

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

December 02, 2020

Invoice #15260

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
11/2/2020 Draft/revise prepare new EMS APPLICATION	2.50 150.00/hr	375.00
Review/analyze read new salary and previous conviction laws for new app	2.00 150.00/hr	300.00
Communicate (with client) read notice and discussion on same	0.60 150.00/hr	90.00
11/4/2020 Draft/revise preparation of resolution for adoption of manual and policies	1.30 150.00/hr	195.00
Draft/revise review EMS changes to manual and compare with borough manual and handbook	2.00 150.00/hr	300.00
Communicate (with client) call on new changes to manual for streets	0.50 150.00/hr	75.00
Review/analyze obtain LUB RFP	1.00 150.00/hr	150.00
11/5/2020 Draft/revise make final changes to EMS manual and employee application	1.50 150.00/hr	225.00
Review/analyze read ordinances 661, 631,633,660 in conflict with chapter 45	1.70 150.00/hr	255.00
11/6/2020 Draft/revise read comments of ecode- kathleen and prepare ordinance to repeal and replace chapter 45	2.70 150.00/hr	405.00

	<u>Hrs/Rate</u>	<u>Amount</u>
11/9/2020 Draft/revise prepare ordinance amending all code references to police. and read all code references to police	3.00 150.00/hr	450.00
Review/analyze review wage and salary statute	1.00 150.00/hr	150.00
Plan and prepare for read agenda and prepare for meeting tonight	1.50 150.00/hr	225.00
Review/analyze read engineer report	0.60 150.00/hr	90.00
Appear for/attend attend meeting	0.80 150.00/hr	120.00
11/10/2020 Draft/revise Final review of employee policy with department heads	1.00 150.00/hr	150.00
11/18/2020 Review/analyze read violations	1.00 150.00/hr	150.00
Communicate (with client) discussions on landfill	1.00 150.00/hr	150.00
11/23/2020 Review/analyze read agenda for meeting tonight	1.00 150.00/hr	150.00
Appear for/attend attend meeting	0.80 150.00/hr	120.00
Plan and prepare for prepare for meeting	0.80 150.00/hr	120.00
11/24/2020 Communicate (other external) call with solicitor from franklin township on new court agreement	0.30 150.00/hr	45.00
For professional services rendered	28.60	\$4,290.00
Previous balance		\$9,915.00
11/23/2020 Payment - thank you		(\$9,915.00)
Total payments and adjustments		(\$9,915.00)
Balance due		<u><u>\$4,290.00</u></u>