

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



Michael Santulli, 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, July 27, 2023

Join Zoom Meeting
<https://us02web.zoom.us/j/88347914369>

Meeting ID: 883 4791 4369
Passcode: 202021

By phone - audio only:

(646) 558-8656

Meeting ID: 883 4791 4369
Passcode: 202021

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 July 13, 2023

Supervisor's Report

Payment of Claims

Committee Reports

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

Business Meeting:

- 1. Motion to fully support Schenectady County's declaration of a State of Emergency.**
- 2. Motion to approve the addition of the use of town vehicles to the employee handbook.**
- 3. Motion to accept the resignation of Brandy Fall as the Deputy Town Clerk.**

Privilege of the Floor:

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 Town Board

RESOLUTION # -23

July 27, 2023

WHEREAS, the Duanesburg Town Board supports legal and safe immigration into the United States and rightfully encourages people from all over the world to seek legal United States citizenship; and

WHEREAS, the Duanesburg Town Board acknowledges and applauds this country's long history of legal immigration and celebrates the contributions that millions of legal immigrants have made to help build this nation; and

WHEREAS, the current policies of the Federal Government regarding US border security has created a human rights crisis at the border; and

WHEREAS, the referenced policies have created a federal crisis that has left the nation, and the states, counties, cities, and all local governments, unprepared and unable to handle the overwhelming volume of migrants into our communities; and

WHEREAS, the City of New York and State of New York continue to shift the burden to local governments in communities across upstate New York; and

WHEREAS, the local governments across the country do not have the capacity or resources to receive and sustain the influx of migrants under these circumstances;

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Duanesburg does hereby fully support Schenectady County's declaration of a State of Emergency.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Town Board of the Town of Duanesburg calls upon the County of Schenectady to take action with regard to this situation as follows:

1) prohibiting the mass relocation of migrants, as described above, to any community within the county; and

2) forbidding any municipality, persons, business, or entities within the county to partake in the transportation and/or housing of any migrants without a license issued by the county and the local government in which the migrant is seeking housing.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting on July 27, 2023.

William Wenzel, Town Supervisor

Jennifer Howe, Town Clerk

Present:

Absent:

Council Members:

William Wenzel	Yea	Nay	Abstain
Rick Potter	Yea	Nay	Abstain
Michael Santulli	Yea	Nay	Abstain
Dianne Grant	Yea	Nay	Abstain
Andrew Lucks	Yea	Nay	Abstain

TOWN OF DUANESBURG TOWN BOARD

RESOLUTION __ - 23

July 27, 2023

WHEREAS, The Town of Duanesburg has a duly adopted Employee Handbook;

WHEREAS, The Town Board and the Town Staff have reviewed the attached addition to the Employee Handbook on the use of Town Vehicles;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board approves the attached addition to the Employee Handbook addressing the use of Town Vehicles and directs that the addition be inserted in the Employee Handbook and distributed to all Town Employees.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting on July 27, 2023.

William Wenzel, Town Supervisor

Town Clerk

Present:

Absent:

Council Members:

William Wenzel	Yea	Nay	Abstain
Dianne Grant	Yea	Nay	Abstain
Andrew Lucks	Yea	Nay	Abstain
Francis Potter	Yea	Nay	Abstain
Michael Santulli	Yea	Nay	Abstain

Insert to Duanesburg Employee Handbook (July 27, 2023)

1100 Vehicle Use

1101 Scope & Purpose

The Town shall provide vehicles for various departments and employees for the purpose of conducting Town business when determined necessary by the Town Board or by the Town Supervisor.

Vehicles shall include all equipment, tractors, land mowers, trailers and the like.

Town vehicles are not personal vehicles and are not for personal use. Town vehicles shall be viewed as belonging to the residents of the Town of Duanesburg and are assigned solely for purposes consistent with providing services to those residents.

To the extent this Policy conflicts with any applicable Collective Bargaining Agreement, or law, such Agreement or law shall control.

1102 License Requirements

Any employee who is required to drive either a Town-owned vehicle, or his/her personal vehicle to conduct business on behalf of the Town, must possess, at the time of appointment, and must maintain throughout employment, a valid New York State driver's license.

Each employee who is authorized to operate a town-owned vehicle shall be 18 years of age or older and have, on file with the Town Supervisor's office, a copy of a current, valid New York State driver's license or commercial driver's license.

In addition, employees who are required to operate vehicles requiring a Commercial Driver's License (CDL) must maintain this license throughout employment. Employees requiring a CDL license must also submit to random alcohol and drug testing. Department Heads will notify employees that have been selected for testing upon arrival at work on the day of the test. Employees will be provided with appropriate documentation and will immediately report to the lab for testing. Employees required to possess a driver's license to perform job duties and responsibilities shall immediately inform their Department Head should their license be suspended or revoked. The loss or suspension of your license may have an effect on your employment with the Town, if required to perform certain job duties and responsibilities.

Employees shall meet or exceed all insurability standards, as established by the Town Board or the Town's insurance carrier, which are required for the use or operation of a Town vehicles. An employee with a Motor Vehicle Record grade of "poor" may not be insurable by our carrier. If driving is required as part of an employee's position, the inability to be insured could jeopardize ones' employment.

Town employees who operate Town-owned vehicles shall be required to take a defensive driving course at least once every three years.

The Town shall sponsor a defensive driving course for these Town employees every three years. Newly hired employees who operate Town-owned vehicles are required to have a current defensive driving course certificate. Employees that do not have a current certificate will have 90 days from their date of hire to obtain said certificate. The Town will reimburse the employee for the cost of the defensive driving course, up to a maximum of thirty dollars (\$30.00).

1103 General Vehicle Use Regulations

All Town-owned vehicles shall be assigned by the Town Supervisor's office, either for specific Town employees' use or department use. Assignment of vehicles is discretionary and may be modified, at any time, by the Town Supervisor's office. Contractors and sub-contractors are not authorized to drive Town-owned vehicles.

The assignment of vehicles for twenty-four (24) hour use will be made by the Town Supervisor and will be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions such as frequent emergency availability. The vehicle should be driven the most direct route, from residence to place of work, taking into account road and traffic conditions.

Town-owned vehicles shall be operated for Town business only. All Town vehicles shall be always operated in a safe manner. All traffic regulations shall be complied with by any driver of a Town-owned vehicle.

The use of Town vehicles for personal purposes or use by unauthorized individuals is strictly prohibited. Friends, family members, and pets of Town employees are not permitted as passengers in Town vehicles.

No employee may use a municipal vehicle for a distance greater than 125 miles from the Town of Duanesburg within New York State or for out of state use without approval of the Town Supervisor.

Vehicles should contain only those items for which the vehicle is designed to carry. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.

Town-owned vehicles shall remain free from markings such as political paraphernalia, bumper stickers, signs, advertisements, and the like.

Employees are expected to keep municipal vehicles clean, inside and out, and to report any malfunction or damage to their Department Head.

Smoking is not permitted in Town-owned Vehicles.

Employees assigned vehicles are expected to park vehicles in safe and appropriate locations.

Safety is the first priority in the operation of any Town-owned vehicle.

While operating Town-owned vehicles employees are not permitted to use hand-held portable electronic devices for reading and/or responding to emails, text messages and phone calls.

Employees who use medications prescribed by their physician which may impair their operation of a town vehicle, or employees who take over-the-counter medications such as cold/allergy medications and/or cough syrups, and where medications or syrups come with warnings which can indicate that “mechanical equipment should not be operated while using this medication” are to exercise discretion in the operation of any Town vehicle.

Operation of any vehicle while under the influence of alcohol or illegal substances is strictly prohibited. This is a “zero-tolerance” policy, any employee who violates this policy shall be subject to termination.

1104 Traffic Violations & Accidents

Any employee who is charged with a traffic violation while driving a Town vehicle shall be held personally responsible for the payment of any fines incurred during the use. In addition, the employee shall bring such violation(s) to the attention of their Department Head in writing.

Any employee who is involved in an accident with a Town vehicle regardless of severity, shall obtain a Police Accident Report on the circumstances of the accident. The Department Head will in turn submit the report to the Town’s Insurance Carrier and to the Town Supervisor.

1105 Operations & Maintenance

Department Heads shall insure that any Town-owned vehicle assigned to the department for use by department personnel is available on a daily basis for use by the department personnel. Regular maintenance shall be scheduled through the department. Except in extraordinary situations or where public safety and well-being is involved, any Town-owned vehicle shall be returned to the Town parking lot each night, with a full tank of fuel.

Each vehicle shall have a safety check each morning, prior to use, which should include; check of directionals, pump brakes, check of tires, check for any leaks, and a check of all lights. To the extent possible, each vehicle shall be filled with fuel from a Town-owned pump.

Department Heads shall advise the mechanics of the need for inspections, and/or repairs in a timely manner. Each vehicle shall be regularly inspected to ensure that the vehicle is in proper and safe condition. If there is a question, the Town’s mechanics shall be consulted.

1106 Violations & Penalties

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination from Town service.

Monthly Statement of the Town Supervisor

TO THE TOWN BOARD OF THE TOWN OF DUANESBURG, NEW YORK

Pursuant to Section 119 of Town Law, I hereby render the following statement of all money received and disbursed by this office during the month of JUNE 2023

Revenues

Fund	Amount
General Fund	\$127,788.82
Highway Fund	\$706.53
Drainage	\$0.00
Fire District	\$0.00
Lighting District #1	\$0.00
Lighting District #2	\$0.00
Lighting District #3	\$0.00
Sewer District #1	\$1,627.98
Sewer District #2	\$12.50
Sewer District #3	\$935.36
Total	<u>\$ 131,071.19</u>

Disbursements

General Fund	\$190,256.45
Highway Fund	\$31,479.10
Fire District	\$0.00
Lighting District #1	\$292.99
Lighting District #2	\$562.55
Lighting District #3	\$257.83
Sewer District #1	\$21,771.01
Sewer District #2	\$10,113.07
Sewer District #3	\$20,384.46
Total	<u>\$ 275,117.46</u>

Town of Duanesburg
BALANCE SHEET
As of June 30, 2023

A General Fund

ASSETS

Current Assets

Checking/Savings

General A #9924 (General Checking)	202,334.83
AP Acct#7211	38,340.59
Town Park-#1855	3,520.38
Service Award Acct#4254	28.13
Park & Rec #6924	7,118.41

Total Checking	251,342.34
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Other Current Assets

0380 · Accts Rec'ble	434.90
0440 · Due from Other Govt's	0.00
0480 · Prepaid Expense	0.00
0391 · Due From Other Funds	882,553.53

Total Other Current Assets	882,988.43
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Total Current Assets	1,134,330.77
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TOTAL ASSETS

1,134,330.77

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	19,568.41
Other Current Liabilities	
0688 · Other Liabilities	608,612.77
0690 · Court Clearing Account	13,670.00
0630 · Due To Other Funds	11,852.54

Total Other Current Liabilities	634,135.31
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Total Current Liabilities	653,703.72
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Total Liabilities	653,703.72
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Equity

3900 · Retained Earnings	265,003.13
Net Income	215,623.92

Total Equity	480,627.05
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TOTAL LIABILITIES & EQUITY	1,134,330.77
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Town of Duaneburg-General Fund A
Profit & Loss Budget Performance
 June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001 · Real Property Taxes	0.00	598,721.00	598,721.00	0.00
1081 · Other Payments In Lieu of Taxes	12,082.46	12,082.46		12,082.46
1090 · Int. & Penalty on RealProperty	0.00	16,323.29	10,000.00	6,323.29
1120 · Sales Tax	0.00	131,658.30	323,082.00	-191,423.70
1255 · Town Clerk Fees	29.93	2,931.08	1,500.00	1,431.08
1289 · Other-Departmental Income	500.00	500.00		500.00
2001 · Park & Recreation Fees	0.00	0.00	100.00	-100.00
2401 · Interest Income	623.94	4,919.39	750.00	4,169.39
2501 · Bus. & Occup. Licenses & Permit	0.00	0.00	3,555.00	-3,555.00
2544 · Dog Licenses	387.00	3,370.00	7,350.00	-3,960.00
2610 · Court Fines	7,860.00	27,200.00	50,000.00	-22,800.00
2701 · Refund of Prior Period Exp.	0.00	18,372.23		18,372.23
2770 · Unclassified	0.00	2,180.46		2,180.46
3001 · State Aid-Per Capita	0.00	0.00	20,853.00	-20,853.00
3005 · Mortgage Tax	67,885.52	67,885.52	150,000.00	-82,114.48
3089 · State Aid - Other (JCAP)	0.00	10,629.99		10,629.99
3820 · State Aid-Youth Programs	0.00	5,186.75	5,000.00	186.75
599 · Appropriated Fund Balance	0.00	0.00	175,000.00	-175,000.00
Total Income	89,368.85	901,960.47	1,345,711.00	-443,750.53
Expense				
1010.1 · Town Board Personal Svcs	2,341.64	14,049.84	28,100.00	-14,050.16
1010.4 · Town Board Contractual Exp	29.99	145.02	600.00	-454.98
1110.1 · Town Justice Personal Svcs	2,928.52	16,316.04	32,832.00	-18,315.96
1110.11 · Town Justice-Court Clerk	3,638.25	18,260.25	37,640.00	-19,379.75
1110.4 · Town Justice Contractual Exp	274.88	1,353.10	1,500.00	-146.90
1220.1 · Supervisor Personal Svcs	2,032.70	10,570.04	21,140.00	-10,569.96
1220.11 · Human Resource/Town Board Clerk	3,858.75	20,065.50	40,131.00	-20,065.50
1220.12 · Deputy Supervisor	234.42	1,406.52	2,813.00	-1,406.48
1220.2 · Supervisor Equipment	0.00	0.00	500.00	-500.00
1220.4 · Supervisor Contractual Exp	0.00	3,099.09	1,000.00	2,099.09
1340.1 · Budget Personal Svcs	416.67	2,500.02	7,500.00	-4,999.98
1355.1 · Assessor Personal Svcs	3,557.40	18,498.48	37,000.00	-18,501.52
1355.11 · Assessor Clerk	1,687.00	8,791.68	17,543.00	-8,751.32
1355.18 · Grievance Board Personal Svcs	0.00	0.00	600.00	-600.00
1355.2 · Assessor Equipment	0.00	0.00	500.00	-500.00
1355.4 · Assessor Contractual Exp	0.00	222.26	1,000.00	-777.74
1355.48 · Grievance Board Contractual Exp	0.00	441.29	200.00	241.29
1380.4 · Fiscal Agent Fee	2,625.00	21,888.00	36,000.00	-14,114.00
1410.1 · Town Clerk Personal Svcs	4,695.25	24,415.30	48,825.00	-24,409.70
1410.11 · Deputy Town Clerk	3,584.00	18,636.80	37,275.00	-18,636.20
1410.2 · Town Clerk Equipment	0.00	0.00	500.00	-500.00
1410.4 · Town Clerk Contractual Exp	45.98	203.54	4,500.00	-4,296.46
1420.4 · Attorney Personal Svcs	1,926.00	16,869.63	32,000.00	-15,130.37
1440.4 · Engineer Contractual Exp	0.00	0.00	25,000.00	-25,000.00
1460.1 · Records Mgmt Personal Svcs	573.68	2,787.60	5,035.00	-2,247.40
1460.4 · Records Mgmt Contractual Exp	306.37	2,025.92	3,200.00	-1,174.08
1620.1 · Building Personal Svcs	1,616.79	7,318.26	16,100.00	-8,781.74
1620.2 · Buildings Equipment	0.00	0.00	500.00	-500.00
1620.4 · Buildings Contractual Exp	1,489.13	18,265.22	30,000.00	-11,734.78
1640.4 · Central Garage Contractual Exp	649.53	7,146.10	20,000.00	-12,853.90

Town of Duaneburg-General Fund A
Profit & Loss Budget Performance
 June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
1660.4 · Central Storeroom C.E.	113.31	938.44	1,500.00	-561.56
1670.4 · Central Printing Contractual	327.71	8,334.09	9,500.00	-1,165.91
1680.2 · Data Processing Equipment	0.00	0.00	5,000.00	-5,000.00
1680.4 · Data Processing Contractual Exp	1,353.80	7,901.26	20,000.00	-12,098.74
1910.4 · Unallocated Insurance	499.00	68,772.24	88,500.00	-18,727.76
1920.4 · Municipal Dues	0.00	1,100.00	1,100.00	0.00
1990.4 · Contingency	0.00	0.00	5,000.00	-5,000.00
3020.4 · Dispatch Services	0.00	21,500.00	43,000.00	-21,500.00
3120.1 · Town Justice-Court Security	490.00	2,065.00	3,500.00	-1,435.00
3310.4 · Traffic Control	0.00	0.00	250.00	-250.00
3510.1 · Dog Control Personal Svcs	700.00	4,200.00	8,400.00	-4,200.00
3510.4 · Dog Control Contractual Exp	31.20	3,971.37	1,500.00	1,871.37
3650.4 · Demolition of Unsafe Bldg	0.00	0.00	750.00	-750.00
4020.1 · Registrar Personal Svcs	0.00	0.00	2,000.00	-2,000.00
4640.4 · Ambulance Contractual Exp	112,931.00	192,096.00	386,112.00	-194,016.00
5010.1 · Superintendent of Highways P.S.	5,913.25	30,748.90	61,505.00	-30,756.10
5010.11 · Superintendent of Highway Clerk	323.20	1,680.64	3,360.00	-1,879.36
5010.12 · Deputy Superintendent of HWY	250.00	1,500.00	3,000.00	-1,500.00
5010.2 · Superintendent of Hwy Equipment	0.00	0.00	500.00	-500.00
5010.4 · Superintendent of Hwy C.E.	31.20	347.05	500.00	-152.95
6010.4 · Social Services Contractual Exp	0.00	3,000.00	3,000.00	0.00
6410.1 · Web Site Personal Svcs	0.00	0.00	2,000.00	-2,000.00
6410.4 · Web Site Contractual Exp	0.00	0.00	2,500.00	-2,500.00
6772.4 · Programs for Aging C.E.	0.00	2,600.00	2,600.00	0.00
7020.1 · Recreation Supervisor P.S.	0.00	0.00	3,500.00	-3,500.00
7110.1 · Parks Personal Svcs	1,441.13	4,675.40	4,715.00	-139.60
7110.2 · Parks Equipment	0.00	0.00	30,000.00	-30,000.00
7110.4 · Parks Contractual Exp	1,683.22	7,227.90	15,000.00	-7,772.10
7310.1 · Youth Program Personal Svcs	0.00	0.00	11,700.00	-11,700.00
7310.4 · Youth Program Contractual Exp	491.45	491.45	1,600.00	-1,108.55
7510.1 · Historian Personal Svcs	62.50	375.00	750.00	-375.00
7510.4 · Duaneburg Historian Society	0.00	3,000.00	3,000.00	0.00
7550.4 · Celebrations Contractual Exp	0.00	0.00	2,000.00	-2,000.00
8160.48 · Refuse & Garbage Eng. & Testing	3,030.00	3,672.25	22,000.00	-18,327.75
8160.49 · Refuse & Garbage Haul & Treat	500.50	2,446.14	1,500.00	946.14
9010.8 · State Retirement	0.00	24,714.88	24,725.00	-10.12
9030.8 · Social Security	2,907.21	14,903.88	29,305.00	-14,401.32
9040.8 · Workers Compensation Ins.	0.00	5,855.00	6,085.00	-230.00
9060.8 · Health Insurance	-2,976.47	32,646.36	45,420.00	-12,773.64
Total Expense	<u>168,613.16</u>	<u>686,336.55</u>	<u>1,345,711.00</u>	<u>-659,374.45</u>
Net Income	<u>-79,244.31</u>	<u>215,623.92</u>	<u>0.00</u>	<u>215,623.92</u>

Town of Duanesburg
BALANCE SHEET
As of June 30, 2023

	B Outside Village Fund
ASSETS	
Current Assets	
Checking/Savings	
B Fund acct#5873	151,293.09
Total Checking	151,293.09
Other Current Assets	
0380 · Accts Rec'ble	-
0440 · Due from Other Govt's	-
0480 · Prepaid Expense	-
0391 · Due From Other Funds	148,751.96
Total Other Current Assets	148,751.96
Total Current Assets	300,045.05
TOTAL ASSETS	300,045.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,107.96
Other Current Liabilities	
0688 · Other Liabilities	-
0690 · Court Clearing Account	-
0630 · Due To Other Funds	194,297.17
Total Other Current Liabilities	194,297.17
Total Current Liabilities	195,405.13
Total Liabilities	195,405.13
Equity	
3900 · Retained Earnings	163,914.32
Net Income	(59,274.40)
Total Equity	104,639.92
TOTAL LIABILITIES & EQUITY	300,045.05

Town of Duanesburg-General Outside Village B Fund
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1120 · Sales Tax	38,419.97	76,839.94	109,609.00	-32,769.06
1170 · Franchise Fees	0.00	12,870.35	45,000.00	-32,129.65
2110 · Zoning Variances	0.00	400.00	1,000.00	-600.00
2555 · Building Permits	0.00	11,023.00	18,000.00	-6,977.00
599 · Appropriated Fund Balance	0.00	0.00	95,000.00	-95,000.00
Total Income	<u>38,419.97</u>	<u>101,133.29</u>	<u>268,609.00</u>	<u>-167,475.71</u>
Expense				
8010.1 · Building Inspector	5,288.50	27,500.20	55,000.00	-27,499.80
8010.11 · Building Inspector's Clerk	1,687.00	8,791.68	17,543.00	-8,751.32
8010.13 · Zoning Assistant	1,618.75	8,680.00	17,543.00	-8,863.00
8010.14 · Zoning Board Personal Svcs	400.00	914.70	2,865.00	-1,950.30
8010.15 · Zoning-Code Officer	2,884.70	15,165.28	30,000.00	-14,834.72
8010.2 · Zoning Equipment	0.00	19,896.00	21,000.00	-1,104.00
8010.4 · Zoning Contractual Exp	318.28	2,662.70	4,500.00	-1,837.30
8010.44 · ZBA Expenses	0.00	0.00	250.00	-250.00
8010.47 · Zoning Attorney	0.00	72.00	1,000.00	-928.00
8010.70 · Broadband Extention	0.00	37,500.00	37,500.00	0.00
8020.13 · Planning Assistant	1,618.75	8,680.00	17,543.00	-8,863.00
8020.14 · Planning Board Personal Svcs	475.00	1,243.31	2,865.00	-1,621.69
8020.2 · Planning Equipment	0.00	0.00	500.00	-500.00
8020.44 · Planning Board Expenses	30.50	63.44	1,000.00	-936.56
8020.47 · Planning Attorney	1,008.00	3,852.00	15,000.00	-11,148.00
9010.8 · State Retirement	0.00	13,902.12	13,905.00	-2.88
9030.8 · Social Security	1,002.25	5,302.68	9,415.00	-4,112.32
9040.8 · Workers Compensation Ins.	0.00	1,099.68	1,505.00	-405.32
9060.8 · Health Insurance	5,311.58	5,081.90	19,675.00	-14,593.10
Total Expense	<u>21,643.29</u>	<u>160,407.69</u>	<u>268,609.00</u>	<u>-108,201.31</u>
Net Income	<u><u>16,776.68</u></u>	<u><u>-59,274.40</u></u>	<u><u>0.00</u></u>	<u><u>-59,274.40</u></u>

Town of Duanesburg
BALANCE SHEET
As of June 30, 2023

DA Highway Town Wide

ASSETS

Current Assets

Checking/Savings

DA Checking Acct#9913

259,835.46

Total Checking

259,835.46

Other Current Assets

0380 · Accts Rec'ble

0.00

0440 · Due from Other Govt's

0.00

0480 · Prepaid Expense

0.00

0391 · Due From Other Funds

117,965.92

Total Other Current Assets

117,965.92

Total Current Assets

377,801.38

TOTAL ASSETS

377,801.38

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2,641.21

Other Current Liabilities

0688 · Other Liabilities

0.00

0690 · Court Clearing Account

0.00

0630 · Due To Other Funds

94,207.42

Total Other Current Liabilities

94,207.42

Total Current Liabilities

96,848.63

Total Liabilities

96,848.63

Equity

3900 · Retained Earnings

194,729.51

Net Income

86,223.24

Total Equity

280,952.75

TOTAL LIABILITIES & EQUITY

377,801.38

Town of Duanesburg-Highway Town Wide DA Fund
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001 · Real Property Taxes	0.00	298,000.00	298,000.00	0.00
1120 · Sales Tax	0.00	0.00	100,000.00	-100,000.00
2300 · Transportation Svcs	0.00	0.00	15,200.00	-15,200.00
2389 · Misc Revenue-other gov't	0.00	1,200.00		
2401 · Interest Income	706.53	2,716.85	250.00	2,466.85
Total Income	<u>706.53</u>	<u>301,916.85</u>	<u>413,450.00</u>	<u>-111,533.15</u>
Expense				
5130.1 · Machinery Personal Svcs	0.00	490.88	7,500.00	-7,009.12
5130.2 · Machinery Equipment	0.00	2,630.00	30,000.00	-27,370.00
5130.4 · Machinery Contractual Exp	4,114.96	30,494.91	45,000.00	-14,505.09
5142.1 · Snow Removal Personal Svcs	0.00	89,225.62	130,000.00	-40,774.38
5142.4 · Snow Removal Contractual Exp	0.00	22,923.18	40,000.00	-17,076.82
9010.8 · State Retirement	0.00	14,674.46	14,675.00	-0.54
9030.8 · Social Security	0.00	6,972.20	13,400.00	-6,427.80
9040.8 · Workers Compensation Ins.	0.00	13,929.34	12,700.00	1,229.34
9060.8 · Health Insurance	5,570.90	34,353.02	70,175.00	-35,821.98
9710.6 · Bond Debt - Principal	0.00	0.00	50,000.00	-50,000.00
Total Expense	<u>9,685.86</u>	<u>215,693.61</u>	<u>413,450.00</u>	<u>-197,756.39</u>
Net Income	<u><u>-8,979.33</u></u>	<u><u>86,223.24</u></u>	<u><u>0.00</u></u>	<u><u>86,223.24</u></u>

**Town of Duanesburg
BALANCE SHEET
As of June 30, 2023**

DB Highway Outside Village

ASSETS

Current Assets

Checking/Savings

DB Checking Acct#9913/5946

259,240.31

Total Checking

259,240.31

Other Current Assets

0380 · Accts Rec'ble

-

0440 · Due from Other Govt's

-

0480 · Prepaid Expense

-

0391 · Due From Other Funds

940.95

Total Other Current Assets

940.95

Total Current Assets

260,181.26

TOTAL ASSETS

260,181.26

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

827.28

Other Current Liabilities

0688 · Other Liabilities

-

0690 · Court Clearing Account

-

0630 · Due To Other Funds

305,192.65

Total Other Current Liabilities

305,192.65

Total Current Liabilities

306,019.93

Total Liabilities

306,019.93

Equity

3900 · Retained Earnings

33,058.43

Net Income

(78,897.10)

Total Equity

(45,838.67)

TOTAL LIABILITIES & EQUITY

260,181.26

Town of Duanesburg-Highway OV Part Town DB Fund
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1120 · Sales Tax	0.00	-40.00	227,309.00	-227,349.00
1289 · Other-Departmental Income	0.00	13,810.48		13,810.48
2300 · Transportation Svcs	0.00	0.00	15,200.00	-15,200.00
2401 · Interest Income	0.00	98.15	250.00	-151.85
3501 · CHIPs	0.00	0.00	227,241.00	-227,241.00
Total Income	<u>0.00</u>	<u>13,868.63</u>	<u>470,000.00</u>	<u>-456,131.37</u>
Expense				
5110.1 · General Repairs Personal Svcs	11,613.60	22,873.60	110,000.00	-87,126.40
5110.4 · General Repairs Contractual Exp	4,106.52	7,903.37	50,000.00	-42,096.63
5112.2 · Capital Improvements	0.00	0.00	160,000.00	-160,000.00
5130.2 · Machinery Equipment	0.00	0.00	30,000.00	-30,000.00
5130.4 · Machinery Contractual Exp	0.00	0.00	30,000.00	-30,000.00
9010.8 · State Retirement	0.00	17,763.82	17,775.00	-11.18
9030.8 · Social Security	877.38	1,729.93	11,075.00	-9,345.07
9040.8 · Workers Compensation Ins.	0.00	12,096.53	10,950.00	1,146.53
9055.8 · Disability Insurance	0.00	0.00	100.00	-100.00
9060.8 · Health Insurance	5,195.74	30,398.48	50,100.00	-19,701.52
Total Expense	<u>21,793.24</u>	<u>92,765.73</u>	<u>470,000.00</u>	<u>-377,234.27</u>
Net Income	<u>-21,793.24</u>	<u>-78,897.10</u>	<u>0.00</u>	<u>-78,897.10</u>

Town of Duanesburg
BALANCE SHEET
As of June 30, 2023

	SF Fire Protection
ASSETS	
Current Assets	
Checking/Savings	
Fire -checking #9924	311.44
Total Checking	311.44
Other Current Assets	
0380 · Accts Rec'ble	0.00
0440 · Due from Other Govt's	668.00
0461 · Service Award Program Assets	781,671.00
0391 · Due From Other Funds	0.00
Total Other Current Assets	782,339.00
Total Current Assets	782,650.44
TOTAL ASSETS	782,650.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	
0688 · Other Liabilities	0.00
0690 · Court Clearing Account	0.00
0630 · Due To Other Funds	4,933.99
Total Other Current Liabilities	4,933.99
Total Current Liabilities	4,933.99
Total Liabilities	4,933.99
Equity	
3900 · Retained Earnings	777,405.01
Net Income	311.44
Total Equity	777,716.45
TOTAL LIABILITIES & EQUITY	782,650.44

**Town of Duanesburg-Fire Districts
Profit & Loss Budget Performance**

June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001.46 · Real Prop.Tax FD-Quaker St.#1	0.00	142,308.41	142,308.00	0.41
1001.47 · Real Prop.Tax FD-Duanesburg#2	0.00	265,000.00	265,000.00	0.00
1001.48 · Real Prop. Tax-FPD#2 Mariaville	0.00	281,881.00	281,881.00	0.00
1001.49 · Real Prop. Tax-FPD#3 Combined	0.00	239,783.03	239,783.00	0.03
Total Income	<u>0.00</u>	<u>928,972.44</u>	<u>928,972.00</u>	<u>0.44</u>
Expense				
3410.46 · Fire Dist.-Quaker St.#1	0.00	142,308.00	142,308.00	0.00
3410.47 · Fire Dist.-Duanesburg#2	0.00	265,000.00	265,000.00	0.00
3410.48 · FPD#2 Mariaville	0.00	281,570.00	281,881.00	-311.00
3410.49 · FPD#3 Combined	0.00	239,783.00	239,783.00	0.00
Total Expense	<u>0.00</u>	<u>928,661.00</u>	<u>928,972.00</u>	<u>-311.00</u>
Net Income	<u>0.00</u>	<u>311.44</u>	<u>0.00</u>	<u>311.44</u>

Town of Duanesburg
BALANCE SHEET
As of June 30, 2023

Lighting District #1, #2, #3

ASSETS

Current Assets

Checking/Savings

Lighting Dist 1 acct#1943	4,083.04
Lighting Dist 2 acct#1994	5,639.52
Lighting Dist 3 acct#2001	2,293.15

Total Checking	12,015.71
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Other Current Assets

0380 · Accts Rec'ble	0.00
0440 · Due from Other Govt's	0.00
0480 · Prepaid Expense	0.00
0391 · Due From Other Funds	34,818.14

Total Other Current Assets	34,818.14
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Total Current Assets	46,833.85
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TOTAL ASSETS

46,833.85

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	1,113.37
Other Current Liabilities	
0688 · Other Liabilities	0.00
0690 · Court Clearing Account	0.00
0630 · Due To Other Funds	1,248.20

Total Other Current Liabilities	1,248.20
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Total Current Liabilities	2,361.57
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Total Liabilities	2,361.57
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Equity

3900 · Retained Earnings	39,979.85
Net Income	4,492.43

Total Equity	44,472.28
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TOTAL LIABILITIES & EQUITY	46,833.85
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**Town of Duanesburg-LD#1 Quaker St.
 Profit & Loss Budget Performance
 June 2023**

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001.46 · Real Prop.Tax FD-Quaker St.#1	0.00	4,000.00	4,000.00	0.00
Total Income	<u>0.00</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>
Expense				
5182.4 · Lighting-Contractual	292.99	2,601.98	4,000.00	-1,498.02
Total Expense	<u>292.99</u>	<u>2,601.98</u>	<u>4,000.00</u>	<u>-1,498.02</u>
Net Income	<u>-292.99</u>	<u>1,498.02</u>	<u>0.00</u>	<u>1,498.02</u>

Town of Duanesburg-LD#2 Duanesburg
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001.47 · Real Prop.Tax FD-Duanesburg#2	0.00	7,000.00	7,000.00	0.00
Total Income	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>0.00</u>
Expense				
6182.4 · Lighting-Contractual	562.55	4,803.83	7,000.00	-2,196.17
Total Expense	<u>562.55</u>	<u>4,803.83</u>	<u>7,000.00</u>	<u>-2,196.17</u>
Net Income	<u><u>-562.55</u></u>	<u><u>2,196.17</u></u>	<u><u>0.00</u></u>	<u><u>2,196.17</u></u>

Town of Duaneburg-LD#3 Mariaville
Profit & Loss Budget Performance
 June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001.48 · Real Prop. Tax-FPD#2 Mariaville	0.00	3,000.00	3,000.00	0.00
Total Income	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
Expense				
5182.4 · Lighting-Contractual	257.83	2,201.76	3,000.00	-798.24
Total Expense	<u>257.83</u>	<u>2,201.76</u>	<u>3,000.00</u>	<u>-798.24</u>
Net Income	<u><u>-257.83</u></u>	<u><u>798.24</u></u>	<u><u>0.00</u></u>	<u><u>-798.24</u></u>

Town of Duanesburg
BALANCE SHEET
As of June 30, 2023

Sewer District #1, #2, #3

ASSETS

Current Assets

Checking/Savings

Sewer Dist 1 acct#1844	473,911.32
Sewer Dist 2 acct#2668	372,117.09
Sewer Dist 3 acct#8041	755,207.69

Total Checking	1,601,236.10
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Other Current Assets

0380 · Accts Rec'ble	0.00
0440 · Due from Other Govt's	0.00
0480 · Prepaid Expense	0.00
0391 · Due From Other Funds	470,497.37

Total Other Current Assets	470,497.37
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Total Current Assets

TOTAL ASSETS

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	5,097.44
Other Current Liabilities	
0688 · Other Liabilities	0.00
0690 · Court Clearing Account	0.00
0630 · Due To Other Funds	394,740.13

Total Other Current Liabilities	394,740.13
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Total Current Liabilities	399,837.57
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Total Liabilities

Equity

3900 · Retained Earnings	1,387,788.69
Net Income	284,107.21

Total Equity	1,671,895.90
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TOTAL LIABILITIES & EQUITY	2,071,733.47
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Town of Duanesburg-Sewer District No. 1
Profit & Loss Budget Performance
 June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001 · Real Property Taxes	0.00	350,903.70	350,902.00	1.70
2122 · Sewer Charges	1,620.00	1,620.00	1,000.00	620.00
2401 · Interest Income	7.98	48.78		48.78
599 · Appropriated Fund Balance	0.00	0.00	41,460.36	-41,460.36
Total Income	<u>1,627.98</u>	<u>352,572.48</u>	<u>393,362.36</u>	<u>-40,789.88</u>
Expense				
1990.4 · Contingency	0.00	683.76	10,000.00	-9,316.24
8110.2 · Sewer Equipment	0.00	0.00	250.00	-250.00
8110.40 · Sewer - Contractual	127.72	10,043.71	17,750.00	-7,706.29
8110.46 · Sewer Easement Fee	0.00	2,600.00	2,002.00	598.00
8120.2 · Sanitary Sewers-Equip.	3,319.80	17,345.00	20,256.63	-2,911.63
8120.42 · Sanitary Sewer-Pump Sta. Elec.	496.63	3,708.89	6,000.00	-2,291.11
8120.43 · Sanitary Sewer-R&M	103.25	4,685.24	12,000.00	-7,314.76
8130.1 · Sewage Treatment-Plant Operator	2,788.60	14,500.72	29,000.00	-14,499.28
8130.11 · Sewage Treatment-Backup Op.	0.00	0.00	16,390.00	-16,390.00
8130.13 · Sewage Treatment-Mtnc Tech.	3,763.40	19,575.62	20,985.00	-1,409.38
8130.2 · Sewage Treatment-Equipment	3,319.80	17,861.61	18,756.63	-895.02
8130.40 · Sewage Contract Generator Mtnc	4,172.88	27,235.53	23,000.00	4,235.53
8130.42 · Sewage Treatment Plant Electric	2,143.52	10,124.87	24,000.00	-13,875.13
8130.43 · Sewage - R&M	70.79	999.01	8,000.00	-7,000.99
9010.8 · State Retirement	0.00	3,089.36	3,100.00	-10.64
9030.8 · Social Security	454.80	2,480.58	5,650.00	-3,069.42
9040.8 · Workers Compensation Ins.	0.00	1,832.81	1,725.00	107.81
9060.8 · Health Insurance	1,009.82	6,117.20	9,850.00	-3,732.80
9710.6 · Bond Debt - Principal	0.00	168,800.00	168,800.00	0.00
9710.7 · Bond Debt - Interest	0.00	5,947.10	5,947.10	0.00
Total Expense	<u>21,771.01</u>	<u>307,631.01</u>	<u>393,362.36</u>	<u>-85,731.35</u>
Net Income	<u>-20,143.03</u>	<u>44,941.47</u>	<u>0.00</u>	<u>44,941.47</u>

Town of Duanesburg-Sewer District No. 3
Profit & Loss Budget Performance
 June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001 · Real Property Taxes	0.00	158,648.00	158,648.00	0.00
2122 · Sewer Charges	0.00	1,050.00	1,000.00	50.00
2401 · Interest Income	12.50	74.66		
599 · Appropriated Fund Balance	0.00	0.00	12,130.00	-12,130.00
Total Income	<u>12.50</u>	<u>159,772.66</u>	<u>171,778.00</u>	<u>-12,005.34</u>
Expense				
1990.4 · Contingency	0.00	204.24	1,000.00	-795.76
8110.2 · Sewer Equipment	0.00	0.00	75.00	-75.00
8110.40 · Sewer - Contractual	83.26	6,623.42	9,350.00	-2,726.58
8110.46 · Sewer Easement Fee	0.00	0.00	598.00	-598.00
8120.2 · Sanitary Sewers-Equip.	995.94	5,203.48	5,676.80	-473.31
8120.42 · Sanitary Sewer-Pump Sta. Elec.	141.94	814.98	4,200.00	-3,385.02
8120.43 · Sanitary Sewer-R&M	4,336.85	11,962.47	8,000.00	3,962.47
8130.1 · Sewage Treatment-Plant Operator	836.60	4,350.32	8,700.00	-4,349.68
8130.11 · Sewage Treatment-Backup Op.	0.00	0.00	4,915.00	-4,915.00
8130.13 · Sewage Treatment-Mtrc Tech.	1,129.05	5,870.84	6,295.00	-424.16
8130.2 · Sewage Treatment-Equipment	995.93	5,203.48	5,676.80	-473.32
8130.40 · Sewage Contract Generator Mtnc	663.93	4,393.92	13,200.00	-8,806.08
8130.42 · Sewage Treatment Plant Electric	582.71	5,212.64	5,500.00	-287.36
8130.43 · Sewage - R&M	21.23	282.98	4,000.00	-3,717.02
9010.8 · State Retirement	0.00	772.34	775.00	-2.66
9030.8 · Social Security	136.40	588.58	1,550.00	-961.42
9040.8 · Workers Compensation Ins.	0.00	733.12	725.00	8.12
9060.8 · Health Insurance	189.23	2,202.44	2,955.00	-752.56
9710.6 · Bond Debt - Principal	0.00	86,794.00	86,810.00	-16.00
9710.7 · Bond Debt - Interest	0.00	1,776.40	1,776.40	0.00
Total Expense	<u>10,113.07</u>	<u>142,979.66</u>	<u>171,778.00</u>	<u>-28,798.34</u>
Net Income	<u>-10,100.57</u>	<u>16,792.99</u>	<u>0.00</u>	<u>16,792.99</u>

Town of Duaneburg-Sewer District No. 2
Profit & Loss Budget Performance
 June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Income				
1001 · Real Property Taxes	0.00	349,545.04	349,545.00	0.04
2122 · Sewer Charges	0.00	0.00	1,000.00	-1,000.00
2401 · Interest Income	935.36	4,042.07		4,042.07
899 · Appropriated Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>24,159.64</u>	<u>-24,159.64</u>
Total Income	<u>935.36</u>	<u>353,587.11</u>	<u>374,704.64</u>	<u>-21,117.53</u>
Expense				
1990.4 · Contingency	0.00	0.00	10,000.00	-10,000.00
8110.2 · Sewer Equipment	0.00	0.00	175.00	-175.00
8110.40 · Sewer - Contractual	160.91	9,269.19	25,650.00	-16,380.81
8120.2 · Sanitary Sewers-Equip.	2,323.85	12,141.50	14,579.82	-2,438.32
8120.42 · Sanitary Sewer-Pump Sta. Elec.	1,189.51	5,834.34	10,500.00	-4,665.66
8120.43 · Sanitary Sewer-R&M	1,036.06	15,581.24	18,000.00	-2,418.76
8130.1 · Sewage Treatment-Plant Operator	1,952.05	10,150.86	20,300.00	-10,149.34
8130.11 · Sewage Treatment-Backup Op.	0.00	0.00	11,470.00	-11,470.00
8130.13 · Sewage Treatment-Mtnc Tech.	2,634.35	13,704.77	14,690.00	-985.23
8130.2 · Sewage Treatment-Equipment	2,823.84	13,003.12	13,079.82	-76.70
8130.40 · Sewage Contract Generator Mtnc	363.79	19,282.80	34,000.00	-14,737.20
8130.42 · Sewage Treatment Plant Electric	7,290.51	21,256.81	19,000.00	2,256.81
8130.43 · Sewage - R&M	49.54	2,025.67	6,000.00	-5,974.33
9010.8 · State Retirement	0.00	2,317.02	2,325.00	-7.98
9030.8 · Social Security	318.30	1,652.54	5,000.00	-3,347.46
9040.8 · Workers Compensation Ins.	0.00	1,099.68	1,050.00	49.68
9060.8 · Health Insurance	251.75	3,915.02	6,885.00	-2,969.98
9710.6 · Bond Debt - Principal	0.00	0.00	160,000.00	-160,000.00
Total Expense	<u>20,384.46</u>	<u>131,214.36</u>	<u>374,704.64</u>	<u>-243,490.28</u>
Net Income	<u><u>-19,449.10</u></u>	<u><u>222,372.75</u></u>	<u><u>0.00</u></u>	<u><u>222,372.75</u></u>