

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

February 27, 2020

Invoice #15236

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
2/3/2020 Draft/revise prepare deed for VFW site	1.00 150.00/hr	150.00
2/1/2020 Communicate (with client) read 540 forest lane letter to owner and discussion with john on zoning	0.60 150.00/hr	90.00
Draft/revise read testa request and discussion with Pam and preparation of draft letter for her for Ms. testa	1.00 150.00/hr	150.00
Review/analyze read Orders to clear	0.40 150.00/hr	60.00
2/3/2020 Communicate (other external) call with attorney alongi on lauren court	0.40 150.00/hr	60.00
Review/analyze read bid docs from paul alongi on lauren court	1.00 150.00/hr	150.00
Communicate (other outside cou call with county counsel on plymouth street culvert	0.30 150.00/hr	45.00
2/4/2020 Communicate (other external) CONFERENCE ON EMPLOYEE MANUAL	0.30 150.00/hr	45.00
2/5/2020 Review/analyze review Pam Johnston employment	0.70 150.00/hr	105.00

		<u>Hrs/Rate</u>	<u>Amount</u>
2/5/2020	Communicate (other external) contact with Bill on streets dept additions to employee handbook	0.50 150.00/hr	75.00
2/10/2020	Review/analyze read letter from county on reval	0.30 150.00/hr	45.00
	Review/analyze review engineer report for meeting tonight	0.50 150.00/hr	75.00
	Appear for/attend meet with councilpeople dallesando and baker for MOA for Rhonda	0.80 150.00/hr	120.00
	Review/analyze read MOA for rhonda for meeting today	0.60 150.00/hr	90.00
	Appear for/attend meet with Cindi on employee handbook	0.80 150.00/hr	120.00
	Review/analyze read agenda for tonight	0.90 150.00/hr	135.00
	Appear for/attend attend meeting	0.80 150.00/hr	120.00
	Communicate (other external) read historical society email	0.50 150.00/hr	75.00
	Research research school budgets	1.00 150.00/hr	150.00
2/12/2020	Draft/revise Prepare revision of Rhonda MOA	1.00 150.00/hr	150.00
	Draft/revise prepare revision of resolution for Rhonda on MOA	1.00 150.00/hr	150.00
	Draft/revise Prepare ordinance with new EMS fees	2.00 150.00/hr	300.00
	Review/analyze read election of officials law	1.30 150.00/hr	195.00

	<u>Hrs/Rate</u>	<u>Amount</u>
2/13/2020 Review/analyze review of fee ordinance for amendment	0.90 150.00/hr	135.00
2/19/2020 Review/analyze Read description for VFW deed prepared by R and V	0.50 150.00/hr	75.00
2/14/2020 Communicate (with client) calls with Joe on MOA for Rhonda and with Matt	1.30 150.00/hr	195.00
2/18/2020 Draft/revise Read completion agreement, indemnity agreement, Insurance agreement and bid docs from carrier on Lauren Court and make changes	3.30 150.00/hr	495.00
Communicate (with client) call with Katrina on vendor's agreements for Borough Property	0.40 150.00/hr	60.00
Draft/revise Revise deed for VFW with new description	0.70 150.00/hr	105.00
2/19/2020 Communicate (with client) call with joe on moa	0.30 150.00/hr	45.00
2/20/2020 Draft/revise preparation of solicitor's report	0.40 150.00/hr	60.00
Review/analyze read proposed agenda for 2-24 and closed session notice	1.50 150.00/hr	225.00
Communicate (with client) call with rhonda on billing	0.40 150.00/hr	60.00
2/21/2020 Communicate (other external) call with john lauro resident	0.20 150.00/hr	30.00
Review/analyze Read Fed info sent by Joe on Exempt employees	0.80 150.00/hr	120.00
Communicate (other external) respond to Margaret Schott on reval	1.00 150.00/hr	150.00
2/24/2020 Review/analyze preparation of EMS duties presentation	2.60 150.00/hr	390.00

	<u>Hrs/Rate</u>	<u>Amount</u>
2/24/2020 Appear for/attend attend meeting	2.00 150.00/hr	300.00
2/25/2020 Review/analyze research cat ordinance	1.00 150.00/hr	150.00
2/19/2020 Communicate (with client) call with Matt on MOA	0.50 150.00/hr	75.00
For professional services rendered	35.50	\$5,325.00
Previous balance		\$5,685.00
2/4/2020 Payment - thank you. Check No. 27634		(\$2,910.00)
Total payments and adjustments		(\$2,910.00)
Balance due		<u><u>\$8,100.00</u></u>