

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

January 04, 2021

Invoice #15264

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
12/1/2020 Review/analyze review MOA for Rhonda	1.00 150.00/hr	150.00
Communicate (with client) notify all dept. heads of need to obtain signatures on manual and handbook and prepare checklist	1.00 150.00/hr	150.00
12/2/2020 Communicate (other external) call with triad on scott property	0.30 150.00/hr	45.00
12/4/2020 Review/analyze read covid 19 update for borough from CDC	1.40 150.00/hr	210.00
12/7/2020 Review/analyze read ordinance on fire districts	1.00 150.00/hr	150.00
Draft/revise prepare resolution for extension of moa for Rhonda	1.00 150.00/hr	150.00
12/9/2020 Review/analyze read statutes for fire districts	2.50 150.00/hr	375.00
12/10/2020 Draft/revise prepare resolution for suspension	3.50 150.00/hr	525.00
12/14/2020 Draft/revise prepare revisions to resolution	1.50 150.00/hr	225.00
Appear for/attend attend meeting	0.80 150.00/hr	120.00
Plan and prepare for review agenda and prepare for meeting today	3.00 150.00/hr	450.00

	<u>Hrs/Rate</u>	<u>Amount</u>
12/22/2020 Communicate (other outside cou read letter from attorney pilles and speak to him	0.50 150.00/hr	75.00
Review/analyze read Borough Covid 19 guidelines and those of Mercer	1.00 150.00/hr	150.00
Review/analyze Read title 4OA as per Attorney Pilles	1.00 150.00/hr	150.00
12/29/2020 Review/analyze review OPRA request for emails	0.90 150.00/hr	135.00
12/10/2020 Review/analyze read peosh violations both sets	2.50 150.00/hr	375.00
12/28/2020 Communicate (other external) speak to Attorney Pilles	0.80 150.00/hr	120.00
12/31/2020 Review/analyze review employee certs for manual	1.00 150.00/hr	150.00
For professional services rendered	24.70	\$3,705.00
Previous balance		\$4,290.00
12/21/2020 Payment - thank you		(\$4,290.00)
Total payments and adjustments		(\$4,290.00)
Balance due		\$3,705.00