William Wenzel, Town Supervisor Dale Warner, Deputy Supervisor Jennifer Howe, Town Clerk Carol Sowycz, Deputy Town Clerk



Michael Santulli, Council Member Nicholas Passonno, 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, February 13, 2025

Town of Duanesburg is inviting you to a scheduled Zoom meeting.

Topic: Town of Duanesburg's Town Board Meeting

Time: 7:00 p.m.
Join Zoom Meeting
Meeting ID: 889 0570 1411
Passcode: 886918

Meeting Time: 7:00PM

Dial in by Phone:1-646-558-8656

Town Board Meeting Agenda

Call to Order
Pledge of Allegiance
Prayer/Moment of Reflection

Approval of minutes for: Regular Town Board Meeting on Thursday January 23, 2025

Town Clerk's Report-January Payment of Claims

Committee Reports

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

Business Meeting:

- 1. Motion to set a public hearing on the proposed ambulance district.
- 2. Motion to accept the results of the audit done on the 2024 court records.
- 3. Motion to set a public hearing on the proposed 5 Year Public Housing Authority Plan for the Town of Duanesburg Section 8 Housing Choice Voucher Program.

Privilege of the Floor:

Comments are limited to 5 minutes per person. Please state your name and address for the record. 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.

Adjourn

Clerk'	's Monthly	Report
January 01,	2025 - Jar	nuary 31, 2025

B2555	Building Permits	Building Permits	1	150.00
		9	Sub-Total:	\$665.00
		Male, Unneutered	5	110.00
		Male, Neutered	18	252.00
		Female, Unspayed	1	22.00
	Dog Licensing	Female, Spayed	19	266.00
A2544	AFTER 30 DAYS	AFTER 30 DAYS	3	15.00
		•	Sub-Total:	\$0.28
A1255	Conservation	Conservation	1	0.28
			Sub-Total:	\$100.00
2110	Variance Application	Variance Application	1	100.00
			Sub-Total:	\$1,000.00
	subdivision minor	Subdivision	1	100.00
		Subdivision Major	1	500.00
	Subdivision Major	Planning & Zoning	1	100.00
		Certified Copies - Marriage	1	10.00
	Misc. Fees	Certified Copies - Death	14	140.00
		Temporay CO	1	50.00
Account#	Account Description	Fee Description Special Use Permit	<u>Qty</u> 1	Local Share 100.00

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jennifer Howe, Town Clerk, Town of Duanesburg during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor	Date	Town Clerk	Date

TOWN OF DUANESBURG TOWN BOARD RESOLUTION - 25

February 13, 2025

WHEREAS, Article 12a of NYS Town Law provides that the Town Board (the "Town Board") may create an ambulance district; and

WHEREAS, the Town Board has caused to be prepared the attached Map and Report for the proposed Ambulance District (the "Ambulance District") pursuant to Town Law Section 209-c; and

WHEREAS, the Town Board has caused to be prepared an order reciting a description of the boundaries of the proposed ambulance district, the maximum amount proposed to be expended for and the estimated cost of the ambulance district, and the proposed method of financing; and

WHEREAS, pursuant to Section 209-d of NYS Town Law the Town Board seeks to adopt the order and schedule a public hearing; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board adopts the attached order and files the Map and Report detailing the proposed ambulance district in the office of the Town Clerk, a copy of which is available for public inspection at 5853 Western Turnpike, Town of Duanesburg, New York; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to enter the order in the minutes of this proceedings; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to publish a copy of the attached Order at least once in the official paper, the Schenectady Daily Gazette. The Town Board directs the Town Clerk to publish a Notice of Public Hearing in the Schenectady Daily Gazette to appear once not less than ten (10) days before the date of the public hearing and the Town Clerk is also directed to cause a copy thereof to be posted on the sign board of the Town of Duanesburg, and the Town of Duanesburg website, not less than ten (10) days before February 27, 2025. The public hearing is to be held at 7:00 p.m. at the regularly scheduled Town Board meeting on February 27th 2025, at the Town Offices located at 5853 Western Turnpike, Town of Duanesburg New York,

By (unanimous/majority) vote of the	Town Board of the	Town of Duanesburg a	t its regular
meeting on February 13, 2025.			

_	
William Wenzel, Supervisor	Town Clerk/Deputy Town Clerk

Present: Absent:

Town Board Members:

William Wenzel	Yea	Nay	Abstain
Michael Santulli	Yea	Nay	Abstain
Nicholas Passonno	Yea	Nay	Abstain
Andrew Lucks	Yea	Nay	Abstain
Dianne Grant	Yea	Nay	Abstain

TO BE APPROVED AT A MEETING OF THE BOARD AND INCLUDED IN THE BOARD'S MEETING MINUTES

Order of the Town of Duanesburg Town Board Pursuant to Town Law § 209-d.

- 1. The description of the boundaries of the proposed Town of Duanesburg Ambulance District are as follows: The new ambulance district will encompass the entirety of the Town of Duanesburg,
- 2. The improvement proposed by the creation of an ambulance district is to provide for supplying certain services, to wit, emergency medical and ambulance services by providing for the establishment of a taxing district to supply a stable, tax-based stream of funding for the provision of Basic Life Support services and ambulance transport services within the district.
- 3. The maximum amount to be expended for the proposed district in 2025 is \$537,160.00. The anticipated maximum amount to be expended annually in the future for providing the services is expected to remain fairly stable at or near the \$537,160.00 amount.
- 4. The estimated cost to the typical residential property in the proposed district for the proposed improvement is \$190.82.
- 5. The proposed means for funding the proposed district is by means of ad valorem tax levies on properties within the district.
- 6. The Map, Plan, and Report for the proposed district will be on file and available for public inspection in the Office of the Town Clerk on February 27, 2025.
- 7. The Town of Duanesburg will conduct a Public Hearing to hear all persons interested in the formation of the ambulance district concerning same on Thursday, February 27, 2025 at 7:00 PM at Town Hall, or at another suitable location as may be determined.
- 8. The estimated rate of assessment for the proposed ambulance district was computed based upon projected revenues needed to sustain the current level of service by tax levies for the properties that comprise the constituent properties within the proposed ambulance district.

This order was unanimously adopted by the Town Board of the Town of Duanesburg at a Regular Meeting conducted on February 13, 2025.

MAP, PLAN, AND REPORT FOR THE ESTABLISHMENT OF THE DUANESBURG AMBULANCE DISTRICT

IN AND FOR THE TOWN OF DUANESBURG, NEW YORK

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EXHIBITS

Exhibit A - Map of Area to be Serviced by the Town of Duanesburg Ambulance District

I. Executive Summary

The within Map, Plan, and Report (hereinafter "Plan") is prepared for and is being submitted to the Town of Duanesburg ("Town") pursuant to Town Law Article 12-A for the establishment of the Duanesburg Ambulance District (hereinafter "ambulance district") within the Town.

Ambulance service to the Town is currently provided pursuant to a yearly contract by Duanesburg Ambulance Corporation (DAC), an independent 501c3 entity managed by a volunteer Board of Directors. The Town of Duanesburg Town Board, on behalf of the Town residents, enters into a contract each year with DAC to provide ambulance services in the Town. Historically, Duanesburg Ambulance has served as the primary response ambulance service in the Town with back up provided by the local fire companies and mutual aid from nearby ambulance services such as Esperance, REMS and Guilderland.

The establishment of an ambulance district in the Town of Duanesburg will achieve the following:

(1) permit the town to assess a specific tax for the provision of ambulance services in the Town, the response area is the entire Town (see map attached as Exhibit A), including its only incorporated Village, the Village of Delanson which has adopted the resolution attached as Exhibit B to participate in the establishment of the District within the response area; and (2) authorize the ambulance district in the Town to oversee the quality of services provided by the service provider pursuant to its contract with the Town. This tax levied in the ambulance district will be used solely for the provision of ambulance services. By implementing an ambulance district in the Town, the direct costs for operating an ambulance service that serves the Town will be placed on the taxable parcels located within individual ambulance districts rather than provided for out of the general funds of the Town. Ambulance services will be provided by a service provider under the auspices of the ambulance district pursuant to a contract with the Town.

It is anticipated that the ambulance district created in the Town may, in the future, function jointly with other future ambulance districts through a municipal cooperation agreement pursuant to General Municipal Law Section 119-o. Should this occur, an Ambulance District positions the Town well for the future by assuring a regionalized organizational structure that contracts, monitors, and sets performance expectations for ambulance services. It is contemplated that the establishment of an ambulance district will result in more efficient delivery of emergency medical services through the collaborative oversight of the ambulance service by the Town.

II. Assessment of Existing System

Emergency medical and ambulance service is currently provided to the residents by DAC. Expenditures, performance standards, and all of the operational aspects of the existing service are directed by Duanesburg Ambulance pursuant to its Certificate of Operating Authority.

The cost of operating an ambulance that is available 24/7/365 in the Town within the boundaries of the proposed ambulance district exceeds the revenues currently generated through fees by Duanesburg Ambulance. Likewise, the Town lacks sufficient call volume to permit a self-sustaining, fee-based commercial ambulance service within its jurisdiction.

There is no expectation that the cost for providing ambulance and emergency medical services will diminish in the foreseeable future. To the contrary, the expectation is that costs for such services will continue to increase and that the share of the costs borne by the citizens of the Town will increase absent some New York State action providing cost relief. Persons using the services provided by DAC or any other provider of such services pursuant to a contract with the Town are and will continue to be billed for the service by DAC.

III. Objectives of the Plan

The objective of this Plan is to facilitate the creation of an ambulance district in the Town of Duanesburg throughout the Town.

The functional benefits of creating an ambulance district are as follows:

- (1) The establishment of an independent, uncompensated governing body (Board of Ambulance Commissioners) to oversee the implementation of a freestanding emergency medical and ambulance service and act in an advisory capacity to the Town Board;
- (2) Having a District Board of Ambulance Commissioners to represent the interests of the residents of the Town in the review of an annual budget for the provision of an emergency medical and ambulance service;
- (3) Introducing a measure of clarity in reporting the true cost per taxable property by establishing a separate line-item entry on district residents' tax bills itemizing the exact amount of residents' taxes being utilized for the provision of emergency medical and ambulance services;
- (4) Establishing a stream of tax-based revenue for the provision of ambulance and emergency medical services in the district;
- (5) Fostering the operation and oversight of DAC or other providers of Ambulance Services in their performance of a contract for service to the Town;
- (6) Promoting stability in the budgeting and annual levies providing taxpayerbased support for the EMS delivery system in the District;
- (7) Having a Board of Ambulance Commissioners responsive to the Town Board to work with the Board and Officers of the ambulance service company to

insure appropriate and cost-efficient emergency medical services while at the same time assuring continuous quality improvement;

- (8) The creation of a stable, tax base supported, revenue generating fee-forservice ambulance service that receives revenue from users of the service to offset the costs of operation; and
- (9) The ability to engage in long-range planning and budgeting incorporating projected revenues to be obtained through a cost-recovery system in order to assure the long-term viability and continued improvement of services for the residents of the ambulance district.

IV. Plan for Implementation

The Plan contemplates that the Town of Duanesburg will adopt this Plan, and that neighboring municipalities, may seek to form their own improvement districts and engage the Town through intermunicipal cooperation in the future. The Plan anticipates conducting a public hearing in the Town to present the Plan for public discussion. The Plan contemplates that after debate and discussion on the matter at the public hearing, the Town will adopt a resolution endorsing the establishment of a district in the Town.

V. Structure of the Ambulance Service

It is expected that DAC or other contracted ambulance service provider will operate ambulance and emergency medical services under a Certificate of Operating Authority issued by the New York State Department of Health that encompasses the area embraced by the proposed district.

It is contemplated that the Town will rely upon the tax revenue collected within the ambulance district as the consideration to contract with DAC or other qualified providers for the provision of emergency medical and ambulance services in the ambulance district. Through the stewardship of the board of ambulance commissioners, it is expected that the Town will benefit from fiscal oversight and quality review of the ambulance services being provided. Furthermore, it is anticipated that DAC or any other provider will be guided by the recommendations of the ambulance district and that collaboration between these parties will result in a stable and efficient budget and ambulance service availability for the residents and visitors of the Town.

VI. Cost to a Typical Property in the Town of Duanesburg

- a. It is expected that the Town will implement its tax levy in a manner similar to the way that special district taxes are levied. The taxable value of the property in the area of the Town of Duanesburg Ambulance District is approximately \$180,164,463.00 (2024).
- b. A typical one-family home in the Town of Duanesburg has an averaged assessed valuation of \$64,000.00.
- c. The proposed Tax Rate per Thousand for the new ambulance district in the Town of Duanesburg is \$3.038318 (0.003038318 x 1000).1
- d. Based on an estimated 2024 budget of \$547,397.00, the annual tax on the typical one-family residence in the Town of Duanesburg Ambulance District would be approximately \$194.45.

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¹ To determine the tax rate, the taxing jurisdiction divides the tax levy by the total taxable assessed value of all property in the jurisdiction. Because tax rates are generally expressed as "per \$1,000 of taxable assessed value." the product is multiplied by 1,000.

VII. Budget Preparation and Governance of the Ambulance District

Pursuant to Town Law Section 209-b, the Town Board oversees districts established such as the ambulance district contemplated herein. It is anticipated that the Town Board will establish by local law a District Board of Ambulance Commissioners and delegate the ministerial functions related to the operation of the ambulance district to the commissioners pursuant to Town Law Section 198. The District Board of Ambulance Commissioners, if appointed, will be charged with acting in an advisory capacity to the Town Board with regard to functions related to the operation of the ambulance district. The Town Board has the authority to appoint members to the District Board of Ambulance Commissioners.

One of the ministerial responsibilities that would be delegated to the District Board of Ambulance Commissioners would be the review of an annual budget for ambulance operations, subject of course to approval by the Town Board. It is anticipated that such an annual budget would be prepared in August of each year for submission to the Town Board of Duanesburg by prospective providers of ambulance services after review and comment by the District Board of Ambulance Commissioners. The District Board of Ambulance Commissioners will assist the ambulance service in preparing a proposed budget and provide recommendations to the Town Board concerning the budget requests and contract provisions.

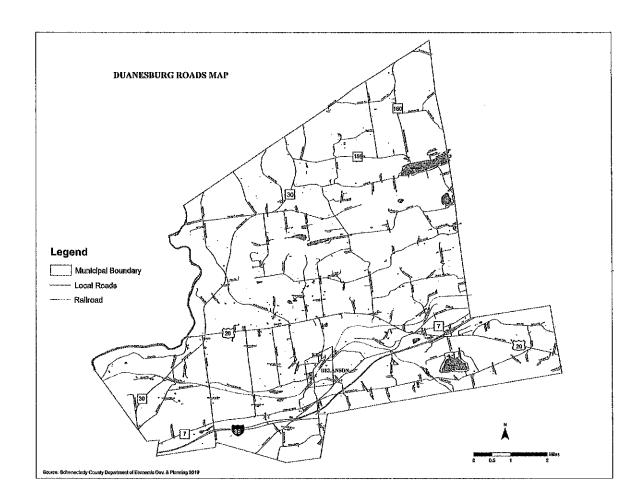
VIII. Timetable for Implementation of the New Ambulance District

It is contemplated that the ambulance district will be established for the purposes of creating a budget for the 2026 calendar year. The District Board of Ambulance Commissioners, when appointed by the Town Board, will commence advising the Town Board on ambulance services in the Town upon establishment of the ambulance district. A period of transition during the latter part of 2025 is expected. Given the unified mission of both the ambulance service and the District Board of Ambulance Commissioners, a smooth transition is expected.

IX. Summary of the Tangible Benefits to be Realized by the Establishment of the Ambulance District

- (1) The ad-valorem tax levy for the ambulance district will be calculated based upon the actual costs and utilization of the service and reduced by revenues recovered from users of the service and their insurers.
- (2) There will be a separate and distinct ambulance tax levy which will be set forth as a discrete, line-item entry on residents' annual tax bills so that the cost per property for the provision of emergency medical services can be easily identified by the taxpayer.
- (3) There will be revenue generated in the form of fee for services billing for those using the ambulance service that will serve to offset the costs of providing the ambulance service and thereby, an offset against future tax levies.

EXHIBIT A



Map, Plan and Report for the Establishment of the Duanesburg Ambulance District

TOWN OF DUANESBURG TOWN BOARD

RESOLUTION NO.

-2025

February 13, 2025

WHEREAS, the	Town B	soard members	s do audits	of certain	records or	n an ann	ual ba	asis as
required by State	Ław;	•						

WHEREAS, Town Board members Andy Lucks and Dianne Grant undertook the annual audit of court records and completed the necessary form;

NOW THEREFORE BE IT RESOLVED, the Town Board accepts the results of the audit undertaken by Town Board members Andy Lucks and Dianne Grant.

By a (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting on February 13, 2025.

William Wenzel, Supervisor			_	Town Clerk/Deputy Town Clerk
Present: Absent:				
Town Board Membe	ers:			
Dianne Grant	Yea	Nay	Abstain	
Michael Santulli	Yea	Nay	Abstain	
Nicholas Passonno	Vea	Nav	Abstain	

William Wenzel

Andrew Lucks

Yea

Yea

Nay

Nay

Abstain

Abstain

Town of Duanesburg Town Board

RESOLUTION NO. __ - 2025

February 13, 2025

WHEREAS, the Town of Duanesburg (the "Town") operates a Section 8 Housing Choice Voucher Program funded by the United States Department of Housing and Urban Development ("HUD"); and

WHEREAS, the Town is required by HUD to prepare and adopt a written Five-Year Public Housing Agency Plan ("Five-Year PHA Plan") that establishes local policies for administration of the Section 8 Housing Choice Voucher Program in accordance with regulations of HUD; and

WHEREAS, the Town Board of the Town has caused a written Five-Year PHA Plan to be prepared establishing local policies for administration of the Section 8 Housing Choice Voucher Program in accordance with regulations of HUD, and has reviewed such written plan; and

WHEREAS, the Town Board has been advised by James Mastrianni of JEM, Inc. that HUD requires a public hearing; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board directs the Town Clerk to schedule a public hearing for its regular meeting dated April 24, 2025;

BE IT FURTHER RESOLVED, that the Town Board directs the Town Clerk to publish a public hearing notice in the official newspaper at least 45 days prior to the public hearing and to cause a copy to be posted on the Town website and the Town notice board;

BE IT FURTHER RESOLVED, that a copy of the draft Five-Year PHA Plan shall be made available to the public in the Office of the Town Clerk, Duanesburg Town Hall, 5853 Western Turnpike, Duanesburg, New York 12056.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting of February 13, 2025.

William Wenzel, S	uperviso	Town Clerk/Deputy Town Clerk		
Date				Date
Present: Absent:				
Town Board Memb	ers:			
William Wenzel	Yea	Nay	Abstain	
Michael Santulli	Yea	Nay	Abstain	

Andrew Lucks	Yea	Nay	Abstain
Dianne Grant	Yea	Nay	Abstain
Nicholas Passonno	Yea	Nav	Abstain

LEGAL NOTICE NOTICE OF PUBLIC HEARINGS TOWN BOARD TOWN OF DUANESBURG

PLEASE TAKE NOTICE, that the Town Board of the Town of Duanesburg, New York, will meet at the Town Offices of Duanesburg located at 5853 Western Turnpike, on **Thursday, April 24**, **2025** at **7 p.m.** for the purpose of hearing all persons interested in the matter of:

The adoption of a Five Year PHA Plan pursuant to US Department of Housing and Urban Development ("HUD"), that establishes local policies for administration of the Section 8 Housing Choice Voucher Program in accordance with regulations of HUD. Copies of the PHA Plan and all supporting documentation are available for review by the public at the Town Clerk's Office for the Town of Duanesburg at 5853 Western Turnpike Duanesburg, NY 12056 or JEM, Inc. at 57 Phila Street, Saratoga Springs, NY 12866. Direct any questions to the email address section8@jeminc.com.

BY ORDER OF THE TOWN BOARD TOWN OF DUANESBURG

Dated: February 13, 2025

PO Box 5090 | 57 Phila St | Saratoga Springs | NY | 12866 Phone: 518-372-8846 Fax: 518-372-8467

February 5, 2025

Carmie Cervera Town of Duanesburg 5853 Western Turnpike Duanesburg, NY 12056

Dear Carmie:

Once again it's time when HUD requires a Five Year PHA Plan for the Town of Duanesburg Section 8 Housing Choice Voucher Program for the fiscal year beginning October 1, 2025.

To allow for public comment on the plan, a public hearing with forty-five day advanced notice is required. I have included a draft plan, hearing instructions, a hearing notice, and a draft resolution with this letter that should make setting up the hearing and adopting the plan as painless as possible.

Please note we must hold the hearing and submit documentation to HUD by July.

Thank you for your cooperation in holding the public hearing. If you have any questions, please do not hesitate to contact me at 518-372-4739 ext 126# or over e-mail at jimm@jeminc.com.

Very truly yours,

James E. Mastrianni, President

James 5. Mach

Encs.



In order to meet the requirements of the Department of Housing and Urban Development for approval the PHA Plan for 2025 for the Town of Duanesburg Section 8 Housing Choice Voucher Program, the board should consider the following steps at the next regular meeting:

• Publish a public hearing notice in the official newspaper at least forty-five days prior to the date of the hearing, either as a display ad or as a legal notice. A draft copy of the notice is included with this letter.

Please note we must hold the hearing and submit documentation to HUD prior to July.

- Please contact Jim Mastrianni 518-372-4739 ext 126# or jimm@jeminc.com with the date and time of the Public Hearing.
- At the meeting on the date of the hearing, the board should consider a resolution adopting the PHA Plan starting in 2025. A draft copy of the resolution is included with this letter.
- Following publication of the display ad or legal notice for the hearing, please forward a copy of the notice to Jim Mastrianni (57 Phila Street, Saratoga Springs, NY 12866), along with a bill to Joseph E. Mastrianni, Inc. to cover the cost of the display ad or legal notice.
- You may wish to forward a copy of the "Briefing Information for Board Members" document (included in this mailing) to board members in advance of the meeting.

Jim Mastrianni or one of our firm's managers will attend the Public Hearing to present a background on the program, current program statistics, and answer any questions.

Town of Duanesburg Public Hearing PHA Plan for 2025 Section 8 Housing Choice Voucher Program (Date of Hearing)

The board of the Town of Duanesburg will hold a public hearing on (Day, Date, and Time of Hearing) at (Location) for the purpose of receiving comments from the public on the proposed PHA Plan for 2025 for the Section 8 Housing Choice Voucher Program.

Copies of the PHA Plan and all supporting documentation are available for review by the public at the following locations:

Town of Duanesburg 5853 Western Turnpike Duanesburg, NY 12056

or

JEM, Inc. 57 Phila Street Saratoga Springs, NY 12866 Email: section8@jeminc.com



This EHO image is available at: https://www.hud.gov/library/bookshelf11/hudgraphics/fheologo

Resolution Adopting the Section 8 Housing Choice Voucher Program PHA Plan for 2025

(Draft)

WHEREAS, the Town of Duanesburg operates a Section 8 Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development, and

WHEREAS, the Town of Duanesburg is required by the U.S. Department of Housing and Urban Development to prepare and adopt a written PHA Plan that establishes local policies for administration of the Section 8 Housing Choice Voucher Program in accordance with regulations of the U.S. Department of Housing and Urban Development, and

WHEREAS, the Town board of the Town of Duanesburg has caused a written PHA Plan to be prepared establishing local policies for administration of the Section 8 Housing Choice Voucher Program in accordance with regulations of the U.S. Department of Housing and Urban Development, and has reviewed such written plan,

NOW THEREFORE, BE IT RESOLVED that the Town board of the Town of Duanesburg hereby adopts the Five Year PHA Plan starting in 2025 for operation of the Town of Duanesburg Section 8 Housing Choice Voucher Program.



Section 8 Housing Choice Voucher Program PHA Plan Public Hearing Briefing Information for Board Members JEM Inc.

Introduction

The U.S. Department of Housing and Urban Development (HUD) requires a public hearing to invite comments on the Section 8 Housing Choice Voucher (HCV) PHA Plan. A copy of the PHA Plan, along with all required documents, has been provided to your municipality for review prior to the hearing.

At the hearing, a representative from JEM Inc. will provide an overview of the HCV program, share summary statistics and financial information, and answer questions from the board or the public. Following this, the board may pass a resolution to adopt the plan for the upcoming fiscal year.

We've prepared this fact sheet to help you understand the HCV program and the work we do in advance of the hearing.

What is the Section 8 Housing Choice Voucher Program?

The HCV program, administered by HUD, helps elderly, disabled, and low-income families afford safe, decent housing in the private rental market by subsidizing a portion of their rent. This national program serves approximately 2 million families. Importantly, the program is fully funded by HUD, requiring no municipal contributions for its administration,

Waiting List

Due to limited federal funding, the HCV program typically operates with a waiting list. Applicants are served on a "first come, first served" basis, with preference given to those who live or work in the community and are elderly, disabled, or displaced. Once a family reaches the top of the list, they undergo eligibility and income certification before receiving assistance.

Housing Assistance Payment (HAP) Subsidy

For families deemed eligible, the HAP subsidy is based on the fair market rent for the area, as determined by HUD, minus 30% of the family's adjusted monthly income. Families are responsible for paying the difference between the actual rent and the subsidy.

Housing Quality Standards (HQS) Inspections

Before a rental unit can receive the subsidy, and annually during recertification, the unit must pass a Housing Quality Standards (HQS) inspection. Defined by HUD, HQS ensures the rental unit is safe and free from health hazards. For units built before 1978 with children under six, stricter standards are applied to address potential lead-based paint risks. JEM Inc. employs three EPA-certified lead inspectors who specialize in identifying these dangers.

Moving and Portability

As family circumstances change, participants can move to different housing within the municipality. The HCV program's portability feature allows families to take their subsidy with them if they move to another community that administers the program.

Homeownership

Under certain conditions, families may use their voucher towards purchasing a modest home. Families interested in this option must participate in the Family Self-Sufficiency (FSS) Program.

Tenant Responsibilities

To remain in the HCV program, tenants must fulfill several responsibilities. These include securing an eligible rental unit, providing accurate and timely information, complying with the lease terms, and avoiding damage beyond normal wear and tear. Tenants must also refrain from engaging in illegal drug-related activities or violent criminal behavior. Additionally, participants cannot live with their landlord or be closely related to them unless a reasonable accommodation for a disability is granted. Violations of these responsibilities may result in termination from the program, disqualification from future participation, and potential legal action.

What is the Family Self-Sufficiency (FSS) Program?

The FSS Program, an optional component of the HCV program, helps families build financial independence, employment, and self-sufficiency. Not all municipalities administered by JEM Inc. offer the FSS Program.

For participating families, an action plan is created to help them achieve self-sufficiency over a five-year period. As earned income rises and HAP subsidies decrease, an equivalent amount is set aside in an escrow account. Participants may access portions of their escrow during the program to assist in reaching their goals. Upon successful completion, the family receives the balance of their escrow to use for asset-building activities like homeownership.

Who is JEM Inc.?

Since 1976, Joseph E. Mastrianni, Inc. (JEM Inc.) has been administering affordable housing programs. With a team of over 40, JEM Inc. manages more than 5,000 housing vouchers across 15 counties in New York. We are also the second-largest recipient of FSS grants in the state, currently supporting over 500 families in achieving self-sufficiency. The software developed by JEM Inc. was spun off into a separate company and is now used by over 500 housing authorities nationwide.

James E. Mastrianni, the current president and a 30-year industry veteran, holds degrees in Sociology and Business Administration from Hobart College and Cornell University, respectively. His background includes founding HAPPY Software, Inc., recognition as one of the Capital District Business Review's "40 Under 40" in 2008, and multiple leadership roles in local non-profit organizations. JEM Inc. was recognized as one of the Best Places to Work by the Albany Business Review in 2022, and Jim was awarded Cornell University's "NYS Hometown Alumni Award" in 2024 for his contributions to affordable housing, non-profit management, and music production.

Our Approach

JEM Inc. prides itself on adhering to federal regulations while maintaining the highest standards of integrity in program administration. We are committed to helping families access safe, decent, and affordable housing and treat all participants with respect and dignity, regardless of their financial circumstances.



Town of Duanesburg Housing Choice Voucher Five Year and Annual PHA Plans 2025-2029

NY428

JEM Inc - Central Office

57 Phila Street Saratoga Springs, NY 12866

5-Year PHA Plan (for All PHAs)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires: 03/31/2024

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information,							
A, 1	PHA Name: Town of Du	ıanesburg	PHA Code	e: <u>NY428</u>		,		
	A PHA must identify the sand proposed PHA Plan a reasonably obtain addition submissions. At a minimulation office of the PHA. PHAs each resident council a confidence of the PHA in the confidence of the PHA.	the Plan (i.e. 2 ype: S-Yea fon. In addition specific location re available for mal information um, PHAs must are strongly en apy of their PH/cral Office, 57 hesburg, Town	r Plan Submission to the items listed in this form (s) where the proposed PHA P inspection by the public. Addi on the PHA policies contained t post PHA Plans, including upocouraged to post complete PHA Plans. Phila Street, Saratoga Spring	Revised 5-Year Plan Submission ad in this form, PHAs must have the elements listed below readily available to the public. Sposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing equilic. Additionally, the PHA must provide information on how the public may be contained in the standard Annual Plan, but excluded from their streamlined including updates, at each Asset Management Project (AMP) and main office or central complete PHA Plans on their official websites. PHAs are also encouraged to provide ratoga Springs, NY 12866 8:30 – 4pm M-F.				
		ek box if submit	ting a Joint PHA Plan and com Program(s) in the	plete table below.) Program(s) not in the	No. of Units in	n Each Program		
	Participating PHAs	Code	Consortia	Consortia	PH	HCV		
	Lead PHA:							

B. Plan Elements. Required for all PHAs completing this form. Mission. State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's **B.1** jurisdiction for the next five years. Provide affordable, decent, safe, and sanitary housing to elderly and disabled low-income families, as well as other lowincome families, dictated by local needs. Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-**B.2** income, and extremely low-income families for the next five years. Expand the supply of assisted housing to meet local needs. Improve the quality of service through better process and information systems. Promote self-sufficiency and asset development of families and individuals. Ensure equal opportunity in housing. Reduce fraud and program abuse. Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. **B.3** Progress in Meeting Goals: Expand Supply of Assisted Housing: Management has applied as notices of funding of availability have been announced. Management has requested for funding as other sources of HCV funding has become available. Improve Quality of Assisted Housing: Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program. Promote Self Sufficiency and Asset Development of Assisted Households: Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination. Management is in compliance with Fair Housing Laws and case-workers hold industry certifications that include fair housing training. Management employees a full time program-integrity coordinator with the function of reducing fraud and program abuse. Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable **B.4** the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. The intent of the provisions of the Violence Against Women Act to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking (as well as members of victims' immediate families) from losing their HUD assisted housing as a consequence of the abuse of which they were the victim has always been the policy followed in programs administered by JEM, Inc, and will continue to be the policy in the future. In this respect we have recognized the needs addressed in the Act and have always taken steps to address those needs. Both tenants and owners are informed of our policy as the need arises and both are thoroughly advised of their options. In determining if tenants are victims of criminal domestic violence, dating violence, sexual assault, or stalking and in danger of losing their HUD assisted housing as a consequence of such abuse, we accept appropriate documentation from local police reports, social service agency statements, and other reliable corroborative evidence before taking action. Unless eviction is imminent, we place no time limit on tenant's reporting and the development of reliable evidence.

C.	Other Document and/or Certification Requirements.
C,1	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
	A change in the PHA mission or a strategic goal will be considered a substantial deviation from the five year plan.
	 Changes in or additions to the PHA mission; strategic goals; strategy for addressing needs; or policies governing eligibility, selection, and admission will be considered a significant amendment or modification to the PHA's five year and annual plan.
C.2	Resident Advisory Board (RAB) Comments.
	(a) Did the RAB(s) have comments to the 5-Year PHA Plan?
	Y N В П
	(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
	Please see attached.
C.3	Certification by State or Local Officials.
	Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.
	Please see attached.
C,4	Required Submission for HUD FO Review.
	(a) Did the public challenge any elements of the Plan?
	Y N □ 🗵
	(b) If yes, include Challenged Elements.

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.) Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Hous
(AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complet this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instruction further detail on completing this item.
Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal
Not required at this time.
Fair Housing Goal: Describe fair housing strategies and actions to achieve the goal
Not required at this time.
Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal
Not required at this time.

Streamlined Annual PHA Plan

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires: 03/31/2024

(Small PHAs)

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families

Applicability. The Form HUD-50075-SM is to be completed annually by Small PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) High-Performer PHA A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) Small PHA A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) Housing Choice Voucher (HCV) Only PHA A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) Standard PHA A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) Troubled PHA A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) Qualified PHA A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

PHA Name: Town of Duanesburg PHA Type: Small PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2025 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units	nearing and propo ably obtain addit num, PHAs must rongly encourage
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2025 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units	nearing and prope ably obtain addit num, PHAs must rongly encourage
Number of Public Housing (PH) Units Number of Housing Choice Vouchers (HCVs)_18 Total Combined18 PHA Plan Submission Type: Annual Submission	nearing and propo ably obtain addit num, PHAs must rongly encourage
Total Combined 18 PHA Plan Submission Type: Annual Submission Revised Annual Submission Revised Annual Submission Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public he PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reason information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minin PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are sta	nearing and prope ably obtain addit num, PHAs must rongly encourage
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PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) Participating PHAs PHA Code Program(s) in the Consortia Program(s) not in the No. of United States of Consortia No. of United States of Consortia	nits in Each Pro
Participating PHAs PHA Code Program(s) in the Consortia Consortia PH	HC
Lead PHA:	
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В.	Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).
B.1	Revision of Existing PHA Plan Elements.
	(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?
	Y N □ ⊠ Statement of Housing Needs and Strategy for Addressing Housing Needs. □ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. □ ⊠ Financial Resources. □ ⊠ Rent Determination. □ ⊠ Homeownership Programs. □ ⊠ Substantial Deviation. □ ⊠ Significant Amendment/Modification
	(b) If the PHA answered yes for any element, describe the revisions for each element(s)

B.2	New Activities.
	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?
	Y N
	(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.
	Pursuant to Housing Opportunity Through Modernization Act of 2016 (HOTMA), HUD has permitted Housing Agencies discretion in implementing several policy amendments. Resultingly, as these policy amendments are identified below, and a public hearing is required on this plan, no subsequent public hearing will be held upon the implementation of these polices. These policy amendments will be implemented upon the full implementation of HOTMA, which has been delayed until at the earliest July 1, 2025 per Housing Notice PIH 2024-09.
	These policy amendments include:
	PHA will accept a family's self-certification of net assets equal to or less than \$50,000 at admission and as need at reexamination
	PHA will examine assets at all annual reexaminations to determine if the \$100,000 asset limitation has been reached
	PHA will terminate assistance effective six months from the date of the reexamination during which those assets were verified to be greater than \$100,000
	PHA will review the specific circumstance for those applicant or participants who own suitable housing to determine if denial or termination is required.
	PHA will review and grant Medical Allowance hardships as needed for 90-day period, and extended as warranted PHA will review and grant Medical Allowance hardships as needed for 90-day period, and extended as warranted.
	PHA will review and grant Childcare Allowance hardships as needed for 90-day period, and extended as warranted PHA will review and grant Childcare Allowance hardships as needed for 90-day period, and extended as warranted PHA will review and grant Childcare Allowance hardships as needed for 90-day period, and extended as warranted
	PHA will conduct interim reexaminations for all verified decreases in adjusted income including when a family member moves out of the assisted unit PHA will consider not conducting interim Reexamination for reported increases in earned income for a family
	 PHA will consider not conducting interim Reexamination for reported increases in earned income for a family PHA will deny or terminate assistance when and if an applicant or participant revokes an executed consent form (Form HUD-9886)
	PHA will not verify employment and income information during an interim reexamination using EIV
	PHA will use EIV to verify tenant employment and income information at annual reexaminations of family composition and income.
	PHA will use HUD's verification hierarchy when verifying each household's income, assets, deductions, and expenses.
	PHA will access the EIV system and obtain an Income Report for each household during annual recertifications
	PHA will not determine income using safe harbor means

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

Progress in Meeting Goals:

- Expand Supply of Assisted Housing: Management has applied as notices of funding of availability have been announced.
 Management has requested for funding as other sources of HCV funding has become available.
- Improve Quality of Assisted Housing: Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program.
- Promote Self Sufficiency and Asset Development of Assisted Households: Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination.
- Management is in compliance with Fair Housing Laws and case-workers hold Industry certifications that include fair housing training.
- Management employees a full time program-integrity coordinator with the function of reducing fraud and program abuse.

B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. Not applicable for HCV only PHA.
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? No findings of the HCV program.
	Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.
B.1	New Activities (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N Hope VI or Choice Neighborhoods. Hope VI or Choice
B.2	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. Not applicable to the HCV program.
C	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years:
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan?
	Y N
	analysis of the RAB recommendations and the decisions made on these recommendations.
	Please see attached.

C.2	Certification by State or Local Officials. Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan. Please see attached.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-CRT-SM, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan. Please see attached.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (d) Did the public challenge any elements of the Plan? YN SHOP STATES OF THE PHA PLAN INCLUDED THE PHA PLAN

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]	Affirmatively Furthering Fair Housing. Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (A consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housin and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The law ill fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on com
	this item
	Fair Housing Goal:
	Describe fair housing strategies and actions to achieve the goal
	Not required at this time.
[Fair Housing Goal:
	Describe fair housing strategies and actions to achieve the goal
	Not required at this time.
ſ	Fair Housing Goal:

JEM Inc - Central Office Housing Choice Voucher 2025 Five Year Plan - Resident Advisory Board Narrative

Given that Central Office for Section 8 administers a Housing Choice Voucher program where program participants find housing on the private market, in lieu of having a Residence Advisory Board, a survey is performed. This approach has been in place for many years and is consistent with the regulations.

Fifty randomly selected surveys were e-mailed to active HCV participants. Participants were given one week to return the survey. Six surveys were returned.

Surveys asked participants to agree or disagree with statements that correlate to the mission and goals of the plan. An area for comments was included.

- 100% agreed with the program's mission.
- 100% agree the size of the program should be increased should additional funding become available.
- 100% agree there should be an emphasis on increasing tenant satisfaction and improving management functions.
- 100% agree the program should promote self-sufficiency.
- 100% agree that there should be equal access to assisted housing regardless of race, color, religion, national origin, sex, familial status
 or disability
- 100% agree that program participation should be offered first to residents of the community, the elderly and the disabled.
- 100% agree that consideration should be given to allow subsidies to purchase a house.
- 100% agree additional measures should be taken to prevent and reduce fraud.
- 100% agree steps should be taken to allow participants and landlords to complete paperwork online.

The respondents chose not to make any comments.

Based upon both the quantitative and qualitative data gathered from this survey, the respondents strongly and increasingly support the mission and goals of this program.

#end#