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



Andrew Lucks, Council Member Dianne Grant, Council Member Nicholas Passonno, Council Member Michael Santulli, Council Member

5853 Western Turnpike Duanesburg, New York 12056

Town of Duanesburg

Schenectady County

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

Join Zoom Meeting Meeting ID: 876 4871 2409 Passcode: 925936

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

Town Board Meeting Agenda: Thursday, April 24, 2025

Meeting Time: 7:00PM

Call to order Pledge of Allegiance

Public Hearing: The adoption of a Five Year PHA Plan pursuant to US Department of Housing and Urban Development ("HUD").

Approval of minutes for: Town Board Meeting on Thursday April 10, 2025

Supervisor's Report: March 2025

Payment of Claims

Committee Reports

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

Business Meeting:

- 1. Motion to adopt the Five Year PHA Plan starting in 2025 for operation of the Town of Duanesburg Section 8 Housing.
- 2. Motion to approve the purchase of a ¾ ton pickup truck for the Highway Department.

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

PLEASE NOTE: AGENDA ITEMS MAY BE ADDED OR DELETED WITHOUT NOTICE

our question be put in writing a Questions will be answered in a	and to be submitted t timely manner and m	o the Town Clerk to ailed to the reside	o then be distributed nt.	to the Town Board.
•				

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

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 MARCH 2025 $\,$

Revenues

Fund	Amount
General Fund	\$77,781.47
Highway Fund	\$995.40
Fire District	\$0.00
Lighting District #1	\$0.00
Lighting District #2	\$0.00
Lighting District #3	\$0.00
Drainage	\$0.00
Sewer District #1	\$6.63
Sewer District #2	-\$26,051.22
Sewer District #3	\$10.89
Total	\$ 52,743.17
Disbursements	
General Fund	\$105,259.70
Highway Fund	\$43,882.17
Fire District	\$140,962.00
Lighting District #1	\$561.75
Lighting District #2	\$1,130.00
Lighting District #3	\$512.80
Drainage	\$0.00
Sewer District #1	\$28,327.40
Sewer District #2	\$34,631.99
Sewer District #3	\$4,897.55
Total	\$ 360,165.36

	A General Fund
ASSETS	
Current Assets	
Checking/Savings	
General A #9924 (General Checking)	37,171.42
AP Acct#7211	421,443.30
Town Park-#1855	0.00
Service Award Acct#4254	0.00
Park & Rec #6924	10,101.55
Health Ins HRA #2000	-3,398.25
Total Checking	465,318.02
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	329,675.16
Total Other Current Assets	329,675.16
Total Current Assets	794,993.18
TOTAL ASSETS	794,993.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Other Current Liabilities	,
0688 · Other Liabilities	121,034.69
0690 · Court Clearing Account	10,320.00
0630 · Due To Other Funds	127,385.76
Total Other Current Liabilities	258,740.45
Total Current Liabilities	258,740.45
Total Liabilities	258.740.45
Equity	200,140.40
3900 ⋅ Retained Earnings	155,597.26
Net Income	380,655.47
Total Equity	536,252.73
TOTAL LIABILITIES & EQUITY	794,993.18
r	1 57,330.10

Town of Duanesburg-General Fund A Profit & Loss Budget Performance March 2025

	54 OF	Inc. 11-20	A 4 Ph. 4	
Income	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
	22 727 72			
1001 · Real Property Taxes	26,765.78	839,295.70	839,293.00	2.70
1090 · Int. & Penalty on RealProperty	0.00	0.06	100,000.00	-99,999.94
1120 · Sales Tax	38,419.99	38,419.99	350,000.00	-311,580.01
1255 - Town Clerk Fees	130.00	371.75	2,500.00	-2,128.25
2001 - Park & Recreation Fees	0.00	0.00	100.00	-100.00
2401 · Interest Income	1,370.19	4,406.15	15,000.00	-10,593.85
2501 · Bus. & Occup. Licenses & Permit	0,00	900.00	500.00	400.00
2544 · Dog Licenses	321.00	1,435.00	7,000.00	-5,565.00
2610 · Court Fines	9,305.00	9,305.00	50,000.00	-40,695.00
2680 · Insurance Recovertes	0.00	5,000.00		5,000.00
2770 · Unclassified	0.00	0.00		0.00
3001 · State Ald-Per Capita	0,00	0.00	20,653.00	-20,653.00
3005 · Mortgage Tax	0,00	0.00	100,000,00	-100,000.00
3920 · State Aid-Youth Programs	0.00	0.00	6,000.00	-6,000.00
599 · Appropriated Fund Balance	0.00	0.00	150,000.00	-150,000.00
Total Income	76,311.96	899,133.65	1,640,046,00	-740,912.35
Expanse				
1010.1 · Town Board Personal Svcs	2,412.00	7,236.00	28,945.00	-21,709.00
1010.2 · Equipment	0.00	0.00	100.00	-100.00
1010.4 · Town Board Contractual Exp	28.05	423.59	750,00	-326.41
1110.1 · Town Justice Personal Svcs	2,693,10	8,402.47	33,610.00	-25,207.53
1110.11 · Town Justice-Court Clerk	2,671.62	10,506.90	52,360.00	-41,853.10
1110.4 · Town Justice Contractual Exp	72.27	160.25	2,000.00	-1,839.75
1220.1 - Supervisor Personal Svcs	1,675.00	5,443.75	21,775.00	-16,331.25
1220.11 · Human Resource/Town Board Clerk	3,467.80	11,270.35	45,085.00	~33,814.65
1220.12 · Deputy Supervisor	223.08	725.01	2,900.00	-2,174.99
1220.2 · Supervisor Equipment	0.00	0.00	250.00	-250.00
1220.4 · Supervisor Contractual Exp	0.00	0.00	1,000.00	-1,000.00
1340.1 · Budget Personal Svcs	416.67	1,250.01	8,500.00	-7,249.99
1355.1 · Assessor Personal Svcs	2,931.60	9,527.70	38,110.00	-28,582.30
1355.11 · Assessor Clerk	1,478.40	4,804,80	19,215.00	-14,410,20
1355.18 · Grievance Board Personal Svcs	0.00	0.00	500.00	-500.00
1355.2 - Assessor Equipment	0.00	0.00	250.00	-250,00
1355.4 - Assessor Contractual Exp	0.00	33.99	1,500.00	-1,466.01
1355.48 · Grievance Board Contractual Exp	0,00	0.00	250,00	-250.00
13B0.4 · Fiscal Agent Fee	2,625.00	7,875.00	32,000.00	-24,125.00
1410.1 · Town Clerk Personal Svcs	4,156,60	13,508.95	54,045.00	-40,536.05
1410.11 · Deputy Town Clerk	3,101.00	10,078.25	40,305.00	-30,226,75
1410.2 · Town Clerk Equipment	0.00	0.00	250.00	-250.00
1410.4 • Town Clerk Contractual Exp	0.00	295.19	4,250.00	
1420.4 · Attorney Personal Svcs	5,238.00			-3,954.81
THE PERSON NAMED IN THE	012001UU	22,244.31	35,000.00	-12,755.69

Town of Duanesburg-General Fund A Profit & Loss Budget Performance March 2025

1440.4 • Engineer Contractual Exp 1460.1 • Records Mgmt Personal Svcs 1460.4 • Records Mgmt Contractual Exp 1620.1 • Building Personal Svcs 1620.2 • Buildings Equipment 1620.4 • Buildings Contractual Exp 1640.4 • Central Garage Contractual Exp 1660.4 • Central Storeroom C.E.	0.00 565.44 256.62 1,432.60 0.00 3,199.92 2,787.63 56.98 0.00 207.34 0.00 1,281.30	0.00 1,837.68 769.86 4,787.90 0.00 8,962.02 10,248.62 409.62 96.84 4,065.04 2,986.15	10,000.00 7,355.00 3,000.00 34,075.00 250.00 36,000.00 20,000.00 2,000.00 0.00	-10,000.00 -5,517.32 -2,230.14 -29,287.10 -260.00 -26,037.98 -9,761.38 -1,590.38 96.84
1460.4 · Records Mgmt Contractual Exp 1620.1 · Building Personal Svcs 1620.2 · Buildings Equipment 1620.4 · Buildings Contractual Exp 1640.4 · Central Garage Contractual Exp 1660.4 · Central Storeroom C.E. 1670.1 · Newsletter · Personal Services	256.62 1,432.60 0.00 3,199.92 2,787.63 56.98 0.00 207.34 0.00	769.86 4,787.90 0.00 8,962.02 10,248.82 409.62 96.84 4,065.04	3,000.00 34,075.00 250.00 36,000.00 20,000.00 2,000.00	-2,230.14 -29,287.10 -260.00 -26,037.98 -9,761.38 -1,590.38 96.84
1620.1 · Building Personal Svcs 1620.2 · Buildings Equipment 1620.4 · Buildings Contractual Exp 1640.4 · Central Garage Contractual Exp 1660.4 · Central Storeroom C.E. 1670.1 · Newsletter · Personal Services	1,432.60 0.00 3,199.92 2,787.63 56.98 0.00 207.34 0.00	4,787.90 0.00 8,962.02 10,248.62 409.62 96.84 4,065.04	34,075,00 250.00 35,000.00 20,000.00 2,000.00	-29,287.10 -260.00 -26,037.98 -9,751.38 -1,590.38 96.84
1620.2 · Buildings Equipment 1620.4 · Buildings Contractual Exp 1640.4 · Central Garage Contractual Exp 1660.4 · Central Storeroom C.E. 1670.1 · Newsletter · Personal Services	0.00 3,199.92 2,787.63 56.98 0.00 207.34 0.00	0.00 8,962.02 10,248.62 409.62 96.84 4,065.04	250.00 35,000.00 20,000.00 2,000.00 0.00	-260.00 -26,037.98 -9,761.38 -1,590.38 96.84
1620.4 · Bulldings Contractual Exp 1640.4 · Central Garage Contractual Exp 1660.4 · Central Storeroom C.E. 1670.1 · Newsletter · Personal Services	3,199.92 2,787.63 56.98 0.00 207.34 0.00	8,962.02 10,248.62 409.62 96.84 4,065.04	35,000.00 20,000.00 2,000.00 0.00	-26,037.98 -9,761.38 -1,590.38 96.84
1640.4 · Central Garage Contractual Exp 1660.4 · Central Storeroom C.E. 1670.1 · Newsletter · Personal Services	2,787.63 56.98 0.00 207.34 0.00	10,248.62 409.62 96.84 4,065.04	20,000.00 2,000.00 0.00	-9,751.38 -1,590.38 96.84
1660.4 · Central Storeroom C.E. 1670.1 · Newsletter - Personal Services	56.98 0.00 207.34 0.00	409.62 96.84 4,065.04	2,000.00 0.00	-1,590.38 96.84
1670.1 · Newsletter - Personal Services	0.00 207.34 0.00	96.84 4,065.04	0.00	96,84
	207.34 0.00	4,065.04		
destroy do so a company of the company of	0.00	•	17,000.00	40 001 00
1670.4 · Central Printing Contractual		2,986,15		-12,934.96
1680.2 · Data Processing Equipment	1 281 30	m, w w w 1 1 m	10,000.00	-7,013.85
1680.4 · Data Processing Contractual Exp	1,201,00	5,814.33	20,000.00	-14,185.67
1910.4 · Unallocated Insurance	2,500.00	104,439.73	105,000.00	-560.27
1920.4 · Municipal Dues	0.00	45.00	2,200.00	-2,155,00
1990.4 · Contingency	0.00	0.00	14,000.00	-14,000.00
3020.4 · Dispatch Services	10,750.00	10,750.00	43,000.00	-32,250.00
3120.1 · Town Justice-Court Security	385,00	840.00	3,500.00	-2,660.00
3310.4 · Traffic Control	0.00	0.00	250.00	-250.00
3510.1 · Dog Control Personal Svcs	700.00	2,100.00	8,400.00	-6,300.00
3510.4 · Dog Control Contractual Exp	524.94	1,094.70	1,600.00	-405.30
3659.4 · Demolition of Unsafe Bidg	0.00	0.00	750.00	-750.00
4020.1 · Registrar Personal Sycs	0.00	0.00	2,000.00	-2,000,00
4540.4 · Ambulance Contractual Exp	0.00	136,849.25	547,397.00	-410,547.75
5010.1 · Superintendent of Highways P.S.	5,019.00	16,311.75	65,250.00	-48,938.25
5010.11 · Superintendent of Highway Clerk	282.72	918.84	3,650.00	-2,731.16
5010.12 · Deputy Superintendent of HWY	297.42	892.26	3,569.00	-2,676.74
5010.13 · Consultant to Hwy Super.	0.00	0.00	0.00	0.00
5010.2 · Superintendent of Hwy Equipment	0.00	0.00	250.00	-250.00
5010.4 · Superintendent of Hwy C.E.	0.00	0.00	500.00	-500.00
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	3,500.00	-3,500.00
7020.1 · Recreation Supervisor P.S.	0.00	0.00	4,100.00	-4,100.00
7110.1 - Parks Personal Svcs	3,711.76	12,099.77	32,800.00	-20,700.23
7110.2 - Parks Equipment	0.00	0.00	10,000.00	-10,000.00
7110.4 • Parks Contractual Exp	797.31	4,094.95	15,000.00	~10,905.05
7310.1 · Youth Program Personal Svcs	0.00	0.00	12,850.00	-12,850.00
7310.4 - Youth Program Contractual Exp	0.00	0.00	2,000.00	-2,000.00
7510.1 · Historian Personal Svcs	62.50	187.50	750.00	-562.50
7510.4 - Duanesburg 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
8160.49 · Refuse & Garbage Haul & Treat	565.52	3,681.04	10,500.00	-6,818.96
9010.8 · State Retirement	0.00	31,573.00	71,145.00	-39,572.00

Town of Duanesburg-General Fund A Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
9030.8 · Social Security	3,243.71	8,647.74	30,565.00	-21,907.26
9040.8 · Workers Compensation ins.	0.00	8,000.00	10,500.00	-2,500.00
9060.8 · Health Insurance	12,056.72	19,168.07	46,500.00	-27,311.93
Total Expense	83,874.52	518,478.18	1,640,046.00	-1,121,567.82
Net Income	-7,562,56	380,655.47	0.00	380,655.47

	B Outside Village Fund
ASSETS	
Current Assets	
Checking/Savings	
B Fund acct#4254	74,847.84
Health Ins HRA #2000	5,000.00
Total Checking	79,847.84
Other Current Assets	
0380 · Accts Rec'ble	*
0440 · Due from Other Govt's	
0480 ·Prepaid Expense	*
0391 · Due From Other Funds	75,155.85
Total Other Current Assets	75,155.85
Total Current Assets	155,003.69
TOTAL ASSETS	155,003.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	₩.
Other Current Liabilities	
0688 · Other Liabilities	•
0690 · Court Clearing Account	*
0630 · Due To Other Funds	224,184.82
Total Other Current Liabilities	224,184.82
Total Current Liabilities	224,184.82
Total Liabilities	224,184.82
Equity	,
3900 ⋅ Retained Earnings	50,131.03
Net Income	(119,312.16)
Total Equity	(69,181.13)
TOTAL LIABILITIES & EQUITY	155,003.69

Town of Duanesburg-General Outside Village B Fund Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income		Maritim di Maria di Aragoni		
1120 · Sales Tax	0.00	0.00	119,815.00	-119,815.00
2110 · Zoning Variances	0.00	0.00	1,000.00	-1,000.00
2389 · Misc Revenue∗other gov't	0.00	0.00	2,500.00	-2,500.00
2401 · Interest Income	154.51	327.45	500.00	-172,55
2555 · Building Permits	1,315.00	2,610.00	25,000.00	-22,390.00
599 · Appropriated Fund Balance	0.00	0.00	50,000.00	-50,000.00
Total Income	1,469,51	2,937.45	198,815.00	-195,877.55
Expense				
8010.1 · Building Inspector	4,898.60	15,920.45	63,680.00	-47,759.55
8010.11 · Building Inspector's Clerk	1,478.40	4,804.80	19,215.00	-14,410.20
8010.13 · Zoning Board	1,369.92	4,452.24	18,750.00	-14,297.76
8010.14 · Zoning Board Personal Svcs	625.94	714.01	2,860.00	-2,145.99
8010.15 · Zoning-Code Officer	0.00	0.00		0.00
8010.2 · Zoning Equipment	0.00	0.00	500.00	-500.00
8010.4 - Zoning Contractual Exp	31.24	1,008.77	4,500.00	-3,491.23
8610,44 · ZBA Expenses	0.00	0.00	250.00	-250,00
8010.47 · Zoning Attorney	0.00	468.00	1,000.00	-532.00
8020.13 · Planning Assistant	1,369.92	4,452.24	18,750.00	-14,297.76
8020.14 · Planning Board Personal Svcs	473.93	581,57	2,560.00	-1,978.43
8020.2 · Planning Equipment	0.00	0.00	250.00	-250.00
8020.4 · Planning Board-C.E.	366.70	366.70	500.00	-133.30
8020.44 · Planning Board Expenses	0.00	0.00	500.00	-500.00
8020.47 · Planning Attorney	8,550.19	8,550.19	10,000.00	-1,449.81
8780.4 · Broadband Improvements	0.00	52,216.00		52,216.00
9010.8 · State Retirement	0.00	19,856.00	40,000.00	-20,144.00
9030.8 · Social Security	1,102.71	3,584.11	13,500.00	-9,915.89
9040.8 · Workers Compensation Ins.	0.00	2,000.00	2,000.00	0.00
9060.8 · Health Insurance	1,117.63	3,274.53	0.00	3,274.53
Total Expense	21,385.18	122,249.61	198,815.00	-76,565.39
Net income	-19,915.67	-119,312.16	0.00	-119,312.16

	DA Highway Town Wide
ASSETS	
Current Assets	
Checking/Savings	
DA Checking Acct#9913	327,955.61
Health Ins HRA #2000	10,000.00
Total Checking	337,955.61
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	185,992.31
Total Other Current Assets	185,992.31
Total Current Assets	523,947.92
TOTAL ASSETS	523,947.92
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	1,256.34
Total Other Current Liabilities	1,256,34
Total Current Liabilities	1,256,34
Total Liabilities	1,256.34
Equity	
3900 · Retained Earnings	453,001.16
Net Income	69,690.42
Total Equity	522,691.58
TOTAL LIABILITIES & EQUITY	523,947.92

Town of Duanesburg-Highway Town Wide DA Fund Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income		The state of the s		<u></u>
1001 · Real Property Taxes	0.00	263,904.00	263,904.00	0.00
1120 · Sales Tax	0.00	0.00	100,000.00	-100,000.00
1289 · Other-Departmental Income	0.00	0.00	500.00	-500.00
2300 · Transportation Svcs	0.00	0.00	14,707.00	-14,707.00
2401 · Interest Income	742.99	1,927.81	8,000.00	-6,072.19
599 · Appropriated Fund Balance	0.00	0.00	50,000.00	-50,000.00
Total Income	742.99	265,831.81	437,111.00	-171,279.19
Expense				
5130.1 · Machinery Personal Svcs	0.00	0.00		
5130.2 · Machinery Equipment	0.00	0.00	25,000.00	-25,000.00
5130.4 - Machinery Contractual Exp	7,004.40	33,318.69	45,000.00	-11,681.31
5142.1 · Snow Removal Personal Svcs	16,400.68	64,967.62	136,619.00	-71,651.38
5142.4 · Snow Removal Contractual Exp	11,315.45	50,907.11	36,000.00	14,907,11
9010.8 · State Retirement	0.00	21,121.00	42,242.00	-21,121:00
9030.8 - Social Security	1,254.68	4,970.06	12,760.00	-7,779.94
9040.8 · Workers Compensation Ins.	0.00	8,627,45	24,000.00	-15,372,55
9060.8 · Health Insurance	3,793.36	12,229.46	65,500.00	-53,270.54
9730.6 - BAN Principal	0.00	0.00	50,000.00	-50,000,00
9730.7 · BAN INTEREST	0.00	0.00	0,00	0.00
Total Expense	39,768.57	196,141,39	437,111.00	-240,969.61
Net Income	-39,025,58	69,690.42	0.00	69,690.42

	DB Highway Outside Village
ASSETS	
Current Assets	
Checking/Savings	
DB Checking Acct#3975	319,930.99
Health Ins HRA #2000	10,000.00
Total Checking	329,930.99
Other Current Assets	
0380 · Accts Rec'ble	₩.
0440 · Due from Other Govt's	W
0480 ·Prepaid Expense	eig."
0391 · Due From Other Funds	(390,91)
Total Other Current Assets	(390.91)
Total Current Assets	329,540.08
TOTAL ASSETS	329,540.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	Mai "
Other Current Liabilities	
0688 · Other Liabilities	₩
0690 · Court Clearing Account	.₩
0630 ⋅ Due To Other Funds	298,676.40
Total Other Current Liabilities	298,676.40
Total Current Liabilities	298,676.40
Total Liabilities	298,676,40
Equity	
3900 - Retained Earnings	73,636,61
Net Income	(42,772.93)
Total Equity	30,863,68
TOTAL LIABILITIES & EQUITY	329,540.08

Town of Duanesburg-Highway OV Part Town DB Fund Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income			Anna anna anna anna anna anna anna anna	A. Politic Control of
1120 · Sales Tax	0.00	0.00	205,616.00	-205,616.00
1289 · Other-Departmental Income	0.00	0.00	500.00	-500.00
2300 · Transportation Svcs	0.00	0.00	14,707.00	-14,707.00
2401 · Interest Income	252.41	291.26	1,000.00	-708.74
3501 · CHIPs	0.00	0.00	246,014.00	-246,014.00
599 · Appropriated Fund Balance	0.00	0.00	50,000.00	-50,000.00
Total Income	252.41	291.26	517,837.00	-517,545.74
Expense				
5110.1 · General Repairs Personal Svcs	0.00	0.00	117,187.00	-117,187.00
5110.4 · General Repairs Contractual Exp	75.00	292,30	50,000.00	-49,707.70
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	21,121.00	51,15 0.00	-30,029.00
9030.8 · Social Security	0.00	0.00	4,000.00	-4,000.00
9040.8 · Workers Compensation Ins.	0.00	8,627.44	10,000.00	-1,372.56
9060.8 · Health Insurance	4,038.60	13,023.45	66,500.00	-52,476.55
Total Expense	4,113.60	43,064.19	517,837,00	-474,772.81
Net Income	-3,861.19	-42,772.93	0.00	-42,772.93

	DRAINAGE
ASSETS	
Current Assets	
Checking/Savings	
DA Checking Acct#9913	1,000.00
DB Checking Acct#3975	1,000.00
Total Checking	2,000.00
Other Current Assets	· ·
0380 · Accts Rec'ble	±¥
0440 · Due from Other Govt's	**
0480 ·Prepaid Expense	
0391 · Due From Other Funds	5,385.00
Total Other Current Assets	5,385.00
Total Current Assets	7,385.00
TOTAL ASSETS	7,385.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	44
Other Current Liabilities	
0688 - Other Liabilities	şu
0690 · Court Clearing Account	,
0630 · Due To Other Funds	<u> </u>
Total Other Current Liabilities	• Proposition of the control of the
Total Current Liabilities	turne and the second
Total Liabilities	
Equity	
3900 - Retained Earnings	6,385,00
Net Income	1,000.00
Total Equity	7,385.00
TOTAL LIABILITIES & EQUITY	7,385.00

Town of Duanesburg-Drainage Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income				
1001 · Real Property Taxes	0.00	1,000.00	1,000.00	0.00
Total Income	0.00	1,000.00	1,000,00	0,00
Expense				
8540 · Drainage Exp	0.00	0.00	1,000.00	-1,000.00
Total Expense	0.00	0.00	1,000.00	-1,000.00
Net income	0.00	1,000.00	0.00	1,000.00

	SF Fire Protection
ASSETS	
Current Assets	
Checking/Savings	
Fire -checking #9924	119,004.14
Total Checking	119,004.14
Other Current Assets	
0380 · Accts Rec'ble	0.00
0440 · Due from Other Govt's	668.00
0461 ·Service Award Program Assets	693,066.00
0391 · Due From Other Funds	0.00
Total Other Current Assets	693,734.00
Total Current Assets	812,738.14
TOTAL ASSETS	812,738,14
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	689,081,95
Net Income	118,722.20
Total Equity	807,804.15
TOTAL LIABILITIES & EQUITY	812,738.14

Town of Duanesburg-Fire Districts Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income	· ·		Address of the second s	· · · · · · · · · · · · · · · · · · ·
1001.46 · Real Prop.Tax FD-Quaker St.#1	0.00	153,587.01	153,587.00	0.01
1001.47 · Real Prop.Tax FD-Duanesburg#2	0.00	285,500.00	285,500.00	0.00
1001.48 · Real Prop. Tax-FPD#2 Mariaville	0.00	301,895.00	301,895.00	0.00
1001.49 · Real Prop. Tax-FPD#3 Combined	0.00	256,005.19	256,005.00	0.19
Total Income	0.00	996,987.20	996,987.00	0.20
Expense				
3410.46 · Fire DistQuaker St.#1	0.00	153,587.00	153,587.00	0.00
3410.47 · Fire DistDuanesburg#2	0.00	285,500.00	285,500,00	0.00
3410.48 · FPD#2 Mariaville	53,092.00	279,828.00	301,895,00	-22,067.00
3410.49 • FPD#3 Combined	87,870.00	159,350.00	256,005,00	-96,655.00
Total Expense	140,962.00	878,265.00	996,987.00	-118,722.00
Income	-140,962.00	118,722,20	0.00	118,722,20

	Lighting District #1, #2, #3
ASSETS	
Current Assets	
Checking/Savings	
Lighting Dist 1 acct#1943	5,463.00
Lighting Dist 2 acct#1994	10,103.61
Lighting Dist 3 acct#2001	4,686.69
Total Checking	. 20,253.30
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	33,570.00
Total Other Current Assets	33,570.00
Total Current Assets	53,823.30
TOTAL ASSETS	53,823.30
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	4,100.06
Total Other Current Liabilities	4,100.06
Total Current Liabilities	4,100.06
Total Liabilities	4,100.06
Equity	
3900 ⋅ Retained Earnings	31,944.93
Net Income	17,778.31
Total Equity	49,723.24
TOTAL LIABILITIES & EQUITY	53,823.30

Town of Duanesburg-LD#1 Quaker St. Profit & Loss Budget Performance March 2025

Income	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
moomo				
1001 · Real Property Taxes	0.00	6,750.00	6,750.00	0.00
Total Income	0.00	6,750.00	6,750.00	0.00
Expense				
5182.4 · Lighting-Contractual	561.75	1,947.14	6,750.00	-4,802.86
Total Expense	501.76	1,947.14	6,750.00	-4,802.86
Net Income	-561.75	4,802.86	0.00	4,802.86

Town of Duanesburg-LD#2 Duanesburg Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	5 Over Budget
Income				
1001 - Real Property Taxes	0.00	12,600.00	12,600,00	0.00
Total Income	0.00	12,600.00	12,600.00	, 0,00
Expense				
5182.4 · Lighting-Contractual	1,130.00	3,761.39	12,600.00	-8,838.61
Total Expense	1,130.00	3,761.39	12,600.00	-8,838.61
Net Income	-1,130.00	8,838.61	0.00	8,838.61

Town of Duanesburg-LD#3 Mariaville Profit & Loss Budget Performance March 2025

	and the same of th	a make district in the control of th		
In a series	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income				
1001 · Real Property Taxes	0.00	6,850.00	5,850,00	0.00
Total Income	0,00	5,860.00	5,850.00	0.00
Expense				
5182.4 · Lighting-Contractual	512.80	1,713.16	5,860.00	-4,136.84
Total Expense	512.80	1,713,16	5,850.00	-4,136.84
Net Income	-512.80	4,136.84	0.00	4,136.84

As of March 31, 2020	Course Dinaulas 44 40 40
ASSETS	Sewer District #1, #2, #3
Current Assets	
Checking/Savings	
oneching/odvings	
Sewer Dist 1 acct#1844	377,079.00
Sewer Dist 2 acct#2668	311,826,25
Sewer Dist 3 acct#8041	638,770.62
HRA Health Ins #2000	5,000.00
Total Checking	1,332,675.87
Other Current Assets	
0380 · Accts Rec'ble	0.00
8440 · Due from Other Govt's	0.00
0480 ·Prepaid Expense	0.00
0391 · Due From Other Funds	848,422.47
Total Other Current Assets	848,422.47
Total Current Assets	2,181,098.34
TOTAL ASSETS	2,181,098.34
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	784,027.64
Total Other Current Liabilities	784,027.64
Total Current Liabilities	784,027.64
Total Liabilities	784,027.64
Equity	·
3900 · Retained Earnings	1,081,736.90
Net Income	315,333.80
Total Equity	1,397,070.70
TOTAL LIABILITIES & EQUITY	2,181,098,34

Town of Duanesburg-Sewer District No. 1 Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income	THUI AV	Mail - High &O	William Brindar	4 CAAL DINGBI
1001 · Real Property Taxes	0.00	202 040 00	200 040 00	6.00
2122 · Sewer Charges		323,016.00	323,016.00	0.00
2401 · Interest Income	0.00	0.00	1,000.00	-1,000.00
599 · Appropriated Fund Balance	6.63	17.19	100.00	-82.81
Total Income	0.00	0.00	55,000.00	-55,000,00
	6.63	323,033.19	379,116.00	-56,082.81
Expense				
8110.2 · Sewer Equipment	0.00	0.00	250,00	-250.00
8110.40 · Sewer - Contractual	937.05	4,839.95	10,000.00	-5,160.05
8110.46 · Sewer Easement Fee	0.00	0.00	2,600.00	-2,600.00
8120.2 · Sanitary Sewers-Equip.	13,511.25	17,299.65	2,500.00	14,799.65
8120.42 · Sanitary Sewer-Pump Sta. Elec.	604.27	2,261.20	8,000.00	-5,738.80
8120,43 · Sanitary Sewer-R&M	0.00	2,678.73	12,000.00	-9,321.27
8130.1 · Sewage Treatment-Plant Operator	2,496.20	8,112.65	32,450.00	-24,337.35
8130.11 · Sewage Treatment-Backup Op.	1,877.40	6,101.55	24,404.00	-18,302.45
8130.13 · Sewage Treatment-Mtnc Tech.	1,873.20	6,087.90	24,355.00	-18,267.10
8130.2 · Sewage Treatment-Equipment	0.00	167,56	10,000.00	-9,832.44
8130.40 · Sewage Contract Generator Mtnce	2,790.53	9,481.78	25,000.00	-15,518.22
8130.42 · Sewage Treatment Plant Electric	3,113.68	9,537.19	20,000.00	-10,462.81
8130.43 · Sewage - R&M	114.38	707.14	4,000.00	-3,292.86
9010.8 · State Retirement	0.00	3,231.00	9,000.00	-5,769,00
9030.8 · Social Security	450.64	1,464.81	5,000.00	-3,535.19
9040.8 · Workers Compensation Ins.	0.00	3,200.00	3,200.00	0.00
9060.8 · Health Insurance	558.80	1,633.39	8,500.00	-6,866.61
9710.6 · Bond Debt · Principal	0.00	26,950.00	0.00	26,950.00
9710.7 · Bond Debt - Interest	0.00	10,383.10	0.00	10,383.10
9730.6 · BAN Principal	0.00	128,000.00	177,857.00	-49,857.00
9730.7 · BAN INTEREST	0,00	0.00	0.00	0.00
Total Expense	28,327.40	242,137.60	379,116.00	-136,978.40
Net Income	-28,320.77	80,895,59	0.00	80,895.59

Town of Duanesburg-Sewer District No. 2 Profit & Loss Budget Performance March 2025

	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income	to the same of the	ammontana amazana amaz	MARINE MILES	
1001 · Real Property Taxes	-26,765.78	299,175.00	299,175.00	0.00
2122 · Sewer Charges	0.00	0.00	1,000.00	-1,000.00
2401 · Interest income	714.56	1,521.00	6,000.00	-4,479.00
599 · Appropriated Fund Balance	0.00	0.00	55,000.00	-55,000.00
Total Income	-26,051.22	300,696,00	361,175.00	-60,479.00
Expense				
8110.2 · Sewer Equipment	0,00	0.00	250.00	-250.00
8110.40 · Sewer - Contractual	867.70	3,818.60	10,000.00	-6,181.40
8120.2 · Sanitary Sewers-Equip.	0.00	0.00	2,500.00	-2,500.00
8120,42 · Sanitary Sewer-Pump Sta. Elec.	611.28	2,298.34	11,000.00	-8,701.66
8120.43 · Sanitary Sewer-R&M	169.81	4,289.80	19,000.00	-14,710.20
8130.1 · Sewage Treatment-Plant Operator	1,747.36	5,678.92	22,715.00	-17,036.08
8130.11 · Sewage Treatment-Backup Op.	1,314.20	4,271.15	17,085,00	-12,813.85
8130.13 · Sewage Treatment-Minc Tech.	1,311.24	4,261.53	17,050.00	-12,788.47
8130.2 · Sewage Treatment-Equipment	0.00	4,845.37	10,000.00	-5,154.63
8130,40 · Sewage Contract Generator Mtnce	3,008.99	5,020.01	25,000.00	-19,979.99
8130.42 · Sawage Treatment Plant Electric	3,031.75	9,387.59	30,000.00	-20,612.41
8130.43 · Sewage - R&M	1,330.94	1,763.90	4,000.00	-2,236.10
9010.8 - State Retirement	0.00	3,218.00	6,750.00	-3,532.00
9030.8 · Social Security	315.40	1,025.22	3,825.00	-2,799.78
9040.8 · Workers Compensation ins.	0.00	2,000.00	2,000.00	0.00
9060.8 • Health Insurance	391.18	1,143.43	6,000.00	-4,856.57
9710.6 · Bond Debt - Principal	13,932.56	13,932.56	0.00	13,932.56
9710.7 - Bond Debt - Interest	6,599.58	6,599.58	0.00	6,599.58
9730.6 - BAN Principal	0.00	0.00	174,000.00	-174,000.00
9730.7 · BAN INTEREST	0.00	0.00	0.00	0.00
Total Expense	34,631.99	73,554.00	361,175.00	-287,621.00
Net Income	-60,683.21	227,142.00	0.00	227,142.00

Town of Duanesburg-Sewer District No. 3 Profit & Loss Budget Performance March 2025

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	Mar 25	Jan - Mar 25	Annual Budget	\$ Over Budget
Income		Marian Anna and Carlotte and Ca		
1001 · Real Property Taxes	0.00	114,736.00	114,735.00	1.00
2122 · Sewer Charges	0.00	0.00	1,000.00	-1,000.00
2401 · Interest Income	10.89	31.56	150.00	-118.44
599 · Appropriated Fund Balance	0.00	0.00	55,000.00	-55,000.00
Total Income	10.89	114,767.56	170,885.00	-56,117.44
Expense				
8110.2 · Sewer Equipment	0.00	0.00	250,00	-250.00
8110.40 · Sewer - Contractual	284.48	1,451.14	5,000.00	-3,548.86
8110.46 · Sewer Easement Fee	0.00	0.00	698,00	-598.00
8120.2 · Sanitary Sewers-Equip.	0.00	0.00	1,000.00	-1,000.00
8120.42 · Sanitary Sewer-Pump Sta. Elec.	693.30	1,755.44	6,000.00	-4,244.56
8120.43 · Sanitary Sewer-R&M	0.00	0.00	8,000.00	-8,000,00
8130.1 - Sewage Treatment-Plant Operator	748.88	2,433.86	9,735.00	-7,301.14
8130.11 · Sewage Treatment-Backup Op.	563.20	1,830.40	7,320.00	-5,489.60
8130.13 · Sewage Treatment-Mtnc Tech.	561.96	1,826,37	7,305.00	-5,478.63
8130.2 · Sewage Treatment-Equipment	0.00	703.12	5,000,00	-4,296.88
8130.40 · Sewage Contract Generator Mtnce	647.02	3,294,55	5,000.00	-1,705.45
8130.42 · Sewage Treatment Plant Electric	930.06	2,848.76	11,250.00	-8,401.24
8130.43 · Sewage - R&M	165.81	336.77	4,000.00	-3,663.23
9010.8 · State Retirement	0.00	0.00	2,225.00	-2,225.00
9030.8 · Social Security	135.20	439.47	1,650.00	-1,210.53
9040.8 · Workers Compensation Ins.	0.00	1,300.00	1,300.00	0.00
9060.8 · Health Insurance	167.64	490.03	2,760.00	-2,259.97
9710.6 · Bond Debt - Principal	0.00	85,660.00		85,660.00
9710.7 · Bond Debt - Interest	0.00	3,101.44		3,101.44
9730.6 · BAN Principal	0.00	0.00	92,502.00	-92,502.00
Total Expense	4,897.55	107,471,35	170,885.00	-63,413.65
Net Income	-4,886.66	7,296.21	0.00	7,296.21

TOWN OF DUANESBURG TOWN BOARD

RESOLUTION - 25

April 24, 2025

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

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.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting on April 24, 2025.

William Wenzel, Supervisor				Town Clerk/ Deputy Town Clerk
Present:				
Absent:				
Council Members: William Wenzel Michael Santulli	Yea Yea	Nay Nay	Abstain Abstain	

Abstain

Abstain

Abstain

Dianne Grant

Andrew Lucks

Nicholas Passonno

Yea

Yea

Yea

Nay

Nay

Nay

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 he sitate 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. Motion

Encs.



Section 8 Housing Choice Voucher Program PHA Plan Public Hearing Instructions for Public Hearing JEM Inc

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 Town Board

RESOLUTION NO. - 2025

April 24, 2025

WHEREAS, the Town of Duanesburg Highway Department (the "Department") requires a three-quarter (3/4) ton pick-up truck with a V-8 gasoline engine and four wheel drive with a hitch and capacity to install a snow plow for the continued provision of services by the Town Highway Superintendent and Department employees; and

WHEREAS, pursuant to GML § 103 (16) the Town Board seeks to "piggyback" onto a bid published by Franklin County for similar pick-up truck, which bid contains the requisite piggyback provision under the section titled "Extension of Use" of the bid document in accordance with provisions of GML § 103; and

WHEREAS, DeNooyer Chevrolet posted an available pick-up truck in response to Franklin County's request for bids that meets the specifications for the Town of Duanesburg Highway Department and the pick-up truck is available for \$52,565.32; and

WHEREAS, the Purchase Order amount was revised downward to reflect that the Town is not buying the plow shown on the original P.O.;

WHEREAS, the Town will make the purchase using funds from the equipment line of the Highway Department budget and/or from the American Rescue Plan Act ("ARPA"); and

WHEREAS, ARPA funds were transferred into the Town's general fund for certain Town improvements in light of lost revenue during the fiscal year 2020, and the purchase order is required to have the following language by ARPA:

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS. Contractor acknowledges and agrees that the work is to be funded, in whole or in part, using American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds. Contractor ensures that no costs of the work will be sought for or reimbursed by other federal or state funding streams. Contractor is subject to the applicable provisions and requirements of the following documents, which are incorporated herein by reference, where Treasury issues exceptions or waivers to any of the federal requirements stated in the documents below, such exceptions and waivers shall automatically be incorporated by reference into this agreement and control over any conflicting provisions of this Agreement:

- 1. U.S. Department Of The Treasury Coronavirus Local Fiscal Recovery Fund Award Terms And Conditions (OMB Approved 1505-0271)
- 2. Assurances Of Compliance With Civil Rights Requirements (OMB Approved 1505-0271); and

WHEREAS, the Town Board has reviewed the proposed action of purchasing a pick-up truck for highway department purposes, and has compared it to the list of Type II actions set forth by the State Environmental Quality Review Act ("SEQRA"), 6 NYCRR 617.5; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board finds that the proposed action is a Type II action under SEQRA pursuant to 6 NYCRR 617.5 (31), as it involves the purchase of government property, and requires no further environmental review;

BE IT FURTHER RESOLVED, that the Town Board approves the purchase order, revised as noted above, for the payment in the amount of \$52,565.32 to purchase the 2024 Chevy Silverado pick-up truck from DeNooyer Chevrolet; authorizes payment of the purchase order and directs that the purchase order contain the above language required by ARPA.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting of April 24, 2025.

Town Clerk/Deputy Town Clerk William Wenzel, Supervisor Date Date Present: Absent: Town Board Members: William Wenzel Yea Nay Abstain Michael Santulli Yea Nay Abstain Nicholas Passonno Yea Nay Abstain Dianne Grant Yea Nay Abstain Andrew Lucks Yea Nay Abstain