

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

March 31, 2020

Invoice #15242

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
3/3/2020 Draft/revise prepare cat ordinance	1.30 150.00/hr	195.00
Draft/revise revise cat ordinance	0.70 150.00/hr	105.00
Review/analyze read forest grove road referral to DCA	0.20 150.00/hr	30.00
Review/analyze Read JIF TRAINING REQUIRMENTS for 2020-21 as per Clerk	0.60 150.00/hr	90.00
Review/analyze Read Recreation contracts with vendors for Borough sponsored events for Mrs. Dalessandro	1.00 150.00/hr	150.00
3/5/2020 Draft/revise first revision of employee manual	4.00 150.00/hr	600.00
3/6/2020 Draft/revise finish first revision of employee manual	3.40 150.00/hr	510.00
3/9/2020 Appear for/attend attend meeting	1.00 150.00/hr	150.00
Appear for/attend prepare for meeting and read agenda	2.00 150.00/hr	300.00

	<u>Hrs/Rate</u>	<u>Amount</u>
3/6/2020 Review/analyze read resolution for attendance	0.30 150.00/hr	45.00
3/5/2020 Communicate (with client) read testa emails and advise pam	0.30 150.00/hr	45.00
Communicate (other external) call with Marge on reval and prepare new letter to her	0.90 150.00/hr	135.00
Communicate (other external) numerous emails with ms. testa	0.80 150.00/hr	120.00
Communicate (other external) review cat emails	0.30 150.00/hr	45.00
3/12/2020 Draft/revise revise employee manual second round	2.50 150.00/hr	375.00
3/16/2020 Communicate (other external) consult with IT on access	1.20 150.00/hr	180.00
Communicate (with client) call with bill on employee manual changes	0.90 150.00/hr	135.00
3/17/2020 Communicate (with client) call with Cindi	0.40 150.00/hr	60.00
3/19/2020 Communicate (with client) read Chrocrane email on cats and call with council on this issue	0.50 150.00/hr	75.00
3/20/2020 Communicate (with client) call with Jorge	1.00 150.00/hr	150.00
Communicate (with client) call with Cindi and Jorge again on resolutions	1.00 150.00/hr	150.00
Communicate (with client) call with joe d'alessandro on resolutions	0.40 150.00/hr	60.00
3/23/2020 Appear for/attend attend meeting	1.00 150.00/hr	150.00

	<u>Hrs/Rate</u>	<u>Amount</u>
3/23/2020 Plan and prepare for read agenda for meeting and prepare for meeting	1.70 150.00/hr	255.00
3/20/2020 Communicate (other external) read email from Debbie Weissbord on cats	0.40 150.00/hr	60.00
3/25/2020 Draft/revise read street dept changes to employee manual manually made by bill	1.30 150.00/hr	195.00
Review/analyze review 5 bid tabulations for lauren court from engineer	1.90 150.00/hr	285.00
3/27/2020 Communicate (with client) call with joe dalessandro on infinity fence	0.20 150.00/hr	30.00
Communicate (other external) call with attorney on infinity fence	0.40 150.00/hr	60.00
For professional services rendered	31.60	\$4,740.00
Additional Charges :		
	<u>Qty/Price</u>	
3/3/2020 COURT FEES COURT FEES EX for filing VFW DEED	1 110.00	110.00
Total costs		\$110.00
Previous balance		\$8,100.00
3/16/2020 Payment - thank you		(\$5,325.00)
Total payments and adjustments		(\$5,325.00)
Balance due		\$7,625.00