

TOWN OF HARTSVILLE BOARD MEETING APRIL 17TH, 2024

A regular meeting for the Town Board of the Town of Hartsville, County of Steuben and the State of New York was held at the Town Hall, 5150 Purdy Creek Road Hornell, N. Y. on the 17th day of April 2024.

PRESENT: Heidi Margeson - Councilman
Misti Carbone - Councilman
Brinette Steffey – Councilman
David Gerhard – Deputy Supervisor

ABSENT: Kriste Gerhard – Supervisor
Leon Woodworth Jr - Councilman

7:00 P.M. with the Pledge of Allegiance and Moment of Silence

Minutes accepted for the March 20th Board Meeting and April 1st Public Hearing, . Motion made by David Gerhard and Seconded by Brinette Steffey Minutes taken by Ashley Gibson

Financial Review/Vouchers – board had no questions

Committee Reports-

Highway- See Attached

Code Officer – 2 permits, 1 certificate of occupancy and 8 inspections. Sam will be taking the next steps on the clean up complaint

Town Clerk- See Attached

Historian- is familiarizing himself with the research downstairs.

Assessor – Work on the reveal

Justice – Nothing to Report

5 Year Strategic Plan Committee – See Attached

Grants – Alice is working on a grant for dry storage building and is looking for people to write letters for Langworth. She is also working on getting some information on the AUD grant and is looking for insight on the brand from Misti and Brinette

Cemetery: Still working on mapping out the plots

Fire & EMA: Nothing Reported

OLD BUISNESS

- Cemetery Site Management: Tree Removal for safety – Jeff has been in touch with Rodney the ground is to wet to get to the trees
- SLFRF Spending – Dave got into site and did research board just needs to come up with list of what funds will be used for
- Review Dry Storage Quote – Randy has brought in a quote. Dave has asked that he get with Jeff to see what the Town would want
- Muni-con – the Department of Health, Hornell Fire and the Hornell Mayor had a meeting and have decided to push this back until April. We will need a lawyer to get us on County Muni-con. – No new updates
- Road Use Agreement – Tom has started a draft of the agreement and once finished he will get to Dave and Lee to review and make changes
- Wind Law Review – John Vogel - Brinette and Misti are doing research on this
 - A.) Filing Error
 - B.) Update needed for ORES Guidelines
 - C.) Update risk management
- Policy Cleanup – No new updates
- Web Page Update – Misti and Ashley are going to get together to come up with some ideas to improve the website
- Town Board and Clerk Training – board has decided that they will do their own training
- Letter from Taxpayer – follow up from Highway Department – the County has confirmed that the road is the Town of Hartsville .. Jeff will need to get in touch with the taxpayer and go over options
- Hartsville Clean Up Day – Saturday April 20th 9am
- Town Hall Cleaning – the cleaning list has been updated and the board has approved the list
- AUD/AFR Reports – Dave and Kriste are working on 2021 with the state and an auditor
- Sexual Harassment Trainer – Still missing a couple of peoples certificates .. Dave will get in touch with them
- Lawn Mowing for 2024 – We have received two contracts but would like to make it clear with both people to make sure they know what is expected of them .. Will ask them to come to the May board meeting for discission.

NEW BUISNESS

- No new business

Closed Board Meeting at 8:07 P.M. motion made by David Gerhard and Seconded by Heidi Margeson

TOWN OF HARTSVILLE/Highway Fund
Profit & Loss Budget vs. Actual
January through December 2024

	Jan 1 - April 17th Actuals	2024 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2770 Unclassified				
Reimbursement	0.00	0.00	0.00	0.0%
2770 Unclassified - Other	0.00	0.00	0.00	0.0%
Total 2770 Unclassified	0.00	0.00	0.00	0.0%
Transfer from Highway Reserves	0.00	25,000.00	-25,000.00	0.0%
REVENUES				
DA3501 - State Aid PAVE	0.00	35,000.00	-35,000.00	0.0%
DA3501 State Aid WIRP	0.00	30,000.00	-30,000.00	0.0%
DA2801 - Interfund Transfers	0.00	75,000.00	-75,000.00	0.0%
DA2680 - Insurance Recoveries	515.00			
DA1001 - Real Property Highway	138,272.00	138,272.00	0.00	100.0%
DA2401 - Interest and Earnings	219.74	140.00	79.74	156.96%
DA2550 - Property Owner Reimbursement	0.00	500.00	-500.00	0.0%
DA2665 - Sale of Equipment	0.00	0.00	0.00	0.0%
DA2650 - Sale of Scrap & Excess Material	0.00	0.00	0.00	0.0%
DA3501 - State Aid CHIPS	0.00	138,938.00	-138,938.00	0.0%
Total REVENUES	139,006.74	417,850.00	-278,843.26	33.27%
Total Income	139,006.74	442,850.00	-303,843.26	31.39%
Gross Profit	139,006.74	442,850.00	-303,843.26	31.39%
Expense				
Misc	0.00	0.00	0.00	0.0%
EXPENSES				
D5132.4 - Garage	0.00	0.00	0.00	0.0%
D9785.6 - Installment Debt Payment -Prin.	1,000.00	54,000.00	-53,000.00	1.85%
D9785.7 - Installment Debt Payment - Int.	2,870.81	11,200.00	-8,329.19	25.63%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets--PS	4,000.99	68,250.00	-64,249.01	5.86%
D5110.4 - General Repairs--CE				
DA5110.4c - Parts	0.00	0.00	0.00	0.0%
DA5110.4b - Gasoline	0.00	0.00	0.00	0.0%
DA5110.4a - Diesel fuel	0.00	24,000.00	-24,000.00	0.0%
D5110.4 - General Repairs--CE - Other	402.17	0.00	402.17	100.0%
Total D5110.4 - General Repairs--CE	402.17	24,000.00	-23,597.83	1.68%
D5112.4 - CHIPS-Perm Improv--CE				
DA5112d - Gasoline	0.00	0.00	0.00	0.0%
DA5112e - Gravel	0.00	35,000.00	-35,000.00	0.0%
DA5112f - Road Infrastructure	0.00	0.00	0.00	0.0%
Total D5112.4 - CHIPS-Perm Improv--CE	0.00	35,000.00	-35,000.00	0.0%
D5130.2 - Machinery Equipment Capital	0.00	75,000.00	-75,000.00	0.0%
D5130.4 - Machinery--CE				
DA5130a - Gasoline	0.00	5,500.00	-5,500.00	0.0%
D5130.4 - Machinery--CE - Other	11,146.79	40,000.00	-28,853.21	27.87%
Total D5130.4 - Machinery--CE	11,146.79	45,500.00	-34,353.21	24.5%
D5142.1 - Snow Removal--PS	28,664.48	46,200.00	-17,535.52	62.04%
D5142.4 - Snow Removal--CE				
5242.a - diesel fuel	3,938.37	15,000.00	-11,061.63	26.26%
5242.b - gasoline	3,031.16	5,500.00	-2,468.84	55.11%
5242.c - road salt	2,327.22	6,000.00	-3,672.78	38.79%
5242.d - road sand	2,915.64	12,000.00	-9,084.36	24.3%

TOWN OF HARTSVILLE/Highway Fund
Profit & Loss Budget vs. Actual
January through December 2024

	Jan 1 - April 17th Actuals	2024 Budget	\$ Over Budget	% of Budget
D5142.4 · Snow Removal--CE - Other	0.00			
Total D5142.4 · Snow Removal--CE	12,212.39	38,500.00	-26,287.61	31.72%
D9030.8 · Social Security & FICA Employee	3,154.32	10,000.00	-6,845.68	31.54%
D9040.8 · Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	19.39	0.00	19.39	100.0%
D9050.8 · Unemployment Insurance - Other	999.46	3,400.00	-2,400.54	29.4%
Total D9050.8 · Unemployment Insurance	1,018.85	3,400.00	-2,381.15	29.97%
D9060.8 · Hospital, Medical, Dental Ins	6,646.08	21,600.00	-14,953.92	30.77%
D9089.8 · Other Employee Benefit -specify	2,169.02	5,200.00	-3,030.98	41.71%
DA5232 · CAPITAL BUILDING HWY GARAGE	0.00	0.00	0.00	0.0%
EXPENSES - Other	28.60	0.00	28.60	100.0%
Total EXPENSES	73,314.50	442,850.00	-369,535.50	16.56%
Total Expense	73,314.50	442,850.00	-369,535.50	16.56%
Net Ordinary Income	65,692.24	0.00	65,692.24	100.0%
Net Income	65,692.24	0.00	65,692.24	100.0%

Town Of Hartsville/General Fund
Profit & Loss Budget vs. Actual
January through December 2024

	Jan 1 - April 17th Actuals	2024 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
transfer from CD to General Res	0.00	0.00	0.00	0.0%
A391 Due from	0.00	75,000.00	-75,000.00	0.0%
3089 - Other Gov't Supt (PAVE)	0.00	35,000.00	-35,000.00	0.0%
3089 - Other Gov't Support (CHIPS)	0.00	251,055.00	-251,055.00	0.0%
GENERAL FUND REVENUE				
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	308.25	400.00	-91.75	77.06%
Misc	0.00	0.00	0.00	0.0%
A1000 - Gen Fund Unexpended Bal PRV YR	0.00	62,493.00	-62,493.00	0.0%
A1001 - Real Property Taxes	165,512.54	137,398.00	28,114.54	120.46%
A1090 - Int-Penalties on Real Prop Tax	205.00	1,200.00	-995.00	17.08%
A1120 - Sales Tax Revenue	14,380.10	60,000.00	-45,619.90	23.97%
A1225 - Clerk Fees Revenue				
Searches & Certified Copies	0.00	35.00	-35.00	0.0%
Marriage License	20.00	35.00	-15.00	57.14%
FOIL--copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	120.00	100.00	20.00	120.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	140.00	190.00	-50.00	73.68%
A2192 - Cemetery Services Charges	0.00	0.00	0.00	0.0%
A2401 - Interest & Earnings Revenue	0.00	50.00	-50.00	0.0%
A2544 - Dog Licenses Revenue	120.00	900.00	-780.00	13.33%
A2555 - Building Permits Revenue	50.00	1,000.00	-950.00	5.0%
A2610 - Fines & Bail Revenue	90.00	600.00	-510.00	15.0%
A3001 - General Purpose State Aid	0.00	0.00	0.00	0.0%
A3005 - Mortgage Tax Revenue	0.00	4,000.00	-4,000.00	0.0%
SF1001 - SF Foreign Fire Ins Revenue	0.00	300.00	-300.00	0.0%
Other Governmental Support	0.00	0.00	0.00	0.0%
GENERAL FUND REVENUE - Other	0.00	50,000.00	-50,000.00	0.0%
Total GENERAL FUND REVENUE	233,263.89	370,989.00	-137,725.11	62.88%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	233,263.89	732,044.00	-498,780.11	31.87%
Gross Profit	233,263.89	732,044.00	-498,780.11	31.87%
Expense				
A7520.4 - Historical Property--CE	0.00	500.00	-500.00	0.0%
A7520.1 - Historical Property--PS	200.00	0.00	200.00	100.0%
2701--Gifts & Donations	0.00	0.00	0.00	0.0%
A1010.1 - Town Board--PS	2,000.00	8,000.00	-6,000.00	25.0%
A1010.4 - Town Board--CE	679.37	1,300.00	-620.63	52.26%
A1110.1 - Justice--PS	875.01	3,500.00	-2,624.99	25.0%
A1110.4 - Justice--CE	60.00	1,000.00	-940.00	6.0%
A1220.1 - Supervisor--PS				
A12201a - Deputy Supervisor	1,000.00	200.00	800.00	500.0%
A1220.1 - Supervisor--PS - Other	1,182.51	4,730.00	-3,547.49	25.0%
Total A1220.1 - Supervisor--PS	2,182.51	4,930.00	-2,747.49	44.27%
A1220.4 - Supervisor--CE	140.39	500.00	-359.61	28.08%
A12204a - Bookkeeper to Sup'r--PS	0.00	4,000.00	-4,000.00	0.0%

**Town Of Hartsville/General Fund
Profit & Loss Budget vs. Actual
January through December 2024**

	Jan 1 - April 17th Actuals	2024 Budget	\$ Over Budget	% of Budget
A12204b .Bookkeeper CE	1,426.50	2,400.00	-973.50	59.44%
A1330.1 · Tax Collector--PS	337.50	1,350.00	-1,012.50	25.0%
A1330.4 · Tax Collector--CE	0.00	500.00	-500.00	0.0%
A1355.1 · Assessor--PS				
A13551a · Review Board--PS	0.00	450.00	-450.00	0.0%
A1355.1 · Assessor--PS - Other	1,812.51	7,250.00	-5,437.49	25.0%
Total A1355.1 · Assessor--PS	1,812.51	7,700.00	-5,887.49	23.54%
A1355.4 · Assessor--CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%
A1355.4 · Assessor--CE - Other	374.72	700.00	-325.28	53.53%
Total A1355.4 · Assessor--CE	1,424.72	1,750.00	-325.28	81.41%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	1,575.00	6,300.00	-4,725.00	25.0%
Total A1410.1 · Town Clerk--PS	1,575.00	6,500.00	-4,925.00	24.23%
A1410.4 · Town Clerk--CE	177.99	1,200.00	-1,022.01	14.83%
A1420.4 · Attorney--PS	500.00	15,000.00	-14,500.00	3.33%
A1450.4 · Elections--CE	0.00	1,288.00	-1,288.00	0.0%
A1620.1 · Building--Cleaning--PS	0.00	1,200.00	-1,200.00	0.0%
A1620.2 · Buildings--Equipment	0.00	10,000.00	-10,000.00	0.0%
A1620.4 · Buildings--CE				
Cleaning supplies	129.14			
1620.4D · Town Hall Propane Heating	26.48	2,500.00	-2,473.52	1.06%
1620.4E · Electric Service	570.07	1,200.00	-629.93	47.51%
1620.4G · Phone Service	1,091.76	2,600.00	-1,508.24	41.99%
A1620.4 · Buildings--CE - Other	1,676.15	62,493.00	-60,816.85	2.68%
Total A1620.4 · Buildings--CE	3,493.60	68,793.00	-65,299.40	5.08%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	3,905.78	7,500.00	-3,594.22	52.08%
A1640.4b Hwy--Electric	444.93	1,500.00	-1,055.07	29.66%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	4,350.71	9,200.00	-4,849.29	47.29%
A1910.4 · Unallocated Insurance	729.00	19,000.00	-18,271.00	3.84%
A1920.4 · Municipal Association Dues	500.00	500.00	0.00	100.0%
A3510.1 · Dog Control--PS	1,000.00	1,600.00	-600.00	62.5%
A3510.4 · Dog Control--CE	0.00	0.00	0.00	0.0%
A3620.1 · Building Inspector--PS	1,326.00	5,304.00	-3,978.00	25.0%
A3620.4 · Building Inspector--CE	0.00	5,000.00	-5,000.00	0.0%
A4010.1 · Health Officer--PS	0.00	150.00	-150.00	0.0%
A5010 · Highway Superintendent				
A5010.1 · Hwy Superintendent--PS	9,000.00	61,266.00	-52,266.00	14.69%
Total A5010 · Highway Superintendent	9,000.00	61,266.00	-52,266.00	14.69%
A5010.4 · Hwy Superintendent--CE	200.00	1,000.00	-800.00	20.0%
A5132.2 · Hwy Garage--Capital build	0.00	40,000.00	-40,000.00	0.0%
A6989 · Reserve for Contingency	0.00	15,000.00	-15,000.00	0.0%
A7510.1 · Historian--PS	0.00	200.00	-200.00	0.0%
A8810.4 · Cemeteries--CE	0.00	5,000.00	-5,000.00	0.0%
A9030.8 · Social Security & Medicare	1,504.67	7,500.00	-5,995.33	20.06%

Town Of Hartsville/General Fund
Profit & Loss Budget vs. Actual
January through December 2024

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A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	237.84	1,000.00	-762.16	23.78%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	450.00	1,800.00	-1,350.00	25.0%
A99019 · Interfund Transfer	28,114.54	361,055.00	-332,940.46	7.79%
SF3410 · Fire Protecton--CE				
Hornell AMS	0.00	23,000.00	-23,000.00	0.0%
Alfred Station Vol. Fire Dept.	4,750.00	4,750.00	0.00	100.0%
Alfred Ambulance Co.	1,708.00	1,708.00	0.00	100.0%
Village of Canlsteo--fire & amb	0.00	23,000.00	-23,000.00	0.0%
SF3410 · Fire Protecton--CE - Other	11,500.00			
Total SF3410 · Fire Protecton--CE	17,958.00	52,458.00	-34,500.00	34.23%
SF3411 · NYS Foreign Fire Ins. Assistanc	0.00	0.00	0.00	0.0%
Total Expense	82,255.86	732,044.00	-649,788.14	11.24%
Net Ordinary Income	151,008.03	0.00	151,008.03	100.0%
Net Income	151,008.03	0.00	151,008.03	100.0%

Highway report March 2024

- Serviced and maintained equipment as needed
- Changed blade on Grader
- Serviced excavator and roller
- Completed annual Msha training
- Took wings off H2 and H4
- Mailed Brine permit
- Filled pot holes
 - Hinkly
 - Clair
 - Fall creek
 - Ells
 - bearlick
- Sanded 2 times


Jeffrey Getman

**Town of Hartsville
Clerk's Monthly Report to Supervisor**

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me during the month of Mar-24 in connection with my office excepting otherwise provided by law.

Quantity	Description	Charge each	Amount Received	Amount paid to state	Town Share	Paid Out
	Res. Lic/Non-Res Lic					
2	Death Copies	\$ 10.00	\$ 20.00	N/A	\$ 20.00	\$ 20.00
	Marriage Licenses Copies					
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
	Dog Licenses/unspayed					
1	Dog Licenses/spayed	\$ 10.00	\$10.00	\$1.00	\$9.00	\$ 10.00
	Rabies Clinic					
	Building Permits/Application Fee					
	Totals	N/A	\$30.00	\$ 1.00	\$29.00	\$30.00

Total Fees Remitted to the Supervisor	\$ 29.00
Total Fees Remitted to the Supervisor for Taxes	
Amount paid to Town for Death/ Marriage Copies	\$ 20.00
Amount paid town for Dog Kennel/Donations from rabies clinic	
Amount paid to County for Rabies Clinic	
Amount paid to Town for Dog Lic.	\$ 9.00
Amount paid to State Health Dept. for Marriage Lic.	
Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered	\$ 1.00
Building Permits	
Searches & Copies	
Total	\$ 30.00

Ashley Gibson being duly sworn as Town Clerk of the Town of Hartsville in the County of Steuben, in the State of New York that foregoing is a full and true statement of all fees and moneys received by her during the month stated aboved excepting only such fees the application of which is otherwise provided by Law.

Ashley Gibson, Town Clerk

5-Year Strategic Committee Plan Report

4/17/2024

- 1.) First quarter budget vs. actuals was conducted. There are a few things to change in the budget at mid-point of 2024. As an example, we had planned on the loans for the tractor and dually to come into the General then be moved to the Highway. They went directly into the Highway Fund.
- 2.) New dually and tractor now in our possession.
- 3.) We are focusing on other pieces outside of the finances.
 - a. Web page updating and new web page look. –
 - b. Community outreach and events.
 - c. Planning on a quarterly newsletter to the residents.

Committee Chair

David Gerhard