SENDZIK & SENDZIK

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
1808 ROUTE 88, BRICK, NEW JERSEY 08724
(732) 840-6464 (732) 840-0009 TELEFAX
SENDZIKLAW@COMCAST.NET

JAY C. SENDZIK*
KATE SENDZIK HAINES

*1977-2021

JANICE L. RICHTER
Of Counsel

October 23, 2023

G
Opra+request-54369-9acbfc20 @requests.opramachine.com

RE: OPRA Request Dated October 20, 2023

Dear G:

The South Brunswick Board of Fire Commissioners for the South Brunswick Fire District No. 3 received your Open Public Records Act (OPRA) request sent on Friday, October 20, 2023 at 7:13 p.m. This response is being provided to you on October 23, 2023. Your OPRA request sought access to the following: "Produce all legal bills, transactions and any other forms of payment from the District to the law firm of Sendzik & Sendzik".

The following documents responsive to your request are enclosed:

(1) Contract for legal services dated January 10, 2023 (2 pages);
(2) Resolution 2023-1, Board of Fire Commissioners Fire District #3 (1 page);
(3) Purchase Order dated February 17, 2023 for $3,015.50 (1 page);
(4) Sendzik & Sendzik P.C. Invoice dated February 17, 2023 (2 pages)
(5) Purchase Order Voucher 04042308580 dated April 18, 2023;
(6) Board of Fire Commissioners check No. 1231 in the amount of $3,015.50 payable to Sendzik & Sendzik, P.C. dated April 18, 2023 (1 page);
(7) Purchase Order dated May 15, 2023 in the amount of $2,756.50 (1 page);
(8) Sendzik & Sendzik P.C. Invoice dated May 15, 2023 (2 pages);
(9) Purchase Order Voucher 06062309220 dated June 20, 2023;
(10) Board of Fire Commissioners check No. 1255 in the amount of $2,756.50 payable to Sendzik & Sendzik, P.C. dated June 20, 2023 (1 page);
(11) Purchase Order dated August 11, 2023 in the amount of $2,146.00 (1 page);
(12) Sendzik & Sendzik P.C. Invoice dated August 11, 2023 (2 pages);
(13) Purchase Order Voucher 08282310330 dated September 19, 2023 (1 page);
(14) Board of Fire Commissioners check No. 1290 in the amount of $2,146.00 payable to Sendzik & Sendzik, P.C. dated September 19, 2023 (1 page);

If you believe that your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision, At your option, you may either institute a proceeding in the Superior Court of New

Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at (866) 850-0511, by mail at P.O. Box 819, Trenton, New Jersey 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in the Superior Court should be directed to the Court Clerk in your county.

Very truly yours,

SENDZIK & SENDZIK, P.C.

KATE SENDZIK HAINES, ESQ.

KSH:jj
Enclosures
cc: board@sbfiredistrict3.com (w/o encl.)

CONTRACT FOR LEGAL SERVICES

This Agreement is made on the 10th of January, 2023, between the Commissioners of Fire District No. 3, Township of South Brunswick, County of Middlesex, State of New Jersey (hereinafter referred to as the "Board"), with an address of P.O. Box 78, Kingston, New Jersey 08528, and Kate Sendzik Haines, Esq., of the firm of Sendzik & Sendzik, P.C. (hereinafter referred to as the "Attorney"), with an office at 1808 Route 88, Brick, New Jersey 08724.

WHEREAS, the Board, as a public body duly organized under the laws of the State of New Jersey, requires the advice, consultation and other services of an attorney in the conduct of the public business for which it is charged; and

WHEREAS, the Board is permitted under the law to retain the services of an attorney; and

WHEREAS, the Attorney is duly licensed to practice law in the State of New Jersey and is willing to provide professional services for the Board as hereinafter provided in this Contract.

THEREFORE, the Board shall engage the services of the Attorney, and in consideration of the mutual promises contained in this Contract and in reliance on the above recitals, the parties agree as follows:

1. The Attorney will provide the Board, its agents, representatives or employees, advice by telephone or conference; attend all meetings as requested by the Board; prepare all legal documents, correspondence or other communication as requested by the Board; prosecution of any legal or equitable action or other claims; representation before governmental agencies or bodies; keep the Board informed of updates as to law; and perform such other legal services as requested by the Board;

2. For the services described in Paragraph 1 above, the Board agrees to pay the Attorney the sum of one hundred eighty- five dollars ($185.00) per hour not to exceed the budgeted line item payable monthly upon submission by the Attorney of an itemized bill of services rendered and execution of the appropriate voucher or purchase order. In addition, the Board agrees to reimburse the Attorney for all reasonable, necessary and actual out-of-pocket expenses incurred in connection with the above services, payable upon presentation of a statement of the amount of those expenses upon the appropriate voucher or purchase order to the Board;

3. This Agreement shall be effective January 10, 2023, and shall continue in effect until the date of the next reorganization of the body corporate;

4. The Attorney shall only perform those services as directed by the Board at a public meeting or by the Chairman of the Board;

5. The Attorney shall meet with a member of the Board when requested to review legal invoices;

6. If any action at law or in equity is brought to enforce or interpret the provisions of this Contract, the prevailing party shall be entitled to reasonable attorney fees in addition to any other relief available to the prevailing party;

7. The validity of this Contract and of any of its terms or provisions, as well as the rights and duties of the parties to this Contract, shall be governed by and construed in accordance with the laws of the State of New Jersey;

8. All notices and other communications shall be sent by certified mail, return receipt requested, and shall be deemed to have been given when sent to the parties at their respective addresses as set forth above, unless a different address has been selected after the execution of this Contract and has been duly communicated to the party giving notice;

9. This Contract is contingent upon the Board's continued authorization and availability to fund same; and

10. This Contract constitutes the entire agreement of the parties and shall not be modified or amended except by a writing executed by both parties.

WITNESS/ATTEST:	**BOARD OF FIRE COMMISSIONERS** **FIRE DISTRICT NO. 3** **TOWNSHIP OF SOUTH BRUNSWICK**
Alkesh M. Amin Alkesh M. Amin , **CLERK**	**By:** Steve Manobianco , **CHAIRMAN**
WITNESS/ATTEST:	**SENDZIK & SENDZIK, P.C.**
LORETTA C. ROSE **NOTARY PUBLIC OF NEW JERSEY** **COMM. EXP. 07/15/2023**	**By: KATE SENDZIK HAINES, ESQ.**

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #3

South Brunswick Township

RESOLUTION

~~2022-~~ AE 2023-1

January 10, 2023

[A Resolution appointing Sendzik and Sendzik, P.C. *, as **legal counsel** for the BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #3, TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY.]*

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District #3 in the Township of South Brunswick, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2022-2023;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 l-1, et seq.). provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in form of professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, (N.J.S.A. 40:11-5(1)(a)(a). provides that a notice of the award of said contract shall be published in the newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, BE IT RESOLVED on this 10th day of January 2023, by the Board of Fire Commissioners of Fire District #3. Township of South Brunswick, County of Middlesex, State of New Jersey, as follows:

1. Kate Sendzik , ESQ., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

2. This resolution and the notice of award of contract shall be available for public inspection.

Certification

I, Alkesh M. Amin, do hereby certify that the foregoing is a true copy of a Resolution passed by the Board of Fire Commissioners of Fire District #3, Township of South Brunswick, County of Middlesex, State of New Jersey, at a meeting held on the 10th day of January 2023.

AMA

Clerk Fire District #3

The forgoing resolution was introduced by Commissioner Racanati and was seconded by Commissioner Manobianco.

RECORD OF VOTE

Members	A. Racanati	J. Stendardo	S. Manobianco	A. Amin	
Yes	✓		✓	✓	
No					
Not Voting					
Absent		✓			

BOARD OF FIRE COMMISSIONERS
SOUTH BRUNSWICK TOWNSHIP

DISTRICT NO. 3
P.O. BOX 78
KINGSTON, NEW JERSEY 08528
ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

PURCHASE ORDER

No.

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE

DATE 02/17/2023

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

CHECK PAYABLE TO P T O [SENDZIK & SENDZIK, P.C.
1808 ROUTE 88
BRICK, NEW JERSEY 08724]

S H I [ ]

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
	FOR PROFESSIONAL SERVICES RENDERED		$3,015.50	
	MUNICIPAL SALES TAX EXEMPTION NO. **BILLS SUBMITTED PRIOR TO THE 1ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.**	**TOTAL**	$3,015.50	

CLAIMANT'S CERTIFICATION AND DECLARATION

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN FIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

X [signature] 2-17-23 Attorney
SIGNATURE DATE TITLE

VENDOR PLEASE INDICATE YOUR FEDERAL I.D. NO. OR SOCIAL SECURITY NO.

FED. I.D.# ______

SOC. SEC.# ______

PURCHASE REQUEST
BY: DEPT.

APPROVED FOR PURCHASE
BY:

DO NOT WRITE IN SPACE BELOW – TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE.

DATE ______

THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT

______ SECRETARY

______ CHAIRPERSON

______ TREASURER

CERTIFICATION OF AVAILABILITY OF FUNDS

I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED.

TREASURER ______

PAYMENT RECORD

CHECK NO. ______

DATED ______

APPROPRIATION OR ACCOUNT CHARGED

ENCUMBERED	PAID

VOUCHER COPY – SIGN AT X AND RETURN FOR PAYMENT

Sendzik & Sendzik, P.C.
1808 Route 88
Brick, NJ 08724
Telephone: 732-840-6464
Fax: 732-840-0009

February 17, 2023

South Brunswick No. 3

Invoice No. 1210

Client Number: SB3 South Brunswick No. 3
Matter Number: SB3 Board of Fire Commissioners, Fire District No. 3
For Services Rendered Through 2/17/2023.

Fees

Date	Timekeeper	Description	Hours	Amount
1/11/2023	KSH	Telephone Call S. Manibianco re: OPRA/agreement	0.50	$92.50
1/12/2023	KSH	Telephone Call A. Amin re: OPRA/agreement	0.50	$92.50
1/13/2023	KSH	Research and OPRA response	2.00	$370.00
1/15/2023	KSH	Review requester email re: OPRA	0.10	$18.50
1/15/2023	KSH	Review A. Amin email re: OPRA request	0.10	$18.50
1/15/2023	KSH	Review S. Manobianco email re: OPRA	0.10	$18.50
1/16/2023	KSH	Review A. Racanati email re: OPRA	0.10	$18.50
1/18/2023	KSH	Telephone Call A. Amin re: OPRA	0.30	$55.50
1/19/2023	KSH	Review S. Manobianco email re: OPRA	0.10	$18.50
1/19/2023	KSH	Review A. Racanati email re: OPRA	0.10	$18.50
1/19/2023	KSH	Review A. Racanati email re: OPRA	0.10	$18.50
1/24/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
1/24/2023	KSH	Telephone Call A. Amin re: OPRA	0.30	$55.50
1/25/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
1/25/2023	KSH	Preparation, dictation and review of OPRA response	4.00	$740.00
2/1/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
2/1/2023	KSH	Preparation, dictation and review of OPRA response (2)	2.00	$370.00

Continued On Next Page

Billable Hours / Fees:	**16.30**	**$3,015.50**

Timekeeper Summary

Timekeeper KSH worked 16.30 hours at $185.00 per hour, totaling $3,015.50.

Current Invoice Summary

Prior Balance:	$0.00
Payments Received:	$0.00
Unpaid Prior Balance:	$0.00
Current Fees:	$3,015.50
Advanced Costs:	$0.00
TOTAL AMOUNT DUE:	**$3,015.50**

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.
Please make checks payable to Sendzik & Sendzik, P.C.

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

BOARD OF COMMISSIONERS
South Brunswick Fire District #3
PO Box 78
Kingston, NJ 08528
board@sbfiredistrict3.com

investors Bank
Banking in *your* best interest.
Investors 24 Hour Service, 1-888-444-4466

55-7203/2212

No. 001231

DATE
04/18/2023

$ **3,015.50

PAY TO THE ORDER OF Sendzik & Sendzik P.C.

Three thousand fifteen and 50/100** DOLLARS

Sendzik & Sendzik P.C.
1808 Route 88
Brick, NJ 08724

MP
MP
AUTHORIZED SIGNATURE MP

MEMO Invoice # 1210

⑈001231⑈ ⑆221272031⑆ 857169255⑈

PURCHASE ORDER
VOUCHER

Board of Fire Commissioners Fire District #3
PO Box 78 Kingston, NJ 08540

PURCHASE ORDER NUMBER: 04042308580

Date: 04/04/2023

Complete and return a copy of this voucher with a copy of your Invoice for payment.

Vendor Information
Name: Sendzik & Sendzik P.C.
Street Address: 1808 Route 88
City, State Zip: Brick, NJ 08724

TERMS: 30

Ordered By: BOC

Item #	Quantity	Description	Unit Price ($)	Amount ($)
1	1	Professional Services Rendered	3015.50	3,015.50
2				0.00
3				0.00
4				0.00
5				0.00
6				0.00

☐ Check this box if there are more items on the second page total will only appear on this page:

TOTAL ($): 3,015.50

Vendor Certification and Declaration

I do solemnly declare and certify under the penalties of the law this voucher is accurate. The articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim that the amount there in stated is justly due and owing and that the amount charged is a reasonable one and that I am duly authorized to make this certification for an don behalf of the above vendor

Name

Title SEE ATTACHED

Signature Date

Receipt Certification

Having knowledge of the facts during regular procedures. I certify that the material and supplies have been received or the services rendered said certification is based on delivery slips acknowledge by a district official or employee or other reasonable procedures.

Name: Stephen Mandarano

Title: Chairman

Signature: Date: 4/14/23

Approval signature

The above claim is approved for payment

Commissioner signature

Check number: 1231

Date Paid: 4/18/2023

Appropriation Charged: 2000A01

When clicking the submit button, it will save, print then close.

BOARD OF FIRE COMMISSIONERS
SOUTH BRUNSWICK TOWNSHIP

DISTRICT NO. 3
P.O. BOX 78
KINGSTON, NEW JERSEY 08528
ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

PURCHASE ORDER

No.

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE

DATE 05/15/2023

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

CHECK PAYABLE TO

P
T
O

[SENDZIK & SENDZIK, P.C.
1808 ROUTE 88
BRICK, NEW JERSEY 08724]

S
H
I

[ ]

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	FOR PROFESSIONAL SERVICES RENDERED		$2,756.50
	MUNICIPAL SALES TAX EXEMPTION NO. BILLS SUBMITTED PRIOR TO THE 1ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.	TOTAL	$2,756.50

CLAIMANT'S CERTIFICATION AND DECLARATION

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

X [signature] 5-15-23 Attorney
SIGNATURE DATE TITLE

VENDOR PLEASE INDICATE YOUR FEDERAL I.D. NO. OR SOCIAL SECURITY NO.

FED. I.D.# ______

SOC. SEC.# ______

PURCHASE REQUEST

BY: DEPT.

APPROVED FOR PURCHASE

BY:

DO NOT WRITE IN SPACE BELOW – TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE.

DATE ______

THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT

______ SECRETARY

______ CHAIRPERSON

______ TREASURER

CERTIFICATION OF AVAILABILITY OF FUNDS

I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED.

TREASURER ______

PAYMENT RECORD

CHECK NO. ______

DATED ______

APPROPRIATION OR ACCOUNT CHARGED

ENCUMBERED	PAID

VOUCHER COPY – SIGN AT X AND RETURN FOR PAYMENT

Sendzik & Sendzik, P.C.
1808 Route 88
Brick, NJ 08724
Telephone: 732-840-6464
Fax: 732-840-0009

May 15, 2023

South Brunswick No. 3

Invoice No. 1242

Client Number: SB3 South Brunswick No. 3
Matter Number: SB3 Board of Fire Commissioners, Fire District No. 3
For Services Rendered from 1/1/2023 Through 5/15/2023.

Fees

Date	Timekeeper	Description	Hours	Amount
2/8/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
3/7/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
3/13/2023	KSH	Preparation, dictation and review of OPRA response	1.00	$185.00
3/25/2023	KSH	Review proposed proposed contract (Fire Company)	0.90	$166.50
4/14/2023	KSH	Telephone Call S. Manobianco re: personnel	0.30	$55.50
4/14/2023	KSH	Review S. Manobianco email re: District equipment	0.10	$18.50
4/16/2023	KSH	Review of OPRA request	0.10	$18.50
4/16/2023	KSH	Review of OPRA request (2)	0.10	$18.50
4/17/2023	KSH	Telephone Call A. Racanati/A. Amin	0.80	$148.00
4/21/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
4/21/2023	KSH	Preparation, dictation and review of OPRA response (2)	2.00	$370.00
4/21/2023	KSH	Review A. Racanati email re: handbook and By-Laws	0.10	$18.50
4/26/2023	KSH	Review D. Luck email re: proposed contract	0.10	$18.50
4/26/2023	KSH	Review A. Racanati email re: proposed contract	0.10	$18.50
4/26/2023	KSH	Review A. Racanati email re: resolution	0.10	$18.50
4/28/2023	KSH	Telephone Call Captain Pisano re: personnel	0.50	$92.50
5/3/2023	KSH	Research re: pensions	0.50	$92.50

Continued On Next Page

5/3/2023	KSH	Preparation, dictation and review of email correspondence to S. Manobianco re: OPRA	0.20	$37.00
5/5/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
		Billable Hours / Fees:	**14.90**	**$2,756.50**

Timekeeper Summary

Timekeeper KSH worked 14.90 hours at $185.00 per hour, totaling $2,756.50.

Payment Detail

Date	**Description**	**Amount**
4/17/2023	Check Number against Inv# 1210	($3,015.50)
	Total Payments Received:	**($3,015.50)**

PURCHASE ORDER VOUCHER

Board of Fire Commissioners Fire District #3
PO Box 78 Kingston, NJ 08540

PURCHASE ORDER NUMBER: 06062309220

Date: 06/06/2023

Complete and return a copy of this voucher with a copy of your Invoice for payment.

Vendor Information
Name: Sendzik & Sendzik, P.C.
Street Address: 1808 Route 88
City, State Zip: Brick, New Jersey 08724

TERMS: 30

Ordered By: BOC

Item #	Quantity	Description	Unit Price ($)	Amount ($)
1	1	Professional Services Rendered	2756.50	2,756.50
2				0.00
3				0.00
4				0.00
5				0.00
6				0.00

☐ Check this box if there are more items on the second page total will only appear on this page:

TOTAL ($): 2,756.50

Vendor Certification and Declaration

I do solemnly declare and certify under the penalties of the law this voucher is accurate. The articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim that the amount there in stated is justly due and owing and that the amount charged is a reasonable one and that I am duly authorized to make this certification for an don behalf of the above vendor

Name SEE ATTACHED

Title

Signature Date

Receipt Certification

Having knowledge of the facts during regular procedures. I certify that the material and supplies have been received or the services rendered said certification is based on delivery slips acknowledge by a district official or employee or other reasonable procedures.

Name: Stephen Manobianco

Title: Chairman

Signature: [signature] Date: 6/16/23

Approval signature

The above claim is approved for payment

[signature]

Commissioner signature

Check number: 001255

Date Paid: 6/20/2023

Appropriation Charged: 2000 A01

When clicking the submit button, it will save, print then close.

BOARD OF COMMISSIONERS
South Brunswick Fire District #3
PO Box 78
Kingston, NJ 08528
board@sbfiredistrict3.com

investorsBank
Banking in *your* best interest.
Investors 24 Hour Service, 1-888-444-4466

55-7203/2212

No. 001255

DATE
06/20/2023

PAY TO THE ORDER OF Sendzik & Sendzik P.C. $ **2,756.50

Two thousand seven hundred fifty-six and 50/100** DOLLARS

Kate Sendzik ESQ
Sendzik & Sendzik P.C.
1808 Route 88
Brick, NJ 08724

MP
MP
AUTHORIZED SIGNATURE MP

MEMO
Invoice # 1242

⑈001255⑈ ⑆221272031⑆ 857169255⑈

BOARD OF COMMISSIONERS No. 001255

06/20/2023	Sendzik & Sendzik P.C.		
		Legal Services	2,756.50
investors bank 9255		Invoice # 1242	2,756.50

BOARD OF COMMISSIONERS No. 001255

06/20/2023	Sendzik & Sendzik P.C.		
		Legal Services	2,756.50
investors bank 9255		Invoice # 1242	2,756.50

PAYMENT RECORD

BOARD OF FIRE COMMISSIONERS
SOUTH BRUNSWICK TOWNSHIP
DISTRICT NO. 3
P.O. BOX 78
KINGSTON, NEW JERSEY 08528
ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE ABOVE ADDRESS REGARDLESS OF SHIPPING POINT

PURCHASE ORDER

No.

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE

DATE 08/11/2023

COMPLETE AND RETURN THIS PURCHASE ORDER FOR PAYMENT

CHECK PAYABLE TO

P T O [SENDZIK & SENDZIK, P.C.
1808 ROUTE 88
BRICK, NEW JERSEY 08724]

S H I [ ]

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
	FOR PROFESSIONAL SERVICES RENDERED		$2,146.00	
	MUNICIPAL SALES TAX EXEMPTION NO. BILLS SUBMITTED PRIOR TO THE 1ST OF EACH MONTH SHALL BE CONSIDERED FOR PAYMENT AT THE NEXT REGULAR SCHEDULED BOARD OF FIRE COMMISSIONERS MEETING.	TOTAL	$2,146.00	

CLAIMANT'S CERTIFICATION AND DECLARATION

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN FIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

X Vito Gaines III — SIGNATURE | 8-11-23 — DATE | Attorney — TITLE

VENDOR PLEASE INDICATE YOUR FEDERAL I.D. NO. OR SOCIAL SECURITY NO.

FED. I.D.# ________

SOC. SEC.# ________

PURCHASE REQUEST — BY: ____ DEPT. ____

APPROVED FOR PURCHASE — BY: ____

DO NOT WRITE IN SPACE BELOW – TO BE FILLED OUT BY BOARD AUTHORITIES

THE ARTICLES WERE RECEIVED OR THE SERVICES WERE PERFORMED AS STATED ABOVE.

DATE ________

THE ABOVE CLAIM IS APPROVED AS CORRECT FOR PAYMENT

________ SECRETARY

________ CHAIRPERSON

________ TREASURER

CERTIFICATION OF AVAILABILITY OF FUNDS

I CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE IN THE ACCOUNTS INDICATED BELOW TO ENABLE AUTHORIZATION OF THIS EXPENDITURE. I HAVE ENCUMBERED THE ACCOUNTS FOR THE AMOUNTS STATED.

TREASURER ________

PAYMENT RECORD

CHECK NO. ________

DATED ________

APPROPRIATION OR ACCOUNT CHARGED

ENCUMBERED	PAID

VOUCHER COPY – SIGN AT X AND RETURN FOR PAYMENT

Sendzik & Sendzik, P.C.
1808 Route 88
Brick, NJ 08724
Telephone: 732-840-6464
Fax: 732-840-0009

August 11, 2023

South Brunswick No. 3

Invoice No. 1273

Client Number: SB3 South Brunswick No. 3
Matter Number: SB3 Board of Fire Commissioners, Fire District No. 3
For Services Rendered Through 8/11/2023.

Fees

Date	Timekeeper	Description	Hours	Amount
6/13/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
6/19/2023	KSH	Review D. Luck email re: proposed contract	0.10	$18.50
6/30/2023	KSH	Preparation, dictation and review of OPRA response	2.00	$370.00
7/10/2023	KSH	Telephone Call J. Mets, Board, Fire Company re: agreement	0.80	$148.00
7/14/2023	KSH	Review, research and response to OPRA request	1.50	$277.50
7/31/2023	KSH	Preparation, dictation and review of Resolution Setting Compensation for Commissioner and the Manner of Payment Thereof	2.50	$462.50
7/31/2023	KSH	Preparation, dictation and review of correspondence to S. Manobianco enclosing Resolution Setting Compensation for Commissioner and the Manner of Payment Thereof	0.70	$129.50
7/31/2023	KSH	Preparation, dictation and review of OPRA Response	2.00	$370.00
		Billable Hours / Fees:	**11.60**	**$2,146.00**

Timekeeper Summary

Timekeeper KSH worked 11.60 hours at $185.00 per hour, totaling $2,146.00.

Continued On Next Page

Payment Detail

Date	Description	Amount
5/15/2023	Check Number against Inv# 1242	($2,756.50)
	Total Payments Received:	**($2,756.50)**

Current Invoice Summary

Prior Balance:	$2,756.50	
Payments Received:	($2,756.50)	**Last Payment: 5/15/2023**
Unpaid Prior Balance:	$0.00	
Current Fees:	$2,146.00	
Advanced Costs:	$0.00	
TOTAL AMOUNT DUE:	**$2,146.00**	

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.
Please make checks payable to Sendzik & Sendzik, P.C.

PURCHASE ORDER
VOUCHER

Board of Fire Commissioners Fire District #3
PO Box 78 Kingston, NJ 08540

PURCHASE ORDER NUMBER: 08282310330

Date: 08/28/2023

Complete and return a copy of this voucher with a copy of your Invoice for payment.

Vendor Information
Name: Sendzik & Sendzik, P.C.
Street Address: 1808 Route 88
City, State Zip: Brick, NJ 08724

TERMS: 30
Ordered By: BOC

Item #	Quantity	Description	Unit Price ($)	Amount ($)
1	1	Professional Services Rendered	2146.00	2,146.00
2				0.00
3				0.00
4				0.00
5				0.00
6				0.00

☐ Check this box if there are more items on the second page total will only appear on this page:

TOTAL ($): 2,146.00

Vendor Certification and Declaration

I do solemnly declare and certify under the penalties of the law this voucher is accurate. The articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim that the amount there in stated is justly due and owing and that the amount charged is a reasonable one and that I am duly authorized to make this certification for an don behalf of the above vendor

Name

Title N/A AA 9/19/2023

Signature

Date

Receipt Certification

Having knowledge of the facts during regular procedures. I certify that the material and supplies have been received or the services rendered said certification is based on delivery slips acknowledge by a district official or employee or other reasonable procedures.

Name: Stephen Manobianco

Title: Treasurer

Signature: [signature] Date: 9/15/23

Approval signature

The above claim is approved for payment

[signature]
Commissioner signature

Check number: 001290

Date Paid: 19-SEP-2023

Appropriation Charged: 2000A01

When clicking the submit button, it will save, print then close.

BOARD OF COMMISSIONERS
South Brunswick Fire District #3
PO Box 78
Kingston, NJ 08528
board@sbfiredistrict3.com

investorsBank
Banking in *your* best interest.
Investors 24 Hour Service, 1-888-444-4466

55-7203/2212

No. 001290

DATE
09/19/2023

PAY TO THE ORDER OF Sendzik & Sendzik P.C. $ **2,146.00

Two thousand one hundred forty-six and 00/100** DOLLARS

Kate Sendzik ESQ
Sendzik & Sendzik P.C.
1808 Route 88
Brick, NJ 08724

MEMO
Invoice # 1273

AUTHORIZED SIGNATURE

⑈001290⑈ ⑆221272031⑆ 857169255⑈

BOARD OF COMMISSIONERS No. 001290

09/19/2023	Sendzik & Sendzik P.C.		
		Legal Services	2,146.00
investors bank 9255		Invoice # 1273	2,146.00

BOARD OF COMMISSIONERS No. 001290

09/19/2023	Sendzik & Sendzik P.C.		
		Legal Services	2,146.00
investors bank 9255		Invoice # 1273	2,146.00

PAYMENT RECORD