

Invoice submitted to:
Borough of Buena
616 Central Avenue
Minotola NJ 08341

September 01, 2020

Invoice #15253

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
8/3/2020 Draft/revise prepare RCR report for Marge at County Taxation	0.50 150.00/hr	75.00
8/6/2020 Review/analyze review dissolution procedures	1.00 150.00/hr	150.00
Review/analyze review engineer report for meeting of 8-10	0.70 150.00/hr	105.00
Communicate (other outside cou contacts with infinity fence attorney on reconsideration and meeting on august 10	0.60 150.00/hr	90.00
8/10/2020 Review/analyze read engineer report for meeting tonight	0.50 150.00/hr	75.00
Plan and prepare for read agenda for meeting tonight and prepare for meeting	1.30 150.00/hr	195.00
Appear for/attend attend meeting	1.00 150.00/hr	150.00
8/12/2020 Draft/revise read bond anticipation note and bond and prepare solicitor letters to bond counsel	1.00 150.00/hr	150.00
8/17/2020 Review/analyze review ordinances for tree and sidewalk responsibility	0.50 150.00/hr	75.00
8/14/2020 Communicate (with client) read OPRA request for police officers from 2010-present and discussion with clerk	1.00 150.00/hr	150.00

	<u>Hrs/Rate</u>	<u>Amount</u>
8/19/2020 Draft/revise prepare resolution for infinity fence	0.60 150.00/hr	90.00
Review/analyze read OPRA from Asbury Park and see what can be sent	1.30 150.00/hr	195.00
8/21/2020 Review/analyze read OPRA request from Ford and research compliance on emails from police this year	1.50 150.00/hr	225.00
8/24/2020 Draft/revise read personnel manual for further revisions	1.00 150.00/hr	150.00
8/26/2020 Draft/revise prepare ordinance for trees, sidewalks and curbs	2.00 150.00/hr	300.00
Review/analyze Read new employee handbook I and personnel manual sent from Mike for implementation in borough	2.00 150.00/hr	300.00
8/31/2020 Review/analyze Read new state and federal guidelines for quarantine of EMTs after out of state travel for our staff	1.00 150.00/hr	150.00
8/28/2020 Draft/revise begin new personnel manual and employee handbook as two separate documents as requested by the JIF	3.00 150.00/hr	450.00
For professional services rendered	20.50	\$3,075.00
Previous balance		\$6,915.00
8/10/2020 Payment - thank you		(\$2,670.00)
8/27/2020 Payment - thank you		(\$4,245.00)
Total payments and adjustments		(\$6,915.00)
Balance due		\$3,075.00