of review and related legal aspects of Executive Director's Annual Performance Review; re: outline memorandum as per Personnel Committee	1.10	\$150.00	\$165.00
07/22/2022	MP	Review and analyze relevant Administrative Plan sections and governing Federal Regulations re: communication to [REDACTED] re: unit HQS inspection failure and required action by tenant/voucher holder; review and revise correspondence to [REDACTED] re: HQS inspection failure and required action	0.60	\$150.00	\$90.00
07/25/2022	MP	Review and analyze correspondence from Dover housing inspector re: communication and concerns re: [REDACTED] draft correspondence to M. Tchinchinian re: potential monthly inspections of [REDACTED] unit upon full compliance with HQS and Town of Dover inspection notices; review and analyze correspondence between M. Tchinchinian and Adult Protective Services re: [REDACTED] re: potential involvement of Family Promise and re: services to be provided by APS	0.50	\$150.00	\$75.00
07/25/2022	DH	Review and analyze matter re: Executive Director performance evaluation; draft Rice notice re: Executive Director performance evaluation; draft memorandum re: Rice notice re: Executive Director performance evaluation; review and analyze correspondence from	0.30	\$150.00	\$45.00

M. Tchinchinian re: kitchen appliances contract re:
ascertain appropriate course of action to proceed

07/26/2022 JAM	Finalize Rice Notice to Executive Director; re: preserve the right of Board to undertake Executive Director evaluation; re: finalize memorandum for Chair, Vice-Chair, and Commissioner Washington; re: Personnel Committee of Board for presentation at Board Meeting; issue Rice Notice and update and finalize memorandum report to all Board members re; Executive Director evaluations	1.00	\$150.00	\$150.00
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Quantity Subtotal	24.6
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Time Keeper	Quantity	Rate	Total
Jennifer Barnes	9.8	\$150.00	\$1,470.00
Daryl Howard	4.8	\$150.00	\$720.00
Joseph Manfredi	3.1	\$150.00	\$465.00
Melissa Pellechio	6.5	\$150.00	\$975.00
Jean Handerhan	0.4	\$45.00	\$18.00
	Quantity Total		24.6
		Subtotal	\$3,648.00
		Total	\$3,648.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1676	07/26/2022	\$3,648.00	\$0.00	\$3,648.00
			Outstanding Balance	\$3,648.00
			Total Amount Outstanding	\$3,648.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1700
Date: 08/29/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Services

Date	Attorney	Notes	Quantity	Rate	Total
07/25/2022	JAM	Review, analyze and update on pending legal matter for Board Meeting; re: confer with Executive Director on matters; re: work to finalize Executive Director's Evaluation memoranda	1.00	\$150.00	\$150.00
07/25/2022	JAM	Finalize Personnel memorandum for presentation at Board Meeting; re: anonymous scoring criteria included in memorandum	0.70	\$150.00	\$105.00
07/26/2022	JB	Conduct legal research re: state and federal laws addressing information which a housing authority must post on its website; draft memorandum summarizing state and federal requirements	1.10	\$150.00	\$165.00
07/26/2022	JH	Review materials provided by JAM for Performance Evaluation of Executive Director; re: Dover H.A. Commissioners completed information forms for Performance Evaluation of Executive Director	0.40	\$45.00	\$18.00
07/27/2022	JB	Review and analyze N.J.S.A. 40A:12A-17(a) and Chapter 29 of the Dover Municipal Code for guidance concerning what content must be posted on the DHA's website; review and analyze DHA website and compare and contrast requirements with posted content; draft memorandum discussing and analyzing information which must be contained on the website including mission statement, authority responsibilities and duties, agendas, minutes, resolutions, non-discrimination provisions, links to municipal government, budgets, audits, vendor identification, and financial statements	1.70	\$150.00	\$255.00
07/27/2022	JB	Draft memorandum addressing deficiencies in DHA website and need to revise the mission statement,	2.10	\$150.00	\$315.00

		"about us" section, non-discrimination policy, proper contact information, which rules, regulations, and policies must be uploaded to website, proper notice of meetings, and postings of agendas; analyze and apply federal guidelines pursuant to the 21st Century Integrated Digital Experience Act to the website content and make recommendations to ensure compliance with both state and federal laws			
07/27/2022	JB	Draft correspondence to M. Tchinchinian re: website compliance with state and federal requirements and suggested edits to website content	0.40	\$150.00	\$60.00
07/28/2022	DH	Telephone conference with M. Tchinchinian re: action items re: upcoming Board meeting; draft resolution re: approve memorandum of understanding re: low income home energy assistance program, draft memorandum re: resolution re: approve memorandum of understanding re: low income home energy assistance program; draft correspondence to M. Tchinchinian re: resolution re: approve memorandum of understanding re: low income home energy assistance program	0.60	\$150.00	\$90.00
07/28/2022	JB	Draft and revise correspondence to M. Tchinchinian re: website compliance pursuant to state and federal law	0.20	\$150.00	\$30.00
07/29/2022	DH	Review and analyze correspondence from M. Tchinchinian re: Executive Director report; telephone conference with M. Tchinchinian re: Executive Director report and re: paving project solicitation; review and revise Executive Director report re: August 2022 Board meeting; draft correspondence to M. Tchinchinian re: Executive Director report	0.40	\$150.00	\$60.00
07/29/2022	JB	Review and analyze correspondence from M. Tchinchinian re: questions about website compliance; draft correspondence to M. Tchinchinian re: finalizing website content	0.10	\$150.00	\$15.00
08/02/2022	JAM	Prepare for and attend Board Meeting; re: confirmation of personnel review for Executive Director, Personnel evaluation and related materials; re: confirm with Personnel Committee and Chairman; re: present to Board at meeting	1.00	\$150.00	\$150.00
08/02/2022	JB	Draft correspondence to M. Tchinchinian re: statutory requirements for website compliance	0.10	\$150.00	\$15.00
08/02/2022	JH	Compile information ascertained by JAM from telephone conversations with three Dover H.A. Commissioners for completion of Performance Evaluations for Executive Director	0.60	\$45.00	\$27.00
08/04/2022	DH	Review and analyze correspondence from M. Tchinchinian re: kitchen appliances re: post-contract matters	0.10	\$150.00	\$15.00

08/05/2022	DH	Review and analyze correspondence from M. Tchinchinian re: kitchen appliances contract re: workers compensation insurance; draft correspondence to M. Tchinchinian re: kitchen appliances contract re: workers compensation insurance; review and analyze correspondence from M. Tchinchinian re: Verizon contract; conduct research re: NASPO ValuePoint system re: Verizon contract; research federal regulations re: cooperative purchasing requirements; research state law re: cooperative purchasing requirements; research state regulations re: cooperative purchasing requirements; draft memorandum re: cooperative purchasing requirements; draft correspondence to M. Tchinchinian re: Verizon contract; review and analyze correspondence from M. Tchinchinian re: Verizon contract; telephone conference with M. Tchinchinian re: Verizon contract re: appropriate course of action to proceed; review and analyze correspondence from M. Tchinchinian re: interior renovations project re: project scope; review and update Request for Proposals re: professional architectural and engineering services re: project scope; draft correspondence to M. Tchinchinian re: Request for Proposals re: professional architectural and engineering services re: project scope	2.50	\$150.00	\$375.00
08/08/2022	DH	Review and analyze correspondence from M. Tchinchinian re: parking lot project re: price quotation re: documentation requirements; draft correspondence to M. Tchinchinian re: parking lot project re: price quotation re: documentation requirements; review and analyze correspondence from M. Tchinchinian re: kitchen appliances contract re: certificate of insurance re: worker's compensation coverage; draft memorandum re: kitchen appliances contract re: certificate of insurance re: worker's compensation coverage	0.30	\$150.00	\$45.00
08/08/2022	JB	Draft correspondence to M. Tchinchinian re: Housing Authority's website compliance	0.10	\$150.00	\$15.00
08/09/2022	DH	Review and analyze correspondence from M. Tchinchinian re: paving project re: vendor response re: solicitation requirements; draft correspondence to M. Tchinchinian re: paving project re: vendor response re: solicitation requirements	0.10	\$150.00	\$15.00
08/12/2022	DH	Review and analyze correspondences from M. Tchinchinian re: advertisement re: Request for Proposals re: professional architectural and engineering services; review and finalize Request for Proposals re: professional architectural and engineering services; draft correspondences to M. Tchinchinian re: advertisement re: Request for Proposals re: professional architectural and engineering services	0.40	\$150.00	\$60.00

08/17/2022	DH	Telephone conference with M. Tchinchian re: procurement matters re: appropriate course of action to proceed	0.10	\$150.00	\$15.00
08/18/2022	JAM	Follow up on Executive Director's Personnel review and evaluation; re: disposition of pending matter; re: disposition of final signed sheets and final evaluation package for Executive Director files; re: confirm with all members of Personnel Committee	0.50	\$150.00	\$75.00
08/23/2022	JH	Correspondence transmissions (3) to Dover Housing Authority Commissioner Washington, Vice Chairman Mullin and Chairman Toohey; re: Performance Evaluation forms review	0.40	\$45.00	\$18.00
08/23/2022	JH	Correspondence transmissions to three Dover H. A. Commissioners; re: review of final Performance Evaluation forms for Executive Director	0.40	\$45.00	\$18.00
			Quantity Subtotal		15.3
			Services Subtotal		\$2,106.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
08/23/2022	JH	Postage for three mailings	1.00	\$2.43	\$2.43
08/23/2022	JH	Postage for return envelopes for 3 mailings	1.00	\$1.71	\$1.71
08/23/2022	JH	Photocopy costs for correspondence transmissions to 3 Commissioners	1.00	\$6.75	\$6.75
			Expenses Subtotal		\$10.89

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	5.8	\$150.00	\$870.00
Daryl Howard	4.5	\$150.00	\$675.00
Joseph Manfredi	3.2	\$150.00	\$480.00
Jean Handershan	1.8	\$45.00	\$81.00
		Quantity Total	15.3
		Subtotal	\$2,116.89
		Total	\$2,116.89

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1700	08/29/2022	\$2,116.89	\$0.00	\$2,116.89
Outstanding Balance				\$2,116.89
Total Amount Outstanding				\$2,116.89

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1719
Date: 09/26/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
08/17/2022	JAM	Confer with Executive Director; re: pending legal matter; re: post telephone conference follow up with Personnel Committee Board members to ensure signature upon formal Personnel review for Executive Director	0.30	\$150.00	\$45.00
08/25/2022	JAM	Review, analyze and finalize Personnel package final files; re: confirm all scoring signed and completed	0.40	\$150.00	\$60.00
08/30/2022	DH	Review and analyze correspondence from M. Tchinchinian re: vendor inquiry re: Request for Proposals re: professional architectural and engineering services re: interior renovations project; review and analyze Request for Proposals re: professional architectural and engineering services re: interior renovations project re: vendor inquiry; draft memorandum re: vendor inquiry re: Request for Proposals re: professional architectural and engineering services re: interior renovations project; telephone conference with M. Tchinchinian re: response re: vendor inquiries re: Request for Proposals re: professional architectural and engineering services re: interior renovations project and re: advertise for bids re: parking lot project and re: agenda re: upcoming Board meetings; draft bid package re: parking lot project	1.60	\$150.00	\$240.00
08/30/2022	JB	Review and analyze Notice of Violation issued by municipality against S. Epstein; review and analyze correspondence re: upcoming inspection of S. Epstein's unit	0.10	\$150.00	\$15.00
08/30/2022	MP	Review analyze correspondence from M. Tchinchinian re: communications with town re: S. Epstein; review and analyze second violation notice from Town of Dover to S. Epstein; review and revise correspondence	0.60	\$150.00	\$90.00

		to S. Epstein re: HQS failures			
09/02/2022	DH	Review and analyze correspondences from M. Tchinchinian re: Executive Director report re: September 2022; review and update Executive Director report re: September 2022; draft correspondences to M. Tchinchinian re: Executive Director report re: September 2022	0.50	\$150.00	\$75.00
09/06/2022	DH	Review and analyze correspondences from M. Tchinchinian re: bid package re: parking lot project; draft correspondences to M. Tchinchinian re: bid package re: parking lot project; telephone conference with M. Tchinchinian re: bid package re: parking lot project	0.50	\$150.00	\$75.00
09/06/2022	JAM	Confer with Executive Director, re: pending legal matters; re: finalize Personnel Evaluation for Executive Director; re: prepare for and attend Board Meeting	1.30	\$150.00	\$195.00
09/06/2022	DH	Review and analyze memorandum re: contract matter re: Tenmast software; draft memorandum re: contract matter re: Tenmast software	0.10	\$150.00	\$15.00
09/12/2022	DH	Review and analyze correspondences from M. Tchinchinian re: parking lot project re: bid package; draft correspondences to M. Tchinchinian re: parking lot project re: bid package	0.20	\$150.00	\$30.00
09/19/2022	DH	Telephone conference with M. Tchinchinian re: Request for Proposals re: architectural and engineering services; draft correspondence to M. Tchinchinian re: Request for Proposals re: architectural and engineering services	0.10	\$150.00	\$15.00
09/21/2022	DH	Communicate with M. Tchinchinian re: Request for Proposals re: professional architectural and engineering services re: confirm receipt re: FedEx package	0.10	\$150.00	\$15.00
09/22/2022	DH	Review and analyze matter re: Request for Proposals re: professional architectural and engineering services re: responses re: legal compliance review; review and analyze four proposals re: professional architectural and engineering services re: legal compliance; conduct research re: confirm non-debarment status re: respondents re: Request for Proposals re: professional architectural and engineering services; draft memorandum re: findings re: legal compliance review re: proposals re: professional architectural and engineering services	1.50	\$150.00	\$225.00
09/26/2022	DH	Draft correspondence to M. Tchinchinian re: Request for Proposals re: architectural and engineering services; telephone conference with M. Tchinchinian re: Request for Proposals re: architectural and engineering services re: ascertain appropriate course of action to	1.10	\$150.00	\$165.00

proceed; review and analyze correspondence from M. Tchinchinian re: clarification re: Request for Proposals re: architectural and engineering services; draft evaluation form re: Request for Proposals re: architectural and engineering services; draft correspondence to M. Tchinchinian re: evaluation form re: Request for Proposals re: architectural and engineering services; review and analyze correspondence from M. Tchinchinian re: new commissioner re: oath of office; research state law re: oath of office requirements; review and revise oath of office re: new commissioner re: legal compliance; draft correspondence to M. Tchinchinian re: oath of office re: new commissioner

Quantity Subtotal 8.4

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	0.1	\$150.00	\$15.00
Daryl Howard	5.7	\$150.00	\$855.00
Joseph Manfredi	2.0	\$150.00	\$300.00
Melissa Pellechio	0.6	\$150.00	\$90.00
	Quantity Total		8.4
	Subtotal		\$1,260.00
	Total		\$1,260.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1719	09/26/2022	\$1,260.00	\$0.00	\$1,260.00
			Outstanding Balance	\$1,260.00
			Total Amount Outstanding	\$1,260.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1742
Date: 10/21/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Date	Attorney	Notes	Quantity	Rate	Total
09/26/2022	JAM	Review and analyze procurement matter; re: disposition of bids; re: confer with Executive Director on pending legal matters	0.60	\$150.00	\$90.00
09/27/2022	DH	Review and analyze correspondences from M. Tchinchinian re: proposed resolution re: contract award re: Request for Proposals re: architectural and engineering services; draft correspondences to M. Tchinchinian re: proposal scoring and re: proposed resolution re: contract award re: Request for Proposals re: architectural and engineering services; review and analyze correspondence from M. Tchinchinian re: bid opening re: parking lot project; draft bid recording form re: parking lot project; draft correspondence to M. Tchinchinian re: bid recording form re: parking lot project; telephone conference with M. Tchinchinian re: parking lot project re: bid results and re: appropriate course of action to proceed; review and analyze correspondences from M. Tchinchinian re: parking lot project bids; draft resolution re: reject bids re: parking lot project; draft proposed correspondences re: reject bids re: parking lot project; draft resolution re: award contract re: parking lot project; draft memorandum re: bid results and re: reject bids re: parking lot project	1.90	\$150.00	\$285.00
09/28/2022	JAM	Telephone conferences with Executive Director; re: developer request and email communications; re: confer with Executive Director on matter and undertake review of matter	0.90	\$150.00	\$135.00
09/29/2022	DH	Draft correspondence to M. Tchinchinian re: parking lot project re: bid rejection; review and analyze correspondence from M. Tchinchinian re: Board meeting minutes re: approval of prior minutes; draft correspondence to M. Tchinchinian re: Board meeting	0.40	\$150.00	\$60.00

		minutes re: approval of prior minutes; telephone conference with M. Tchinchinian re: Board meeting minutes re: approval of prior minutes			
09/29/2022	JAM	Review and analyze report for Board; re: respond to inquiry; re: Meeting Minutes and need for Board members present to approve same; re: confer with Executive Director on language for Meeting Minutes	0.20	\$150.00	\$30.00
09/30/2022	DH	Review and analyze correspondence from M. Tchinchinian re: Executive Director report re: October 2022; telephone conference with M. Tchinchinian re: Executive Director report re: October 2022; review and revise Executive Director report re: October 2022; draft correspondence to M. Tchinchinian re: revised Executive Director report re: October 2022	0.50	\$150.00	\$75.00
10/03/2022	DH	Review and analyze matter re: prepare materials for upcoming Board meeting re: procurement matters; collate and compile materials re: upcoming Board meeting re: procurement matters; review and analyze prior memoranda re: procurement matters re: rejection of bids re: parking lot project and re: rejection of proposals re: Request for Proposals re: architectural and engineering services; draft memorandum re: upcoming Board meeting re: procurement matters	0.80	\$150.00	\$120.00
10/04/2022	DH	Review and analyze matter re: upcoming Board meeting re: procurement matters re: reject bids re: parking lot project and re: award contract re: professional architectural and engineering services	0.20	\$150.00	\$30.00
10/04/2022	JAM	Prepare for and attend October 2022 Board Meeting	1.00	\$150.00	\$150.00
10/05/2022	JAM	Update on flyer and email communications from Town; re: request for developer to meet with residents	0.30	\$150.00	\$45.00
10/07/2022	DH	Review and analyze correspondence from M. Tchinchinian re: Open Public Records Act request re: B. Peters re: parking lot project bids; research Government Records Council guidance re: response re: Open Public Records Act request re: B. Peters re: parking lot project bids; draft memorandum re: response re: Open Public Records Act request re: B. Peters re: parking lot project bids; review and analyze matter re: event proposed by municipality re: basis for rejection; review and analyze prior memoranda re: event proposed by municipality re: basis for rejection	0.70	\$150.00	\$105.00
10/07/2022	JAM	Review and analyze email communications; re: flyer from Town and developer; re: draft of response on behalf of Board of Commissioners; re: confer with Executive Director and finalize same	0.80	\$150.00	\$120.00

Quantity Subtotal 8.3

Time Keeper	Quantity	Rate	Total
Daryl Howard	4.5	\$150.00	\$675.00
Joseph Manfredi	3.8	\$150.00	\$570.00
Quantity Total			8.3
Subtotal			\$1,245.00
Total			\$1,245.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1742	10/21/2022	\$1,245.00	\$0.00	\$1,245.00
Outstanding Balance				\$1,245.00
Total Amount Outstanding				\$1,245.00

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1790
Date: 12/22/2022
Due Upon Receipt

Dover Housing Authority
215 E. Blackwell Street
Dover, NJ 07801

03732

Dover Housing Authority

Services

Date	Attorney	Notes	Quantity	Rate	Total
12/01/2022	DH	Review and analyze correspondences from M. Tchinchinian re: November 2022 Board meeting minutes and re: December 2022 Executive Director report; telephone conference with M. Tchinchinian re: November 2022 Board meeting minutes and re: December 2022 Executive Director report; review and revise minutes re: November 2022 Board meeting; review and revise Executive Director report re: December 2022; draft correspondences to M. Tchinchinian re: November 2022 Board meeting minutes and re: December 2022 Executive Director report	0.50	\$150.00	\$75.00
12/02/2022	JAM	Review and analyze insurance claim matter and pending legal matters for December Board Meeting; re: review and analyze correspondence from insurance carrier and damages report; re: quote and confer with Executive Director	0.60	\$150.00	\$90.00
12/06/2022	JAM	Prepare for and attend Board Meeting; re: prepare on pending legal matters for insurance claim matter and Financial Disclosure matter; re: prepare to address Board on these legal matters; re: update to Board on legal items and discussion of redevelopment matters at Board Meeting	2.00	\$150.00	\$300.00
12/08/2022	JAM	Draft letter to former Board Member; re: notice from NJ Local Finance Board; re: failure to file legally mandated Financial Disclosure form; re: review and analyze regulations and NJ Local Finance Board regulations; re: prepare formal legal correspondence to former Commissioner; re: confer with Executive Director on matter	1.20	\$150.00	\$180.00

12/09/2022	JH	Correspondence transmission to Oscar Sierra, sent via USPS regular mail and RRR/Certified mail; re: NJ Financial Disclosure forms for 2021 and 2022	0.40	\$45.00	\$18.00
12/09/2022	DH	Review and analyze memoranda re: correspondence to O. Sierra re: financial disclosure matter; draft memoranda re: correspondence to O. Sierra re: financial disclosure matter	0.20	\$150.00	\$30.00
12/12/2022	DH	Review and analyze correspondences from M. Tchinchinlan re: salary comparables; telephone conference with M. Tchinchinlan re: salary comparables; conduct research re: salary comparables re: twelve public housing authorities; update chart re: salary comparables re: twelve public housing authorities; draft correspondences to M. Tchinchinlan re: salary comparables	2.10	\$150.00	\$315.00
12/13/2022	JAM	Pending legal matters; re: confer with Executive Director on procurement and comparability items; re: post Board Meeting legal matters; re: update to HUD salary comparable items; re: review and finalize email report to Executive Director	1.00	\$150.00	\$150.00
12/20/2022	DH	Review and analyze correspondence from M. Tchinchinlan re: Rental Assistance Demonstration program; conduct research re: Rental Assistance Demonstration program; draft memorandum re: Rental Assistance Demonstration program	0.40	\$150.00	\$60.00
12/20/2022	JAM	Review and analyze pending legal matters; re: notice from NJ Local Government Finance Board to former Commissioner; re: filing of NJ Financial Disclosure form 21-22; re: legal matters related to RADD program and redevelopment matters; re: legal items for January Board Meeting; re: finalize RADD matter; review legal matter for agenda for upcoming Board Meeting	1.40	\$150.00	\$210.00

Quantity Subtotal 9.8

Services Subtotal \$1,428.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
12/09/2022	JH	Postage costs for RRR/Certified mailing to Oscar Sierra	1.00	\$8.06	\$8.06
12/09/2022	JH	Postage costs for USPS regular mail to Oscar Sierra	1.00	\$0.57	\$0.57
12/09/2022	JH	Photocopy costs for two mailings to Oscar Sierra	1.00	\$1.50	\$1.50
Expenses Subtotal					\$10.13

Time Keeper	Quantity	Rate	Total
Daryl Howard	3.2	\$150.00	\$480.00
Joseph Manfredi	6.2	\$150.00	\$930.00
Jean Handerhan	0.4	\$45.00	\$18.00
Quantity Total			9.8
Subtotal			\$1,438.13
Total			\$1,438.13

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1790	12/22/2022	\$1,438.13	\$0.00	\$1,438.13
Outstanding Balance				\$1,438.13
Total Amount Outstanding				\$1,438.13

Please make all amounts payable to: Manfredi & Pellechio