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December 16, 2022

Mark Odell, Supervisor
Town of Windsor
124 Main Street
Windsor, NY 13865

Re: 2023 Retainer Agreement

Dear Supervisor Odell:

Please consider this letter confirmation our agreement for fees for legal services to be rendered to the Town of Windsor for the year 2023. The annual retainer arrangement is in the amount of \$39,994.00, billed at \$3,332.83 per month.

This retainer applies to the vast majority of the legal services which are performed for the Town, including attendance at Town Board, Planning Board and Zoning Board of Appeals meetings, legal research and opinion on legal matters facing the Town, counsel on a daily basis to Town Board members, Town officials and employees, answering questions from Town residents, the preparation for and handling of routine Justice Court trials for Code Enforcement and Dog Control violations, and numerous other services. Additionally, to the extent we can be excused from meetings which have no pending legal issues, this will keep control of the cost of legal services. For those meetings, we can always be available by phone.

We will continue to provide a detailed review of our services in our monthly invoices, which is the most informative of the work we perform for the Town.

The legal services not covered by this retainer are for matters arising in connection with special projects such as flood and highway culvert projects, union and collective bargaining issues, legal services rendered to special districts including water, sewer and fire, litigation matters, including tax certiorari cases, non-routine justice court matters, such as contested code enforcement and dog control cases, and other unanticipated projects. We will advise you of any matters which we undertake on your behalf that we consider to be outside of the retainer amount. We are proposing an hourly rate of \$225.00 for partners, \$200.00 for associates and \$125.00 for paralegals.

In addition to legal fees, we also charge for disbursements which we incur as direct expenses, such as photocopying fees, postage, and mileage.

Please confirm this agreement by returning an executed copy to our office.

If you have any questions concerning the above terms, please let us know. We are looking forward to our continued representation of the Town of Windsor.

Very truly yours,

COUGHLIN & GERHART, LLP

s/ Cheryl Insinga

By: Cheryl Insinga
Partner

CI:kmt

**Retainer Agreement
Accepted as Presented Herein:**

TOWN OF WINDSOR, NEW YORK

By: _____
MARK ODELL, Supervisor

Dated: _____