

From: Michelle Clark
Sent: Tuesday, April 29, 2025 3:54 PM
To: Charlie Kratovil
Subject: RE: [EXTERNAL] OPRA request - Rainone Coughlin Minchello 2024 Contract and Invoices

Mr. Kratovil,

I am in receipt of your OPRA Request, and will have a response to you within the allotted seven business days.

Regards,

Michelle Clark
Municipal Clerk
Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716
clerk@ahnj.com
Visit- ahnj.com

WARNING: Emails received by or sent from the Borough of Atlantic Highlands are subject to the Open Public Records Act [OPRA]. If you are in anyway concerned about the contents of your email being read by someone other than the person(s) you are contacting, you should consider an alternate way of contacting them.

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-----Original Message-----

From: Charlie Kratovil <opra+request-75483-6fe99f5e@requests.opramachine.com>
Sent: Tuesday, April 29, 2025 3:41 PM
To: Clerk <clerk@ahnj.com>
Subject: [EXTERNAL] OPRA request - Rainone Coughlin Minchello 2024 Contract and Invoices

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Atlantic Highlands Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-5(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

1) all signed contract(s) for Rainone Coughlin Minchello (RCM) in effect during 2024.

2) all bills/invoices received from the above firm for work done during 2024

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Charlie Kratovil

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-75483-6fe99f5e@requests.opramachine.com

Is clerk@ahnj.com the wrong address for OPRA requests to Atlantic Highlands Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=atlantic_highlands_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/rainone_coughlin_minchello_2024_2025

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAmachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."



BOROUGH OF ATLANTIC HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 007-2024

APPOINTMENT OF LABOR ATTORNEY

WHEREAS, N.J.S.A 40A: 9-139 requires the appointment of a Labor Attorney; and,

WHEREAS, The position of Labor Attorney shall be a one-year appointment, for the calendar year 2024 or until the successor is appointed, during which time general routine legal services provided at the rate specified and approved, and in addition other legal services of an extraordinary nature may be authorized pursuant to which the attorney shall be compensated at hourly rate plus out-of-pocket expenses, as established in the contract agreement executed with the Borough of Atlantic Highlands; and,

WHEREAS, Ricardo Llanos, Chief Financial Officer for the Borough of Atlantic Highlands, has determined and is certifying that the value of the contract will exceed \$17,500 and the terms of this contract will terminate on December 31, 2024; and,

WHEREAS, The Borough of Atlantic Highlands, a municipal corporation with its Borough Hall at 100 First Avenue, Atlantic Highlands, New Jersey, 07716 through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Labor Attorney for the calendar year 2024; and,

WHEREAS, proposals were opened on December 13, 2023, through a Fair and Open Process and later evaluated by the Governing Body, for the individual who was most advantageous, with due consideration to the qualifications, experience, compensation and other factors and criteria; and,

WHEREAS, David L Minchello, Esq, of Rainone Coughlin Minchello is a Labor attorney licensed by the State of New Jersey who is experienced with municipal law and meets all of the requirements as set forth in the Borough's request for proposal; and,

WHEREAS, Ricardo Llanos, Chief Municipal Financial Officer for the Borough of Atlantic Highlands, does hereby certify that funds will be available for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey, that the Mayor and Borough Administrator are hereby authorized and directed to execute an agreement with David L Minchello, for appointment as Municipal Labor Attorney for the one-year term of January 1, 2024 to December 31, 2024, or until the successor is appointed and confirmed, at a rate not to exceed \$175.00/hour with additional legal services to be provided by paralegal as per the contract at \$100.00 per hour.

Motion: Approve Resolution **Moved by** Councilman Murphy; **Seconded by** Councilman Crowley

Vote: Motion carried by roll call vote (**summary:** Yes = 6).

Yes: Councilman Colasurdo, Councilman Crowley, Councilwoman Cusack, Councilman Dougherty, Councilwoman Forbes, Councilman Murphy

No: None

Abstain: None

Absent: None

I, Michelle Clark, Municipal Clerk of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. WITNESS my hand this 2nd day of January 2024.

Michelle Clark, Municipal Clerk

2024-007- Appoint Municipal Labor At



**555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555**

Invoice No. 18215

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 10/1/2023 Through 1/31/2024.

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
1/17/2024	JPH	Review of and correspondence with the client	0.70	\$122.50

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
1/17/2024	B/W Photocopies	\$1.20	
	Total Costs	\$1.20	

Client Number: 427
Matter Number: 56-0004

2/5/2024
Page: 2

Current Invoice Summary

Current Fees:	\$122.50
Advanced Costs:	\$1.20
TOTAL AMOUNT DUE:	<u>\$123.70</u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

Rainone Coughlin Minchello, LLC

555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555

March 06, 2024

Invoice No. 18480

Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 1/1/2024 Through 2/29/2024.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/22/2024	JPH	Advice to the administrator [REDACTED]	0.70	\$122.50
			Billable Hours / Fees:	0.70 \$122.50

Timekeeper Summary

Timekeeper JPH worked 0.70 hours at \$175.00 per hour, totaling \$122.50.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
2/15/2024	B/W Photocopies	\$0.60	
2/15/2024	B/W Photocopies	\$0.60	
Total Costs		\$1.20	

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Client Number: 427
Matter Number: 56-0004

3/6/2024
Page: 2

Current Invoice Summary

Current Fees:	\$122.50
Advanced Costs:	\$1.20
TOTAL AMOUNT DUE:	<u>\$123.70</u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

RAINONE COUGHLIN MINCHELLO, LLC

555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555

August 06, 2024

Invoice No. 19890

Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 4/1/2024 Through 7/31/2024.

Fees				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
7/12/2024	JPH	Review of contract issues for a new position being posted , to advise the client.	0.80	\$140.00
7/16/2024	JPH	Review of contract materials for a conference call with the client; conference call with the client and the Department of Public Works	1.00	\$175.00
7/24/2024	JPH	Advice to the borough	0.30	\$52.50
7/25/2024	JPH	Review of a sick leave policy issue to advise the client.	0.50	\$87.50
7/26/2024	JPH	Conference call with the Administrator	0.70	\$122.50
Billable Hours / Fees:			3.30	\$577.50

Timekeeper Summary

Timekeeper JPH worked 3.30 hours at \$175.00 per hour, totaling \$577.50.

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Client Number: 427
Matter Number: 56-0004

8/6/2024
Page: 2

Current Invoice Summary

Current Fees:	\$577.50
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	<u>\$577.50</u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

RAINONE COUGHLIN MINCHELLO, LLC

555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555

September 06, 2024

Invoice No. 20125

Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 5/1/2024 Through 8/31/2024.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
8/13/2024	MRB	Review and analysis [REDACTED]	0.40	\$70.00
8/13/2024	JPH	Review of an issue involving a DPW worker involving poor performance. Correspondence with the client [REDACTED]	0.60	\$105.00
8/16/2024	JPH	Telephone call with the administrator [REDACTED]	0.80	\$140.00
Billable Hours / Fees:			1.80	\$315.00

Timekeeper Summary

Timekeeper MRB worked 0.40 hours at \$175.00 per hour, totaling \$70.00.

Timekeeper JPH worked 1.40 hours at \$175.00 per hour, totaling \$245.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
7/16/2024	B/W Photocopies	\$0.30	
7/16/2024	B/W Photocopies	\$2.10	
7/16/2024	B/W Photocopies	\$1.50	
7/16/2024	B/W Photocopies	\$0.90	
7/24/2024	B/W Photocopies	\$0.30	

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Client Number: 427
Matter Number: 56-0004

9/6/2024
Page: 2

7/25/2024	B/W Photocopies	\$27.60
7/25/2024	B/W Photocopies	\$0.90
Total Costs		\$33.60

Current Invoice Summary

Current Fees:	\$315.00
Advanced Costs:	\$33.60
TOTAL AMOUNT DUE:	\$348.60

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

RAINONE COUGHLIN MINCHELLO, LLC

555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555

October 01, 2024

Invoice No. 20303

Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 6/1/2024 Through 9/30/2024.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
9/9/2024	JPH	Advice to the client [REDACTED]	0.60	\$105.00
9/10/2024	JPH	Advice to the client [REDACTED]	0.50	\$87.50
Billable Hours / Fees:			1.10	\$192.50

Timekeeper Summary

Timekeeper JPH worked 1.10 hours at \$175.00 per hour, totaling \$192.50.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
7/16/2024	B/W Photocopies	\$0.30	
7/16/2024	B/W Photocopies	\$2.10	
7/16/2024	B/W Photocopies	\$1.50	
7/16/2024	B/W Photocopies	\$0.90	
7/24/2024	B/W Photocopies	\$0.30	
7/25/2024	B/W Photocopies	\$27.60	
7/25/2024	B/W Photocopies	\$0.90	
8/13/2024	B/W Photocopies	\$1.80	
Total Costs		\$35.40	

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Client Number: 427
Matter Number: 56-0004

10/1/2024
Page: 2

Current Invoice Summary

Current Fees:	\$192.50
Advanced Costs:	\$35.40
TOTAL AMOUNT DUE:	<u>\$227.90</u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

RAINONE COUGHLIN MINCHELLO, LLC

555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555

November 04, 2024

Invoice No. 20584

Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 6/1/2024 Through 10/31/2024.

Fees				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/27/2024	JPH	Review of the civilian union contracts and proposals in preparation for conference with the client.	1.00	\$175.00
10/29/2024	JPH	Review and analysis of negotiations issues for the civilian contracts; conference with the client [REDACTED]	1.40	\$245.00
10/30/2024	JPH	Analysis of the wage provisions in the civilian contracts; conference with the client [REDACTED]	1.40	\$245.00
Billable Hours / Fees:			3.80	\$665.00

Timekeeper Summary

Timekeeper JPH worked 3.80 hours at \$175.00 per hour, totaling \$665.00.

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Client Number: 427
Matter Number: 56-0004

11/4/2024
Page: 2

Current Invoice Summary

Current Fees:	\$665.00
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	<u>\$665.00</u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

RAINONE COUGHLIN MINCHELLO, LLC

555 U.S. Highway One South,
Suite 440
Iselin, NJ 08830
Telephone: 7327094182
Fax: 7327911555

December 27, 2024

Invoice No. 21134

Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Client Number: 427 Borough of Atlantic Highlands
Matter Number: 56-0004 ATLANTIC HIGHLANDS Labor
For Services Rendered from 7/1/2024 Through 12/27/2024.

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/9/2024	MRB	Receipt and response to correspondence [REDACTED]	0.20	\$35.00
12/9/2024	JPH	Review of correspondence from the client [REDACTED]	0.50	\$87.50
12/11/2024	JPH	Conference with the Administrator [REDACTED]	0.90	\$157.50
12/12/2024	JPH	Attention to preparation of anti discrimination and accommodation policies for the Borough to adopt in connection with a pending grant application; Correspondence with the Administrator [REDACTED]	1.80	\$315.00
12/13/2024	JPH	Correspondence with the client [REDACTED]	0.60	\$105.00
12/17/2024	JPH	Review of a stipend pay issue [REDACTED]	1.30	\$227.50
12/17/2024	JPH	Advice to the Borough [REDACTED]	0.60	\$105.00
12/19/2024	JPH	Correspondence to human resources [REDACTED]	0.40	\$70.00

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Client Number: 427
Matter Number: 56-0004

12/27/2024

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Billable Hours / Fees: 6.30 \$1,102.50

Timekeeper Summary

Timekeeper JPH worked 6.10 hours at \$175.00 per hour, totaling \$1,067.50.

Timekeeper MRB worked 0.20 hours at \$175.00 per hour, totaling \$35.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
12/9/2024	B/W Photocopies	\$0.90	
12/12/2024	B/W Photocopies	\$1.80	
12/12/2024	B/W Photocopies	\$0.30	
Total Costs		\$3.00	

Current Invoice Summary

Current Fees:	\$1,102.50
Advanced Costs:	\$3.00
TOTAL AMOUNT DUE:	\$1,105.50

Thank You for Letting Us Serve You.

Payment Due Upon Receipt.