

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



**Michael Santulli**, Council Member  
**James Mugits**, Council Member  
**Dianne Grant**, Council Member  
**Andrew Lucks**, Council Member

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## **Town of Duanesburg**

### **Schenectady County**

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

Topic: Town of Duanesburg's Town Board Meeting

Time: 9:00 a.m.

**Join Zoom Meeting**

**Meeting ID:** 845 9781 1536

**Passcode:** 402705

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

January 2, 2024 ORGANIZATIONAL MEETING

9:00 AM

Call to Order

Pledge of Allegiance

Prayer/Moment of Reflection

Motion to establish the dates for the regular Town Board meetings to be held on the second and fourth Thursday of each month beginning at 7:00 p.m. To be held at the Duanesburg Town Hall

Motion to designate the Daily Gazette Newspapers as the official Town of Duanesburg newspaper.

Motion to establish the mileage rate for town employees at .67 cents per mile as per IRS

Motion to continue membership in the Association of Towns for the year 2024.

Motion to utilize Robert's Rule of Order as a guide for conducting public meetings

Motion to designate the Town Hall bulletin board on the first-floor lobby as the official sign board for posting of all legal notices.

Motion to approve Teresa Bakner and Whiteman, Osterman & Hanna, LLP as an attorney for the town.

Motion to appoint Delaware Engineers as an engineer for the town

Motion to appoint PRIME AE as an engineer for the town

Motion to appoint H2H Associates, LLC as an engineer for the town

Motion to set all town employee and elected officials' salaries as fixed per the amended adopted 2024 town budget

Motion to establish the date of the Planning Board meetings on the third Thursday of the month at 7:00 PM.

Motion to establish the date of the Zoning Board meetings on the third Tuesday of the month at 7:00 PM.

Motion to appoint the following members to the Board of Ethics for 2024: Tammy Arquette, Jean Frisbee, Laurie Meyer, Ricky Potter and Council Member Mugits

Motion to establish hourly rate for part time Highway Department employees at \$20.00 per hour for wingmen. Wingmen will be guaranteed 4 hrs of pay per called shift.

Motion to appoint Stephen Ash as Deputy Highway Superintendent with term ending 12/31/2024

Motion to appoint Jennifer Howe as Register of Vital Statistics

Motion to appoint Mazzotta and Vagianelis, P.C. as special counsel

Motion to appoint Elaine McCarthy as Summer Youth Program Administrator for 2024

Motion to appoint Elaine McCarthy, Debra Peters, Josh Houghton, Alternate Deanna Fox as commission members and Jean Frisbee as Chairperson to the Duanesburg Park Commission

Motion to appoint Deanna Fox as the Hometown Hero Banner Program Chairperson

Motion to appoint Annabel Felton as Chairperson of the Broadband Committee

Motion to appoint the following as Town Court Officers, Jamison Facteau and Christopher Avery

Motion to establish the Town of Duaneburg Holiday schedule for 2024 as New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Indigenous People's Day, Election Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. As per CSEA Holiday Schedule.

Motion to confirm the following appointments:

William Wenzel as Town Budget Officer

Howard Ohlhaus as Town Historian

Darla Gullota as Dog Control Officer

Carol Sowycz as Deputy Town Clerk

Jennifer Howe as the Webmaster

Coryn Van Deusen as Planning and Zoning Clerk

Cara Avery as Building and Assessment Clerk

Christopher Parslow as Building Inspector, Code Enforcement and Town Planner

Dale Warner as Building/Town Park Coordinator

Michael McGuire as Town Assessor

Patrick Burns as Town Assessor Assistant

Brian Powles and Eugene Hotaling as Town Hall/Town Park Maintenance

Andrew Dennis as WWTP Operator and Sewer District Coordinator

Corwin Viele as WWTP Back Up Operator

Alan Livengood as WWTP Laborer

Lynnette Masterpolo, Barbara Powles and Heather McPartlon-Geidel as Town Court Clerks

Deborah Hoffmann as Highway Dept. and Records Clerk

Supervisor Wenzel appoints the following Committees:

Highway Committee - Primary Council Member Mugits, Alternate Council Member Grant

Public Safety Committee - Primary Council Member Grant, Alternate Supervisor Wenzel

Park & Recreation Committee - Primary Supervisor Wenzel, Alternate Council Member Mugits

Sewer Committee - Primary Council Member Lucks, Alternate Council Member Santulli

IT (Technology) Committee - Primary Council Member Santulli, Alternate Council Member Lucks

Supervisor Wenzel reconfirms the appointment of Carmella Cervera as Human Resource Clerk to the Town Supervisors' Office and Town Board Clerk

Supervisor Wenzel appoints Dale Warner as Deputy Supervisor with term ending 12/31/2024

Reminder to audit the books by January 20th

Motion to adjourn