

William Wenzel, Town Supervisor
Jennifer Howe, Town Clerk
Brandy Fall, Deputy Town Clerk



John D. Ganther, Jr., Council Member
Francis R. Potter, Council Member
Dianne Grant, Council Member
Andrew Lucks, Council Member

5853 Western Turnpike
Duanesburg, New York 12056

Town of Duanesburg

Schenectady County

P# 518-895-8920
F# 518-895-8171

Thursday, August 11, 2022

Town Board Meeting Agenda

Meeting Time: 7:00PM

Call to order
Pledge of Allegiance
Prayer/Moment of Reflection

Approval of minutes for: Regular Town Board Meeting on Thursday July 22, 2022

Payment of Claims

Committee Reports

Highway
Public Safety
Park
Sewer Districts #1, 2 & 3
IT

Business Meeting:

- 1. Motion to authorize the Duanesburg Town Court to apply for a JCAP grant in the 2022-2023 grant cycle up to \$10,629.99.**

Privilege of the Floor:

Please state your name and address for the record. Comments are limited to 5 minutes per person. Be respectful. Address the entire Town Board. Individual members are not to be singled out. Speak of issues related to Town business. There will be no tolerance for personal attacks on Board Members. The board reserves the right to ask that your question be put in writing and to be submitted to the Town Clerk to then be distributed to the Town Board. Questions will be answered in a timely manner and mailed to the resident.

TOWN OF DUANESBURG

RESOLUTION NO. -2022

August 11, 2022

WHEREAS, the NYS Office of Court Administration will not accept the application from the Town of Duanesburg Justice Court for funding from the Justice Court Assistance Program without the adoption of this resolution by the Town of Duanesburg Town Board (See attached instructions provided to Justice Wren and to the Town Clerk); and

WHEREAS, the Town Board supports the efforts of the Town Justices to seek the a JCAP grant in the amount of \$10,629.99 for a court bench (see attached estimate of the cost of the construction and materials for the bench prepared by Schenectady County Office of Facilities);

NOW THEREFOR BE IT RESOLVED, that the Town Board determines that this is a type 2 action under SEQRA; and

BE IT FURTHER RESOLVED, that the Board of the Town of Duanesburg authorizes the Duanesburg Town Court to apply for a JCAP grant in the 2022-2033 grant cycle up to \$10,629.99.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting of August 11, 2022.

William Wenzel, Supervisor

Town Clerk/Deputy Town Clerk

Present:

Absent:

Town Board Members:

William Wenzel	Yea	Nay	Abstain
John Ganther	Yea	Nay	Abstain
Rick Potter	Yea	Nay	Abstain
Andrew Lucks	Yea	Nay	Abstain
Dianne Grant	Yea	Nay	Abstain

To: Town Clerk
From: Hon. Patrick Wren, Town Justice
Re: Application for funding from the Justice Court Assistance Program
Date: 8/4/22

The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of that application is a Resolution from the Town Board authorizing the Town Court to apply for this funding.

The Office of Court Administration will not accept the court's application unless the Resolution incorporates one of the following two options EXACTLY as written below:

Option # 1

"The Board of the Town of _____ Name of Town _____ authorizes the _____ Name of Town _____ Town Court to apply for a JCAP grant in the 2022-2023 grant cycle up to \$30,000.00."

Option # 2

"The Board of the Town of Duanesburg authorizes the Duanesburg Town Court to apply for a JCAP grant in the 2022-2023 grant cycle up to \$ Amount Requested \$10,629.99."

While the Resolution may include one or more "WHEREAS" clauses, it is essential that the "Be It RESOLVED" portion of the Town Board's resolution be worded exactly as one of the options indicated above (with the addition of the name of the Town inserted as shown above in both options and with the addition of the amount requested as shown above in the second option).

In addition, the Board Resolution must be certified.

The deadline for our application is Friday, October 14, 2022.

Thank you for your attention to this matter and for your help with the Court's application.



New York State
Unified Court System

OFFICE OF COURT ADMINISTRATION

July 19, 2022

Dear Town and Village Justices:

We are pleased to invite you to apply for a 2022 Justice Court Assistance Program (JCAP) Grant. The maximum JCAP award is \$30,000¹. Grants will be awarded to improve the operation of the Justice Courts consistent with Section 138.2 of the Rules of the Chief Administrative Judge and have been used for items such as security equipment, furniture, office equipment, court facility improvements and personal protective equipment.

Applications must be completed by Friday, October 14, 2022. Prior to applying, please review the application instructions below, the attached Rules of the Chief Administrative Judge, Part 138 and the Frequently Asked Questions (FAQ). Also attached are the following templates: Board Resolution Memo for Town Courts and Board Resolution Memo for Village Courts.

Once the application is approved, funds will be disbursed as a reimbursement of actual costs incurred up to the amount of the grant award. The court/municipality must incur the costs in the first instance and submit receipts or invoices to the Office of Court Administration for reimbursement within 180 days of the applicant's notification of the grant award.

If a court/municipality is unable to incur the costs in the first instance, the grant may be dispersed as a lump sum advance in appropriate circumstances. The court/municipality must submit a letter detailing why the court/municipality is unable to incur the cost in the first instance and request an advance payment. If an advance is approved, the court/municipality must submit a reconciliation of actual expenses incurred, along with supporting documentation and any unspent funds to the Office of Court Administration within 180 days of the applicant's receipt of grant funds.

If you have any questions or need assistance completing the application, please contact the Office of Justice Court support at 1-800-232-0630 or email jcap@nycourts.gov.

Best regards,

A handwritten signature in black ink, appearing to read "Jennifer DiLallo".

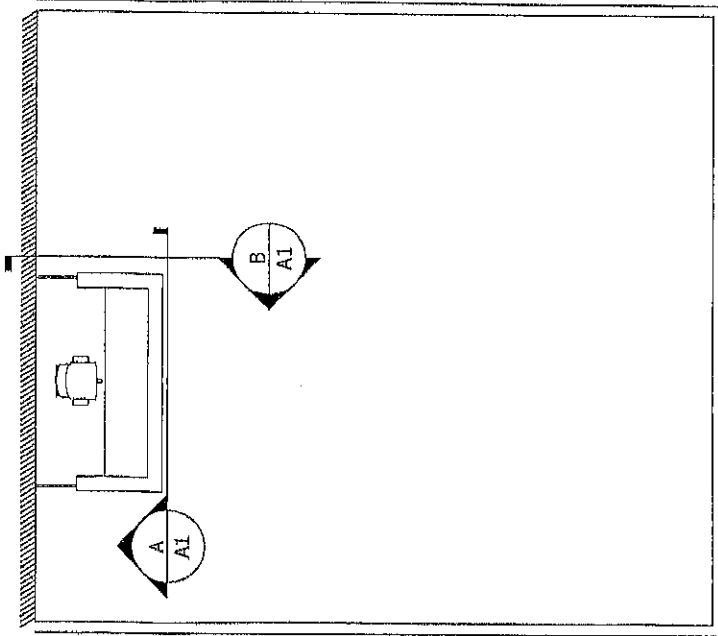
Jennifer DiLallo

Director

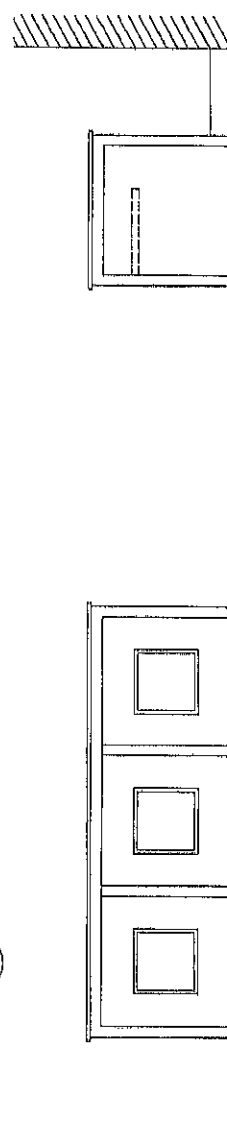
Office of Justice Court Support

¹ Courts may choose to collaborate on a joint application, in which case the maximum award is \$30,000 multiplied by the number of courts jointly applying.

- GENERAL NOTES:
1. ALL WOODWORK PERFORMED BY SCHECTADY COUNTY OFFICE OF FACILITIES.
 2. ALL WOOD TO BE STAINED AND SEALED OAK.
 3. DIMENSIONS SHOWN ARE APPROXIMATE AND SHALL BE FIT IN FIELD.



1 PLAN VIEW
3/16"=1'-0"



A SECTION A
3/8"=1'-0"

B SECTION B
3/8"=1'-0"

DUANESBURG TOWN COURT
JUDGES BENCH

A1

FLOOR PLAN

SCALE: AS NOTED

PREPARED BY: SHY
SCHECTADY COUNTY
OFFICE OF FACILITIES
AUGUST, 2022



COUNTY of SCHENECTADY

Office of Facilities

Stephen Luciano
Director of Facilities

Scott Tomlinson
Facilities Engineer

Duanesburg Town Court Bench Construction

Materials

Curtis Lumber	1012.16
Lowe's	316.71
Misc. Electrical est.	250.00
Additional Lumber and Supplies	2000.00
Sub Total	3588.87

Labor

Scott Kirker	2740.32
Shawn Grandy	2656.80
Rich Ramsey	1017.20
Steve Coons	266.80
Sub Total	6681.12
Total	10269.99