BOROUGH OF OLD FORGE

LACKAWANNA COUNTY, PENNSYLVANIA

NOTICE

REQUEST FOR PROPOSALS FOR SOLICITOR SERVICES

NOTICE IS HEREBY GIVEN that the Borough Council of the Borough of Old Forge is soliciting proposals from qualified attorneys or law firms for the following separate positions:

1. Borough Solicitor

The Borough Solicitor shall serve as legal counsel to Borough Council, the Borough Manager and Borough staff. Duties include attending Council meetings; reviewing and drafting ordinances, resolutions, contracts and other legal documents; providing legal opinions and advice; and representing the Borough in litigation, zoning, land use and other municipal matters.

Applicants must be admitted to practice before the Supreme Court of Pennsylvania and in good standing, with demonstrated experience in Pennsylvania municipal law, land use and zoning, the Municipalities Planning Code, Sunshine Act, Right-to-Know Law and Public Official and Employee Ethics Act.

2. Planning Commission Solicitor

The Planning Commission Solicitor shall serve as separate legal counsel to the Borough Planning Commission. Duties include attending Planning Commission meetings and hearings; providing legal and procedural advice; and advising concerning the Pennsylvania Municipalities Planning Code, zoning, subdivision and land development matters, developer agreements and applicable public meeting requirements.

Applicants must be admitted to practice before the Supreme Court of Pennsylvania and

in good standing, with demonstrated experience in Pennsylvania municipal law, land use, zoning, subdivision, land development and the Municipalities Planning Code the Municipalities Planning Code, Sunshine Act, Right-to-Know Law and Public Official and Employee Ethics Act.

3. Zoning Hearing Board Solicitor

The Zoning Hearing Board Solicitor shall serve as separate legal counsel to the Zoning Hearing Board and provide independent legal advice concerning matters within the Board's jurisdiction. Duties include attending hearings, advising concerning variances, special exceptions and zoning challenges, and assisting with Findings of Fact, Conclusions of Law and written decisions.

Applicants must be admitted to practice before the Supreme Court of Pennsylvania and in good standing, with demonstrated experience in Pennsylvania municipal law, land use, zoning, Pennsylvania zoning hearing practice the Municipalities Planning Code, Sunshine Act, Right-to-Know Law and Public Official and Employee Ethics Act.

SUBMISSION REQUIREMENTS

An attorney or firm may submit a proposal for one, two or all three positions. Each proposal shall identify the position(s) sought and include:

Cover letter;
Resume or firm profile;
Relevant municipal and/or land use experience;
Professional references; and
Proposed fee and rate schedule.

Applicants shall disclose any actual or potential conflicts of interest. The Borough reserves the right to retain separate counsel where required by law or professional responsibility.

Borough Council reserves the right to select different attorneys or firms for each position, to reject any or all proposals, and to negotiate the terms of any engagement.

Proposals shall be submitted to:

Borough of Old Forge
Attn: Borough Manager, MaryLynn F. Bartoletti
Old Forge Borough Building
310 South Main Street
Old Forge, Pennsylvania

Email: ofboromanager@comcast.net

Submission Deadline:
Tuesday, October 6, 2026 at 3:00 P.M.

BOROUGH OF OLD FORGE
LACKAWANNA COUNTY, PENNSYLVANIA

MaryLynn F. Bartoletti, Borough Manager