

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-112

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP
ADMINISTRATOR TO CONTRACT WITH EXTERNAL LAW FIRMS FOR LEGAL
SERVICES FOR GENERAL TOWNSHIP BUSINESS, SUBJECT TO BOARD APPROVAL AND
APPLICABLE LAW.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met at a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Oscar Young (✓)

Sheila Back (✓)

Vera Powell (✓)

Moved by: Young () Back (✓) Powell ()

Second by Young (✓) Back () Powell ()

WITNESSETH

WHEREAS, the Township has adopted the limited self-government form of township government; and

WHEREAS, under [R.C. 505.032](#), the Township Administrator serves under the direction of the Board of Township Trustees (the **Board**) and may perform such additional duties as the Board determines by resolution; and

WHEREAS, under [R.C. 504.15](#), the Township has authority regarding the provision of township legal services, and additional legal counsel may be employed as provided in [R.C. 309.09](#); and

WHEREAS, under [R.C. 309.09\(B\)\(1\)](#), when the Board finds it advisable or necessary to have additional legal counsel, it may employ an attorney either for a particular matter or on an annual basis, but no such legal counsel may be employed except on the order of the Board, duly entered upon its journal, in which the compensation to be paid for the legal services shall be fixed; and

WHEREAS, the Board finds it to be in the best interest of the Township to authorize the Township Administrator to contract with external law firms for legal services for general Township business, while preserving the Board's authority where Board action is required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Jefferson Township, Montgomery County, Ohio:

1.- The Township Administrator is hereby authorized, under the direction and supervision of the Board, to solicit, review, negotiate, and recommend engagement letters, legal services agreements, amendments, renewals, and related documents with external law firms for legal services for general Township business.

2.- The Township Administrator is further authorized to execute, on behalf of the Township, contracts with external law firms for legal services for general Township business, provided that the Board has first approved the engagement, the compensation, and the scope of services to the extent required by law.

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3.- The authority granted by this Resolution includes contracts for general Township legal services, advice and representation relating to general Township business, and other non-insurance legal matters that the Board determines should be handled by external counsel.

4.- If the Board finds it advisable or necessary to employ additional legal counsel under [R.C. 309.09\(B\)\(1\)](#), no attorney or law firm shall be deemed retained unless and until the Board has entered its order upon the Township journal and fixed the compensation to be paid for the legal services as required by law.

5.- Nothing in this Resolution authorizes the Township Administrator to employ legal counsel without Board action where Board action is required by statute, to waive any required journal entry, or to bind the Township to compensation or scope terms not approved by the Board.

6.- The Township Administrator is authorized to administer and coordinate Board-approved legal services contracts, including communications with retained law firms, transmission of documents and records, approval of routine administrative matters, and other ministerial acts necessary to implement such contracts.

7.- The Township Administrator is further authorized to coordinate with insurance carriers and insurance-appointed or insurance-approved counsel in matters covered by insurance, provided that such coordination shall not alter any rights or obligations under applicable insurance policies or law.

8.- The Board finds that this Resolution is intended to facilitate the efficient administration of general Township legal matters while preserving all approvals, findings, and journal entries required by the Ohio Revised Code.

9.- If any provision of this Resolution is held invalid, the remaining provisions shall continue in full force and effect.

10.- All prior resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

11.- This Resolution shall take effect and be in force from and after the earliest date permitted by law.

The vote was as follows:

Oscar Young

☒ Yes

No

Abstain

Sheila Back

☒ Yes

No

Abstain

Vera Powell

☒ Yes

No

Abstain

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Sheila Back, Vice President

Vera Powell, Trustee

**Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer**

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