

Manfredi & Pellechio

INVOICE

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Invoice # 1693
Date: 08/16/2022
Due Upon Receipt

New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901

03384 - NBHA

New Brunswick Housing Authority- General

Services

Date	Attorney	Notes	Quantity	Rate	Total
04/19/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from R. Mulrine, CFO for the City of New Brunswick, re: utility delinquencies assessed against 75 Neilson Street	0.20	\$150.00	\$30.00
06/30/2022	JB	GENERAL COUNSEL - review and analyze correspondence from D. Toto re N. Mercer pleading guilty to three counts of trespass; draft correspondence to D. Toto re: trial outcome	0.20	\$150.00	\$30.00
06/30/2022	DH	GENERAL COUNSEL: review and analyze matter re: items addressed at recent Board meeting re: redeveloper designation vote; research state law re: redevelopment voting requirements; review and analyze robert's rules of order re: redevelopment voting requirements; review and analyze matter re: potential conflict of interest re: dual role re: planning board; review and analyze planning board meeting minutes re: redevelopment matter; review and analyze redevelopment plan re: redeveloper designation; research state law re: potential conflict of interest re: dual role re: planning board; research state case law re: potential conflict of interest re: dual role re: planning board; draft memorandum re: redeveloper designation vote re: prior action by planning board and re: voting requirements and re: potential conflict of interest	4.20	\$150.00	\$630.00
07/01/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matter re: non-payment of rent eviction case re: S. Grant; draft proposed consent order re: stay of eviction re: S. Grant; draft memorandum re: proposed consent order re: stay of eviction re: S. Grant; review and analyze e-courts notices re: service re: eviction	1.80	\$150.00	\$270.00

		complaints re: non-payment of rent re: R. Amparo and re: R. Fanning and re: D. Tejada; collate and compile materials re: service re: eviction complaints re: non-payment of rent re: R. Amparo and re: R. Fanning and re: D. Tejada; review and analyze correspondence from M. Torres re: settlement conferences re: non-payment of rent matters re: R. Amparo and re: A. Calderon and re: D. Diaz and re: R. Fanning and re: B. Robinson; draft settlement documents re: non-payment of rent matters re: R. Amparo and re: A. Calderon and re: D. Diaz and re: R. Fanning and re: B. Robinson; draft correspondence to M. Torres re: settlements re: non-payment of rent matters re: R. Amparo and re: A. Calderon and re: D. Diaz and re: R. Fanning and re: B. Robinson			
07/05/2022	DH	GENERAL COUNSEL: review and analyze matter re: items to be addressed at upcoming Board meeting re: redevelopment matter	0.10	\$150.00	\$15.00
07/05/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: special meeting agenda and notice re: 7/7 board meeting re: appropriate course of action to proceed; review correspondence from L. Zeledon re: meeting agenda and notice; review correspondence to board of commissioners re: 7/7 meeting agenda; review correspondence from D. Caldwell re: 7/7 meeting	0.60	\$150.00	\$90.00
07/06/2022	JB	GENERAL COUNSEL - conduct legal research re: employee access to personnel file and right to inspect Fitness for Duty Examination report; draft legal memorandum analyzing federal and state law concerning employee access to review FFD exam and personnel file; draft correspondence to J. Clarke discussing art [REDACTED] may access from her personnel file; review and analyze [REDACTED] Fitness for Duty Examination report by [REDACTED]	2.30	\$150.00	\$345.00
07/06/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matters re: settlements re: eviction cases re: non-payment of rent; prepare for and attend Zoom conferences with M. Torres and tenants re: settlement negotiations re: eviction cases re: non-payment of rent re: R. Fanning and re: D. Diaz and re: B. Robinson and re: R. Amparo; review and revise settlement agreement re: increase deposit amount re: R. Amparo; draft correspondence to M. Torres re: revised settlement agreement re: R. Amparo	2.10	\$150.00	\$315.00
07/06/2022	DH	GENERAL COUNSEL: review and analyze matter re: personnel matter re: access to personnel file re: fitness for duty examination	0.10	\$150.00	\$15.00
07/06/2022	MP	GENERAL COUNSEL: Review and assess matter re: status of eviction case against S. Grant re: required filing of consent stay of eviction re: application to DCA for emergency rental assistance; review and analyze	0.20	\$150.00	\$30.00

		correspondence from court officer re: stay of warrant of removal; review and assess matter re: settlement meetings with tenants and staff re: nonpayment eviction cases against A. Calderon, R. Fanning, D. Diaz, B. Robinson, and R. Amaro			
07/06/2022	JAM	GENERAL COUNSEL: Review and analyze matters for upcoming Board Meetings; review and analyze personnel matters; re: final disposition of case employee request for documents; re: finalize response under law; re: confer with Executive Director and provide legal advice and guidance on matter	1.20	\$150.00	\$180.00
07/06/2022	JAM	GENERAL COUNSEL: Review and analyze basis for OPRA response; re: update materials from J. Hoffman; re: update on meeting notice and consent legal items	0.70	\$150.00	\$105.00
07/06/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke; re: redevelopment memorandum, final meeting agenda and meeting access; re: appropriate course of action to proceed	0.40	\$150.00	\$60.00
07/07/2022	JB	GENERAL COUNSEL - conduct research re: opposition to redevelopment project on Route 1	0.50	\$150.00	\$75.00
07/07/2022	JB	GENERAL COUNSEL - review and analyze correspondence from J. Clarke re: OPRA Request re: copies of the written requests for NBBHA special meetings of the Board of Commissioners on 6/29/22 and 7/7/22; review and analyze requirements set forth in NJ OPRA Custodian's Toolkit and Handbook for Custodians	0.50	\$150.00	\$75.00
07/07/2022	JAM	GENERAL COUNSEL: Prepare for Board meeting; re: OPRA requests; re: examine by law provision, and documents sought; review and analyze legal memorandum; re: voting and conflict matter; re: update with Executive Director; re: examine legal matters for meetings; re: review and analyze NBHA bylaws; re: OPRA request	1.50	\$150.00	\$225.00
07/07/2022	JAM	GENERAL COUNSEL: Attend Board of Commissioners Meeting	2.20	\$150.00	\$330.00
07/07/2022	DH	GENERAL COUNSEL: review and analyze matter re: redevelopment matter; research state law re: redevelopment matter re: voting requirements re: redevelopment agency matters and re: housing authority matters; research state case law re: redevelopment matter re: voting requirements re: redevelopment agency matters and re: housing authority matters; draft memorandum re: redevelopment matter re: voting requirements re: redevelopment agency matters and re: housing authority matters	0.40	\$150.00	\$60.00
07/07/2022	ALC	GENERAL COUNSEL: Review matter re: overview of	1.10	\$150.00	\$165.00

		prior meeting quorum and vote concerns and potential conflict of interest questions re: analysis of appropriate course of action to proceed; review matter re: NBHA bylaws re: special meeting; draft memorandum re: NBHA bylaws			
07/08/2022	JB	GENERAL COUNSEL: Review and analyze OPRA Request submitted for documents relating to notice of special meetings of 6/29 and 7/7; review and analyze NBHA Bylaws concerning special meetings and responding to OPRA Request	0.40	\$150.00	\$60.00
07/08/2022	DH	GENERAL COUNSEL: review and analyze matter re: post-meeting action items and re: Open Public Records Act requests re: C. Kratovil	0.10	\$150.00	\$15.00
07/08/2022	JAM	GENERAL COUNSEL: Review and analyze NJ OPRA's request; re: provision of bylaws for calling Special Meetings; review documents and prepare response for NBHA; review materials; review and analyze legal matters from Board Meeting and commence preparation of the response	1.00	\$150.00	\$150.00
07/08/2022	ALC	GENERAL COUSEL: Review matter re: results of special meeting re: analysis of appropriate course of action to proceed; review matter re: waiver language re: Special Meeting; review matter; re: notice of Special Meeting re: appropriate course of action to proceed; review documentation; re: initial Special Meeting and subsequent Special Meeting re: appropriate course of action to proceed	1.20	\$150.00	\$180.00
07/11/2022	JB	GENERAL COUNSEL - review and analyze correspondences from J. Clarke to NBHA Board of Commissioners re: special meetings held on 6/29/22 and 7/7/22; review and analyze OPRA request re: review and analyze Board packages for documents responsive to OPRA request; draft correspondence for J. Clarke to respond to OPRA request	4.30	\$150.00	\$645.00
07/11/2022	DH	GENERAL COUNSEL: 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; review and analyze matter re: Open Public Records Act requests re: C. Kratovil; collate and compile materials re: prior responses re: Open Public Records Act requests re: C. Kratovil; draft memorandum re: prior responses re: Open Public Records Act requests re: C. Kratovil	0.70	\$150.00	\$105.00
07/11/2022	JAM	GENERAL COUNSEL: Review and analyze and collect documents response to NJ OPRA request; re: items previously made public; re: responsive within request; re: Review and confirm under actual OPRA requester identifying bylaw provisions; RE: telephone conference	1.00	\$150.00	\$150.00

		with attorney Hoffman; re: redevelopment counsel to NBHA			
07/11/2022	ALC	GENERAL COUNSEL: Review matter re: documentation concerning board special meetings re: appropriate course of action to proceed	0.30	\$150.00	\$45.00
07/12/2022	DH	GENERAL COUNSEL: review and analyze memorandum re: consent order re: stay of eviction re: S. Grant; review and finalize consent order re: stay of eviction re: S. Grant; draft correspondence to M. Torres re: consent order re: stay of eviction re: S. Grant; telephone conference with M. Torres re: consent order re: stay of eviction re: S. Grant; review and analyze correspondence from M. Torres re: consent order re: stay of eviction re: S. Grant	0.30	\$150.00	\$45.00
07/12/2022	DH	GENERAL COUNSEL: review and analyze correspondence from J. Clarke re: [REDACTED] research state law re: basis re: ethics [REDACTED] research state guidance re: basis re: ethics complaint filed by C. Kratovil; research state case law re: ethics complaint filed by C. Kratovil; draft memorandum re: ethics complaint filed by C. Kratovil	2.30	\$150.00	\$345.00
07/12/2022	MP	GENERAL COUNSEL: Review and finalize Consent Order re: stay of eviction for S. Grant re: pending application for emergency rental assistance from DCA	0.10	\$150.00	\$15.00
07/12/2022	JB	GENERAL COUNSEL: Conduct research concerning the NBHA special meetings in June and July 2022; draft memorandum discussing findings	0.40	\$150.00	\$60.00
07/12/2022	ALC	GENERAL COUNSEL: Review matter; re: formation of non-profit entity; re: analysis of appropriate course of action to proceed	0.40	\$150.00	\$60.00
07/13/2022	DH	GENERAL COUNSEL: telephone conference with M. Torres and S. Grant re: consent order re: stay of eviction re: S. Grant; review and analyze correspondence from M. Torres re: signed consent order re: stay of eviction re: S. Grant; e-file consent order re: stay of eviction re: S. Grant; review and analyze correspondence from M. Torres re: settlement documents re: eviction cases re: non-payment of rent re: R. Amparo and re: D. Diaz and re: R. Fanning and re: B. Robinson; collate and compile settlement documents re: eviction cases re: non-payment of rent re: R. Amparo and re: D. Diaz and re: R. Fanning and re: B. Robinson; e-file settlement documents re: eviction cases re: non-payment of rent re: R. Amparo and re: D. Diaz and re: R. Fanning and re: B. Robinson; draft memorandum re: transmission to tenants re: settlement documents re: eviction cases re: non-payment of rent re: R. Amparo and re: D. Diaz and re: R. Fanning and re: B. Robinson and re: L. Sosa and re:	3.30	\$150.00	\$495.00

		A. Cole; review and update tenancy chart re: non-payment of rent matters			
07/13/2022	DH	GENERAL COUNSEL: telephone conference with H. Sadowitz re: personnel matter re: disability leave re: ascertain appropriate course of action to proceed; draft memorandum re: personnel matter re: disability leave	0.20	\$150.00	\$30.00
07/13/2022	DH	GENERAL COUNSEL: review and analyze matter re: ethics complaint filed by C. Kratovil; continue researching state case law re: ethics complaint filed by C. Kratovil; draft memorandum re: ethics complaint filed by C. Kratovil re: develop background information; draft correspondence to J. Clarke re: Board meeting minutes re: ethics complaint filed by C. Kratovil; review and analyze correspondence from J. Clarke re: Board meeting minutes re: ethics complaint filed by C. Kratovil; review and analyze Board meeting minutes re: ethics complaint filed by C. Kratovil; draft memorandum re: ethics complaint filed by C. Kratovil re: potential defenses	2.30	\$150.00	\$345.00
07/13/2022	JAM	GENERAL COUNSEL: Review and analyze and research ethics complaint; re: legal and factual basis for claims; re: supporting documentation; re: basis for putative violation of NJ Local Government Ethics law; re: identify legal basis and case law; re: level of interconnection under purported violation; re: undertake full interview Chairwoman on matter; re: review Meeting Minutes from January and May 2022 Board Meetings	2.70	\$150.00	\$405.00
07/13/2022	JAM	GENERAL COUNSEL: Address personnel matter; review matter and provide legal guidance and proposed response to employee legal matter	0.70	\$150.00	\$105.00
07/14/2022	DH	GENERAL COUNSEL: telephone conference with M. Torres re: communication from S. Grant re: breach re: consent order re: stay of eviction re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
07/14/2022	DH	GENERAL COUNSEL: review and analyze matter re: response re: Open Public Records Act requests re: C. Kratovil; review and analyze matter re: personnel matter re: disability re: R. Fernandez	0.20	\$150.00	\$30.00
07/14/2022	JAM	GENERAL COUNSEL: Conduct telephone conference with Chairwoman of Board; re: recently filing with NB Municipal Ethics Committee; re: interview and obtain all facts and information; re: review all facts in matter; re: report to Executive Director and Board	1.10	\$150.00	\$165.00
07/14/2022	MP	GENERAL COUNSEL: Review and analyze matter re: settlement agreements filed in nonpayment eviction cases against R. Amparo, D. Díaz, R. Fanning, B. Robinson, and L. Sosa re: service of copies of filings on tenants; review and analyze matter re: execution and entry by Judge Corman of Consent Order re:	0.10	\$150.00	\$15.00

		nonpayment eviction case against A. Cole re: service of copy of signed and entered Order upon tenant			
07/15/2022	DH	GENERAL COUNSEL: draft memorandum re: tenant mailings re: settlements re: non-payment of rent matters	0.10	\$150.00	\$15.00
07/15/2022	JAM	GENERAL COUNSEL: Review, analyze and update Municipal Ethics Charges against NBHA Board Chair; review regulations; re: records of matter; re: John Hoffman handling matter and related items; re: review and analyze facts re: factual interview with Chairwoman of Board; re: report to Executive Director	1.00	\$150.00	\$150.00
07/15/2022	JH	GENERAL COUNSEL: Correspondence transmissions to six NBHA tenants; re: mail Settlement Agreements and Consent Orders via USPS regular mail; re: DH provided list of six NBHA tenants for mailings	0.50	\$50.00	\$25.00
07/18/2022	DH	GENERAL COUNSEL: review and analyze matter re: ethics complaint filed by C. Kratovil re: local ethics committee procedures and re: need for additional information; research municipal code re: ethics complaint filed by C. Kratovil re: local ethics committee procedures; draft memorandum re: ethics complaint filed by C. Kratovil re: local ethics committee procedures; draft memorandum re: ethics complaint filed by C. Kratovil re: additional information required	1.10	\$150.00	\$165.00
07/18/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from J. Clarke; re: January 2022 and May 2022 meetings and discussion about HUD innovation project sponsored by Rutgers, RWJ, Princeton, NJ Community Development Agency and Hackensack Meridian; re: conduct legal research; re: local government ethics laws, NB Ethics Board, and applicable NJ statutes; review and analyze meeting minutes from 1/26/22 and 5/25/22 NBHA meetings; review and analyze videotapes of 1/26/22 and 5/25/22 NBHA meetings; review and analyze ethics complaint filed by C. Kratovil with NB Ethics Board; re: prepare memorandum re: facts of Board actions in January and May meetings; re: prepare memorandum analyzing legal requirements of responding to ethic complaint filed against Chairwoman Medina Fernandez; re: prepare legal defenses on behalf of Chairwoman Medina Fernandez; review and analyze the matter	7.10	\$150.00	\$1,065.00
07/18/2022	DH	GENERAL COUNSEL: draft memorandum re: response re: Open Public Records Act requests re: C. Kratovil	0.10	\$150.00	\$15.00
07/18/2022	JAM	GENERAL COUNSEL: Email communication to John Hoffman inquiring as to facts and information of matter which is subject of an ethics complaint; re: specific request for information	0.70	\$150.00	\$105.00

07/18/2022	JAM	GENERAL COUNSEL: OPRA response request for extension	0.10	\$150.00	\$15.00
07/19/2022	JB	GENERAL COUNSEL - conduct legal research re: whether the NBHA must provide [REDACTED] with a copy of the documents relied upon in assessing her workplace complaint and whether said documents are privileged and discoverable; draft legal memorandum analyzing caselaw and discuss actions and recommendations to be taken by NBHA	4.40	\$150.00	\$660.00
07/19/2022	JAM	GENERAL COUNSEL: Review and analyze email communications with Executive Director; re: pending legal personnel matters; re: review and analyze matter; re: review and identify NJ Case law on legal duties of employer; re: port to and provide legal advice to Executive Director	0.50	\$150.00	\$75.00
07/20/2022	JB	GENERAL COUNSEL - draft correspondence for J. Clarke to give to [REDACTED] re: investigation and conclusion of her workplace complaint; review and analyze correspondence from J. Clarke to [REDACTED] re: conclusion of review; review and analyze correspondence from [REDACTED] to J. Clarke re: [REDACTED] investigation conclusion	0.60	\$150.00	\$90.00
07/20/2022	JB	GENERAL COUNSEL: Review and analyze correspondences to and from J. Hoffman re: ethics complaint filed against Chairwoman Medina Hernandez; request for underlying documents and related materials to application to Board	0.10	\$150.00	\$15.00
07/21/2022	DH	GENERAL COUNSEL: review and analyze matter re: non-payment of rent matters; review and analyze e-courts notices re: non-payment of rent matters; collate and compile e-courts notices re: non-payment of rent matters; telephone conference with M. Torres re: non-payment of rent matters re: S. Grant and re: A. Calderon	0.60	\$150.00	\$90.00
07/25/2022	DH	GENERAL COUNSEL: review and analyze correspondence from Michael Gildenberg re: request for extension re: consent order re: stay of eviction re: L. Joseph; draft memorandum re: consent orders re: stay of eviction re: L. Joseph and re: S. Grant; review and analyze correspondence from E. Figueroa re: repayment agreement re: E. Vasquez	0.30	\$150.00	\$45.00
07/25/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: 7/27 annual and regular meetings re: analysis of proposed meetings agendas re: appropriate course of action to proceed	0.30	\$150.00	\$45.00
07/26/2022	JAM	GENERAL COUNSEL: Telephone conference with John Hoffman and attorney Hogan; re: full questions on redevelopment presentations JAN and MAY 2022 meetings; re: underlying transaction and nature of and	2.00	\$150.00	\$300.00

		relationship of parties; re: identify of applicants and peripheral parties; re: nature of transaction; re: post telephone conference review of evidence			
07/26/2022	JB	GENERAL COUNSEL - Prepare for telephone conference with J. Hoffman to discuss ethics complaint filed by C. Kratovil; telephone conferences with J. Hoffman re: ethics complaint and relationships between Rutgers and RWJ; review and analyze disclosure forms, ethics complaint, and strategy going forward	1.00	\$150.00	\$150.00
07/26/2022	DH	GENERAL COUNSEL: review and analyze e-Courts notices re: settlement agreements re: non-payment of rent matters re: B. Robinson and re: R. Fanning and re: D. Diaz and re: R. Amparo; collate and compile materials re: e-Courts notices re: settlement agreements re: non-payment of rent matters re: B. Robinson and re: R. Fanning and re: D. Diaz and re: R. Amparo; review and analyze correspondence from M. Torres re: failure to attend settlement conference re: non-payment of rent matter re: A. Calderon	0.40	\$150.00	\$60.00
07/26/2022	DH	GENERAL COUNSEL: telephone conference with J. Clarke re: personnel matters re: leaves of absence re: ascertain appropriate course of action to proceed; draft memorandum re: personnel matters re: leaves of absence	0.40	\$150.00	\$60.00
07/27/2022	JB	GENERAL COUNSEL - review and analyze correspondence from J. Post, Esq. re: ethics complaint filed by C. Kratovil against J. Hoffman and Y. Medina-Hernandez; review and analyze correspondence from J. Hogan, Esq. re: defense of ethics complaint allegations; review and analyze contract between NBHA and Wilentz, Goldman, and Spitzer; review and analyze redevelopment agreement between NJIT, Rutgers, and medical school with NBHA; review and analyze NBHA resolution approving NJ Innovation Associates as redeveloper; draft memorandum summarizing and discussing relevant components of the agreements, resolutions, and contracts	1.20	\$150.00	\$180.00
07/27/2022	JAM	GENERAL COUNSEL: Evaluation of evidence status and disposition of ethics complaint; re: disposition of claims against Board Chair; re: analyze structure of RJW and actual entity of Rutgers before Board; re: prepare matter for review	1.00	\$150.00	\$150.00
07/28/2022	DH	GENERAL COUNSEL: review and analyze e-courts notices re: eviction cases re: non-payment of rent re: proof of service re: D. Tejada and re: R. Amparo and re: R. Fanning; review and analyze matter re: non-payment of rent matters re: S. Torres and re: C. Diaz and re: F. Jaquez; review and update eviction complaints re: non-payment of rent re: S. Torres and re: C. Diaz and re: F. Jaquez	1.30	\$150.00	\$195.00

07/28/2022	JB	GENERAL COUNSEL - Review and analyze documents forwarded by J. Hoffman, including the Redevelopment Agreement between NBHA and NJ Innovation Associates, LLC, City of New Brunswick Redeveloper Designation Application, correspondence from C. Liebling, Esq. to NBHA re: redeveloper of proposed project, architectural drawings, NBHA resolutions concerning project, and Request for Proposal documents; draft memorandum analyzing and discussing documents to determine role of RWJ with the project	4.80	\$150.00	\$720.00
07/28/2022	DH	GENERAL COUNSEL: conduct research re: legal developments re: COVID-19	0.20	\$150.00	\$30.00
07/29/2022	JAM	GENERAL COUNSEL: Review and analyze regulations and claims asserted in Local Government Ethics Complaint; re: factual information related to vote of Chairwoman at 1/2022 Meeting and 5/2022 Meeting; re: initial approval and subsequent modification of application; re: disposition of claims; re: distinction between Corporations and application of Board for approval; re: impact upon NBHA	1.10	\$150.00	\$165.00
08/01/2022	JB	GENERAL COUNSEL - conduct research to distinguish RWJ Barnabas Health from RWJ University Hospital; review and analyze video of May 2022 Board meeting; draft memorandum discussing reasons why there is no conflict for Chairwoman Medina-Hernandez to have voted in the May 2022 Board meeting concerning the HUB project	2.10	\$150.00	\$315.00
08/01/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: small claims complaint re: appropriate course of action to proceed	0.30	\$150.00	\$45.00
08/02/2022	JB	GENERAL COUNSEL - review and analyze NBHA Personnel Policy, Workplace Violence Policy, Anti-Harassment Policy, and Employee Complaint Policy; draft memorandum re: actions NBHA can take in response to harassment and threats made by former tenant [REDACTED] to staff; review and analyze matter; draft correspondence to J. Clarke re actions to be taken by NBHA; draft correspondences on behalf of J. Clarke to [REDACTED] in response to her behavior; draft correspondence on behalf of J. Clarke to and [REDACTED] re: handling [REDACTED] and compliance with personnel policy	3.80	\$150.00	\$570.00
08/02/2022	JB	GENERAL COUNSEL - review and analyze NBHA's response to OPRA Request submitted by review and analyze documents to be forwarded in response to request re; information	0.50	\$150.00	\$75.00
08/02/2022	JB	GENERAL COUNSEL - draft correspondence to C. Kratovil re: NBHA response to July Open Public Records Act Request; draft correspondences to J.	0.80	\$150.00	\$120.00

		Clarke with instructions concerning responding to request; review and analyze all documents addressing notices of meetings			
08/02/2022	JB	GENERAL COUNSEL - telephone conference with J. Clarke re: response to OPRA Request submitted by C. Kratovil	0.10	\$150.00	\$15.00
08/02/2022	JB	GENERAL COUNSEL - review and analyze Complaint filed by A. Jones in Special Civil Part of Middlesex County Superior Court; draft memorandum summarizing allegations in complaint; conduct legal research re: filing an Answer and Notice of Appearance with Social Civil Part; conduct research re: other litigation involving plaintiff; review and analyze correspondence from J. Clarke re: documentation of plaintiff's damage to her unit; draft Notice of Appearance on behalf of NBHA	2.30	\$150.00	\$345.00
08/02/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: response to OPRA request re: C. Kratovil re: review response and appropriate course of action to proceed	0.30	\$150.00	\$45.00
08/03/2022	JB	GENERAL COUNSEL - draft correspondence to J. Clarke re Board executed waivers; review and analyze correspondence from J. Clarke re: Board waivers	0.20	\$150.00	\$30.00
08/03/2022	JB	GENERAL COUNSEL - conduct legal research re: whether a Board meeting can be overturned if the Board's bylaws are not followed; draft memorandum analyzing state caselaw addressing issue	0.30	\$150.00	\$45.00
08/03/2022	JB	GENERAL COUNSEL - review and analyze Personnel Policy addressing harassment of employees in the workplace; draft and revise correspondence to [REDACTED] re: future dealings with [REDACTED]	0.20	\$150.00	\$30.00
08/03/2022	JB	GENERAL COUNSEL - conduct legal research re: non-profit corporation bylaw compliance and determine whether a Board's actions can be nullified if it is determined that the Board failed to follow special meeting notice requirements; draft legal memorandum analyzing state caselaw and statutes governing non-profit meeting notices and whether violations of notice requirements overturns Board decisions	2.90	\$150.00	\$435.00
08/03/2022	JB	GENERAL COUNSEL - draft and revise Notice of Appearance for Jones v. NBHA matter; e-file Notice of Appearance in JEDS Court System	0.50	\$150.00	\$75.00
08/04/2022	DH	GENERAL COUNSEL: draft correspondence to H. Sadowitz re: schedule telephone conference re: personnel matters re: leaves of absence; review and analyze correspondence from H. Sadowitz re: schedule telephone conference re: personnel matters re: leaves of absence; review and analyze prior memoranda re:	2.00	\$150.00	\$300.00

		personnel matters re: leaves of absence; review and analyze personnel policy re: personnel matters re: leaves of absence; research state guidance re: personnel matters re: leaves of absence; prepare for and participate in telephone conference with H. Sadowitz re: personnel matters re: leaves of absence re: additional information and re: appropriate course of action to proceed			
08/04/2022	JAM	GENERAL COUNSEL: Review and analyze documents and email communications; re: ethics matter; re: nature and extent to RJWBH role in application to Board and case law; re: Local Government Ethics Law and relationship of Board members; re: review and analyze matter to advise on matter	1.70	\$150.00	\$255.00
08/05/2022	JAM	GENERAL COUNSEL: Review and analyze personnel matters; re: leaves of absence and related matters; re: physicians notes, records of absences and all related items to ensure legal compliance; re: provide legal advice and guidance to NBHA staff members; re: Personnel laws and requirements	1.10	\$150.00	\$165.00
08/05/2022	JAM	GENERAL COUNSEL: Analyze and evaluate personnel matters; re: long-term leave and under Personnel Policy and NJ State law; review facts of two employees and ascertain facts of each time; review matter with Administrator handling personnel and prepare an outline of legal action item and letter to employees; re: law on handling identical and similar matters going forward	2.00	\$150.00	\$300.00
08/08/2022	JB	GENERAL COUNSEL - review and analyze correspondence from C. Kratovil re: written requests by Board Members to hold special meetings; draft correspondence to J. Clarke advising not to respond; review and analyze two OPRA Requests submitted by D. Horan for NBHA charter, Requests for Proposals, and records of rental properties managed by property management companies in the City of New Brunswick; draft response on behalf of J. Clarke to OPRA Requests submitted by D. Horan; review and analyze OPRA Request from A. Lakind, Esq. and J. Kane for Redevelopment Agreement between NBHA and Pennrose; draft response on behalf of J. Clarke to request submitted by A. Lakind and J. Kane; draft correspondence to J. Clarke re: Redevelopment Agreement; review and analyze matters	2.00	\$150.00	\$300.00
08/08/2022	DH	GENERAL COUNSEL: review and analyze correspondences from H. Sadowitz re: personnel matters re: leaves of absence re: supporting documentation; review and analyze matter re: personnel policy re: leaves of absence; draft personnel memoranda re: personnel matters re: leaves of absence; draft memorandum re: personnel memoranda re: personnel matters re: leaves of absence	1.30	\$150.00	\$195.00

08/08/2022	DH	GENERAL COUNSEL: review and analyze memoranda re: new Open Public Records Act requests; review and analyze matter re: responses re: Open Public Records Act requests; draft memorandum re: responses re: Open Public Records Act requests	0.40	\$150.00	\$60.00
08/08/2022	JAM	GENERAL COUNSEL: Undertake review of legal statutes and case law; re: claims asserted; re: identification of facts and laws governing matters; review of initial statute and case law; re: claim of Rutgers role are core to project; re: evaluation claims including legal liabilities and approach to matter	1.20	\$150.00	\$180.00
08/09/2022	JB	GENERAL COUNSEL - draft correspondence to J. Clarke re redevelopment agreement between NBHA and Pennrose; review and analyze Sears redevelopment agreement; review and analyze OPRA request submitted by A. Lakind and J. Kane	0.40	\$150.00	\$60.00
08/09/2022	JB	GENERAL COUNSEL - draft response for J. Clarke to send to D. Horan re: OPRA Request seeking RFPs and rental records	0.10	\$150.00	\$15.00
08/09/2022	DH	GENERAL COUNSEL: review and analyze memoranda re: response re: Open Public Records Act requests; draft memoranda re: responses re: Open Public Records Act requests	0.30	\$150.00	\$45.00
08/09/2022	JB	GENERAL COUNSEL: Review and analyze redevelopment agreement analyze NBHA and Penrose corporations for redevelopment of Block 199, Lots 11-13; draft response on behalf of J. Clarke to A. Lakind and J. Kane re: OPRA Request	0.40	\$150.00	\$60.00
08/09/2022	JB	GENERAL COUNSEL: Prepare correspondence on behalf of J. Clarke in response to OPRA Request for Redevelopment Agreement for Block 119, Lots 11-13	0.10	\$150.00	\$15.00
08/09/2022	JB	GENERAL COUNSEL: Review and analyze eviction complaints for F. Jacquez, C. Diaz, and S. Torres; review and analyze correspondence from M. Torres re: complaints executed by D. Toto	0.10	\$150.00	\$15.00
08/09/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matters re: non-payment of rent; telephone conference with M. Torres re: tenancy matters re: non-payment of rent re: current status; review and analyze correspondence from M. Torres re: tenancy matters re: non-payment of rent matters re: tenant account records; review and finalize eviction complaint re: non-payment of rent re: C. Diaz; review and finalize eviction complaint re: non-payment of rent re: F. Jaquez; review and finalize eviction complaint re: non-payment of rent re: S. Torres; draft correspondence to D. Toto re: eviction complaints re: non-payment of rent; review and analyze correspondence from M. Torres re: eviction complaints re: non-payment of rent	0.90	\$150.00	\$135.00

08/10/2022	JB	GENERAL COUNSEL - review and analyze correspondence from J. Clarke re: response to OPRA Request by J. Kane and A. Lakind; draft correspondence to J. Clarke re: status of all recent OPRA Requests	0.20	\$150.00	\$30.00
08/10/2022	DH	GENERAL COUNSEL: review and analyze correspondences from J. Clarke re: personnel matters re: leaves of absence; review and revise personnel memoranda re: personnel matters re: leaves of absence; draft correspondence to J. Clarke re: personnel memoranda re: personnel matters re: leaves of absence; telephone conference with J. Clarke re: personnel memoranda re: personnel matters re: leaves of absence; draft memorandum re: guidance re: personnel matters re: leaves of absence	1.30	\$150.00	\$195.00
08/10/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: R. Fernandez's recent leave of absence and request for a copy of her Fitness for Duty Examination Report; review and analyze matter	0.20	\$150.00	\$30.00
08/10/2022	JB	GENERAL COUNSEL - conduct legal research re: conflicts of interest for governmental representatives; draft response on behalf of NBHA Board and Chairwoman Medina-Hernandez to Ethics Board Complaint filed by C. Kratovil; review and analyze Complaint, correspondences, and resolutions relating to the HUB project	5.10	\$150.00	\$765.00
08/10/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matters re: non-payment of rent matters; execute eviction complaints re: non-payment of rent re: C. Diaz and re: F. Jaquez and re: S. Torres; collate and compile e-filing package re: eviction complaints re: non-payment of rent re: C. Diaz and re: S. Torres; draft correspondences to M. Torres re: complete filing package re: eviction complaint re: non-payment of rent re: F. Jaquez; review and analyze correspondences from M. Torres re: complete filing package re: eviction complaint re: non-payment of rent re: F. Jaquez	0.70	\$150.00	\$105.00
08/11/2022	JB	GENERAL COUNSEL - review and analyze correspondences from J. Hogan, Esq. re: response to Complaint filed with NB Board of Ethics by C. Kratovil; draft correspondences to J. Hogan re: arguments in support of actions taken by Chairwoman Medina-Fernandez	0.40	\$150.00	\$60.00
08/11/2022	JH	GENERAL COUNSEL: Correspondence transmittal and attachments to J. Peter Jost, Esq.; re: C. Kratovil matter	0.40	\$50.00	\$20.00
08/11/2022	JB	GENERAL COUNSEL: Prepare and revise response to Complaint filed with the NB Board of Ethics by C. Kratovil; review and analyze multiple correspondences from J. Hogan, Esq. re: responses filed on behalf of J.	2.10	\$150.00	\$315.00

		Hoffman, Esq. and NBHA/Chairwoman Medina-Hernandez and legal arguments in support of same; draft multiple correspondences to J. Hogan re responses to Complaint; draft correspondences to P. Jost, Esq. of NB Board of Ethics re: response filed on behalf of Board and Chairwoman; draft correspondence to J. Clarke re: filed response			
08/11/2022	JAM	GENERAL COUNSEL: Finalize memorandum re; ethics complaint; re; review and analyze claims; asserted under NJ Local Government Ethics Law including the structure of RJW and Rutgers medical re; applicant for redevelopment approval role of all parties; corporate structure of Rutgers and other entities including lack of conflicts basis. review the entire memorandum and analyze legal parameters and requirements of statutes. Report to Executive Director. Finalize matter	1.50	\$150.00	\$225.00
08/12/2022	DH	GENERAL COUNSEL: 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
08/15/2022	JB	GENERAL COUNSEL - review and analyze the status of the response filed on behalf of the NBHA to the ethics complaint filed by C. Kratovil.	0.20	\$150.00	\$30.00
08/15/2022	JB	GENERAL COUNSEL - review and analyze correspondences from J. Hogan, Esq. and P. Jost, Esq. re: response see to ethics complaint filed by C. Kratovil; draft correspondence to Board Chair Y. Medina-Hernandez re: status of ethics complaint and response filed on her behalf	0.70	\$150.00	\$105.00
08/15/2022	JB	GENERAL COUNSEL - draft correspondence to J. Clarke re: executed waivers of Board Members for notification of special meeting	0.10	\$150.00	\$15.00
08/15/2022	JB	GENERAL COUNSEL - draft correspondences to D. Toto and M. Torres of NBHA re: documentation concerning small claims action filed by A. Jones; review and analyze complaint	0.30	\$150.00	\$45.00
08/15/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matters re: non-payment of rent re: file eviction cases; collate and compile e-filing package re: eviction complaint re: non-payment of rent re: F. Jaquez; e-file eviction complaints re: non-payment of rent re: C. Diaz and re: F. Jaquez and re: S. Torres	0.80	\$150.00	\$120.00

Quantity Subtotal 117.2

Services Subtotal \$17,490.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
07/01/2022	JH	Court filing fee - Tenancy complaint for R. Amparo	1.00	\$62.00	\$62.00
07/01/2022	JH	Court filing fee - Tenancy complaint for R. Fanning	1.00	\$57.00	\$57.00
07/01/2022	JH	Court filing fee - tenancy complaint for Deyvi Tejada	1.00	\$57.00	\$57.00
08/04/2022	JH	Court filing fee - Notice of Appearance for Jones v. NBHA matter - Docket SC-000380-22	1.00	\$30.00	\$30.00
Expenses Subtotal					\$206.00

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	54.1	\$150.00	\$8,115.00
Alberto Camacho	4.9	\$150.00	\$735.00
Daryl Howard	30.9	\$150.00	\$4,635.00
Joseph Manfredi	26.0	\$150.00	\$3,900.00
Melissa Pellechio	0.4	\$150.00	\$60.00
Jean Handerhan	0.9	\$50.00	\$45.00
Quantity Total			117.2
Subtotal			\$17,696.00
Total			\$17,696.00

Detailed Statement of Account**Current Invoice**

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1693	08/16/2022	\$17,696.00	\$0.00	\$17,696.00
Outstanding Balance				\$17,696.00
Total Amount Outstanding				\$17,696.00

Please make all amounts payable to: Manfredi & Pellechio

Invoice # 1693 - 08/16/2022

Manfredi & Pellechio

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

INVOICE

Invoice # 1740
Date: 10/12/2022
Due Upon Receipt

New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901

03384 - NBHA

New Brunswick Housing Authority- General

Services

Date	Attorney	Notes	Quantity	Rate	Total
08/11/2022	JH	GENERAL COUNSEL: Correspondence transmission 8.11.2022; re: C. Kratovil matter	0.30	\$50.00	\$15.00
08/15/2022	JB	GENERAL COUNSEL - review and analyze multiple correspondences from M. Torres re: documentation on A. Jones' alleged unit damage; draft correspondence to E. Figueroa re: documentation on alleged damages in unit	0.20	\$150.00	\$30.00
08/15/2022	JB	GENERAL COUNSEL - review and analyze correspondences from M. Torres re: damages to A. Jones' unit; review and analyze photographs of unit damage to kitchen, living room, and bathroom	0.70	\$150.00	\$105.00
08/15/2022	JB	GENERAL COUNSEL: Draft correspondence to S. Davis and D. Toto; re: telephone conference to discuss A. Jones litigation	0.10	\$150.00	\$15.00
08/15/2022	JAM	GENERAL COUNSEL: Review and analyze personnel matters including failure of employees to seek/secure a proper leave of absence for not returning to work; review entire matter and confirm all aspects of matter; re: all aspects of prior history; review and finalize legal advice to Executive Director	1.00	\$150.00	\$150.00
08/15/2022	JAM	GENERAL COUNSEL: Review and analyze email communications; re: confirm receipt of submission by NB Ethics Board; re: prepare and finalize report to former Chairwoman of Board and for current Chairman of Board; re: pending matter; re: prepare and finalize full report with response to NJ Ethics Board; re: telephone conference with the Former Chairwoman; re: [REDACTED]	2.00	\$150.00	\$300.00

08/16/2022	DH	GENERAL COUNSEL: communicate with M. Torres re: tenancy matters re: non-payment of rent re: schedule settlement conferences; review and analyze court notifications re: eviction case filings re: non-payment of rent re: C. Diaz and re: F. Jaquez and re: S. Torres	0.20	\$150.00	\$30.00
08/17/2022	JB	GENERAL COUNSEL - draft correspondence to D. Toto and M. Torres re: documentation concerning A. Jones' alleged damages in her unit	0.10	\$150.00	\$15.00
08/17/2022	DH	GENERAL COUNSEL: communicate with Michael Gildenberg re: eviction case re: non-payment of rent re: consent order re: stay of execution re: L. Joseph	0.10	\$150.00	\$15.00
08/18/2022	JB	GENERAL COUNSEL - review and analyze correspondence from E. Figueroa re: inspection reports and work orders for A. Jones' unit; draft correspondence to E. Figueroa re: same	0.20	\$150.00	\$30.00
08/18/2022	JB	GENERAL COUNSEL - review and analyze correspondence from D. Toto re inspection report and maintenance records for unit occupied by A. Jones; draft correspondence to D. Toto inquiring about damage to unit	0.20	\$150.00	\$30.00
08/18/2022	JB	GENERAL COUNSEL - review and analyze multiple correspondences from S. Davis re: photographs of damage inside A. Jones' unit; draft multiple correspondences to S. Davis re: inspection reports and maintenance records; review and analyze photographs, emails, and reports generated detailing damage to unit and how tenant caused the damages; draft Answer to Complaint and Counterclaim filed in Small Claims Division by tenant; draft correspondences to J. Clarke, S. Davis, and D. Toto re: conference call to discuss defense and costs incurred by NBHA in repairing unit	4.80	\$150.00	\$720.00
08/18/2022	JH	GENERAL COUNSEL: Calendar management; re: Trial date of 9-6-2022 at 9am; re: A. Jones vs. NBHA, docket MID-SC-000380-22; re: video appearance required	0.30	\$50.00	\$15.00
08/18/2022	JAM	GENERAL COUNSEL: Update on materials and claims before NB Ethics Board; re: update report to Executive Director and former Chairwoman concerning matter	1.40	\$150.00	\$210.00
08/19/2022	ALC	CAPITAL FUND: Review matter re: non-profit entity re: analysis of relevant information for entity formation and non-profit status re: appropriate course of action to proceed	0.60	\$150.00	\$90.00
08/21/2022	JB	GENERAL COUNSEL - draft multiple correspondences to D. Toto and T. Ceccarelli re: subpoena to be served upon Magic Touch for a representative to testify as to the damages in A. Jones' unit; review and analyze multiple correspondences from D. Toto and T. Ceccarelli re: subpoena and testimony needed for trial; telephone conference with T. Ceccarelli re: served	1.10	\$150.00	\$165.00

		subpoena			
08/22/2022	DH	GENERAL COUNSEL: review and analyze correspondence from J. Clarke re: personnel matter re: leave of absence; research federal guidance re: personnel matter re: termination of employment re: exhaustion of leave; draft correspondence to J. Clarke re: personnel matter re: leave of absence re: appropriate course of action to proceed; review and analyze correspondence from J. Clarke re: personnel matter re: leave of absence re: exhaustion of leave; draft correspondence to J. Clarke re: personnel matter re: leave of absence re: exhaustion of leave; telephone conference with J. Clarke re: personnel matter re: schedule change re: continuing eligibility for benefits re: state health benefits program and re: public employees retirement system; research state regulations re: personnel matter re: schedule change re: continuing eligibility for benefits re: state health benefits program and re: public employees retirement system; research state guidance re: personnel matter re: schedule change re: continuing eligibility for benefits re: state health benefits program and re: public employees retirement system; draft memorandum re: personnel matter re: schedule change re: continuing eligibility for benefits re: state health benefits program and re: public employees retirement system	2.90	\$150.00	\$435.00
08/22/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from J. Clarke; re: OPRA Request and A. Jones litigation; re: prepare multiple correspondences to J. Clarke, S. Davis, and D. Toto; re: telephone conference to discuss matters	0.50	\$150.00	\$75.00
08/22/2022	JB	GENERAL COUNSEL - telephone conference with J. Clarke, S. Davis, and D. Toto re A. Jones litigation; conference call with J. Clarke re OPRA Requests	0.30	\$150.00	\$45.00
08/22/2022	JB	GENERAL COUNSEL - review and analyze OPRA Request by A. Lakind, Esq. seeking documents re: redevelopment agreements; draft correspondence to A. Laking advising that additional time is needed to respond to his request	0.40	\$150.00	\$60.00
08/22/2022	JB	GENERAL COUNSEL: Prepare answer to Complaint filed by A. Jones in Special Civil Part of the Superior Court; review and analyze complaint and documentation supplied by NBHA staff concerning damages to unit	1.10	\$150.00	\$165.00
08/22/2022	JAM	GENERAL COUNSEL: Review and analyze all pending ORPA matters; re: legal compliance; review, analyze and hold telephone conference with Executive Director and Director of Maintenance; re: disposition of claims for Small Claims Court matter of A. Jones case; review with client all facts and legal basis for claims; re: total damages caused by resident and authorization to file	0.40	\$150.00	\$60.00

		counterclaim; re: all related proofs for case			
08/22/2022	JAM	GENERAL COUNSEL: Review, analyze and prepare response to Inquiry from NBHA; re: pending Personnel matters; ire: listing of unauthorized time from work; re: utilization of all paid time off; re: disposition of prior matters related to employee; re: update with Executive Director; re: undertake review of Jones litigation; re: disposition of claims for damages to wall and ceilings caused by resident; re: witness statements and repairs costs to NBHA; review and update on pending ORPA requests and confirm responses and statutory compliance	1.50	\$150.00	\$225.00
08/23/2022	JB	GENERAL COUNSEL - review and analyze numerous OPRA Requests submitted by various constituents and attorneys and check status of responses by NBHA	0.90	\$150.00	\$135.00
08/23/2022	JB	GENERAL COUNSEL: Review and analyze status of filing Answer and Crossclaim in Akia Jones matter	0.10	\$150.00	\$15.00
08/23/2022	DH	GENERAL COUNSEL: telephone conference with M. Torres re: status re: tenancy matters re: non-payment of rent	0.10	\$150.00	\$15.00
08/24/2022	DH	GENERAL COUNSEL: review and analyze correspondence from M. Torres re: potential settlements re: tenancy matters re: eviction cases re: non-payment of rent; draft settlement documents re: eviction case re: non-payment of rent re: R. Albright; draft settlement documents re: eviction case re: non-payment of rent re: A. Calderon; draft settlement documents re: eviction case re: non-payment of rent re: C. Diaz; draft correspondence to M. Torres re: materials re: settlement conferences re: eviction case re: non-payment of rent; prepare for and attend Zoom conference re: settlement re: eviction case re: non-payment of rent re: A. Calderon; prepare for and attend Zoom conference re: settlement re: eviction case re: non-payment of rent re: R. Albright; prepare for and attend Zoom conference re: settlement re: eviction case re: non-payment of rent re: C. Diaz	1.50	\$150.00	\$225.00
08/24/2022	JB	GENERAL COUNSEL - review and analyze settlement agreements and landlord certifications for A. Calderon, R. Albright, and C. Diaz	0.30	\$150.00	\$45.00
08/24/2022	JB	GENERAL COUNSEL - draft letter to Superior Court, Special Civil Part re: counterclaim and costs incurred by NBHA to repair Plaintiff A. Jones' unit; telephone conferences with NJ Superior Court Special Civil Part re: trial date and pleadings; draft and revise Answer and Counterclaim; draft multiple correspondence to J. Clarke re: overtime payments to employee who responded to A. Jones' unit and work performed by Magic Touch; review and analyze multiple correspondences from J. Clarke re: overtime payments	4.80	\$150.00	\$720.00

		and work performed at 28 Gatling Court; draft supplement to Crossclaim; review and analyze matter			
08/24/2022	JB	GENERAL COUNSEL - draft correspondence to S. Davis, D. Toto, and J. Clarke re: contacting Magic Touch to advise that a subpoena will be forthcoming for 9/6/22 trial testimony and what information will be needed	0.40	\$150.00	\$60.00
08/24/2022	JAM	GENERAL COUNSEL: Review, analyze and confirm legal action for pending Open Public Records Act responses; re: review full range of responses and statutory time frames; re: disposition of matters; review evidence for Akia Jones litigation and confirm all necessary evidence and steps for trial	1.00	\$150.00	\$150.00
08/25/2022	JB	GENERAL COUNSEL - review and analyze correspondence from Superior Court, Small Claims Division re: filed Answer/Counterclaim and supporting documents; telephone conference with Small Claims Division re: upcoming trial; draft memo re: need to subpoena Magic Touch to testify at trial about damages and repair work	0.60	\$150.00	\$90.00
08/25/2022	JB	GENERAL COUNSEL - draft correspondences to M. Torres and D. Toto re: subpoena to be served upon Magic Touch Construction for upcoming trial; review and analyze correspondence from D. Toto re: advising Magic Touch of imminent subpoena; draft subpoena to be served upon Magic Touch; draft correspondence to T. Ceccarelli re: service of subpoena	1.20	\$150.00	\$180.00
08/25/2022	JB	GENERAL COUNSEL - draft correspondences to T. Ceccarelli re serving subpoena upon Magic Touch Construction and executed check; draft and revise subpoena	0.30	\$150.00	\$45.00
08/25/2022	JB	GENERAL COUNSEL - review and analyze correspondence from J. Clarke to A. Lakind re: OPRA request for redevelopment documents for George Apartments property; draft correspondence to J. Clarke re: possession of requested documents	0.20	\$150.00	\$30.00
08/25/2022	JB	GENERAL COUNSEL - review and analyze correspondence from A. Lakind re: NBHA's response to his OPRA request	0.10	\$150.00	\$15.00
08/25/2022	JB	GENERAL COUNSEL - telephone conference with T. Ceccarelli re: serving subpoena upon Magic Touch; review and analyze subpoena; draft correspondence to T. Ceccarelli re: subpoena	0.40	\$150.00	\$60.00
08/25/2022	DH	GENERAL COUNSEL: telephone conference with J. Clarke re: personnel matter re: employee benefits; draft memorandum re: identify pending matters	0.20	\$150.00	\$30.00
08/25/2022	JAM	GENERAL COUNSEL: Review, analyze and update on	1.00	\$150.00	\$150.00

		pending litigation case; re: review of evidence and all necessary materials for trial			
08/25/2022	JAM	GENERAL COUNSEL: Review and analyze OPRA request and finalize response	0.40	\$150.00	\$60.00
08/26/2022	JB	GENERAL COUNSEL - review and analyze documents from Magic Touch and NBHA reports for 28 Gatling Court; draft direct examination questions for witnesses from Magic Touch and NBHA	2.70	\$150.00	\$405.00
08/29/2022	DH	GENERAL COUNSEL: review and analyze correspondence from M. Torres re: tenancy matter re: non-payment of rent re: receipt of emergency rental assistance re: A. Cole; review and analyze matter re: status re: tenancy matters re: non-payment of rent re: S. Grant and re: A. Cole and re: L. Joseph re: ascertain appropriate course of action to proceed; review and analyze matter re: tenancy matter re: destruction of premises re: A. Jones; review and analyze memorandum re: tenancy chart re: non-payment of rent matters; review and update tenancy chart re: non-payment of rent matters; draft memorandum re: tenancy chart re: non-payment of rent matters	0.80	\$150.00	\$120.00
08/29/2022	JB	GENERAL COUNSEL - draft multiple correspondences to J. Clarke re: meeting with S. Davis and D. Toto to review photographs, reports, and facts concerning damages in 28 Gatling Court; review and analyze multiple correspondences from J. Clarke re: preparing witnesses for Jones trial	0.40	\$150.00	\$60.00
08/29/2022	JB	GENERAL COUNSEL - telephone conference with Small Claims Division re: adjournment of 9/6/22 trial date for A. Jones matter; draft correspondence to Court re: adjournment request	0.20	\$150.00	\$30.00
08/29/2022	JB	GENERAL COUNSEL - review and analyze all invoices, work orders, photographs, correspondences, and reports concerning damage to 28 Gatling Court; draft questions for direct examination of S. Davis, D. Toto, and employee(s) of Magic Touch Construction Co., Inc.; mark documents to be submitted into evidence at upcoming trial; submit Adjournment Request to the court; review and analyze matter re: continued preparation for trial	7.50	\$150.00	\$1,125.00
08/29/2022	MP	GENERAL COUNSEL: Review and assess matter re: request for adjournment of civil case re: A. Jones; review and analyze case history and facts re: tenancy matter re: A. Jones re: floods and destruction of unit and re: filing of civil case and counterclaim; review and assess matter re: case update on nonpayment case re: S. Grant re: failure to pay funds due under Consent Order re: determination on holding tenant in breach and process for requesting to lift stay of eviction; review and assess matter re: A. Cole nonpayment case re:	0.90	\$150.00	\$135.00

		payment received; review and assess matter re: L. Joseph re: status of application to DCA for rental funds and request from counsel to extend stay of eviction re: required review of amount of anticipated payment from DCA re: total amount due from tenant; review and analyze matter re: pending nonpayment settlements for R. Albright, A. Calderon, and C. Diaz; review and analyze matter re: nonpayment eviction complaints to be filed re: C. Diaz, F. Jaquez, and S. Torres; review and assess status of all pending NBHA nonpayment eviction cases			
08/29/2022	ALC	CAPITAL FUND: Review correspondence from M. Bejsiuk of McKernan Architects re: new procurement documentation re: capital projects re: analysis of appropriate course of action to proceed; draft correspondence re: procurement documentation; review correspondence from J. Clarke re: new procurement form; review follow up correspondence from M. Bejsiuk re: procurement form; review matter re: appropriate course of action to proceed	0.70	\$150.00	\$105.00
08/30/2022	DH	GENERAL COUNSEL: draft memorandum re: tenancy matter re: destruction of premises re: A. Jones; review and analyze matter re: tenancy matter re: non-payment of rent re: breach of consent order re: S. Grant; draft correspondence to court re: breach of consent order re: S. Grant; draft affidavit re: breach of consent order re: S. Grant; draft memorandum re: breach of consent order re: S. Grant	1.40	\$150.00	\$210.00
08/30/2022	JB	GENERAL COUNSEL - draft questions for S. Davis and D. Toto for direct examination at upcoming trial A. Jones v. NBHA; draft correspondences to S. Davis and D. Toto re: meeting to prepare for trial; review and analyze status of adjournment request before Judge Brown	3.50	\$150.00	\$525.00
08/30/2022	JB	GENERAL COUNSEL - telephone conference with Superior Court, Small Claims Division re: status of adjournment request of Jones v. NBHA trial; draft correspondences to A. Jones and Court re: adjournment	0.50	\$150.00	\$75.00
08/30/2022	JB	GENERAL COUNSEL - draft correspondence to A. Jones re: adjournment of trial to 9/27/22; draft correspondence to D. Toto, J. Clarke, and S. Davis re: adjournment of 9/6/22 trial and need to review documentation prior to upcoming trial; submit correspondences to the court; review and analyze matter re: continued preparation for trial	0.50	\$150.00	\$75.00
08/31/2022	DH	GENERAL COUNSEL: telephone conference with M. Torres re: non-payment of rent matters and re: failure to recertify matters re: ascertain appropriate course of action to proceed; collate and compile documents re: settlements re: non-payment of rent matters re: R.	1.30	\$150.00	\$195.00

		Albright and re: A. Calderon and re: C. Diaz; e-file settlement documents re: non-payment of rent matters re: R. Albright and re: A. Calderon and re: C. Diaz			
08/31/2022	JAM	GENERAL COUNSEL: Jones litigation; review and analyze matter; re: recent development; re: service of subpoena on expert; re: need for testimony from outside vendor plumber and related evidence in case; re: confer with Executive Director and NBHA Personnel; re: overall preparation of matter for trial	1.00	\$150.00	\$150.00
09/01/2022	JB	GENERAL COUNSEL: Draft correspondences to S. Davis, D. Toto, and J. Clarke re: meeting to review Akia Jones litigation	0.20	\$150.00	\$30.00
09/01/2022	JAM	GENERAL COUNSEL: Review and analyze OPRA request; re: provide legal advice and guidance in response; re: update on pending litigation matter for upcoming trial date; re: witnesses and direct examination; re: need for expert witnesses and service of subpoena upon same	1.00	\$150.00	\$150.00
09/01/2022	DH	GENERAL COUNSEL: telephone conference with J. Clarke re: personnel matter re: exhaustion of leave re: [REDACTED] re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
09/01/2022	DH	GENERAL COUNSEL: review and analyze matter re: Open Public Records Act request re: C. Kratovil re: ascertain appropriate course of action to proceed	0.10	\$150.00	\$15.00
09/02/2022	DH	GENERAL COUNSEL: review and analyze matter re: personnel matter re: exhaustion of leave re: [REDACTED] review and analyze personnel policy re: personnel matter re: exhaustion of leave re: [REDACTED] Rentas; draft memorandum re: personnel matter re: exhaustion of leave re: [REDACTED]	0.70	\$150.00	\$105.00
09/06/2022	DH	GENERAL COUNSEL: draft correspondence to J. Clarke re: personnel matter re: exhaustion of leave re: [REDACTED] Rentas; review and analyze correspondence from H. Sadowitz re: personnel matter re: exhaustion of leave re: [REDACTED] draft correspondence to H. Sadowitz re: personnel matter re: exhaustion of leave re: [REDACTED]	0.20	\$150.00	\$30.00
09/06/2022	JB	GENERAL COUNSEL: Draft correspondences to S. Davis and J. Clarke re: meeting to discuss circumstances of A. Jones' damage to her unit and to prepare for trial	0.20	\$150.00	\$30.00
09/06/2022	JB	GENERAL COUNSEL: Telephone conference with Magic Touch Construction re: new trial date; draft correspondence to J. Clarke, S. Davis, and D. Toto re: new trial date and meeting to review matter prior to trial; review and analyze correspondence from Court re: new trial date	0.40	\$150.00	\$60.00

09/06/2022	JAM	GENERAL COUNSEL: Follow up and finalize Reyes's matter; re: related personnel legal issues; re: review and analyze pending matter	0.50	\$150.00	\$75.00
09/07/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze Notices of Termination of the Lease and Proposed Adverse Action, Billing Statements, Spreadsheets, and all remaining nonpayment case documentation for M. Acevedo, A. Barrios, M. Bautista, A. Bernal, S. Berry, Z. Cordova, L. Dragon, K. Estrella, V. Garcia, L. Hamier-Wali, S. Jackson, J. Jaquez, A. McBride, M. Ortiz-Cruz, D. Perry, R. Sosa, V. Torres, C. Valerio, E. Vasquez, C. Verduci, and R. Whitten in preparation of drafting nonpayment eviction complaints with the Superior Court	1.20	\$150.00	\$180.00
09/07/2022	JB	GENERAL COUNSEL: Review and analyze OPRA Request from A. Lakind, Esq. re: redevelopment documents for George Street Apartments; draft correspondence to J. Clarke re: status of locating documents responsive to request	0.40	\$150.00	\$60.00
09/07/2022	JB	GENERAL COUNSEL - review and analyze all photographs, invoices, work orders, overtime payments, reimbursements, registers, municipal citations, inspection reports, and pleadings in A. Jones litigation; draft questions for direct examination of NBHA employees S. Davis and D. Toto; draft questions for direct examination of Magic Touch employee; prepare exhibits for testimony; review and analyze pleadings	6.00	\$150.00	\$900.00
09/08/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from D. Toto re: testimony to be offered at A. Jones trial; draft correspondence to D. Toto re: issues that both D. Toto and S. Davis will need to testify about concerning cause of damages in A. Jones' unit and cost of repairs to unit	0.30	\$150.00	\$45.00
09/08/2022	JH	GENERAL COUNSEL: Review trial documents (exhibits 1 -85) for matter of A. Jones vs. NBHA; re: prepare photographs and exhibit cover sheets for each exhibit; re: scan to system for filing with the court for pending trial scheduled for 9.29.2022	1.00	\$50.00	\$50.00
09/08/2022	JB	GENERAL COUNSEL - telephone conference with Small Claims Division re: exhibits in support of counterclaim filed in A. Jones matter; draft correspondence to Court re: exhibits; review and prepare exhibits in support of counterclaim; draft questions for direct examination of employee from Magic Touch Construction Co., Inc.; draft correspondences to D. Toto and S. Davis re: exhibits and issues to address in testimony; review and analyze trial strategy	3.50	\$150.00	\$525.00
09/08/2022	JH	GENERAL COUNSEL: Review, copy and preparation	1.00	\$50.00	\$50.00

		of three document packages for mailing to Akia Jones (documents and photographs) sent via USPS regular mail and RRR/Certified mailing			
09/08/2022	JAM	GENERAL COUNSEL: Jones trial litigation; re: finalize direct and cross-examination of witnesses; re: expert plumber and NBHA representatives	0.80	\$150.00	\$120.00
09/09/2022	DH	GENERAL COUNSEL: review and analyze court notifications re: tenancy matters re: non-payment of rent re: eviction complaints re: proof of service re: C. Diaz and re: F. Jaquez and re: S. Torres	0.10	\$150.00	\$15.00
09/09/2022	JAM	GENERAL COUNSEL: Update on status of pending matter for NB Ethics Commissioner; re: report to and confer with Executive Director; re: commence preparation of report to Chairman of Board and Executive Director	0.70	\$150.00	\$105.00
09/10/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Hogan, Esq. re: status of ethics complaint filed by C. Kratovil; draft correspondence to J. Hogan re: status of ethics complaint	0.20	\$150.00	\$30.00
09/10/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: response to A. Lakind's OPRA Request; draft correspondence for J. Clarke to provide to A. Lakind re: extension of time in which to respond	0.20	\$150.00	\$30.00
09/12/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze correspondence from M. Torres re: A. McBride's rental payments	0.10	\$150.00	\$15.00
09/12/2022	JB	GENERAL COUNSEL: Draft correspondence to J. Clarke re: NBHA's response to OPRA Request submitted by A. Lakind, Esq.	0.10	\$150.00	\$15.00
09/12/2022	JAM	GENERAL COUNSEL: Review and analyze email communications and legal issues associated with escalating resident situation for NBHA; re: identify situation and status; re: available legal options	0.50	\$150.00	\$75.00
09/12/2022	ALC	CAPITAL FUND: Review correspondence from J. Clarke re: various disclosures re: all contracts, RFPs and bids re: procurement packages re: appropriate course of action to proceed	0.60	\$150.00	\$90.00
09/13/2022	JB	GENERAL COUNSEL: In person conference with S. Davis and D. Toto to prepare for Akia Jones trial and review and analyze facts of case and photographs taken of damages and repairs to Jones' unit; continue trial preparation review all evidence with clients	2.70	\$150.00	\$405.00
09/13/2022	DH	GENERAL COUNSEL: review and analyze correspondences from M. Torres re: tenancy matters re: twenty new non-payment of rent matters; collate and	2.00	\$150.00	\$300.00

		compile documentation re: twenty new non-payment of rent matters; review and update tenancy tracking chart; review and analyze correspondence from M. Torres re: tenancy matters re: current non-payment of rent matters re: repayment agreement status			
09/13/2022	JB	GENERAL COUNSEL: Draft correspondence to J. Clarke re: status of response to OPRA Request by A. Lakind, Esq. for redevelopment documents	0.10	\$150.00	\$15.00
09/13/2022	JB	GENERAL COUNSEL: Tenant matter; re: review and analyze memorandum re: pending repayment agreements for NBHA tenants re: status of repayment agreements; review and analyze correspondence from M. Torres	0.10	\$150.00	\$15.00
09/13/2022	JB	GENERAL COUNSEL; Review and prepare exhibits to be used at trial in A. Jones matter	0.10	\$150.00	\$15.00
09/14/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: L. Sosa's failure to pay rent	0.10	\$150.00	\$15.00
09/19/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from H. Sadowicz re: meeting to discuss defense strategy for R. Barnes matter; draft correspondence to H. Sadowicz re: Housing Authority's response to complaint	0.20	\$150.00	\$30.00
09/19/2022	JB	GENERAL COUNSEL: Review correspondence from M. Torres; re: rental payments for D. Tejada; review billing statements and receipts for D. Tejada	0.20	\$150.00	\$30.00
09/22/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze Billing Statements, payment information, and correspondences from M. Torres re: tenants S. Berry and M. Acevedo	0.40	\$150.00	\$60.00
09/22/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze billing statement for B. Castleberry and correspondence from M. Torres re: partial payment of overdue rent	0.20	\$150.00	\$30.00
09/26/2022	DH	GENERAL COUNSEL: Review and analyze correspondences from M. Torres re: tenancy matters re: non-payment of rent re: L. Joseph and re: L. Sosa and re: D. Tejada and re: B. Williams and re: S. Berry and re: M. Acevedo and re: B. Castleberry and re: C. Valerio; review and update tenancy tracking chart re: non-payment of rent matters; draft correspondence to court re: non-payment of rent matter re: D. Tejada re: voluntary dismissal; draft correspondence to court re: non-payment of rent matter re: B. Williams re: voluntary dismissal; draft correspondence to M. Torres re: non-payment of rent matter re: B. Castleberry; draft materials re: request for warrant of removal re: breach of settlement agreement re: L. Sosa; draft	2.30	\$150.00	\$345.00

		memorandum re: tenancy matters re: non-payment of rent re: L. Joseph and re: S. Grant and re: L. Sosa			
09/26/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: C. Valerio's rental payment; draft correspondence to M. Torres re: payment; review and analyze billing statement for C. Valerio	0.30	\$150.00	\$45.00
09/26/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres; re: rent payments for B. Williams; review and analyze billing statement for B. Williams	0.20	\$150.00	\$30.00
09/27/2022	JB	GENERAL COUNSEL: Review and prepare exhibits and pleadings in preparation for upcoming trial re: A. Jones; telephone conference with G. Walling of Magic Touch re: trial; draft correspondence to G. Walling re: direct examination; draft correspondence to D. Toto and J. Clarke re: trial preparation	0.50	\$150.00	\$75.00
09/27/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: cancellation of 9/28 Board of Commissioners meeting; review correspondence from H. Sadowitz re: cancellation of meeting	0.30	\$150.00	\$45.00
09/28/2022	DH	GENERAL COUNSEL: review and analyze matter re: defiant trespass matter re: F. Burgos; draft defiant trespass notice re: F. Burgos; draft affidavit of service re: defiant trespass notice re: F. Burgos; review and analyze correspondences from H. Sadowitz and J. Clarke re: defiant trespass matter re: F. Burgos; draft correspondences to H. Sadowitz and J. Clarke re: defiant trespass matter re: F. Burgos; draft correspondence to Thomas Ceccarelli re: defiant trespass matter re: F. Burgos; telephone conference with T. Ceccarelli re: defiant trespass matters re: F. Burgos and re: G. Burgos re: service	0.70	\$150.00	\$105.00
09/28/2022	JB	GENERAL COUNSEL: Telephone conference with Small Claims Division re: trial; draft correspondences to D. Toto, S. Davis, and J. Clarke re: trial information; prepare for trial; review and analyze exhibits to be introduced at trial; review and analyze questions for Plaintiff and defense witnesses; draft direct examination questions for Plaintiff	2.90	\$150.00	\$435.00
09/28/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze correspondence from M. Torres re: dismissing non-payment case for V. Garcia; draft correspondence to M. Torres re: status of V. Garcia, A. McBride, D. Tejada, S. Berry, M. Acevedo, B. Castleberry, and B. Williams	0.40	\$150.00	\$60.00
09/28/2022	ALC	CAPITAL FUND: Review correspondence from M. Bejsiuk re: inclusion of new documentation re: procurement bid packages re: appropriate course of	0.40	\$150.00	\$60.00

		action to proceed			
09/29/2022	JB	GENERAL COUNSEL: Trial call for A. Jones v. NBHA; conference with Small Claims Clerk for Judge Brown re: dismissal and default judgment; draft correspondences to S. Davis, D. Toto, and J. Clarke re: trial outcome; draft correspondence to J. Clarke and D. Toto re: whether A. Jones served in military; complete and prepare Department of Defense form for military service search; draft Certification in Support of Default Judgment; draft Certification of Counsel in support of Default Judgment; draft Certification of J. Clarke in support of default judgment	4.50	\$150.00	\$675.00
09/29/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke to C. Kratovil re: cancellation of 9/28 board meeting re: appropriate course of action to proceed	0.30	\$150.00	\$45.00
09/29/2022	MP	GENERAL COUNSEL: Review and analyze new matter re: S. Easterling re: criminal activity and tampering and removal of smoke and carbon monoxide detectors in unit	0.20	\$150.00	\$30.00
09/30/2022	JB	GENERAL COUNSEL: Review photographs and correspondences from D. Toto and J. Clarke re: S. Easterling's removal and disabling of smoke and carbon monoxide detectors in her unit; draft Notice to Cease for S. Easterling; review and analyze ACOP re: relevant rules and regulations re: S. Easterling	3.70	\$150.00	\$555.00
09/30/2022	JB	GENERAL COUNSEL: Review correspondence from M. Torres re: tenancy application for A. Jones; review tenancy application	0.20	\$150.00	\$30.00
09/30/2022	DH	GENERAL COUNSEL: review and analyze memorandum re: tenancy matter re: S. Easterling; draft memorandum re: tenancy matter re: S. Easterling; review and analyze correspondences from M. Torres re: tenancy matters re: non-payment of rent; review and update tenancy tracking chart re: non-payment of rent matters re: status and required action	0.20	\$150.00	\$30.00
09/30/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from D. Toto re: S. Easterling re: smoke and carbon monoxide detectors; review and analyze matter re: preparation of notice to cease for breach of lease, obtaining further information on criminal activity at unit, required information on application and VAWA factors at lease inception, and re: status of unit repairs; review and analyze case documentation re: client communications and photographs; review and revise notice to cease to S. Easterling; draft memorandum re: required review of rules and regulations; draft correspondence to J. Clarke and D. Toto re: case facts re: clarification on timeline of removal and repair of smoke and carbon monoxide detectors	2.00	\$150.00	\$300.00

10/03/2022	JB	GENERAL COUNSEL: Prepare Certificate of Proof, Certification of John Clarke, Certification of Counsel, and cover letter to Court; re: requesting a default judgment be entered against Plaintiff A. Jones; review and analyze exhibits to certification in support of request; conduct legal research re: filing for default judgment with Small Claims Special Civil Part; draft and revise certifications in support of final default judgment; draft correspondence to Clerk re filing motion to have default entered as to Plaintiff	4.50	\$150.00	\$675.00
10/03/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from [REDACTED] complaint against NBHA employee	0.50	\$150.00	\$75.00
10/03/2022	JAM	GENERAL COUNSEL: Review and analyze proposed Final Judgment by default; re: Affidavit of Final Judgment by default including amounts due; re: review and confirm Court Rules and process; re: disposition of application for entry of Final Judgment; re: review and confirmation for poof for application; review and analyze employee complaint of D. Weeks and confer with investigator; re: review analyze and prepare recommendation to Executive Director	1.50	\$150.00	\$225.00
10/03/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres; re: Ring video surveillance of F. Burgos; draft correspondence to M. Torres re: additional video footage and communications with F. Burgos	0.20	\$150.00	\$30.00
10/03/2022	JB	GENERAL COUNSEL: Review correspondences from M. Torres re: S. Easterling smoking in her unit and removing smoke and carbon monoxide detectors	0.20	\$150.00	\$30.00
10/03/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: lease and no-smoking policy executed by S. Easterling; draft correspondence to M. Torres re: tenant's relations with neighbors	0.20	\$150.00	\$30.00
10/04/2022	JB	GENERAL COUNSEL: Review and analyze correspondences between J. Clarke and S. Easterling; re: tampering of smoke detectors and carbon monoxide detectors	0.20	\$150.00	\$30.00
10/04/2022	DH	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: personnel matter re: incident report re: alleged threats of violence re: ascertain appropriate course of action to proceed; review and analyze incident report re: personnel matter re: alleged threats of violence; draft personnel memoranda re: notice of investigation re: alleged threats of violence	0.90	\$150.00	\$135.00
10/04/2022	JB	GENERAL COUNSEL: Conduct legal research in NJ Administrative Code and NJ State Statutes; re: criteria	1.40	\$150.00	\$210.00

		for Executive Directors of housing authorities to be certified by the state; draft legal memorandum discussing and analyzing required qualifications and criteria			
10/04/2022	JB	GENERAL COUNSEL: Conduct research re: upcoming mayoral debate and campaign discussions about housing in New Brunswick	0.50	\$150.00	\$75.00
10/04/2022	JB	GENERAL COUNSEL: Draft correspondence to Court and Plaintiff; re: default for non-appearance of Plaintiff Akia Jones at trial; review and analyze Superior Court records to determine status of default	0.80	\$150.00	\$120.00
10/04/2022	JB	GENERAL COUNSEL: Draft Notice of Motion for the Entry of a Final Judgment by Default of Plaintiff and to Award Damages as Outlined in Defendant's Counterclaim; draft and revise Affidavit of J. Clarke; draft proposed form of order; draft correspondence to Court re: default and motion; draft Certification of Counsel in support of motion	2.20	\$150.00	\$330.00
10/04/2022	JB	GENERAL COUNSEL: Review and analyze status of OPRA Request for Redevelopment documents by A. Lakind, Esq.; draft correspondence to J. Clarke re: whether NBHA needs additional time to secure and locate documents	0.20	\$150.00	\$30.00
10/04/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: S. Easterling re: case history; draft correspondence to J. Clarke re: timeline re: removal of smoke and carbon monoxide detectors and current status	0.40	\$150.00	\$60.00
10/05/2022	DH	GENERAL COUNSEL: draft correspondence to J. Clarke re: personnel matter re: notice of investigation re: alleged threats of violence	0.10	\$150.00	\$15.00
10/05/2022	DH	GENERAL COUNSEL: review and analyze correspondence from Tom Ceccarelli re: defiant trespass matter re: affidavit of service re: F. Burgos	0.10	\$150.00	\$15.00
10/05/2022	JB	GENERAL COUNSEL: Review and analyze billing statement and documentation for tenant A. Barrios; draft summary of documents reviewed in preparation for eviction compliant	0.60	\$150.00	\$90.00
10/06/2022	DH	GENERAL COUNSEL: draft correspondence to J. Clarke re: personnel matter re: revised notice of investigation re: alleged threats of violence	0.10	\$150.00	\$15.00
10/06/2022	JB	GENERAL COUNSEL: Review and analyze M. Bautista's lease, billing statement, family profile, Notice to Terminate the Lease, and account statements; draft memo re: overdue rent owed by tenant	1.00	\$150.00	\$150.00
10/06/2022	JB	GENERAL COUNSEL: Review and analyze amended	1.10	\$150.00	\$165.00

		ethics complaint by C. Kratovil; review and analyze correspondence from P. Jost, Esq. re: amended complaint and ethics board meeting; review and analyze video footage of 10/3/22 Ethics Board Meeting; draft memo re: discussions during meeting			
10/07/2022	JB	GENERAL COUNSEL: Review and analyze amended complaint filed by C. Kratovil against Board Member Medina-Hernandez and J. Hoffman, Esq.; draft correspondence to J. Hogan, Esq. re: amended complaint and 10/3/22 Board of Ethics meeting; review and analyze correspondence from J. Hogan re: amended complaint	1.00	\$150.00	\$150.00
10/07/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from M. Torres re: S. Easterling harassing tenants and smoking in unit; draft correspondence to M. Torres re: actions taken by tenant	0.50	\$150.00	\$75.00
10/07/2022	JB	GENERAL COUNSEL: Telephone conference with P. Jost, Esq. re: Ethics Board procedures, composition of Board, and reply to amended complaint; conduct legal research re: procedures of Board of Ethics; review and analyze municipal code of New Brunswick for laws governing Board of Ethics; draft memorandum re: procedures of Board, Board composition, and amended complaint	1.50	\$150.00	\$225.00
10/07/2022	DH	GENERAL COUNSEL: review and analyze matter re: ethics complaint re: C. Kratovil; research financial disclosure statements re: ethics compliant re: C. Kratovil; draft memorandum re: financial disclosure statements re: ethics compliant re: C. Kratovil	0.30	\$150.00	\$45.00
10/07/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from M. Torres re: S. Easterling's interactions with neighbors, removal of detectors in the unit, and smoking violations; draft multiple correspondences to M. Torres re same; review and analyze matter re: required action on new allegations of misconduct	0.50	\$150.00	\$75.00
10/07/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: late fees re: inquiry re: permissibility under current law	0.10	\$150.00	\$15.00
10/07/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: S. Easterling; review and analyze correspondence from neighboring tenant complaining of issues with S. Easterling re: disturbances at unit and smoking; review and analyze second correspondence from neighboring tenant re: cigarette smoke from S. Easterling; review and analyze correspondence from M. Torres re: communications with S. Easterling; review and analyze correspondence from M. Torres with tenant emails, lease agreement,	0.70	\$150.00	\$105.00

		and no-smoking policy; draft correspondence to M. Torres requesting work orders re: repair of smoke detectors and carbon monoxide detectors; review and analyze matter re: required clarification on timeline of removal and repair of detectors, required revision to notice to cease to include smoking violations and disturbance of neighbors re: loud and violent altercations inside and outside of unit			
10/10/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Kane and A. Lakind, Esq. re: redevelopment documents requested pursuant to OPRA Request; draft correspondence to J. Clarke re: status of locating responsive documents	0.20	\$150.00	\$30.00
10/10/2022	JB	GENERAL COUNSEL: Review and analyze Financial Disclosure Forms of Y. Medina-Hernandez and J. Hoffman from 2018 through 2022; review and analyze correspondences from P. Jost re: amended complaint and code of ethics; telephone conferences with New Brunswick Municipal Clerk's Office and P. Jost, Esq. re City's Code of Ethics; conduct legal research re: state and municipal authorities and financial disclosures and ethics guidelines for municipal employees, officers, and authority board members	2.90	\$150.00	\$435.00
10/10/2022	JAM	GENERAL COUNSEL: Review and analyze FDS statements from NJ Website; re: amended complaint against NBHA Board Member; re: request from NBHA Executive Director to report to Chairman of Board on matter; review and analyze City of New Brunswick ordinances; re: NJ Redevelopment and Housing Law, NJ Local Government Ethics Law and NJ FDS State statute; re: working to identify City Code of Ethics; re: analyze matter for report to Executive Director and Chairman of Board	1.50	\$150.00	\$225.00
10/10/2022	DH	GENERAL COUNSEL: review and analyze matter re: ethics complaint re: C. Kratovil re: municipal code of ethics; research state law re: ethics complaint re: C. Kratovil re: municipal code of ethics; research state regulations re: ethics complaint re: C. Kratovil re: municipal code of ethics; research state guidance re: ethics complaint re: C. Kratovil re: municipal code of ethics; draft memorandum re: ethics complaint re: C. Kratovil re: municipal code of ethics	1.90	\$150.00	\$285.00
10/10/2022	JB	GENERAL COUNSEL - conduct legal research re: municipal and state ethics laws and violations, financial disclosure statement requirements, and consequences for violating requirements; draft legal memorandum discussing and analyzing municipal and state laws and state judicial decisions; telephone conference with P. Jost re: municipal code of ethics; review and analyze correspondence from P. Jost re: ethics code; review and analyze New Brunswick Standard Operating Procedures for the Board of Ethics	6.30	\$150.00	\$945.00

10/11/2022	DH	GENERAL COUNSEL: telephone conference with M. Torres re: tenancy matters re: non-payment of rent matters re: L. Sosa and re: S. Grant and re: L. Joseph and re: T. Jones; draft memorandum re: pending tenancy matters; review and analyze correspondences from M. Torres re: tenancy matter re: S. Easterling; review and analyze correspondences from M. Torres re: tenancy matter re: non-payment of rent re: J. Jaquez and re: L. Dargan; review and update tenancy tracking chart re: non-payment of rent matters re: J. Jaquez and re: L. Dargan	0.90	\$150.00	\$135.00
10/11/2022	JB	GENERAL COUNSEL - review and analyze correspondences from M. Torres re: Service Extension payment by the Salvation Army for T. Jones' past due rent	0.20	\$150.00	\$30.00
10/11/2022	DH	GENERAL COUNSEL: 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

Quantity Subtotal 136.4

Services Subtotal \$20,200.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
08/04/2022	JH	Court filing fee - Notice of Appearance re: A. Jones matter	1.00	\$30.00	\$30.00
08/11/2022	JH	Postage costs for correspondence transmission	1.00	\$1.92	\$1.92
08/11/2022	JH	Postage for correspondence to C. Kratovil	1.00	\$1.92	\$1.92
08/11/2022	JH	Photocopy costs re: correspondence of 8/11/22	1.00	\$5.70	\$5.70
08/16/2022	JH	Court filing fee; re: Complaint tenancy matter #LT-0052625-22; re: J. Fanning	1.00	\$67.00	\$67.00
08/16/2022	JH	Court filing fee; re: Complaint re: tenancy matter of S. Torres	1.00	\$62.00	\$62.00
08/16/2022	JH	Court filing fee; Complaint for tenancy matter; re: C. Diaz	1.00	\$67.00	\$67.00
08/29/2022	JH	Postage costs -RRR/ Certified mailing to Middlesex County Courthouse Clerk re: A. Jones - NBHA; docket number MID-SC-000380-22	1.00	\$7.82	\$7.82
08/29/2022	JH	Postage cost - correspondence to A. Jones	1.00	\$0.57	\$0.57

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08/29/2022	JH	Photocopy costs for correspondence transmission matter of A. Jones - NBHA	1.00	\$0.60	\$0.60
08/30/2022	JH	Postage costs - RRR/Certified mailing to A. Jones	1.00	\$7.82	\$7.82
08/30/2022	JH	Postage costs - USPS regular mailing & Certificate of Mailing to A. Jones	1.00	\$2.35	\$2.35
08/30/2022	JH	Photocopy cost for USPS mailings (2) for A. Jones	1.00	\$0.60	\$0.60
09/09/2022	JH	Postage costs: USPS regular mail \$9.05 and RRR/Certified mailing of \$16.50 for 2 packages of documents sent to Akia Jones; re: matter of A. Jones vs. NBHA	1.00	\$25.55	\$25.55
09/09/2022	JH	Photocopy costs; 3 sets of documents and photographs (187 per package = 561 copies at .15 per copy) mailed to Akia Jones; re: A. Jones vs. NBHA matter;	1.00	\$84.15	\$84.15
Expenses Subtotal				\$365.00	

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	90.6	\$150.00	\$13,590.00
Alberto Camacho	2.9	\$150.00	\$435.00
Daryl Howard	19.8	\$150.00	\$2,970.00
Joseph Manfredi	16.2	\$150.00	\$2,430.00
Melissa Pellechio	4.3	\$150.00	\$645.00
Jean Handerhan	2.6	\$50.00	\$130.00
Quantity Total			136.4
Subtotal			\$20,565.00
Total			\$20,565.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1740	10/12/2022	\$20,565.00	\$0.00	\$20,565.00
Outstanding Balance				\$20,565.00
Total Amount Outstanding				\$20,565.00

Invoice # 1740 - 10/12/2022

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

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

INVOICE

Invoice # 1763
Date: 11/11/2022
Due Upon Receipt

New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901

03384 - NBHA

New Brunswick Housing Authority- General

Services

Date	Attorney	Notes	Quantity	Rate	Total
10/11/2022	MP	GENERAL COUNSEL: Review and analyze memorandum re: outstanding tenancy matters re: status and action required	0.20	\$150.00	\$30.00
10/12/2022	JB	GENERAL COUNSEL: Review and analyze Fulton Square II, Jersey Handy, and Plum II projects which were before NBHA	0.10	\$150.00	\$15.00
10/12/2022	JB	GENERAL COUNSEL: Review and analyze photographs of items repaired in S. Easterling's unit - door locks, window, toilet, bathroom, sink, and towel rack; review and analyze work orders to repair aforementioned items and to reinstall smoke detector which tenant had removed	0.50	\$150.00	\$75.00
10/12/2022	DH	GENERAL COUNSEL: review and analyze correspondence from M. Torres re: tenancy matters re: non-payment of rent re: K. Gutierrez and re: M. Cruz; review and update excel file re: tenancy matters re: non-payment of rent; draft memorandum re: tenancy matters re: non-payment of rent	0.20	\$150.00	\$30.00
10/13/2022	DH	GENERAL COUNSEL: telephone conference with H. Sadowitz re: tenancy matters re: non-payment of rent re: comprehensive update re: status re: twenty nine tenants re: ascertain appropriate course of action to proceed; draft memorandum re: tenancy matters re: non-payment of rent	0.70	\$150.00	\$105.00
10/13/2022	JB	GENERAL COUNSEL: Review and analyze photographs of damages and repairs in tenant S. Easterling's unit; review and analyze work orders for repairs performed in S. Easterling's unit; review and	3.90	\$150.00	\$585.00

		analyze Smoke-Free Policy, tenant's lease, and ACOP; review and analyze correspondences from M. Torres re: damages to unit; draft Notice to Cease for tampering/damaging smoke and carbon monoxide detectors, smoking in unit, and disruptive behavior			
10/13/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze correspondence from M. Torres re: rental payments by M. Ortiz-Cruz and K. Estrella; review and analyze billing statements of M. Ortiz-Cruz and K. Estrella	0.20	\$150.00	\$30.00
10/13/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze correspondence from M. Torres re: rental payment by L. Dargan; review and analyze rental payment receipt	0.10	\$150.00	\$15.00
10/13/2022	MP	GENERAL COUNSEL: Review and analyze matter re: nonpayment eviction case against L. Sosa re: breach of settlement agreement; review and analyze matter re: status and required action; review and revise affidavit of client, correspondence to the court, and warrant request re: L. Sosa; draft memorandum re: proceeding to hold tenant in breach of settlement agreement; review and analyze matter re: nonpayment eviction case against S. Grant re: expiration of consent stay of warrant of removal and failure to pay amounts due; review and revise affidavit of client; draft memorandum re: process for scheduling lockout in eviction case re: case history and procedural status	1.00	\$150.00	\$150.00
10/14/2022	JB	GENERAL COUNSEL: Tenancy matter; re: review and analyze correspondence from M. Torres re: Repayment Agreement Tracker for tenants	0.10	\$150.00	\$15.00
10/14/2022	DH	GENERAL COUNSEL: review and analyze memoranda re: tenancy matters re: non-payment of rent re: L. Sosa and re: S. Grant; review and update materials re: settlement breach re: non-payment of rent re: L. Sosa; draft correspondence to Court Officer John Walling re: schedule lockout re: non-payment of rent re: S. Grant; draft memoranda re: tenancy matters re: non-payment of rent re: L. Sosa and re: S. Grant; issue correspondence to J. Walling re: schedule lockout re: non-payment of rent re: S. Grant; review and analyze correspondence from J. Walling re: schedule lockout re: non-payment of rent re: S. Grant; review and revise affidavit of breach re: non-payment of rent re: S. Grant	1.70	\$150.00	\$255.00
10/14/2022	JH	GENERAL COUNSEL: Correspondence transmission to Clerk of Court, Middlesex Vicinage, Special Civil Part, Landlord-Tenant Division, Court Officer John Walling and tenant, S. Grant; re: request to re-schedule lockout	0.40	\$50.00	\$20.00
10/14/2022	JB	GENERAL COUNSEL: Review and analyze NBHA Admissions and Continued Occupancy Policy, tenant	1.40	\$150.00	\$210.00

		lease for S. Easterling, Smoke-Free Policy, and One Strike-You're Out Policy; draft Notice to Cease for S. Easterling for tampering with detectors inside her unit, smoking in and near her unit, and engaging in criminal behavior; review and analyze multiple correspondences from M. Torres re: S. Easterling's arrest and her guests arrest; draft multiple correspondences to M. Torres re: police reports			
10/14/2022	JB	GENERAL COUNSEL: Draft correspondence to J. Clarke requesting minutes, agendas, and board packages from NBHA Board meetings from March 2019 through December 2021 which reference allegations in amended complaint; review and analyze amended complaint filed by C. Kratovil	0.20	\$150.00	\$30.00
10/14/2022	MP	GENERAL COUNSEL: Review and revise correspondence to court officer requesting rescheduled lockout in nonpayment eviction case against S. Grant; review and analyze correspondence from court officer re: lockout and requiring filing of certification of breach of agreement; draft memorandum re: affidavit of breach of agreement re: request to reschedule lockout	0.70	\$150.00	\$105.00
10/17/2022	JB	GENERAL COUNSEL: Review and analyze complaint and amended complaint filed by C. Kratovil; conduct legal research re: financial disclosure statement filings and requirements; conduct legal research re: amending the statement to update disclosures; draft memorandum discussing and analyzing steps that Commissioner Medina-Hernandez should take to amend her financial disclosure statements and discussing and analyze strategy to defend against complaint and amended complaint; draft multiple correspondences to J. Hogan, Esq. re: allegations in amended complaint; review and analyze multiple correspondences from J. Hogan re: amended complaint; review and analyze J. Morris' involvement with NBHA projects referenced in Amended Complaint	6.90	\$150.00	\$1,035.00
10/17/2022	JB	GENERAL COUNSEL: Draft correspondence to P. Jost, Esq. re: timeline for submission of response to amended complaint and whether the supplemental pleading will be heard with the initial complaint filed by C. Kratovil	0.10	\$150.00	\$15.00
10/17/2022	JB	GENERAL COUNSEL: Draft correspondence to J. Hogan, Esq. re: meeting to discuss allegations in C. Kratovil's Amended Complaint	0.10	\$150.00	\$15.00
10/17/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from [REDACTED] to J. Clarke re: harassment by [REDACTED] and workplace complaint filed by [REDACTED] review and analyze workplace complaint filed by [REDACTED] against [REDACTED], draft correspondence to T. Ceccarelli re: investigation into claims by both employees	0.60	\$150.00	\$90.00

10/17/2022	DH	GENERAL COUNSEL: draft correspondence to J. Clarke re: affidavit of breach re: non-payment of rent matter re: S. Grant	0.10	\$150.00	\$15.00
10/17/2022	MP	GENERAL COUNSEL: Review and finalize affidavit for client re: S. Grant re: breach of Consent Stay of warrant of removal re: required payments re: request to reschedule lockout	0.10	\$150.00	\$15.00
10/17/2022	JAM	GENERAL COUNSEL: Review and analyze email communication from Executive Director; re: employee complaint; re: review and analyze matter; re: police reports; re: confer with Executive Director; re: confer with Investigator Ceccarelli; re: investigation	1.00	\$150.00	\$150.00
10/18/2022	JB	GENERAL COUNSEL: Review and analyze workplace complaints filed by [REDACTED] and [REDACTED] re: harassment at work; draft correspondence to T. Ceccarelli re: requesting an investigation of claims asserted by [REDACTED]	0.30	\$150.00	\$45.00
10/18/2022	JB	GENERAL COUNSEL: Telephone conference with J. Hoffman, Esq. and J. Hogan, Esq. re: Plum II, Fulton Square II, Jersey Handy, and HUB projects and financial disclosure statement requirements; draft correspondence to Y. Medina-Hernandez re: her obligations to submit amended financial disclosure statements and questions concerning her involvement with the aforementioned projects; review and analyze amended complaint filed by C. Kratovil and New Brunswick Code of Ethics; conduct research re: RWJ Board members from 2018 through 2022	3.80	\$150.00	\$570.00
10/18/2022	DH	GENERAL COUNSEL: review and analyze correspondence from S. Grant re: tenancy matter re: non-payment of rent re: request to schedule lockout; draft correspondence to J. Clarke re: correspondence from S. Grant re: tenancy matter re: non-payment of rent re: request to schedule lockout; draft memorandum re: new non-payment of rent matters re: eviction complaints	0.40	\$150.00	\$60.00
10/18/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from S. Grant re: request for agreement re: time to vacate and rental payments re: request for lockout in nonpayment eviction case; review and assess matter re: communication from S. Grant; review and revise correspondence to client re: communication from S. Grant and case status re: requesting rescheduled lockout	0.40	\$150.00	\$60.00
10/18/2022	JAM	GENERAL COUNSEL: Review and analyze claims asserted in amended complaint and disposition of Board Meeting; re: all facets of claim for NBHA Board Meetings; review claims and parties; re: work to identify Board packages and materials submitted to Board by Redevelopment Counsel; re: documents identifying role	1.70	\$150.00	\$255.00

		of RWJH Board members and RWJH as potential lessee in matters before NBHA Board; re: telephone conference with Redevelopment Counsel; re: ascertain facts and information in matter			
10/19/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matters re: non-payment of rent; review and analyze materials re: tenancy matters re: non-payment of rent re: M. Bautista and re: A. Bernal and re: Z. Cordova and re: R. Sosa and re: C. Verduci; draft eviction complaint re: non-payment of rent re: M. Bautista; draft eviction complaint re: non-payment of rent re: A. Bernal; draft eviction complaint re: non-payment of rent re: Z. Cordova; draft eviction complaint re: non-payment of rent re: R. Sosa; draft eviction complaint re: non-payment of rent re: C. Verduci	2.10	\$150.00	\$315.00
10/19/2022	JB	GENERAL COUNSEL: Review and analyze March 2019, May 2019, September 2019, December 2019, June 2021, September 2021, January 2022, and May 2022 videotapes of NBHA Board meetings to determine whether RWJ was referenced in the HUB, Jersey Handy, Fulton Square II, and Plum II projects; review and analyze correspondence from J. Hogan re: J. Hoffman's response to amended complaint; review J. Hoffman's correspondence to New Brunswick Board of Ethics; draft report to J. Clarke and Chairman Z. Wright re: chronology, summary, and analysis of events concerning ethics complaint filed by C. Kratovil	5.50	\$150.00	\$825.00
10/19/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: OPRA Requests submitted by C. Kratovil for various communications between NBHA and HUD	0.10	\$150.00	\$15.00
10/19/2022	JB	GENERALCOUNSEL: Draft correspondence to T. Ceccarelli re: need for investigation of employee complaint filed by [REDACTED]	0.10	\$150.00	\$15.00
10/19/2022	DH	GENERAL COUNSEL: review and analyze correspondence from J. Clarke re: Open Public Records Act requests re: C. Kratovil; telephone conference with J. Clarke re: Open Public Records Act requests re: C. Kratovil; draft correspondence to J. Clarke re: Open Public Records Act requests re: C. Kratovil	0.40	\$150.00	\$60.00
10/19/2022	JAM	GENERAL COUNSEL: Finalize full report to former Board Chairwoman; re: pending legal matter	1.10	\$150.00	\$165.00
10/19/2022	JAM	GENERAL COUNSEL: Work on w [REDACTED] complaint; re: review of matter with investigator; re: finalize letters to employees for Executive Director to issue; re: [REDACTED]	0.50	\$150.00	\$75.00
10/20/2022	JB	GENERAL COUNSEL: Review and analyze status of OPRA Requests filed by C. Kratovil, A. Lakind, and D.	1.10	\$150.00	\$165.00

		Hogan; draft correspondence to J. Clarke re: documents responsive to OPRA Requests; draft memorandum detailing each pending OPRA Request, documents sought, and status of response			
10/20/2022	DH	GENERAL COUNSEL: communicate with M. Torres re: tenancy matters re: non-payment of rent; telephone conference with H. Sadowitz re: tenancy matters re: non-payment of rent; draft correspondence to D. Toto re: tenancy matters re: non-payment of rent	0.20	\$150.00	\$30.00
10/20/2022	JAM	GENERAL COUNSEL: Review, analyze and confirm pending Open Public Records Act requests; re: finalizing responses	1.10	\$150.00	\$165.00
10/21/2022	JAM	GENERAL COUNSEL: Confer with Investigator Ceccarelli; re: disposition of workplace investigation to date; re: all relevant documents and materials to date; re: cross and counter claims by employee accused	0.60	\$150.00	\$90.00
10/24/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from T. Ceccarelli re: investigation into workplace complaints filed by [REDACTED] and re: [REDACTED] draft correspondence to T. Ceccarelli re: status of investigation	0.20	\$150.00	\$30.00
10/24/2022	JB	GENERAL COUNSEL: Conduct legal research re: jurisdiction of New Brunswick Redevelopment Board, Planning Board, Zoning Board, and Municipal Counsel in reviewing and approving redevelopers, agreements, amendments, and plans for redevelopment projects; strategize and analyze defenses [REDACTED] relative to the complaint and amended complaint filed by C. Kratovil with the New Brunswick Board of Ethics; draft correspondence to J. Clarke re: chronology	1.40	\$150.00	\$210.00
10/24/2022	DH	GENERAL COUNSEL: review and analyze correspondences from J. Clarke re: tenancy matters re: non-payment of rent re: new eviction complaints and re: abandoned units; telephone conference with J. Clarke re: tenancy matters re: non-payment of rent re: new eviction complaints and re: abandoned units; draft abandoned property act notices re: C. Verduci and re: B. Robinson; collate and compile materials re: new eviction complaints re: non-payment of rent re: M. Bautista and re: A. Bernal and re: Z. Cordova and re: R. Sosa; draft correspondence to J. Clarke re: abandoned property act notices re: C. Verduci and re: B. Robinson; draft correspondence to court re: dismiss complaint re: non-payment of rent re: B. Robinson	1.60	\$150.00	\$240.00
10/24/2022	DH	GENERAL COUNSEL: review and analyze correspondence from J. Clarke re: notice of claim re: [REDACTED]	0.10	\$150.00	\$15.00
10/24/2022	JB	GENERAL COUNSEL: Conduct legal research	0.60	\$150.00	\$90.00

10/25/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from P. Jost, Esq. re: Board of Ethics meeting to discuss whether there is cause for Board to investigate claims and allegations in complaint and amended complaint determination; conduct legal research re: ethics board and financial disclosure requirements for government employees; draft response to amended complaint on behalf of Commissioner Medina-Hernandez for submission to the Board of Ethics; draft correspondence to P. Jost re: Ethics Board and whether Commissioner is to be present at hearing	6.80	\$150.00	\$1,020.00
10/25/2022	JB	GENERAL COUNSEL: Review and analyze J. Hoffman's response to C. Kratovil's amended complaint which was filed with the Board of Ethics	0.30	\$150.00	\$45.00
10/25/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from Y. Medina-Hernandez re: amended Financial Disclosure Forms; draft correspondence to Y. Medina-Hernandez re: _____	0.30	\$150.00	\$45.00
10/25/2022	JB	GENERAL COUNSEL: Draft response to OPRA Request filed by A. Lakind and J. Kane on behalf of NBHA; review and analyze documents forwarded by J. Clarke re: redevelopment of Pennrose project; draft correspondence to J. Clarke re: OPRA response; telephone conference with J. Clarke re: status of OPRA Requests filed with NBHA	0.80	\$150.00	\$120.00
10/26/2022	DH	GENERAL COUNSEL: review and analyze e-courts notices re: filed eviction complaints re: non-payment of rent re: M. Bautista and re: A. Bernal and re: Z. Cordova and re: R. Sosa	0.10	\$150.00	\$15.00
10/26/2022	JAM	GENERAL COUNSEL: Telephone conferences with investigator; re: need and progress of workplace investigation; re: full update on matter	0.50	\$150.00	\$75.00
10/26/2022	JAM	GENERAL COUNSEL: Review and analyze allegation contained in second amendment complaint; re: work to identify and analyze all relevant materials from Board Meetings in issues to identify votes; re: relationship of RWJH to applicant and number of employees and actual subject matter of vote in merits in matter; re: analyze all for submission to NB Ethics Board	1.50	\$150.00	\$225.00
10/26/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: cancellation of board meeting re: lack of quorum re: appropriate course of action to proceed	0.30	\$150.00	\$45.00
10/27/2022	DH	GENERAL COUNSEL: draft memorandum re: tenancy matters re: non-payment of rent re: upcoming case management conferences; review and analyze e-courts filing re: application for order to show cause hearing re: S. Grant	0.20	\$150.00	\$30.00

10/27/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Hogan, Esq. re: response to Amended Complaint on behalf of J. Hoffman; draft correspondence to J. Hogan re NBHA's response to Amended Complaint	0.20	\$150.00	\$30.00
10/27/2022	JB	GENERAL COUNSEL: Draft correspondence to T. Ceccarelli re: status of investigation of workplace complaints filed by [REDACTED]	0.10	\$150.00	\$15.00
10/27/2022	JB	GENERAL COUNSEL: Draft and revise response to Amended Complaint filed by C. Kratovil and send to P. Jost, Esq. and New Brunswick Board of Ethics on behalf NBHA and Commissioner Medina-Hernandez; draft correspondence to P. Jost re: response to amended complaint; draft correspondence to Y. Medina-Hernandez re: [REDACTED]	1.30	\$150.00	\$195.00
10/27/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from T. Ceccarelli re: status of workplace complaint investigation involving [REDACTED] and [REDACTED]; draft correspondence to T. Ceccarelli re: investigation	0.20	\$150.00	\$30.00
10/27/2022	DH	GENERAL COUNSEL: communicate with J. Clarke re: employee health benefits contributions; conduct research re: employee health benefits contributions; research state law re: employee health benefits contributions; research state regulations re: employee health benefits contributions; draft memorandum re: employee health benefits contributions	0.70	\$150.00	\$105.00
10/27/2022	JAM	GENERAL COUNSEL: Review, analyze and finalize submission to New Brunswick Ethics Board	1.20	\$150.00	\$180.00
10/28/2022	JB	GENERAL COUNSEL: Draft correspondence to Superior Court re: enforcing default judgment against A. Jones; draft Certification of Proof for entry of default judgment; review and analyze pleadings and communications with Superior Court	0.80	\$150.00	\$120.00
10/28/2022	JB	GENERAL COUNSEL: Draft correspondence to P. Jost, Esq. re: Board of Ethics review and amended Complaint; review and analyze correspondence from P. Jost re: NBHA and Commissioner's filed response	0.20	\$150.00	\$30.00
10/28/2022	MP	GENERAL COUNSEL: Review and analyze matter re: Abandoned Property Act Notices for C. Verduci and B. Robinson re: issues of lawful unit turnover in advance of application of Abandoned Property Act; review and assess matter re: case developments re: S. Grant re: lockout; review and analyze memorandum re: upcoming case management conference in nonpayment eviction case against J. Delgado and improperly scheduled case management conference in nonpayment eviction case against L. Sosa; review and	1.00	\$150.00	\$150.00

		analyze memorandum re: payment of funds in eviction cases against L. Joseph and T. Jones re: required dismissal and re-filing of eviction cases; review and analyze complaint and order to show cause filed by S. Grant re: allegations of illegal lockout; review and analyze matter re: S. Grant filing, eviction case status, and potential response to complaint and order to show cause filing; review and finalize affidavit of D. Toto re: L. Sosa re: breach of settlement agreement; review and analyze correspondence to the court re: request for warrant of removal re: L. Sosa; review and assess matter re: L. Sosa re: updating correspondence to the court to address improperly scheduled case management conference; review and analyze correspondence with client re: nonpayment matter re: B. Castleberry			
10/28/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matters re: non-payment of rent re: S. Grant and re: L. Joseph and re: T. Jones and re: L. Sosa and re: J. Delgado and re: C. Verduci and re: B. Robinson; communicate with D. Toto re: eviction case re: S. Grant re: confirm lockout; draft correspondence to D. Toto re: eviction case re: S. Grant re: application for order to show cause	0.80	\$150.00	\$120.00
10/30/2022	DH	GENERAL COUNSEL: review and analyze matter re: tenancy matter re: eviction case re: case management conference re: J. Delgado; draft certification of lease and registration statement re: eviction case re: J. Delgado; collate and compile materials re: certification of lease and registration statement re: eviction case re: J. Delgado; e-file certification of lease and registration statement re: eviction case re: J. Delgado	0.70	\$150.00	\$105.00
10/31/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from M. Torres and S. Easterling re: tenant's concerns that unit is "bugged;" draft correspondence to M. Torres re: additional communications with tenant about her concerns that she is being recorded and whether the smoke and carbon monoxide detectors are still in working order in the unit	0.50	\$150.00	\$75.00
10/31/2022	JB	GENERAL COUNSEL: Draft, revise, and update report to Chairman Wright and Director Clarke re: Complaint and Amended Complaint filed by C. Kratovil against NBHA Commissioner Medina-Hernandez and NBHA Redevelopment Counsel J. Hoffman	0.80	\$150.00	\$120.00
10/31/2022	JB	GENERAL COUNSEL: Review multiple correspondences from M. Torres re: S. Easterling disturbing neighbors, her erratic behavior, and her interaction with S. Easterling wherein she complained of the unit being "bugged;" review and analyze Ring video surveillance footages of S. Easterling at NBHA office complaining about "bugged" unit; draft	0.50	\$150.00	\$75.00

		correspondence to M. Torres re: strategy going forward			
10/31/2022	DH	GENERAL COUNSEL: review and analyze memoranda re: tenancy matter re: non-payment of rent re: L. Sosa re: request for warrant of removal; communicate with D. Toto re: tenancy matter re: non-payment of rent re: L. Sosa re: request for warrant of removal; telephone conference with J. Clarke re: tenancy matter re: non-payment of rent re: L. Sosa re: request for warrant of removal; review and revise materials re: tenancy matter re: non-payment of rent re: L. Sosa re: request for warrant of removal; draft correspondence to J. Clarke re: tenancy matter re: non-payment of rent re: L. Sosa re: request for warrant of removal; e-file materials re: tenancy matter re: non-payment of rent re: L. Sosa re: request for warrant of removal; review and analyze matter re: emergency rental assistance funds re: impact on non-payment of rent matters re: L. Joseph and re: T. Jones; draft correspondence to M. Torres re: emergency rental assistance funds re: impact on non-payment of rent matters re: L. Joseph and re: T. Jones; review and update tenancy chart re: non-payment of rent matters	2.20	\$150.00	\$330.00
10/31/2022	JB	GENERAL COUNSEL: Draft Notice to Cease for tenant S. Easterling for violation of Smoke-Free Policy, the "One Strike-You're Out" Policy, the Admissions and Continued Occupancy Policy, and tenant lease	0.50	\$150.00	\$75.00
10/31/2022	JB	GENERAL COUNSEL: Draft and revise report to Board Chair Z. Wright and J. Clarke re: status of complaint and amended complaint filed by C. Kratovil against Commissioner Medina-Wright	0.50	\$150.00	\$75.00
10/31/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from M. Torres with work orders re: S. Easterling re: tampering with smoke and carbon monoxide detectors; review and analyze correspondence from Y. Arroyo re: S. Easterling re: continued smoking in unit; review and analyze correspondence between M. Torres and S. Easterling re: complaints re: windows and alleged surveillance in unit; review and assess matter re: required updates to draft notice to cease to S. Easterling re: additional instances of tampering with smoke and carbon monoxide detectors and re: continued complaints of smoking in unit and re: additional complaints of fights and disturbances at unit; review and analyze correspondence from M. Torres re: recent visit to office by S. Easterling; review and analyze correspondence from client with ring videos of S. Easterling; draft memorandum re: updates to notice to cease, ring videos, and defiant trespass analysis re: S. Easterling	0.60	\$150.00	\$90.00
10/31/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from S. Davis re: S. Easterling contacting EMS, police, and fire department; draft	0.20	\$150.00	\$30.00

		correspondence to S. Davis re: whether smoke and carbon monoxide detectors were tampered with			
10/31/2022	JB	GENERAL COUNSEL: Review and analyze tenant S. Easterling's lease and the NBHA Admissions and Occupancy Policy re: disruptive behavior, smoking, and tampering with fixtures and electrical system in the unit; draft and revise Notice to Cease for S> Easterling; draft multiple correspondences to M. Torres and J. Clarke re: police reports for verbal and physical altercations incensing tenant	2.50	\$150.00	\$375.00
11/01/2022	JB	GENERAL COUNSEL: Draft multiple correspondences to H. Sadowicz re: NBHA Employee Handbook; review and analyze correspondences from H. Sadowicz re: Employee Handbook acknowledgement by employees; review and analyze NBHA Employee Handbook; draft correspondence to T. Ceccarelli re: status of his investigation and Employee Handbook	0.60	\$150.00	\$90.00
11/01/2022	JB	GENERAL COUNSEL: Draft multiple correspondences to M. Torres re: police intervention at S. Easterling unit in September and on Halloween; review and analyze multiple correspondences from M. Torres re: Easterling disturbing her neighbors and smoking inside her unit	0.70	\$150.00	\$105.00
11/01/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: rental payment by tenant L. Wali	0.10	\$150.00	\$15.00
11/01/2022	JB	GENERAL COUNSEL: Draft, revise, update, and finalize report to Chairman Wright and J. Clarke re: complaint, amended complaint, and responses to same filed with the New Brunswick Board of Ethics; review and analyze recent social media posts by C. Kratovil	2.50	\$150.00	\$375.00
11/01/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from J. Clarke and M. Torres re: tenant S. Easterling's recent tampering with detectors and electrical system in her unit; draft and revise Notice to Cease to include new developments	0.70	\$150.00	\$105.00
11/01/2022	DH	GENERAL COUNSEL: review and analyze correspondence from M. Torres re: non-payment of rent matter re: L. Wali re: tenant paid in full; review and update tenancy chart re: non-payment of rent matters	0.10	\$150.00	\$15.00
11/01/2022	MP	GENERAL COUNSEL: Review and analyze matter re: new lease termination notices to tenants receiving DCA emergency rental assistance funds re: re-filing of eviction cases for nonpayment of rent	0.10	\$150.00	\$15.00
11/02/2022	DH	GENERAL COUNSEL: review and analyze matter re: outcome re: application for order to show cause hearing re: S. Grant; review and analyze e-courts notification re: trial schedule re: eviction cases re: non-payment of rent re: L. Sosa and re: J. Delgado; draft memorandum re:	1.60	\$150.00	\$240.00

		e-courts notification re: trial schedule re: eviction cases re: non-payment of rent re: L. Sosa and re: J. Delgado; schedule telephone conference with D. Toto re: pending non-payment of rent matters; telephone conference with D. Toto re: pending non-payment of rent matters; draft memorandum re: telephone conference with D. Toto re: pending non-payment of rent matters; draft correspondence to D. Toto re: schedule re: case management conferences and re: trial re: non-payment of rent matters re: L. Sosa and re: J. Delgado; draft memorandum to staff re: transmit materials to tenants re: non-payment of rent matters re: L. Sosa and re: J. Delgado			
11/02/2022	JB	GENERAL COUNSEL: Telephone conference with J. Clarke re: OPRA Request for redevelopment documents and S. Easterling's tampering with the electrical system in her unit; draft correspondence to requestors re: responsive documentation	0.30	\$150.00	\$45.00
11/02/2022	MP	GENERAL COUNSEL : Review and analyze correspondence re: OPRA request re: S. Easterling; review and analyze correspondence from M. Torres with correspondence from Yaritza Arroyo re: complaints re: S. Easterling; review and analyze correspondence from S. Davis re: recent police and emergency services response to S. Easterling's unit; review and analyze correspondence from Y. Arroyo re: continued disturbing behavior by S. Easterling; review and analyze memorandum re: updates to Notice to Cease to S. Easterling re: recent incidents	0.30	\$150.00	\$45.00
11/02/2022	MP	GENERAL COUNSEL: Review and analyze memorandum re: trial dates in nonpayment eviction cases against J. Delgado and L. Sosa and re: potential court action on warrant request in L. Sosa case; review and assess matter re: continuing court errors on L. Sosa's eviction case and required action; review and assess matter re: service to L. Sosa of request to hold her in breach of settlement agreement and seek warrant of removal and mailing to J. Delgado re: court filing; review and assess matters re: pending case management conferences and trial dates for J. Delgado and L. Sosa; review and analyze memorandum re: client determination on proceeding on Verducci and Robinson re: unit abandonment re: explanation of NJ law on unit turnover of possession	0.50	\$150.00	\$75.00
11/02/2022	JB	GENERAL COUNSEL: Draft and revise Notice to Cease for S. Easterling to include additional details from 11/1/22 incident wherein tenant re-wired the electrical system in her unit	0.70	\$150.00	\$105.00
11/02/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: change of regular board meeting date re: appropriate course of action to proceed; review NBHA Bylaws re: change in meeting date; draft	0.60	\$150.00	\$90.00

		correspondence to J. Clarke re: process for change in meeting date			
11/03/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from OPRA Requestor re: Pennrose apartments; draft correspondence to Requestor re: locating documents; draft correspondence to J. Clark re: request for additional materials	0.30	\$150.00	\$45.00
11/03/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from S. Davis re: E. Easterling's latest incident in her unit involving first responders; draft correspondence to S. Davis re: additional questions concerning incident	0.20	\$150.00	\$30.00
11/03/2022	DH	GENERAL COUNSEL: review and analyze memorandum re: tenancy matters re: non-payment of rent; communicate with court staff re: eviction case re: non-payment of rent re: L. Sosa; review and analyze e-courts re: confirm cancellation re: case management conference re: eviction case re: non-payment of rent re: L. Sosa; prepare for case management conference re: eviction case re: non-payment of rent re: J. Delgado	0.90	\$150.00	\$135.00
11/03/2022	JH	GENERAL COUNSEL: Correspondence transmission sent via USPS mailing and USPS RRR/Certified mailing to tenant, L. Sosa; re: notice of pending trial for eviction matter	0.40	\$50.00	\$20.00
11/03/2022	JH	GENERAL COUNSEL: Correspondence transmission sent via USPS regular mail and UPSP RRR/Certified mail to tenant, J. Delgado; re: pending trial date for tenant eviction matter	0.40	\$50.00	\$20.00
11/03/2022	JH	GENERAL CO UNSEL: Calendar management; re: two pending trial dates scheduled for 11.15.2022 for tenant eviction matters	0.30	\$50.00	\$15.00
11/03/2022	MP	GENERAL COUNSEL: Review and revise Notice to Cease to S. Easterling re: disabling smoke and carbon monoxide detectors, smoking in unit, and disturbances at unit; draft memorandum re: compliance with No Smoking Policy re: violations letters	0.80	\$150.00	\$120.00
11/03/2022	MP	GENERAL COUNSEL: Review and analyze outgoing package to L. Sosa re: filing for warrant for removal re: breach of court settlement agreement in nonpayment eviction case	0.10	\$150.00	\$15.00
11/04/2022	DH	GENERAL COUNSEL: review and analyze correspondence from M. Torres re: eviction case re: non-payment of rent re: L. Sosa re: attempted payment; telephone conference with M. Torres re: eviction cases re: non-payment of rent re: L. Sosa and re: J. Delgado; review and analyze correspondence from M. Torres re: eviction case re: non-payment of rent re: J. Delgado re: confirm current account balance; draft memorandum re:	3.10	\$150.00	\$465.00

		eviction case re: non-payment of rent re: L. Sosa re: attempted payment; attend case management conference re: eviction case re: non-payment of rent re: J. Delgado; draft correspondence to D. Toto re: eviction case re: non-payment of rent re: J. Delgado re: tenant settlement offer; telephone conference with D. Toto re: eviction case re: non-payment of rent re: J. Delgado re: tenant settlement offer; review and analyze matter re: non-payment of rent matters re: clarify settlement offer re: J. Delgado and re: address attempted payment re: L. Sosa and re: court procedures re: out-of-court settlements and re: court transition to in-person proceedings			
11/04/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke; re: OPRA Request for redevelopment documents; draft correspondence to J. Clarke re: executed copies of the requested documentation	0.20	\$150.00	\$30.00
11/04/2022	MP	GENERAL COUNSEL: Review and analyze matter re: case management conference on J. Deglado nonpayment eviction case re: settlement offer; review and analyze S. Grant matter re: disposition of order to show cause re; lockout; review and analyze matter re: L. Sosa re: status of case management conference and lockout; review and analyze matter re: additional nonpayment eviction cases to be filed and re: change in court procedures re: return to in-person trials	1.00	\$150.00	\$150.00
11/07/2022	DH	GENERAL COUNSEL: draft correspondence to J. Delgado re: clarify proposed settlement re: eviction case re: non-payment of rent; telephone conference with M. Torres re: pending non-payment of rent matters re: appropriate course of action to proceed	0.60	\$150.00	\$90.00
11/07/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from M. Torres re: S. Easterling and interactions with New Brunswick Police; draft multiple correspondences to M. Torres re: circumstances of tenant being removed from unit	0.20	\$150.00	\$30.00
11/08/2022	DH	GENERAL COUNSEL: review and analyze eCourts notifications re: eviction cases re: non-payment of rent re: J. Delgado and re: L. Sosa; review and analyze correspondence from M. Torres re: eviction case re: non-payment of rent re: L. Sosa re: follow-up re: attempted payment; draft memorandum re: eviction cases re: non-payment of rent re: J. Delgado and re: L. Sosa	0.30	\$150.00	\$45.00
11/09/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: public advertisement re: change of meeting date; review follow up correspondence to board of commissioners re: change of meeting date/time; review correspondence from Y. Wolde re: change in meeting date/time	0.40	\$150.00	\$60.00

11/10/2022	JB	GENERAL COUNSEL: Review and analyze all correspondences from M. Torres re: chronology of events concerning tenant S. Easterling; review and analyze all work orders, photographs, and emails sent from neighboring tenant about Easterling's behavior and smoking; draft memo summarizing and analyzing timeline of events from October through the present	2.10	\$150.00	\$315.00
11/10/2022	JB	GENERAL COUNSEL: Draft correspondence to P. Jost, Esq. re: status of Board's review of complaints and responses filed with the New Brunswick Board of Ethics against J. Hoffman and Y. Medina-Hernandez	0.10	\$150.00	\$15.00
11/10/2022	DH	GENERAL COUNSEL: communicate with M. Torres re: eviction cases re: non-payment of rent re: J. Delgado; review and analyze correspondence from J. Delgado re: non-payment of rent re: proposed settlement; review and analyze eCourts re: eviction case re: non-payment of rent re: L. Sosa	0.30	\$150.00	\$45.00

Quantity Subtotal 96.8

Services Subtotal \$14,370.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
11/03/2022	JH	Postage costs RRR/Certified mailing to tenant Delgado	1.00	\$8.30	\$8.30
11/03/2022	JH	Postage costs for regular mail USPS to tenant Delgado	1.00	\$0.81	\$0.81
11/03/2022	JH	Photocopy costs for two mailings to tenant, Delgado	1.00	\$4.05	\$4.05
11/03/2022	JH	Postage costs for RRR/Certified mailing to tenant, Sosa	1.00	\$8.54	\$8.54
11/03/2022	JH	Postage costs USPS regular mail to tenant, Sosa	1.00	\$1.05	\$1.05
Expenses Subtotal					\$22.75

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	53.2	\$150.00	\$7,980.00
Alberto Camacho	1.9	\$150.00	\$285.00
Daryl Howard	21.8	\$150.00	\$3,270.00
Joseph Manfredi	11.6	\$150.00	\$1,740.00
Melissa Pellechio	6.8	\$150.00	\$1,020.00
Jean Handerhan	1.5	\$50.00	\$75.00
Quantity Total			96.8

Subtotal \$14,392.75

Total \$14,392.75

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1763	11/11/2022	\$14,392.75	\$0.00	\$14,392.75
			Outstanding Balance	\$14,392.75
			Total Amount Outstanding	\$14,392.75

Please make all amounts payable to: Manfredi & Pellechio

Manfredi & Pellechio

INVOICE

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

Invoice # 1789
Date: 12/14/2022
Due Upon Receipt

New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901

03384 - NBHA

New Brunswick Housing Authority- General

Services

Date	Attorney	Notes	Quantity	Rate	Total
11/01/2022	JAM	GENERAL COUNSEL: Review, analyze and revise report to Executive Director and Board Chairman; re: status of matter and details iteration of claims; re: disposition of evidence for matter and impact upon NBHA	1.50	\$150.00	\$225.00
11/02/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: change to regular board meeting date and public notification re: appropriate course of action to proceed; review NBHA bylaws re: change in board meeting date; draft correspondence to J. Clarke re: change of regular meeting date	0.60	\$150.00	\$90.00
11/07/2022	JB	GENERAL COUNSEL: Draft correspondence to Superior Court, Small Claims Division re: default judgment entered against Plaintiff Akia Jones; file correspondence with Superior Court re: motion to enter default judgment; review and analyze status of default entered by the Civil Division as a result of Plaintiff's failure to attend trial	1.00	\$150.00	\$150.00
11/07/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: tenant [REDACTED] and police incidents; draft correspondence to J. Clarke re: whether tenant remains in unit after police responded to her unit and completed incident report	0.20	\$150.00	\$30.00
11/09/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: formation of NBHA non-profit entity re: analysis of process for formation and anticipated timeframe re: appropriate course of action to proceed; draft correspondence to J. Clarke re: non-profit entity	1.50	\$150.00	\$225.00

11/10/2022	JAM	GENERAL COUNSEL: Updates on pending legal matters; re: including workplace investigation; re: complaints and ethics matter developments	0.40	\$150.00	\$60.00
11/10/2022	JAM	GENERAL COUNSEL: Barnes litigation matter; re: review finalizes documents for submission to Court	0.40	\$150.00	\$60.00
11/10/2022	ALC	GENERAL COUNSEL: review correspondence from Gannett legal notices re: proof of publication re: notice of meeting change; review correspondence from J. Clarke re: change of board meeting date	0.30	\$150.00	\$45.00
11/11/2022	DH	GENERAL COUNSEL: review and analyze correspondences from M. Torres re: eviction cases re: non-payment of rent re: J. Delgado re: proposed settlement and re: [REDACTED] re: paid in full; draft correspondences to M. Torres re: eviction cases re: non-payment of rent re: [REDACTED] re: proposed settlement and re: [REDACTED] re: paid in full; draft correspondence to D. Toto re: eviction case re: non-payment of rent re: [REDACTED] re: proposed settlement; draft correspondence to John Walling, court officer re: eviction case re: non-payment of rent re: [REDACTED] re: tenant paid in full	0.40	\$150.00	\$60.00
11/11/2022	JH	GENERAL COUNSEL: Correspondence transmission sent via USPS regular mail and RRR/Certified mail to NBHA tenant, A. Jones	0.40	\$50.00	\$20.00
11/11/2022	JB	GENERAL COUNSEL: Telephone conference with Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, re: events which transpired at recent New Brunswick Board of Ethics meeting	0.30	\$150.00	\$45.00
11/14/2022	JB	GENERAL COUNSEL: Draft correspondence to M. Torres re: police reports for tenant [REDACTED] and inquire about tenant's whereabouts (i.e., is she in her unit or in the hospital)	0.10	\$150.00	\$15.00
11/14/2022	JB	GENERAL COUNSEL: Telephone conference with Small Claims Division of Superior Court, Middlesex County, re: entering final default against Plaintiff Akia Jones; draft Certification of Counsel in support of Motion to Enforce Final Default Judgment; review and analyze pleadings filed in this matter in preparation of motion to enforce judgment by default	1.50	\$150.00	\$225.00
11/14/2022	JB	GENERAL COUNSEL: Draft correspondence to J. Clarke re: conference call to discuss decision from New Brunswick Board of Ethics meeting	0.10	\$150.00	\$15.00
11/14/2022	DH	GENERAL COUNSEL: review and analyze matter re: eviction case re: non-payment of rent re: J. Delgado; commence trial preparation re: eviction case re: non-payment of rent re: J. Delgado; review and analyze correspondence from D. Toto re: eviction case re: non-payment of rent re: J. Delgado re: authorize settlement;	1.80	\$150.00	\$270.00

		telephone conference with E. Figueroa re: eviction case re: non-payment of rent re: J. Delgado re: trial preparation and re: potential settlement; draft correspondence to J. Delgado re: potential settlement re: eviction case re: non-payment of rent; review and analyze correspondence from E. Figueroa re: settlement conference re: eviction case re: non-payment of rent re: J. Delgado; draft settlement agreement re: eviction case re: non-payment of rent re: J. Delgado; telephone conference with E. Figueroa and J. Delgado re: settlement re: eviction case re: non-payment of rent			
11/14/2022	JB	GENERAL COUNSEL: Telephone conference with J. Clarke re: recent developments regarding complaints filed with New Brunswick Board of Ethics	0.10	\$150.00	\$15.00
11/14/2022	JB	GENERAL COUNSEL: Conduct legal research re: legal requirements for the entry of a default judgment; draft letter brief in support of Motion to Enforce Default Judgment; draft proposed form of Order; draft Notice of Motion for the Entry of a Default Judgment; draft cover letter to Judge Brown; draft Affidavit of J. Clarke in support of motion; draft Certification of Counsel in support of motion	4.10	\$150.00	\$615.00
11/14/2022	JB	GENERAL COUNSEL: Draft and revise report to Chairman Zack Wright and Director J. Clarke re: [REDACTED] [REDACTED] [REDACTED]	1.00	\$150.00	\$150.00
11/14/2022	JB	GENERAL COUNSEL: Draft correspondence to Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, re: procedural steps to obtain the parties' respective testimonies	0.20	\$150.00	\$30.00
11/14/2022	MP	GENERAL COUNSEL: Review and analyze matter re: case updates on nonpayment eviction cases against J. Delgado and L. Sosa review and analyze correspondence with J. Delgado re: settlement negotiations; review and analyze correspondence with client re: required meeting with J. Delgado to execute settlement agreement in advance of trial in eviction case; review and analyze correspondence to court officer re: cancelation of lockout for L. Sosa	0.20	\$150.00	\$30.00
11/14/2022	JAM	GENERAL COUNSEL: Review, analyze and update on status of case including evidence; procedural developments and time frame expected testimony of witnesses. Finalize report to Chairman and Executive Director re: full overview of case including all evidence.	1.50	\$150.00	\$225.00
11/15/2022	DH	GENERAL COUNSEL: review and analyze matter re: eviction case re: non-payment of rent re: J. Delgado; telephone conference with D. Toto re: settlement re: eviction case re: non-payment of rent re: J. Delgado; telephone conference with E. Figueroa re: settlement	3.20	\$150.00	\$480.00

		re: eviction case re: non-payment of rent re: J. Delgado; review and analyze correspondence from E. Figueroa re: settlement documents re: eviction case re: non-payment of rent re: J. Delgado; review and finalize settlement documents re: eviction case re: non-payment of rent re: J. Delgado; draft correspondence to court staff re: settlement re: eviction case re: non-payment of rent re: J. Delgado; appear virtually in Superior Court for eviction case re: non-payment of rent re: J. Delgado; telephone conference with M. Torres re: pending tenancy matters re: non-payment of rent			
11/15/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from J. Clarke, D. Toto, and M. Torres re: status of tenant Sharese Easterling residing in unit, recent interactions with the New Brunswick Police Department, and maintenance staff's inspection of unit; draft correspondence to J. Clarke, D. Toto, and M. Torres re: notice to cease and response to OPRA Requests filed with the Police Department	0.40	\$150.00	\$60.00
11/15/2022	DH	GENERAL COUNSEL: telephone conference with H. Sadowitz re: personnel matter re: employee benefits re-enrollment re: applicable waiting periods; research state law re: employee benefits re-enrollment re: applicable waiting periods; research state regulations re: employee benefits re-enrollment re: applicable waiting periods; research state guidance re: employee benefits re-enrollment re: applicable waiting periods; draft memorandum re: employee benefits re-enrollment re: applicable waiting periods	1.40	\$150.00	\$210.00
11/15/2022	JB	GENERAL COUNSEL: Draft first violation of the lease notice to tenant Sharese Easterling re: violations of the No-Smoking Policy	0.50	\$150.00	\$75.00
11/15/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: bereavement policy clarification re: appropriate course of action to proceed	0.30	\$150.00	\$45.00
11/16/2022	DH	GENERAL COUNSEL: review and analyze Superior Court notifications re: case management conferences re: eviction cases re: non-payment of rent re: T. Jones and re: C. Castillo; review and analyze Superior Court notification re: approved settlement agreement re: eviction case re: non-payment of rent re: J. Delgado; draft correspondence to M. Torres re: approved settlement agreement re: eviction case re: non-payment of rent re: J. Delgado	0.30	\$150.00	\$45.00
11/16/2022	DH	GENERAL COUNSEL: review and analyze matter re: HUD OIG review re: employment matter	0.10	\$150.00	\$15.00
11/16/2022	JB	GENERAL COUNSEL: Review and analyze police reports concerning tenant Sharese Easterling; draft, revise, and update Notice to Cease for breach of lease and landlord's rules and regulations	1.10	\$150.00	\$165.00

11/16/2022	DH	GENERAL COUNSEL: issue correspondence to H. Sadowitz re: employee benefits re-enrollment re: applicable waiting periods; review and analyze correspondence from J. Clarke re: personnel matter re: bereavement leave; review and analyze personnel policy re: personnel matter re: bereavement leave; telephone conference with J. Clarke and M. Martinez re: personnel matter re: bereavement leave	0.60	\$150.00	\$90.00
11/16/2022	MP	GENERAL COUNSEL: Review and analyze relevant case communications re: S. Easterling re: Notice to Cease; review and analyze police reports received re: S. Easterling; review and revise notice to cease to S. Easterling re: tampering with smoke detectors, tampering with wiring of unit fixtures, and disturbances at unit re: lease provisions violated and behavior giving rise to disorderly tenant cause for eviction; review and analyze no smoking policy re: required graduated enforcement; draft memorandum re: required first lease violation notice re: S. Easterling re: smoking	1.90	\$150.00	\$285.00
11/17/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from Peter Jost, Esq., attorney for the Board of Ethics, and John Hogan, Esq., attorney for NBHA Redevelopment Counsel John Hoffman, Esq., re: request for Commissioner Yesenia Medina-Hernandez's and J. Hoffman's testimony before the New Brunswick Board of Ethics and need for a conference call to review status of Board's upcoming hearing; draft multiple correspondences to P. Jost and J. Hogan re: conference call and Commissioner Medina-Hernandez's testimony	0.40	\$150.00	\$60.00
11/17/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from John Hogan, Esq., counsel for NBHA Redevelopment Counsel J. Hoffman, re: upcoming hearing before Board of Ethics; draft correspondence to J. Hogan, Esq. re: supplying Board with copies of all packages, resolutions, and documents that were considered by the NBHA Board when reviewing the HUB, Plum II, Fulton Square II, and Jersey Handy projects	0.20	\$150.00	\$30.00
11/17/2022	JB	GENERAL COUNSEL: Review and analyze New Brunswick Code of Ethics and procedures for upcoming hearing for Commissioner Medina-Hernandez and J. Hoffman, Esq.; draft memorandum discussing and analyzing hearing procedures, burdens of proof, and possible outcomes of hearing before Board of Ethics	1.20	\$150.00	\$180.00
11/17/2022	JB	GENERAL COUNSEL: Draft statement for Commissioner Yesenia Medina-Hernandez to present to the Board of Ethics members	0.50	\$150.00	\$75.00
11/17/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from H. Sadowicz re: when Commissioner Medina-Hernandez was appointed to the	0.20	\$150.00	\$30.00

		NBHA; draft correspondence to H. Sadowicz re: when Commissioner Medina-Hernandez began to serve as Chair of the Authority			
11/17/2022	DH	GENERAL COUNSEL: review and analyze matter re: case management conferences re: eviction cases re: non-payment of rent re: T. Jones and re: C. Castillo; draft correspondence to D. Toto re: case management conferences re: eviction cases re: non-payment of rent re: T. Jones and re: C. Castillo; draft memorandum re: case management conferences re: eviction cases re: non-payment of rent re: T. Jones and re: C. Castillo	0.20	\$150.00	\$30.00
11/17/2022	JB	GENERAL COUNSEL: Prepare for conference call with Chairman Zack Wright and Director J. Clarke re: status of complaints filed with the Board of Ethics against Commissioner Yesenia Medina-Hernandez and NBHA Redevelopment Counsel John Hoffman, Esq.; review and analyze 11/9/22 video of New Brunswick Board of Ethics Meeting; telephone conference with Z. Wright and J. Clarke re: status of proceedings with Board of Ethics, arguments made in defense of Commissioner Medina-Hernandez, and future proceedings before the Board	1.70	\$150.00	\$255.00
11/17/2022	JB	GENERAL COUNSEL: Draft correspondence to Y. Medina-Hernandez re: dates of service on NBHA and dates of employment with RWJUH	0.10	\$150.00	\$15.00
11/17/2022	MP	GENERAL COUNSEL: Review and revise Notice to Cease to S. Easterling re: specific facts section and legal advisements re: tampering with smoke detectors, rewiring unit fixtures, and disturbances at unit	0.80	\$150.00	\$120.00
11/17/2022	JAM	GENERAL COUNSEL: Review and analyze pending legal matters for NBHA; re: ethics Board matter; re: legal analysis in matter; re: analyze personnel matter and pending investigation; re: review claims by employee and provide legal advice on necessary legal steps and action; re: Zoom video conference meeting with Chair and Executive Director	1.10	\$150.00	\$165.00
11/18/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, and John Hogan, Esq. counsel for NBHA Redevelopment Counsel John Hoffman, re: conference call to discuss hearing wherein testimony will be offered before the Board of Ethics	0.20	\$150.00	\$30.00
11/18/2022	JB	GENERAL COUNSEL: Telephone conference with Commissioner Yesenia Medina-Hernandez re: status of matter before the New Brunswick Board of Ethics; draft correspondences to Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, and John Hogan, Esq. counsel for NBHA Redevelopment Counsel John Hoffman, re: conference call to select hearing date; review multiple correspondences from J. Hogan and P.	0.80	\$150.00	\$120.00

		Jost re: conference to discuss procedures			
11/18/2022	JB	GENERAL COUNSEL: Draft correspondence to Chairman Zack Wright re: video of 11/9/22 New Brunswick Board of Ethics meeting; review and analyze correspondence from Z. Wright re: video	0.20	\$150.00	\$30.00
11/18/2022	MP	GENERAL COUNSEL: Review and finalize first violation notice re: No Smoking Policy re: S. Easterling; review and finalize Notice to Cease to S. Easterling re: tampering with smoke detectors, tampering with wiring of unit fixtures, and disturbances at unit; draft correspondence to J. Clarke re: No Smoking Policy, and review, execution, and service of Notice to Cease and Notice of First Violation of No Smoking Policy to S. Easterling	2.20	\$150.00	\$330.00
11/18/2022	JB	GENERAL COUNSEL: Review and analyze final Notice to Cease and First Violation Notice to tenant Sharese Easterling	0.20	\$150.00	\$30.00
11/21/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: final Notice to Cease tampering with detectors and disturbing neighbors and First Violation Warning (smoking) for tenant Sharese Easterling	0.10	\$150.00	\$15.00
11/21/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from M. Torres re: complaints by neighbors about tenant Sharese Easterling's disruptive behavior; draft correspondence to M. Torres re: most recent police interaction with tenant	0.30	\$150.00	\$45.00
11/21/2022	JB	GENERAL COUNSEL: Draft correspondence to Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, re: conference call to discuss procedures of upcoming hearing for ethics complaints; review and analyze correspondences from John Hogan, Esq. counsel for NBHA Redevelopment Counsel John Hoffman, re: conference call	0.30	\$150.00	\$45.00
11/21/2022	JB	GENERAL COUNSEL: Draft and revise Statement for Commissioner Yesenia Medina-Hernandez to present to the New Brunswick Board of Ethics at the upcoming hearing wherein the parties will provide testimony concerning the allegations in the complaint and amended complaint	4.90	\$150.00	\$735.00
11/21/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from M. Torres re: tenant Sharese Easterling's recent incidents and executed Notice to Cease and First Violation Warning for smoking; draft correspondence to M. Torres re: latest incidents involving the police	0.20	\$150.00	\$30.00
11/21/2022	JB	GENERAL COUNSEL: Draft correspondence to Peter Jost, Esq., attorney for the New Brunswick Board of	0.10	\$150.00	\$15.00

		Ethics, and John Hogan, Esq. counsel for NBHA Redevelopment Counsel John Hoffman, Esq., re: conference call to discuss January Ethics Board hearing			
11/21/2022	JB	GENERAL COUNSEL: Draft multiple correspondences to John Hogan, Esq., counsel for NBHA Redevelopment Counsel John Hoffman, Esq., re: NBHA packages sent to Board of Commissioners for March 2019, April 2019, September 2019, December 2019, May 2020, June 2021, September 2021, January 2022, and May 2022 meetings, including agendas, resolutions, and redevelopment plans; review and analyze agendas and resolutions relating to HUB, Jersey Handy, Plum II, and Fulton Square II projects; review multiple correspondences from J. Hogan, Esq. re: documents sent to Ethics Board	0.80	\$150.00	\$120.00
11/21/2022	DH	GENERAL COUNSEL: review and analyze matter re: HUD review re: employment matter; research state law re: HUD review re: employment matter; research state regulations re: HUD review re: employment matter; draft memorandum re: HUD review re: employment matter	0.90	\$150.00	\$135.00
11/21/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: S. Easterling re: required addition to Notice to Cease; review and analyze correspondence from Y. Arroyo re: disturbance involving S. Easterling; review and analyze correspondence from M. Torres re: additional incident involving S. Easterling; review and analyze correspondence from Y. Arroyo re: details of additional incident; review and update Notice to Cease to S. Easterling re: tampering with smoke and carbon monoxide detectors and disturbances at unit; review and finalize updated Notice to Cease; draft correspondence to J. Clarke re: updated Notice to Cease	0.70	\$150.00	\$105.00
11/22/2022	JH	GENERAL COUNSEL: Calendar management for conference call on 11.22.2022 at 3pm; re: hosted by J. Barnes with participants, J. Manfredi, J. Hoffman, J. Hogan and P. Jost; re: discuss Ethics Complaint filled by C. Kratovil with New Brunswick Board of Ethics	0.30	\$50.00	\$15.00
11/22/2022	JB	GENERAL COUNSEL: Draft correspondence to Yesenia Medina-Hernandez re: corporate structure of RWJBH; review and analyze correspondence from Y. Medina-Hernandez re: RWJBH structure and job description of Program Coordinator	0.20	\$150.00	\$30.00
11/22/2022	JB	GENERAL COUNSEL: Review and analyze complaint and amended complaint filed with Ethics Board against Commissioner Medina-Hernandez and John Hoffman, Esq., counsel for NBHA Redevelopment Counbsel, John Hoffman, Esq.; review and analyze New	3.70	\$150.00	\$555.00

		Brunswick Code of Ethics re: procedures relating to the upcoming hearing; draft questions for Peter Jost, Esq., counsel to the New Brunswick Board of Ethics, re: hearing procedures; prepare for conference call with P. Jost, J. Hogan, and J. Hoffman re: hearing date, procedures, and process; review and analyze multiple correspondences from J. Hogan re: conference call; draft multiple correspondences to J. Hogan re: conference call			
11/22/2022	JB	GENERAL COUNSEL: Telephone conference with Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, and John Hogan, Esq. counsel for NBHA Redevelopment Counsel John Hoffman, Esq., re: hearing to be scheduled for February, procedures of the hearing, evidentiary standards, appeal process, issues concerning the Board of Ethics, dates for additional submissions for the Board's consideration, and status of Financial Disclosure Statements filed by Commissioner Yesenia Medina-Hernandez and J. Hoffman, Esq.	0.70	\$150.00	\$105.00
11/22/2022	JB	GENERAL COUNSEL: Telephone conference with John Hogan, Esq., counsel for NBHA Redevelopment Counsel, J. Hoffman, Esq., re: [REDACTED] non-relationships between RWJ entities and DEVCO	0.40	\$150.00	\$60.00
11/22/2022	DH	GENERAL COUNSEL: review and analyze matter re: eviction cases re: non-payment of rent re: anticipated return to in-person proceedings	0.20	\$150.00	\$30.00
11/22/2022	JAM	GENERAL COUNSEL: Review and analyze personnel matter and ensuing investigation; re: personnel complaint; re: review with investigator status of matter	1.50	\$150.00	\$225.00
11/22/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from M. Torres with signed Notice to Cease re: breach of lease and disorderly conduct and Notice of Lease Violation re: smoking re: S. Easterling; review and analyze correspondence from Y. Arroyo re: S. Easterling re: new incident	0.30	\$150.00	\$45.00
11/22/2022	MP	GENERAL COUNSEL: Review and analyze matter re: nonpayment eviction cases re: status of pending cases, cases to be filed, and procedures moving forward re: court return to in-person trial dates	0.30	\$150.00	\$45.00
11/22/2022	JAM	GENERAL COUNSEL: Telephone conference with Attorney Jost; re: review and analyze necessary evidence for hearing	1.00	\$150.00	\$150.00
11/23/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from M. Torres re: additional recent incidents involving tenant Sharese Easterling and correspondences from tenant's neighbor re: disturbances	0.40	\$150.00	\$60.00

11/23/2022	DH	GENERAL COUNSEL: communicate with M. Torres re: eviction case re: non-payment of rent re: C. Castillo; draft correspondence to court staff re: dismiss case re: non-payment of rent re: C. Castillo; draft correspondence to court staff re: dismiss case re: non-payment of rent re: T. Jones; e-file correspondences re: dismiss case re: non-payment of rent re: C. Castillo and re: T. Jones; draft correspondence to D. Toto re: dismiss cases re: non-payment of rent re: C. Castillo and re: T. Jones; draft memorandum re: tenant mailing re: dismiss cases re: non-payment of rent re: C. Castillo and re: T. Jones	0.90	\$150.00	\$135.00
11/28/2022	JB	GENERAL COUNSEL: Draft correspondence to M. Torres re: status of tenant Sharese Easterling and Notice to Cease	0.10	\$150.00	\$15.00
11/28/2022	DH	GENERAL COUNSEL: draft correspondences to M. Torres re: tenant account information re: non-payment of rent matters re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten; review and analyze correspondences from M. Torres re: tenant account information re: non-payment of rent matters re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten; draft eviction complaint re: non-payment of rent re: S. Jackson; draft eviction complaint re: non-payment of rent re: V. Torres; draft eviction complaint re: non-payment of rent re: E. Vasquez; draft eviction complaint re: non-payment of rent re: R. Whitten; draft memorandum re: eviction complaints re: non-payment of rent re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten	2.90	\$150.00	\$435.00
11/28/2022	JH	GENERAL COUNSEL: Correspondence transmission to NBHA tenant, T. Jones; re: voluntary dismissal of case management conference on December 1, 2022	0.30	\$50.00	\$15.00
11/28/2022	JH	GENERAL COUNSEL: Correspondence transmission to NBHA tenant, C. Castillo; re: voluntary dismissal of case management conference on December 1, 2022	0.30	\$50.00	\$15.00
11/28/2022	JB	GENERAL COUNSEL: Draft report to Commissioner Yesenia Medina-Hernandez, J. Clarke, and Chairman Zack Wright re: issues discussed during conference call with Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, and John Hogan, Esq. counsel for NBHA Redevelopment Counsel John Hoffman, Esq. concerning upcoming hearing before the Board of Ethics, procedural outline for hearing, and issues raised by P. Jost relative to the conflict of interest issues and the Financial Disclosure Statement submissions; draft supplemental response [REDACTED] Board of Ethics Members	3.90	\$150.00	\$585.00
11/28/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from M. Torres re: Notice to Cease served upon tenant Sharese Easterling	0.20	\$150.00	\$30.00

11/28/2022	JB	GENERAL COUNSEL: Review and analyze Director J. Clarke's work [REDACTED] [REDACTED]	0.20	\$150.00	\$30.00
11/28/2022	ALC	GENERAL COUNSEL: Review correspondence from J. Clarke re: meeting agenda re: 11/30 board meeting re: analysis of agenda and appropriate course of action to proceed; review follow up correspondence from J. Clarke re: board package re: analysis of board package	0.60	\$150.00	\$90.00
11/29/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from M. Torres re: charges on tenant Sharese Easterling's account for having tampered with the smoke and carbon monoxide detectors in her unit; review and analyze billing statements, photographs, and work pruderies generated for S. Easterling's unit; draft multiple correspondences to M. Torres re: pending charges	0.70	\$150.00	\$105.00
11/29/2022	JB	GENERAL COUNSEL: Review and analyze eviction complaints for tenants S. Jackson, E. Vasquez, V. Torres, R. Whitten, and Q. Tibbs	0.30	\$150.00	\$45.00
11/29/2022	JB	GENERAL COUNSEL: Draft Notice of Motion to enforce Judgment by Default of Plaintiff Akia Jones, Proposed Form of Order, Certification of Counsel in Support of Motion with exhibits, Affidavit of John Clarke with exhibits, cover letter to the Small Claims Civil Division, letter to Judge Brown, and Certification of Proof executed by J. Clarke; review and analyze Plaintiff A. Jones' Complaint, Defendant NBHA's Answer and Counterclaim, and notices from Special Civil Part	4.20	\$150.00	\$630.00
11/29/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from J. Clarke and tenant Sharese Easterling re: Notice to Cease, intent to stay in unit, and detector tampering	0.20	\$150.00	\$30.00
11/29/2022	MP	GENERAL COUNSEL: Review and analyze nonpayment matter re: settlement in J. Delgado eviction case for nonpayment of rent; review and analyze nonpayment matter re: T. Jones re: dismissal and re-filing re: payment of DCA emergency rental assistance funds re: pending case management conference; review and assess matter re: C. Castillo nonpayment matter re: payment received re: dismissal of eviction case re: pending case management conference; review and analyze matter re: new nonpayment complaints for execution by client and filing with the court re: S. Jackson, V. Torres, E. Vasquez, R. Whitten	0.30	\$150.00	\$45.00
11/29/2022	MP	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke with correspondence from S. Easterling re: complaints about neighboring	0.50	\$150.00	\$75.00

		tenant; review and analyze correspondence from S. Easterling to M. Torres re: request for information; review and analyze correspondence from M. Torres to S. Easterling with information on charges from work orders completed in unit re: smoke detectors; review and analyze correspondence from M. Torres with S. Easterling accounting records; review and analyze correspondence from M. Torres with proof of service of Notice to Cease and Notice of Lease Violation re: smoking to S. Easterling; review and analyze correspondence from S. Easterling re: complaints about neighboring tenant; review and analyze correspondence from Y. Arroyo re: S. Easterling re: complaint to police re: noise; review and assess matter re: retaliation by S. Easterling against neighbor re: notices served			
11/29/2022	ALC	GENERAL COUNSEL: Review correspondence from Y. Wolde re: 11/30 board meeting; review matter re: non-profit entity re: status update on formation and additional steps for proper registration and filing re: state and federal non-profit status re: appropriate course of action to proceed	1.40	\$150.00	\$210.00
11/30/2022	DH	GENERAL COUNSEL: telephone conference with H. Sadowitz re: eviction complaints re: non-payment of rent re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten; review and analyze correspondence from J. Clarke re: signed eviction complaints re: non-payment of rent re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten; collate and compile materials re: e-file eviction complaints re: non-payment of rent re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten; e-file eviction complaints re: non-payment of rent re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten; review and update tracking tenancy chart re: non-payment of rent matters	1.20	\$150.00	\$180.00
11/30/2022	DH	GENERAL COUNSEL: 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 COUNSEL: Review and analyze videotape of NBHA meeting wherein Ethics Board matter was discussed	0.70	\$150.00	\$105.00
11/30/2022	JB	GENERAL COUNSEL: Draft correspondence to Yesenia Medina-Hernandez re: [REDACTED]	0.10	\$150.00	\$15.00
11/30/2022	ALC	GENERAL COUNSEL: Review matter re: preparation for board of commissioners meeting re: analysis of appropriate course of action to proceed; attend and	1.20	\$150.00	\$180.00

		participate in virtual board of commissioners meeting			
12/01/2022	JB	GENERAL COUNSEL: Review and analyze videotape of NBHA meeting wherein ethics complaints were discussed; draft correspondence to John Hogan, Esq., counsel for NBHA Redevelopment Counsel J. Hoffman, re: issues raised during meeting; review and analyze correspondence from J. Hogan re: discussions during NBHA meeting	0.30	\$150.00	\$45.00
12/01/2022	DH	GENERAL COUNSEL: review and analyze matter re: HUD review re: employment matter; draft memorandum re: HUD review re: employment matter	0.10	\$150.00	\$15.00
12/01/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: payment of rent by S. Jackson	0.10	\$150.00	\$15.00
12/01/2022	JB	GENERAL COUNSEL: Draft and revise Affidavit of John Clarke and Certification of Counsel in support of Motion to Enforce Judgment by Default of Plaintiff Akia Jones; conduct legal research re: enforcing a judgment by default; draft legal brief in support of motion	0.50	\$150.00	\$75.00
12/01/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from Yesenia Medina-Hernandez and Sharmila Jaipersaud, Esq., attorney for RWJ Barnabas Health re: organizational corporate chart; draft correspondence to Yesenia Medina-Hernandez re: chart and status of ethics complaints	0.40	\$150.00	\$60.00
12/01/2022	JB	GENERAL COUNSEL: Review and analyze correspondence and report from Tom Ceccarelli of 3C Investigations re: results of research	0.30	\$150.00	\$45.00
12/01/2022	DH	GENERAL COUNSEL: review and analyze Superior Court notifications re: proof of service re: eviction cases re: non-payment of rent re: M. Bautista and re: A. Bernal and re: Z. Cordova and re: R. Sosa	0.10	\$150.00	\$15.00
12/01/2022	JB	GENERAL COUNSEL: Conduct legal research re: caselaw concerning entering a final judgment by default against Plaintiff Akia Jones; draft legal brief in support of motion	2.50	\$150.00	\$375.00
12/02/2022	JB	GENERAL COUNSEL: Draft legal brief in support of Motion to Enforce Final Judgment by Default of Plaintiff Akia Jones; draft and revise Notice of Motion, Certification of Counsel, and Affidavit of J. Clarke; compile and review exhibits for certifications	2.20	\$150.00	\$330.00
12/05/2022	JB	GENERAL COUNSEL: Review and analyze multiple correspondences from J. Clarke re: Affidavit in support of Motion to Enforce Final Judgment by Default of Plaintiff Akia Jones; draft multiple correspondences to J. Clarke re: exhibits to his affidavit in support of	0.40	\$150.00	\$60.00

		NBHA's motion			
12/05/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from J. Clarke re: Tax Sale Notice for 75 Neilson Street; review and analyze Tax Sale Notice; telephone conference with New Brunswick Tax Collector's Office re: why tax sale was sent to the NBHA and not The Community Builders; draft correspondence to Chloe Coravos, Janel Burke, Eric Ceplikas, Sue McCann, and Jim Rushford of The Community Builders, J. Clarke, and Michael DeMarco, Esq. re: latest tax sale certificate for 75 Neilson Street and need to clarify ownership with the City of New Brunswick; review and analyze correspondences from M. DeMarco re: lien	0.60	\$150.00	\$90.00
12/05/2022	JB	GENERAL COUNSEL: Telephone conference with Shamina Jaipersaud, counsel for RWJ Barnabas Health re: organizational chart of RWJ entities; draft correspondence to S. Jaipersaud re: corporate structure of RWJ University Hospital and RWJ Barnabas Health	0.30	\$150.00	\$45.00
12/05/2022	JAM	GENERAL COUNSEL: Review and analyze pending matter of new tax lien for 75 Neilson	0.40	\$150.00	\$60.00
12/05/2022	DH	GENERAL COUNSEL: communicate with M. Torres re: eviction cases re: non-payment of rent re: status; review and analyze Superior Court notifications re: eviction cases re: non-payment of rent re: S. Jackson and re: V. Torres and re: E. Vasquez and re: R. Whitten	0.20	\$150.00	\$30.00
12/06/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from M. Torres re: overdue rent for tenant F. Jacquez; review and analyze billing statement for tenant re: nonpayment eviction case	0.20	\$150.00	\$30.00
12/06/2022	DH	GENERAL COUNSEL: communicate with M. Torres re: eviction cases re: non-payment of rent re: F. Jacquez	0.10	\$150.00	\$15.00
12/06/2022	JB	GENERAL COUNSEL: Review and analyze correspondences from Chloe Coravos and Michael DeMarco re: tax lien notice for 75 Neilson Street property; draft multiple correspondences to C. Coravos and representatives from The Community Builders re: published notice and need to take action to have the notice rescinded; draft correspondence to Marilyn Chetrancolo, Municipal Tax Collector, re: notice sent in error to NBHA	0.50	\$150.00	\$75.00
12/06/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from Peter Jost, Esq., attorney for the New Brunswick Board of Ethics, re: deadlines for submission of responses to complaints and proceedings of hearing tentatively scheduled for 2/7/23; draft correspondence to P. Jost re: response to be submitted on behalf of Commissioner Yesenia Medina-	0.20	\$150.00	\$30.00

Hernandez					
12/06/2022	ALC	CAPITAL FUND: Review correspondence from K. Young re: insurance requirement guidelines re: contractors re: analysis of appropriate course of action to proceed; review correspondence from J. Clarke re: insurance coverage requirements and bid packages; review correspondence from M. Bejsiuk of McKernan Architects re: bid packages	0.40	\$150.00	\$60.00
12/08/2022	DH	GENERAL COUNSEL: review and analyze matter re: eviction cases re: non-payment of rent; draft correspondence to court re: dismiss eviction complaint re: non-payment of rent re: S. Jackson; e-file correspondence to court re: dismiss eviction complaint re: non-payment of rent re: S. Jackson; draft correspondence to D. Toto re: dismiss eviction complaint re: non-payment of rent re: S. Jackson; draft memorandum re: dismiss eviction complaint re: non-payment of rent re: S. Jackson; review and update tenancy tracking chart re: eviction cases re: non-payment of rent	0.50	\$150.00	\$75.00
12/08/2022	JH	GENERAL COUNSEL: Correspondence transmission to NBHA tenant, S. Jackson; re: notice of dismissal of pending tenant matter #MID-LT-007914-22	0.30	\$50.00	\$15.00
12/08/2022	JAM	GENERAL COUNSEL: Update on personnel investigation and related matter of legal liability; re: report on personnel items to Executive Director; re: confer with investigator	1.10	\$150.00	\$165.00
12/09/2022	DH	GENERAL COUNSEL: telephone conference with D. Toto re: general tenancy matters	0.10	\$150.00	\$15.00
12/09/2022	JAM	GENERAL COUNSEL: Review and analyze email communications from Communicaiton Builders; re: 75 Neilsen Place; re: necessary action for protection of legal liability for NBHA; re: necessary steps and action; re: TCB and City of New Brunswick	0.70	\$150.00	\$105.00
12/12/2022	JB	GENERAL COUNSEL: Draft and revise Certification of Counsel, letter brief, proposed form of order, notice of motion to enforce judgment by default, letter to Judge Brown, and letter to the Special Civil Division re: filing of motion	1.80	\$150.00	\$270.00
12/12/2022	JB	GENERAL COUNSEL: Draft multiple correspondences to Chloe Coravos, Eric. Ceplikas, Jim Rushford, Dawn Vadnais, Lisa Wilcox, Jong Nee, Emily Daly, Nathalie Fouque, and Janel Burke re: status of tax lien notice on 75 Neilson Street and inquiry re: whether The Community Builders appeared before the New Brunswick Planning Board to have the block and lot redesigned for 75 Neilson Street; review and analyze multiple correspondences from J. Burke re: payment of delinquent utility bill for 75 Neilson Street and	1.20	\$150.00	\$180.00

		designation of a new block and lot number; review and analyze correspondences among TCB staff re: rectifying municipality's confusion; review and analyze multiple correspondences from C. Coravos re: steps taken by TCB to rectify municipality's confusion about tax lien on 75 Neilson Street			
12/12/2022	JB	GENERAL COUNSEL: Draft correspondence to S. Jaipersaud re: organizational corporate chart of RWJBH	0.10	\$150.00	\$15.00
12/12/2022	JB	GENERAL COUNSEL: Telephone conference with S. Jaipersaud of RWJBH re: chain of command, which employees report to the RWJ Boards, and organizational structure of RWJ	0.20	\$150.00	\$30.00
12/12/2022	JB	GENERAL COUNSEL: Draft multiple correspondences to Marilyn Chetrancolo, Tax Collector, and Richard Mulrine, Tax Assessor, for the City of New Brunswick re: erroneous tax sale notice generated for 75 Neilson Street; review and analyze correspondence from R. Mulrine re: the City's update to its system to correctly reflect the proper internal Block and Lot number for 75 Neilson Street	0.30	\$150.00	\$45.00
12/12/2022	JB	GENERAL COUNSEL: Telephone conference with J. Clarke re: Certification of Proof for Motion to Enforce Final Judgement by Default of Plaintiff Akia Jones; review and analyze correspondence from J. Clarke re: executed Certification of Proof; review and analyze final version of Certification of Proof	0.20	\$150.00	\$30.00
12/13/2022	JB	GENERAL COUNSEL: Telephone conference with Middlesex County Superior Court re: filing Notice of Motion to Enforce Judgment by Default of Plaintiff Akia Jones	0.40	\$150.00	\$60.00
12/13/2022	JB	GENERAL COUNSEL: Draft and make final revisions to Defendant's Notice of Motion to Enforce Judgment by Default, Proposed Form of Order, Brief in support of motion, Certification of Counsel, Affidavit of J. Clarke, letter to Clerk of the Civil Division, letter to Judge Brown, and Certification of Proof; electronically file motion with Small Claims of Superior Court; review and analyze correspondence from Superior Court re: filing of motion	1.40	\$150.00	\$210.00
12/13/2022	JB	GENERAL COUNSEL: Review and analyze correspondence from Richard Mulrine, New Brunswick Tax Assessor, re: tax sale notice erroneously generated on 75 Neilson Street parcel	0.10	\$150.00	\$15.00
12/13/2022	JH	GENERAL COUNSEL: Review, analyze and assemble document package for Clerk of Court, Judge Brown and two copies to NBHA tenant, A. Jones sent via USPS regular mail and RRR/Certified mailing; re: document package for Motion, form of Order, Certification with	1.00	\$50.00	\$50.00

attachments and Brief with attachments

Quantity Subtotal 94.7
Services Subtotal \$13,945.00

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
11/11/2022	JH	Postage cost for RRR/Certified mailing to NBHA tenant, A. Jones	1.00	\$7.82	\$7.82
11/11/2022	JH	Postage cost for USPS mailing to NBHA tenant, A. Jones	1.00	\$0.57	\$0.57
11/11/2022	JH	Photocopy costs for two mailings to NBHA tenant, A. Jones	1.00	\$0.75	\$0.75
11/11/2022	JH	Postage for NBHA tenant matter, A. Jones	1.00	\$0.57	\$0.57
11/11/2022	JH	Photocopy costs for NBHA tenant matter A. Jones	1.00	\$1.35	\$1.35
11/28/2022	JH	Postage costs for NBHA tenant matter, C. Castillo	1.00	\$0.57	\$0.57
11/28/2022	JH	Photocopy costs for NBHA tenant matter C. Castillo	1.00	\$0.60	\$0.60
11/28/2022	JH	Postage costs for NBHA tenant matter, T. Jones	1.00	\$0.57	\$0.57
11/28/2022	JH	Photocopy costs for NBHA tenant matter, T. Jones	1.00	\$0.60	\$0.60
12/07/2022	JH	Court fee for issuance of WOR (Warrant of Removal) for NBHA tenant matter, Lisset Sosa 11.1.2022	1.00	\$42.00	\$42.00
12/07/2022	JH	Filing fee for Complaint; re: NBHA tenant matter Michal Bautista, #LT-007162-22 filed on 10.26.2022	1.00	\$62.00	\$62.00
12/07/2022	JH	Filing fee for Complaint re: NBHA tenant matter Aryel Bernal, #LT-007163-22, filed 10.26.2022	1.00	\$57.00	\$57.00
12/07/2022	JH	Filing fee for Complaint re: NBHA tenant matter, Zoila Cordova, #LT-007164-22, filed 10.26.2022	1.00	\$57.00	\$57.00
12/07/2022	JH	Filing fee for Complaint re: NBHA tenant matter, Rosangel Sosa, #LT-007165-22, filed 10.26.22	1.00	\$62.00	\$62.00
12/08/2022	JH	Postage costs for correspondence transmittal to NBHA tenant, S. Jackson	1.00	\$0.57	\$0.57
12/08/2022	JH	Photocopy cost for correspondence transmittal to NBHA tenant, S. Jackson	1.00	\$0.15	\$0.15
12/13/2022	JH	Postage costs for mailing four (4) document packages to Court Clerk via USPS regular mail \$9.55, Judge via USPS regular mail \$9.55, NBHA tenant, A. Jones via USPS regular mail \$9.55, NBHA tenant, A. Jones via USPS RRR/Certified mailing \$16.80	1.00	\$45.45	\$45.45

12/13/2022	JH	Photocopy costs re: NBHA tenant matter, A. Jones; re: four (4) document packages for Motion mailed	1.00	\$78.00	\$78.00
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Expenses Subtotal \$417.57

Time Keeper	Quantity	Rate	Total
Jennifer Barnes	53.2	\$150.00	\$7,980.00
Alberto Camacho	6.3	\$150.00	\$945.00
Daryl Howard	15.8	\$150.00	\$2,370.00
Joseph Manfredi	9.6	\$150.00	\$1,440.00
Melissa Pellechio	7.2	\$150.00	\$1,080.00
Jean Handerhan	2.6	\$50.00	\$130.00
	Quantity Total		94.7
		Subtotal	\$14,362.57
		Total	\$14,362.57

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1789	12/14/2022	\$14,362.57	\$0.00	\$14,362.57
			Outstanding Balance	\$14,362.57
			Total Amount Outstanding	\$14,362.57

Please make all amounts payable to: Manfredi & Pellechio