

**From:** Steven Espel  
**Sent:** Tuesday, February 6, 2024 8:39 AM  
**To:** Patrick McCulloch; Brian Kozloski; Dawn Scannapieco; Elizabeth Izzo; Jared Giordiano  
**Subject:** Fwd: January 2024 Monthly Report

Please see the attached DCO report for the month of January.

Regards,  
JR

**From:** Dog Control Officer <dogcontrol@townofcatskillny.gov>  
**Date:** February 2, 2024 at 1:03:26 PM EST  
**To:** Steven Espel <sespel@townofcatskillny.gov>, Jared Giordiano <JGiordiano@townofcatskillny.gov>  
**Subject:** January 2024 Monthly Report

1/18/24- Report of dog attack in Cementon. Reached out to Saugerties shelter, they gave me owners information, reached out to owner and received no response.

1/22/24- Received a call about a cat hoarding situation, ended up handling it through work.

1/29/24- Received a call about a bat in someone's attic, forwarded them to Recon Pest Elimination.

Thanks!  
-Kay Saracione



## HILSCHER & HILSCHER

ATTORNEYS AT LAW

THE 1813 COURTHOUSE

2 FRANKLIN STREET

CATSKILL, NY 12414

TEL: (518) 943-1060

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802 ROBERTS HILL ROAD

HANNACROIX, NY 12087

TEL: (518) 756-7647

J. THEODORE HILSCHER

NANCY R. HILSCHER

PLEASE REPLY TO CATSKILL

January 9, 2024

Patrick McCulloch  
Supervisor  
Town of Catskill  
439 Main Street  
Catskill, New York 12414

**Re: Legal Representation**

Dear Mr. McCulloch:

Thank you for engaging Hilscher and Hilscher, Attorneys at Law ("the Firm" or "we") to serve as attorney to Town of Catskill ("Client").

The scope of representation is as follows:

To provide local counsel services, as necessary to the Town of Catskill, except that services required in litigation shall be billed at an additional \$250 per hour. "Litigation" does not include prosecution of Town law violations in Justice Court.

As a matter of Firm policy, it is necessary that the Firm provide you with this Engagement letter to set out the specific terms applicable to the representation ("the Engagement letter").

Specifically, the following terms and provisions apply to this engagement:

1. The Firm will charge a monthly fee for services rendered of \$3,541.66, excluding litigation, for the term of January 1, 2024 through December 31, 2024. J. Theodore "Ted" Hilscher will be the lawyer primarily responsible for this engagement. Ted may be reached by telephone at (518)943-1060.
2. In addition to the fee described above, you will be responsible for the Firm's costs and disbursements incurred in connection with the engagement.
3. The Firm will provide you an invoice for services, costs and disbursements on a monthly basis until such time as this engagement is completed.
4. You have the right to terminate this representation at any time upon written notice to the Firm.

Catskill Town Board Monthly Meeting  
Catskill Town Hall  
February 6, 2024

RESOLUTION # 11-2024

UPDATES TO EMPLOYEE HANDBOOK

Council \_\_\_\_\_ presented the following for consideration and adoption,

WHEREAS, the Town Board of the Town of Catskill is desirous of maintaining an up-to-date Employee Handbook which details current and accurate personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters; and

WHEREAS, the Town Board has retained Public Section HR Consultants LLC to prepare a revised and updated version of the Town's Employee Handbook that accomplishes the foregoing objectives; and

WHEREAS, the Town Board has reviewed draft versions of said updated Employee Handbook and has made determinations as to appropriate content; so therefore

BE IT RESOLVED, this 6<sup>th</sup> day of February, 2024 that the revised Employee Handbook be adopted as the official Employee Handbook of the Town of Catskill; and

BE IT FURTHER RESOLVED that the newly updated and revised Town of Catskill Employee Handbook shall be distributed, with signed acknowledgement, to all Town officials and employees.

Council \_\_\_\_\_ seconded this motion.

Ayes

Nays

Absent

Motion \_\_\_\_\_

**SUMMARY OF TOWN OF CATSKILL EMPLOYEE HANDBOOK REVISIONS – Feb 5, 2024**

<b>Section</b>	<b>Policy</b>	<b>Summary of Revision</b>
103	Definitions	Included a list of Elected Officials and defined Department Head.
104	Employee Classifications	Updated policy to include FLSA Exempt and Non-Exempt employees.
200	Civil Service System	New Section to provide information regarding the Civil Service System.
307	Civil Service Law Section 75	Outlined the relevant requirements for administering CSL Section 75 Disciplinary Procedures.
403	Breaks for Nursing Mothers	NYS regulation expanded the requirements for these breaks.
411	Use of Communication Systems and Equipment	Policy replaces the previous Policy 3.11 to include new technology.
504	Leave for Cancer Screening	Civil Service Law was revised to include all types of cancer screening.
505	Leave for Blood and/or Bone Marrow Donations	Revised policy to include New York State Labor Law §202-j regarding Bone Marrow Donations.
506	Time off to Vote	Revised to conform to guidelines submitted by the Town.
507	Bereavement Leave	The definition of immediate family member was revised to conform to the definition in the Highway collective bargaining agreement.
601	Wage and Salary	Added Anniversary Payments as requested by the Town.
701	Holidays	Added Juneteenth to the list of holidays.
702	Vacation Leave	Changed policy regarding vacation accumulation and carry-over.
706	Medical Insurance	Allow coverage for domestic coverage to conform with the Highway collective bargaining agreement.
707	Medical Insurance Buy-out	Revised to conform with the Highway collective bargaining agreement.
709	Dental and Optical Plans	Added domestic partner to eligibility for coverage, however the Town will not pay any additional cost of such coverage. Added to eligibility, Town Justices who held office prior to January 1, 2016.
710	Continuation of Health Insurance Benefits	Revised to include the NYS regulations regarding continuation of health insurance coverage.
803	Right to a Harassment and Discrimination Free Workplace	NYS revised sexual harassment regulations and published a new Model Policy. This policy mirrors this new Model Policy. Revised to comply with NYS Human Rights Law.