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July 7, 2017

Attention: Charles Lutzow
Re: Miscellaneous

Invoice #: 9051
File #: 05-0009

DATE	DESCRIPTION	HOURS
Jun-02-17	Research on prohibited activities. E-mail to Supervisor.	1.00
Jun-03-17	E-mail from Clerk Re: missing records.	0.10
Jun-04-17	Research for Clerk FOIA Office, send Clerk FOIA Officer Resolution.	0.50
	Call from Clerk Re: access to office and township records.	0.25
Jun-05-17	Call from Clerk Re: duties as Custodian of Records	0.20
	Call from Supervisor Re: interaction with Clerk as custodian of records.	1.10
	Conference Re: lawsuit, review lawsuit.	0.90
	Correspondence from T. Gooch Attorney for former highway commissioner.	0.30
	Receipt and review of e-mails Re: FOIA.	0.40
	Receipt and review of lawsuit Re: Gasser v. Lukasik	0.50
Jun-06-17	Research issues concerning Highway Commissioner's lawsuit, contact CCMSI Re: potential claim.	1.00
	Call to Supervisor Re: Clerk's access to records.	0.60

Jun-23-17	Receipt of e-mail from Hanlon Re: subpoena from ZRFM. Notify Township Clerk and Supervisor of Subpoena.	0.20	
	Phone conference with D. McArdle	0.30	
	Call from Clerk Re: Bills and meeting with Supervisor Re: records.	0.30	—
	Receipt and review of various e-mails Re: Clerk, FOIA, Litigation	0.50	—
	Continue research regarding indemnification of former elected official.	1.20	
Jun-26-17	Receipt and review of letter from R. Hanlon Re: litigation.	0.10	
	Letter to Trustee Victor Re: Simultaneous tenure.	1.00	
	Phone call from Clerk Re: security of township records and FOIA	0.30	—
	Continue research and drafting of memo Re: indemnity of former elected official.	1.70	
Jun-27-17	E-mail from Clerk Re: canceling the meeting scheduled for today.	0.10	—
	Receipt and review of E-mail from R. Hanlon Re: litigation, e-mail to Hanlon, call Supervisor.	1.20	
	Meeting with Supervisor, Clerk, and D. McArdle.	2.50	
	Call from Supervisor Re: various matters	0.25	
	Multiple e-mails to and from Clerk and Supervisor, Call from R. Hanlon Re: litigation, coordination of meeting with Supervisor and Clerk, research on Deputy Clerk, call to Supervisor Re: litigation and meeting with Clerk.	1.50	
	Drafting opinion regarding defending former elected official.	1.10	
Jun-28-17	Revise and send opinion to Supervisor Re: transfer of funds between line items, call from Supervisor, discussion with Supervisor Re: e-mail from R. Hanlon Re: verification.	0.75	
	Call from Clerk Re: Access to Road District Records. Clerk requested access to records in building 5, Clerk denied access.	0.25	—
	Research Re: transfer of funds among line items in budget, drafting of letter to Chuck Lutzow, review laws applicable to employee handbook, drafting of revisions to letter to Chuck Lutzow.	2.00	
Jun-29-17	Call from Clerk Re: access to records	0.25	—