

TOWNSHIP OF RESERVE

Resolution No. 783

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF RESERVE, ALLEGHENY COUNTY, PENNSYLVANIA, A TOWNSHIP OF THE FIRST CLASS, APPOINTING THE LAW FIRM OF GRB LAW AS TOWNSHIP SOLICITOR.

WHEREAS, the Board of Commissioners (hereinafter referred to as "the Board") wishes to appoint the law firm of GRB Law, located at 525 William Penn Place, Suite 3110, Pittsburgh PA 15219 as the Solicitor for the Township of Reserve; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Township of Reserve as follows:

- That Emily J. Mueller, Attorney, of the law firm of GRB Law, is hereby appointed to the office of Solicitor for the Township of Reserve effective July 22, 2024; and
- That the Solicitor be paid compensation as outlined in the attached Engagement Letter (marked as "Exhibit A" and incorporated herein); and
- That the Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with its firm to render services required by the Township, providing, however, that the Solicitor shall be responsible for any and all legal services rendered by him, or anyone designated by him; and
- All prior resolutions are hereby repealed in whole or in part to the extent inconsistent herewith.

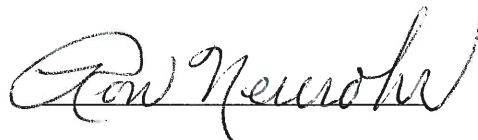
RESOLVED AND ADOPTED THIS 19th DAY OF AUGUST 2024.

ATTEST:

RESERVE TOWNSHIP:



Jan Kowalski CPA
Township Manager



Ron Neurohr, President
Board of Commissioners



Straightforward Thinking.

➤ Pittsburgh Office

525 William Penn Place
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Fax: 412-281-2971

➤ North Hills Office

Waterfront Corporate Park
2100 Georgetown Drive
Suite 300
Sewickley, PA 15143

Phone: 724-935-4777
Fax: 724-935-4123

➤ Oakmont Office

647 Allegheny Avenue
Suite 100
Oakmont, PA 15139

Phone: 412-828-5040
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www.grblaw.com

July 17, 2024

Emily J. Mueller
Pittsburgh Office
emueller@grblaw.com

VIA EMAIL
manager@reservetwp.com

Jan Kowalski, Manager
Township of Reserve
33 Lonsdale Street
Pittsburgh, PA 15212

RE: Township of Reserve; Municipal Solicitorship Proposal

Dear Ms. Kowalski:

Please accept this letter as the proposal of GRB Law (“GRB”) to serve as Solicitor for the Township of Reserve.

GRB represents dozens of public sector clients as solicitor, special counsel and as insurance carrier appointed defense counsel in litigation. We believe that the quality and depth of GRB professionals with municipal experience makes GRB the best qualified law firm to provide Solicitor services for the Township of Reserve. In particular, our firm is experienced with and successful in representing smaller population municipalities and attending to their needs within their budgetary constraints.

Presently, GRB proudly serves as Solicitor for Harrison, Neville, Richland, Kilbuck, Beaver, Gaskill, Eldred, Oliver, and Rose Townships, and Oakmont, Conway, Thornburg, Bradford Woods, Green Tree, Rosslyn Farms, Mt. Oliver, and Big Run Boroughs. We are also Solicitor to the Zoning Hearing Boards for Reserve Township,¹ Aleppo Township, Millvale Borough, Ohio Township, Carnegie Borough, Sewickley Borough, and Kennedy Township, as well as several municipal authorities in Allegheny County.

¹ We recognize that, if GRB Law was selected to serve as the Solicitor for Reserve Township, we would no longer be able to serve as Solicitor to the Reserve Township Zoning Hearing Board. If that were to occur, we would be happy to assist the Township and Zoning Hearing Board with its search to find a new Zoning Hearing Board Solicitor.

Municipal Representation/Expertise

GRB has extensive experience with the First Class Township Code. GRB currently serves as Solicitor to two first class Townships, as well as the Pennsylvania State Association of Township Commissioners and the Allegheny County and Western Pennsylvania Association of Township Commissioners, both of which are First Class Township associations.

Additionally, GRB Law served as the only legal counsel representing the interests of First Class Townships in the Pennsylvania Local Government Commission's project to rewrite the entire First Class Township Code, which went into effect on December 28, 2020.

GRB Law regularly works with our municipal clients to address property maintenance issues within their localities. We have worked with municipal code enforcement officers to apply for, obtain and execute administrative search warrants, allowing them to inspect the interior of private properties for code violations, when property owner consent has not been provided. We also prosecute property maintenance code violations on behalf of our municipal clients, including handling appeals filed with the Court of Common Pleas. Additionally, we help our municipal clients to develop strategies for addressing blighted and deteriorated properties, handle demolition proceedings, represent municipalities in appeals before Uniform Construction Code Boards of Appeals and file actions under Pennsylvania's Abandoned and Blighted Property Conservatorship Act to have conservators appointed for blighted properties. Our team frequently presents on legal tools that may be used by municipalities to help address blight and other property maintenance related ordinance violations.

Additionally, we assist our municipal clients in meeting various regulatory requirements, including those relating to stormwater management and MS4 requirements. We also have expertise in negotiating and advising on sewage consent orders.

GRB has extensive experience in all areas of labor and employment law. We regularly conduct employment related investigations, support insurance counsel, and draft employment related policies and procedures for our public sector clients. We have also represented our municipal clients in unemployment compensation appeals, including hearings before Referees.

In the land use arena, GRB represents both municipalities and developers, and our attorneys have litigated numerous land use cases at all levels of the

Pennsylvania courts and in the federal courts. GRB serves as Solicitor to multiple zoning hearing boards, as well as several planning commissions.

The firm is extremely well-versed in the critical areas of Sunshine Law, Open Records and State Ethics Act compliance, and we teach these subjects regularly to lawyers and public officials at seminars statewide. We make it a priority to know the latest decisions under the Right-to-Know Law so we can advise our clients as requests are submitted.

GRB's trial attorneys assist municipalities with litigation matters involving bidding disputes, civil rights, eminent domain, unemployment, constitutional claims, and insurance coverage issues, among others. Additionally, the members of our delinquent tax and municipal claim collection practice provide legal support and collection services to dozens of political subdivisions, including Reserve Township, in the enforced collection of delinquent tax and municipal claims.

Staffing Plan

We propose that I (Solicitor for Harrison, Neville, Richland, Kilbuck, Beaver, Gaskill, Eldred, Oliver and Rose Townships, and Thornburg, Rosslyn Farms, Mt. Oliver, and Big Run Boroughs) serve as the primary attorney responsible for representation of the Township of Reserve and for attending meetings. I have extensive experience serving as a municipal solicitor and am very familiar with the First Class Township Code, as well as other state municipal laws and federal laws that impact the Township's operations. Jacob T. Leyland, Esquire, (Solicitor for Oakmont, Green Tree, and Bradford Woods Boroughs) and Richard A. Monti, Esquire (Solicitor for Conway Borough) will assist, as needed, and will bring the benefits of their additional experience in municipal law and governance. Additionally, Jaime N. Doherty, Esquire, head of GRB's Litigation Department, will be available to assist with litigation matters.

Retainer and Rate Proposal

We propose an hourly rate fee arrangement for the Township, with our hourly rate being \$190.00 per hour through 2024. If the Township at any time would prefer, we would gladly consider a monthly retainer arrangement, which would cover our attendance at the Board of Commissioners' regular monthly meeting and routine phone calls throughout the month, or a larger scope retainer.

Billing and Reporting Systems

Hourly rates are billed in increments of 1/10th of an hour. There is a minimum of increment of 2/10ths for telephone calls and for correspondence. We will not charge the Township for postage, routine copies, faxes or mileage. Legal bills are mailed monthly and contain detailed descriptions of the matter and action relating to each time entry, as well as the amount of time worked for each item.

With respect to client communication, we have found it most cost-efficient to funnel all correspondence and phone calls through the Township Manager, unless a particular Commissioner or other Township representative is designated for a specific matter.

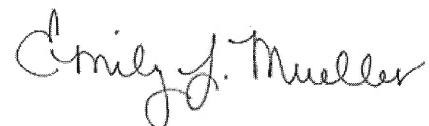
GRB's experience and expertise will allow for an effective and economical use of resources in addressing the Township's legal matters. The Township of Reserve will be a priority client for myself and for GRB.

Please let us know if we can provide any additional information that may be helpful to you and the members of the Board, including references or resumes.

Thank you for the opportunity to provide this information, and we hope to have the opportunity to discuss your particular vision and needs for a legal relationship in the near future.

Very truly yours,

GRB LAW

A handwritten signature in cursive script that reads "Emily J. Mueller".

Emily J. Mueller



Straightforward Thinking.

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525 William Penn Place
Suite 3110
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Phone: 412-828-5040
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www.grblaw.com

July 22, 2024

Emily J. Mueller
Pittsburgh Office
emueller@grblaw.com

VIA EMAIL
manager@reservetwp.com

Jan Kowalski, Manager
Township of Reserve
33 Lonsdale Street
Pittsburgh, PA 15212

RE: Engagement Letter – Reserve Township

Dear Ms. Kowalski:

We appreciate the appointment of GRB Law as the Solicitor for Reserve Township. This disclosure is provided under Rule 1.5 of the Pennsylvania Rules of Professional Conduct, which requires that the basis or rate of our fee shall be communicated to you in writing.

Rates for legal services for 2024 are as follows: Attorneys will be billed at the rate of \$190.00 per hour. Where it is within their skill level, work will be routinely delegated down to paralegals or law clerks, at a rate of \$120.00 per hour. Hourly rates are billed at increments of 1/10th of an hour. We have a minimum charge of 2/10ths for telephone calls and 2/10ths for correspondence.

Legal bills are mailed monthly and contain detailed descriptions of the matter and action relating to each time entry, as well as the amount of time worked for each item. We will not charge the Township for postage, routine copies, faxes or mileage.

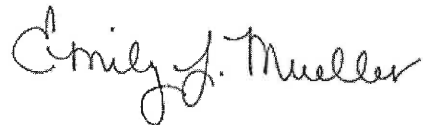
You will be provided with copies of pertinent filings, documents, correspondence and other information related to our representation of the Township. These copies will be the Township's file copies and should be retained. We will also keep information in a file at GRB, which will be the law firm's file. At the conclusion of our representation of the Township, we will retain the Township's legal file for a period of five (5) years, either in the original physical file format or electronic format, unless you direct otherwise. After the expiration of five (5) years, we may destroy the files, unless you notify us in writing now that you wish to take possession of them.

July 22, 2024
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We are pleased to have this opportunity to represent the Township. We will make every effort to provide the Township with prompt and efficient service according to the highest legal and ethical standards.

Please acknowledge your receipt of this letter by signing, dating and returning one copy of this letter in the enclosed envelope. You should retain the other copy of this letter for Township files.

Very truly yours,



Emily J. Mueller

Receipt Acknowledged by:

Reserve Township

By: Jan Kowalski
Township Manager

Date: 7-22-24