

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

June 03, 2020

Invoice #15246

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
5/4/2020 Draft/revise prepare monthly reval report for county	0.70 150.00/hr	105.00
Draft/revise Review Mr. Nimohay requests for employee manual again and make changes	2.30 150.00/hr	345.00
5/5/2020 Draft/revise Finish third Revision of Employee Manual	3.80 150.00/hr	570.00
5/6/2020 Draft/revise prepare solicitor's report for 5-11 meeting	0.50 150.00/hr	75.00
Draft/revise prepare resolution on grace period	1.00 150.00/hr	150.00
Draft/revise make changes to Employee manual as per Clerk's suggestions	0.90 150.00/hr	135.00
5/7/2020 Review/analyze read opening agreements for restaurants and waiver sent by JIF	1.00 150.00/hr	150.00
Review/analyze read engineer report for 5-11-20 meeting	0.50 150.00/hr	75.00
5/12/2020 Review/analyze read email from Pam on squatter and code violations and research on same	1.70 150.00/hr	255.00
5/11/2020 Appear for/attend attend meeting	0.50 150.00/hr	75.00
Plan and prepare for prepare for meeting	1.00 150.00/hr	150.00

		<u>Hrs/Rate</u>	<u>Amount</u>
5/11/2020	Review/analyze read agenda for 5-11 meeting	0.50 150.00/hr	75.00
	Draft/revise further changes to manual pursuant to streets dept	0.50 150.00/hr	75.00
5/29/2020	Communicate (other external) Read OPRA for police records and discussion with staff	1.00 150.00/hr	150.00
	Draft/revise prepare hay resolution	1.00 150.00/hr	150.00
	Review/analyze read fair share compliance request and excel 56 page requirements	1.50 150.00/hr	225.00
	Review/analyze read feral cat standards	0.70 150.00/hr	105.00
5/27/2020	Draft/revise call on ems manual revisions	0.80 150.00/hr	120.00
	Communicate (other outside cou review infinity fence position after MUA with staff	1.40 150.00/hr	210.00
5/26/2020	Review/analyze read ems manual for changes and revisions	2.00 150.00/hr	300.00
	Review/analyze research TNR procedure for cats	1.00 150.00/hr	150.00
	Review/analyze read 10 signed settlements for tax appeals and two contests sent by lisa	1.50 150.00/hr	225.00
	Plan and prepare for prepare for meeting tonight	1.00 150.00/hr	150.00
	Appear for/attend attend meeting	0.80 150.00/hr	120.00
5/22/2020	Communicate (other outside cou infinity fence contacts with attorney for seller	0.50 150.00/hr	75.00
5/21/2020	Draft/revise prepare solicitor report for 5-26 meeting	0.50 150.00/hr	75.00
	Review/analyze read notice of violation on trailer from zoning and calls with zoning and pam	1.20 150.00/hr	180.00
5/19/2020	Review/analyze read AAdari opra request	0.50 150.00/hr	75.00

	<u>Hrs/Rate</u>	<u>Amount</u>
5/13/2020 Review/analyze research trailer violation	0.70 150.00/hr	105.00
5/18/2020 Communicate (other external) discussions with code and zoning on enforcement	1.20 150.00/hr	180.00
Review/analyze read notice to bidders on lauren court	0.30 150.00/hr	45.00
For professional services rendered	32.50	\$4,875.00
Previous balance		\$2,505.00
5/25/2020 Payment - thank you		(\$2,505.00)
Total payments and adjustments		(\$2,505.00)
Balance due		<u><u>\$4,875.00</u></u>