



RESOLUTION #24-06-063

A RESOLUTION TO APPROVE A PROCEDURE TO ENGAGE OUTSIDE LEGAL COUNSEL

The Bethel Township Board of Trustees met in Regular session on June 4<sup>th</sup>, 2024 at the offices of the Bethel Township Trustees with the following Trustees being present: Kama Dick, Julie Reese, and Beth van Haaren

Trustee DICK moved for the adoption of the following resolution:

WHEREAS, resolution #24-04-041 established the employment of an attorney, other than the prosecuting attorney, to represent the Township and its officers, boards, and commissions in their official capacities; AND

WHEREAS, the Bethel Township Board of Trustees, Miami County ("Board") desires to have a procedure outlining the steps to engage outside counsel; AND

WHEREAS, the Board discussed said procedure in the May 28, 2024 workshop session. THEREFORE

BE IT RESOLVED that the following procedure shall be adhered to when engaging outside counsel:

- 1. Any Trustee or the Fiscal Officer is authorized to request a legal opinion from the law firm.
2. Such requests must be submitted to the law firm in writing.
3. Upon making a request for legal services, the requesting party must promptly inform the other Trustees and the Fiscal Officer.
4. The other Trustees and the Fiscal Officer must be provided with the exact content of the request as it was submitted.
5. The law firm's response to the requestor must also be copied to the other Trustees and the Fiscal Officer.

Trustee VAN HAAREN seconded the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick [Y]
Trustee Julie Reese [Y]
Trustee Beth vanHaaren [Y]

CERTIFICATE OF RECORDING OFFICER

I, Rhonda Ross, do hereby certify that the foregoing is a true and correct copy of RESOLUTION #24-06-063 adopted by the Board of Trustees of Bethel Township, Miami County on the 4TH DAY OF JUNE, 2024, and that I am duly authorized to execute this certificate.

[Signature of Rhonda Ross]
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio