

LEGAL SERVICES AGREEMENT

This legal services agreement is made this ____ day of January, 2026, by and between the **TOWN OF BEEKMAN**, a New York municipal corporation having its principal office at 4 Main Street, Poughquag, NY 12570 (“the Town”) and **ABRAMS FENSTERMAN, LLP**, a New York limited liability partnership, having offices at 81 Main Street, Suite 400, White Plains, NY 10601 (“the Attorneys”).

WHEREAS the Town desires to retain the Attorneys to provide legal services as provided by this Agreement and the Attorneys desire to provide those services,

NOW, THEREFORE, the Town and the Attorneys agree as follows:

- 1. Legal services.** The Town retains the Attorneys to provide legal services in accordance with the terms of this Agreement to the Town Board and such of its other boards, agencies, and special districts as the Town Board may direct. The Attorneys will provide sufficient, qualified lawyers to perform the services required by this agreement.
- 2. Fee.** The Town will pay the Attorneys at a blended rate of \$250 per hour for all legal services. The Attorneys bill in increments of one-tenth (0.1) of an hour, with a minimum billable time of three-tenths (0.3) of an hour. The hourly charges apply to all time expended in connection with our representation, including, but not limited to, file review, fact development, drafting, review and revision of court papers and other documents, legal research, court appearances, travel time (except travel time to and from our office in White Plains to Town Hall), office meetings, conferences, and telephone calls, either with you or others related to your matter, and any other time expended in connection with your matter. The Town will not be charged, however, for time spent discussing the Attorneys’ invoices.
- 3. Disbursements and expenses.** In addition to fees, the Town will pay any out-of-pocket disbursements and expenses the Attorneys reasonably incur in the course of this representation. These disbursements and expenses may include filing fees, recording fees, fees charged by experts, process servers, messenger services, and stenographers, either in court proceedings or in examinations before trial, but will not include expenses for travel to and from our office in White Plains to Town Hall. They will not include charges for photocopying, scanning, telefaxes or telephone calls. The Attorneys may include disbursements and expenses on regular invoices or submit them separately. In certain instances, they may be forwarded to the Town for direct payment to the service provider. In those instances, the Town will pay the service provider promptly. The Attorneys will not engage outside experts without the approval of the Town.

4. **Billing practices.** The Attorneys will send the Town an invoice each month. The Town will review the invoice upon receipt and bring to the Attorneys' attention promptly any questions or objections it has with respect to an invoice. The Town will raise any objections within 30 days after receipt of the invoice so that any problem with the invoice can be addressed promptly while the relevant facts are fresh. If the Town fails to raise any objection to an invoice, the Town waives any objection to the invoice. If the invoice remains unpaid for more than 30 days after the date on which it is received, the Attorneys have the right to terminate this Agreement, withdraw as the Town's counsel from any litigation, and, to the extent permitted by law, suspend work on any matter for the Town.
5. **Insurance and indemnification.** The Attorneys will maintain a policy of professional liability insurance with a policy limit of not less than \$3 million issued by an insurer licensed to issue such policies in the State of New York. If a claim is made against the Attorneys arising from work performed under this agreement that is not covered by the Attorneys' policy of professional liability insurance, the Town will defend and indemnify the Attorneys as if the Attorneys were employees of the Town. The Town will not be required, however, to defend and indemnify the Attorneys or hold them harmless from any claims, actions, liabilities, damages, losses, or expenses which are finally judicially determined to have resulted from our professional malpractice, gross negligence, or willful misconduct.
6. **Personal privacy.** The Attorneys will not collect, retain, use, sell, or otherwise disclose personal information for any purpose other than for the specific purpose of performing the services specified in this engagement or as otherwise required by law. For purposes of this engagement letter, "personal information" means information that the Attorneys process on behalf of the Town that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household.
7. **Subpoenas and lawful process.** If the Attorneys are required by subpoena or other lawful process to provide testimony or produce documents or records, including electronic records, relating to their representation of the Town, or if the Attorneys must defend the confidentiality of the Town's communications with them in any proceeding, the Town must pay them for the time they spend in doing so at the rate provided for legal services under this Agreement, even if this Agreement has ended.
8. **Electronic communications.** Unless the Town directs otherwise, the Attorneys will use unencrypted emails, texts, and cell phones as the primary means of communicating with the Town. Consistent with the New York Rules of Professional Conduct, the Attorneys will take reasonable steps to protect the confidentiality of those communications. The Town acknowledges, however, that the Attorneys do not have control over the performance, reliability, availability, or security of communications by those technologies. Unless applicable law provides otherwise, therefore, the Attorneys will not be responsible for disclosures of personal

communications resulting from the use of those technologies.

9. **Document retention and destruction.** In the course of representing the Town, the Attorneys may come into possession of copies or originals of documents or other materials belonging to the Town or others. Once the particular matter to which those documents or other materials relate has been concluded, the Attorneys will make arrangements to return them or will retain them in our storage facilities. Upon request, the Attorneys will provide to the Town electronic copies of all documents the Attorneys have retained on behalf of the Town. In the absence of any other arrangements, the Attorneys reserve the right, upon the expiration of seven years after the matter file has been closed, to dispose of all these documents and other materials in the file without further notice to the Town. Accordingly, if there are any documents or other materials the Town wishes to have retrieved from its files at the conclusion of any matter, the Town must make that request in writing prior to the conclusion of the matter to ensure that those documents or other materials are not destroyed.
10. **Hosted data and off-site storage.** If the Attorneys are hosting data for the Town, the Attorneys reserve the right, upon the expiration of three months after the closing of the last matter to which the hosted data relates, and in the absence of any other arrangements, to transfer the hosted data and any ancillary electronic files to a suitable off-line storage medium at the Town's expense. The data and ancillary electronic files will be treated in the same manner as documents and other materials in accordance with the immediately preceding paragraph.
11. **Generative artificial intelligence.** The Attorneys use generative artificial intelligence tools and technology to assist in legal research, document drafting and other tasks in order to enhance the legal services we provide and to make those services more cost-effective. The Attorneys do not use artificial intelligence as a substitute for professional expertise and judgment.
12. **Conflicts of interest.** The Attorneys represent that they are not aware of any conflict of interest that would prohibit the Attorneys from representing the Town in accordance with the applicable rules of professional responsibility. During the term of this Agreement, the Attorneys will not accept any engagement adverse to the Town. The Town acknowledges, however, that the Attorneys are a large firm with more than 100 lawyers and offices throughout New York State. It is possible that during the time the Attorneys represent the Town some of the Attorneys' present or future clients will be engaged in transactions, or encounter disputes, that may involve issues similar to those with respect to which the Attorneys are advising or representing the Town and agrees that the Attorneys may continue to represent, and may undertake in the future to represent, existing, former or new clients in such matters, provided that those matters are not substantially related to the Attorneys' representation of the Town. If in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a non-public nature that, if known by such other client, could be used in another matter to

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your material disadvantage, we will, as appropriate, construct an “ethical screen” to prevent the lawyers and staff involved in representing the other client from learning that information. The use of an “ethical screen” in these circumstances is for your protection and is not evidence of a prohibited representation.

13. **No representations or guaranties.** The Town acknowledges that the Attorneys have not made any representations, promises, or guaranties to the Town as to the outcome of any matter, how long any matter will take to be resolved, or how much any matter will cost in legal fees and litigation expenses.
14. **Independent contractor status.** The Attorneys, their partners and employees are independent contractors and not employees of the Town.
15. **No third-party beneficiaries.** Nothing in this agreement is intended or will be construed to confer upon or give to any third party or its successors and assigns any rights, remedies, or basis for reliance upon, under or by reason of this agreement.
16. **Term.** This term of this agreement will commence as of January 1, 2026, and will continue thereafter until December 31, 2027, unless sooner terminated.
17. **Termination.** Either party may terminate this agreement upon 60 days’ notice to the other, with or without cause.
18. **Notices.** Notices under this agreement will be given in writing by overnight delivery, addressed as follows:
 - a. To the Town: Town Clerk, Town Hall, 4 Main Street, Poughquag, NY 12570.
 - b. To the Attorneys: Robert A. Spolzino, Esq., Abrams Fensterman, LLP, 81 Main Street, Suite 400, White Plains, NY 10601.
19. **Choice of law; forum selection.** This Agreement will be construed and enforced in accordance with the laws of the State of New York. In addition, the parties hereby agree that any cause of action arising out of this Agreement shall be brought in the County of Orange.
20. **No assignment.** Neither party may assign the rights or obligations created by this agreement without the express written consent of the other.
21. **Entire agreement.** This document sets for the entire agreement of the parties with respect to its subject matter.
22. **Counterparts.** This engagement letter may be signed in counterparts, each of which shall be deemed an original, but all of which shall together constitute the same instrument. A .pdf, facsimile or electronic copy of this engagement letter is a fully enforceable agreement or counterpart.

The Town of Beekman

By: _____
Lauren Abbatantuono, Suervisor

Alicia Turechalk

Professional Experience

Retail Manager / Purchasing | Lagrange Pharmacy, Lagrangeville, NY

2021 – Present

- Oversee daily retail operations, supervising staff and ensuring high-quality customer service for a busy local community business.
- Manage purchasing, inventory, and vendor relations, maintaining accurate stock levels and optimizing sales.
- Monitor budgets, sales volume, and perform daily cash reconciliation, ensuring financial accuracy.
- Maintain accurate records and documentation, adhering to HIPAA and other privacy regulations.
- Manage social media accounts and promotions, increasing community engagement and customer retention.
- Train and supervise employees to maintain operational efficiency and service excellence.

Administrative Assistant – Accounting | Selznick & Company, Mt. Kisco, NY

January 2019 – April 2022

- Managed front-desk operations, client communications, and email routing to support multiple accountants.
- Assisted clients with secure document uploads, maintaining privacy and compliance with financial regulations.
- Performed data entry for invoices and client information, maintaining accurate and organized digital records.
- Scanned, organized, and indexed tax records, ensuring easy access and reducing errors in packet preparation.
- Prepared and assembled tax packets for accountants, streamlining workflow during high-volume tax season.

Bartender / Pub Manager | The Links at Unionvale, Lagrangeville, NY

2008 – 2018

- Managed daily pub operations, including staff scheduling, inventory, and customer relations.
- Coordinated weekly live music events, handling bookings and logistics.
- Frequently requested to bartend golf outings and special events, demonstrating reliability and public trust.
- Handled cash management, reconciliations, and ensured compliance with liquor licensing regulations.

- Trained and supervised employees, maintaining high service standards and positive community relations.
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Key Skills

- Administrative support and office management
- Records management and document organization
- Financial oversight: budgeting, cash handling, and reconciliation
- Customer service and public engagement
- Scheduling, event coordination, and community interaction
- Compliance with HIPAA, safety, and regulatory standards
- Proficiency in Excel, Word, data entry, accounting software, retail inventory software and social media management

Stephanie L. Giordano

Objective

To obtain a challenging administrative or HR role within a public service or educational organization, where I can leverage over 15 years of leadership, organizational, and community-building experience.

Professional Experience

Legislative Aide

Town of Pawling, NY — May 2023 – Present

- Prepare and distribute official Town Board meeting agendas in compliance with legal requirements.
- Coordinate meeting logistics including scheduling, public notices, and document preparation.
- Maintain accurate records of ordinances, resolutions, and correspondence for public and internal use.
- Serve as liaison between board members, municipal departments, and the public.
- Ensure adherence to open meeting laws, records retention policies, and municipal procedures.
- Provide administrative support including drafting letters, reports, and presentations.
- Assist in recruitment, interviews, and onboarding of new employees.
- Administer employee benefits and act as liaison with providers.
- Maintain HR databases and ensure regulatory compliance.
- Address employee concerns and workplace issues professionally.
- Support employee engagement initiatives and HR policy updates.

Coach

Pawling Central School District, NY — March 2016 – June 2023

- Modified, Junior Varsity & Varsity Girls Lacrosse
- Varsity Volleyball
- Modified & Varsity Field Hockey
- Modified Indoor Track

Administrator

Christ Church on Quaker Hill, Pawling, NY — July 2014 – May 2023

- Provided administrative support to clergy and church council.
- Managed accounts receivable/payable for church and nursery school.
- Assisted with annual budget planning and financial tracking.
- Processed payroll for staff and maintained employment records.
- Oversaw daily office operations including contracts, insurance, and supply procurement.
- Created weekly bulletins, newsletters, and event materials.
- Maintained website and social media presence.
- Handled communications and annual reporting for congregation.

Youth Director

Christ Church on Quaker Hill, Pawling, NY — October 2011 – May 2020

- Directed youth programs promoting positive development and engagement.
- Organized service projects such as food/clothing runs and mission trips.
- Led fundraising efforts for charitable organizations.
- Designed purposeful and engaging youth activities and community projects.

Pre-School Teacher

Christ Church Nursery School, Pawling, NY — September 2008 – August 2014

- Developed and taught age-appropriate lessons for 3–4 year olds.
- Fostered a safe, nurturing, and stimulating learning environment.
- Maintained professional communication with parents and staff.

Medical Biller/Assistant

Atlantic Dermatologic Associates, LLP, Bellmore, NY — September 1997 – May 2006

- Registered patients and processed insurance information.
- Prepared and submitted insurance claims and managed billing for multi-doctor practice.
- Handled appointment scheduling and front desk operations.
- Assisted with minor surgical procedures as needed.

Education

Molloy College, Rockville Centre, NY
1999–2001

Nassau Community College, Garden City, NY
Associate in Science, Liberal Arts, 1997–1999

Certifications

- Notary Public
- CPR/First Aid Certified

Skills

- Strong knowledge of Civil Service procedures and compliance
- Proficient in MS Word, Excel, PowerPoint, Outlook, and Office Suite
- Experienced with ACS Financial Software

Community Involvement

- Girls Pawling Youth Lacrosse Coach
- Youth Ministry and Development
- Board Member of the Quaker Hill Burial Ground Association