

RESOLUTION EMPLOYING TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2024

WHEREAS, the Olmsted Township Board of Trustees ("Board") is authorized by Section 309.09(B) of the Revised Code to employ attorneys on an annual basis other than the prosecuting attorney to represent the Township and its officers, boards, and commissions in their official capacities and to advise them on legal matters; and

WHEREAS, Section 309.09(B) of the Revised Code provides that no such attorney may be employed except on the order of the Board, duly entered upon its Journal, in which the compensation to be paid for the attorney's legal services shall be fixed; and

WHEREAS, the Board finds it necessary to appoint attorneys to counsel and represent the Township on an annual basis for calendar year 2024 in such matters as the Board or its designee may refer to them; and

WHEREAS, the Board has appropriated the sum of \$ 150,000.00 for legal services for 2024;

NOW THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Olmsted Township, Cuyahoga County, Ohio, that:

SECTION 1. Peter N. Griggs of Brosius, Johnson & Griggs, LLC and the law firm of Brosius, Johnson & Griggs, LLC, are hereby employed on an annual basis for calendar year 2024 as the Township's legal counsel to represent the Township and its officers, boards, and commissions in their official capacities and to advise them in connection with such matters as may be referred to said Counsel by or on behalf of the Board or its designee.

SECTION 2. The compensation for such counsel during 2024 shall be paid as follows: \$195.00 per hour attorney time; \$117.00 per hour law clerk time; and \$105.00 per hour legal assistant time; plus out-of-pocket expense reimbursements; provided that the total compensation shall not exceed \$ 35,000.00 without further action by this Board.

SECTION 3. The attorneys may be discharged at any time by a majority vote of the Board.

SECTION 4. The Township Fiscal Officer is directed to send a copy of this Resolution to the law firm.

SECTION 5. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including, without limitation, Section 121.22 of the Revised Code.

SECTION 6. This Resolution shall take effect and be in force from and after the date of its adoption.

Adopted: 12/13/2023

ATTEST:

Brian D. Johnson
Fiscal Officer

**BOARD OF TRUSTEES
OLMSTED TOWNSHIP
CUYAHOGA COUNTY, OHIO**

Tom J. Jones
Trustee

John A. Ley
Trustee

Donald M. Kuehl
Trustee



BROSIUS, JOHNSON & GRIGGS, LLC

ATTORNEYS AT LAW

1600 Dublin Road • Suite 100 • Columbus, Ohio 43215

Telephone: 614.464.3563 • Facsimile: 614.224.6221

Email: pgriggs@BJGlaw.net • Website: www.BJGlaw.net

Donald F. Brosius (1954-2018)
Calvin T. Johnson, Jr.
Peter N. Griggs

Jennifer L. Huber
Julia E. Donnan
Elizabeth M. VanNess

November 27, 2023

Olmsted Township Board of Trustees
7900 Fitch Road
Olmsted Township, OH 44138

Subject: 2024 Billing Rates

Dear Board Members:

The purpose of this correspondence is to inform you of our billing rates for calendar year 2024. As you are probably aware, our partner billing rates for services rendered to the Township have been at the rate of \$185.00. Please be advised that our billing for the calendar year 2024 will be slightly increased effective January 1, 2024.

Accordingly, in 2024 our billing rates for all legal services rendered to the Township will be as follows: \$195.00 per hour attorney time; \$117.00 per hour law clerk time; and \$105.00 per hour legal assistant time. We will also continue to bill our clients for our out-of-pocket costs for items such as copies, postage, facsimiles, mileage, and the like.

We do want to point out that all documents created during the course of our representation of the Township which relate to your matters are considered client files. Original documents in the client files will often be returned to you or a duplicate set retained. In the event this engagement is terminated, your file will either be returned to you or transferred to our file storage. If you would like to have your file(s) returned to you at any time, you must submit a written request to us. Alternatively, from time to time as we review our storage contents, we may contact you to request transfer to you or authorization to destroy the records. While potentially subject to certain exceptions, please note that our policy is to dispose of client files fifteen (15) years following the generation of such record(s).

Assuming the Board retains our services for the upcoming year, we would suggest that you pass a resolution approving the retention of our firm along the lines outlined in this correspondence. For your convenience, enclosed is a sample resolution that can be used for these purposes.

Olmsted Township Board of Trustees
November 27, 2023
Page 2

Please note effective January 1, 2024, we are moving to 6797 North High Street, Suite 350, Worthington, Ohio 43085. We look forward to continuing our relationship with the Township in the coming year and wish you all a Happy Holiday.

Very truly yours,

BROSIUS, JOHNSON & GRIGGS, LLC

By: 
Peter N. Griggs, Member

PNG/baw
Enclosure