

TOWN OF HARTSVILLE

BOARD MEETING

AUGUST 21st, 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 Rd Hornell, NY on the 21st day of August 2024.

PRESENT: Heidi Margeson – Councilman
Leon Woodworth Jr – Councilman
Brinette Steffey – Councilman
Misti Carbone – Councilman
David Gerhard – Supervisor

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

Minutes accepted for July 17th, 2024, Board Meeting. Motion made by David Gerhard and Seconded by Brinette Steffey Minutes taken by Ashley.

Financial Review/Vouchers – Board approved no questions.

Committee Reports:

- **Highway** – See Attached Code Enforcement- 4 building permits, 1 certificate of occupancy and an inquiry on solar projects
- **Assessor** – Nothing to Report
- **Five Year Planning** – See attached
- **Town Clerk** – See attached
- **Historian** – Nothing to Report
- **Grants** – No new updates
- **Cemetery Plots** – Nothing new
- **Fire/EMS** – Nothing new

Old Business:

- Cemetery Site Management – Jeff and Rodney have gone to cemetery and is still too wet, Rodney said as soon as it dries up, he will get them taken down. Jeff said there are only 3 trees left to take down at the Ells Road cemetery.
- SLFRF Spending – The Board is trying to come up with some items to use the funds on. Suggestion made about the AEDs, Generators and the board is having Lee get three quotes for furnace for the shop,
- Dry Storage – Project is on hold.
- Muni-Con Update – No new updates at this time.
- Road Preservation Law/Road Use Agreement – Dave and Tom are continuing to work on.
- Clair Road – Dave has asked Jeff to contact the landowner and talk out options.
- AUD/AFR Reports – Dave has turned in 2021 and they have returned with some corrections. Dave is working on corrections and will get sent back and then start working on 2022.
- New Website – Brinette is getting three quotes for the board to look at to decided on for a new website rebuild.
- Mid-Year Finance Review and 2025 Budget Planning – The Town Clerk must receive the tentative budget by September 30th, 2024. The board will decide on a date the week of September 23rd for a 2023 budget vs actual review meeting. This budget review will serve as the basis for the 2025 budget.
- Historical Society – Dave has checked with AOT and we cannot just give them money every year without having a contract with the Historical Society. The board has agreed not to enter into a contract with Historical Society.

New Business:

- NYMIR Insurance Renewal – Dave is going through packet. Dave would like to meet with Jeff to go over equipment for the coverage for the policy. A suggestion was made to check with Ed Flaitz on cyber security.
- Labor Compliance Posting – Lee has taken on this task to get some new signs and get them hung at the Town Hall and Town Barn.
- Generator Maintenance – Lee will contact company to get some more information on the maintenance.
- Advertising for MEO – Misti is going to come up with job description for Jeff to post for the position.
- Quick Books migration from Desktop version to Online Version – Quick books is doing away with desktop version. Dave is going to research pricing.
- Town Barn furnace upgrade – Lee is going to work on getting three quotes.
- Firefighter and Ambulance Worker Tax Exemption – Brinette is working on a local law for this, will revisit at the next meeting.

Closed Board Meeting at 8:22 p.m. motion made by David Gerhard and Seconded by Brinette Steffey.,

Town of Hartsville – Bank Account Review

August 20th, 2024

Cash: \$845,180.59

Debt: \$213,651.00

Trust & Agency Account - Payroll **0198	:
Available Balance	\$9,512.85
Current Balance	\$9,512.85
General Fund Checking **0201	:
Available Balance	\$363,856.95
Current Balance	\$363,914.96
General Reserve Fund - Capital Improveme... **59...	:
Available Balance	\$82,101.86
Current Balance	\$82,101.86
Highway Fund Checking **0210	:
Available Balance	\$257,577.75
Current Balance	\$257,577.75
Highway Reserve Fund - Equipment **5540	:
Available Balance	\$132,131.18
Current Balance	\$132,131.18

Dually Loan **8945	:
Current Balance	\$63,510.00
Next Payment Amount	\$0.00
Tractor Loan **9042	:
Current Balance	\$62,091.00
Next Payment Amount	\$0.00
Roller Loan **9833	:
Current Balance	\$88,050.00
Next Payment Amount	\$0.00

Cash-to-debt ratio = 3.96

- We have 3.96 times the cash on hand vs our debt

TOWN OF HARTSVILLE - General Fund
January - August 20th Actuals vs. 2024 Budget

8

	Jan - Aug 20th 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)	74,627.00	251,055.00	-176,428.00	29.73%
GENERAL FUND REVENUE				
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	816.28	400.00	416.28	204.07%
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 Taxes	1,317.87	1,200.00	117.87	109.82%
A1120 - Sales Tax Revenue	70,926.90	60,000.00	10,926.90	118.21%
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	190.00	100.00	90.00	190.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	210.00	190.00	20.00	110.53%
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	264.00	900.00	-636.00	29.33%
A2555 - Building Permits Revenue	378.00	1,000.00	-622.00	37.8%
A2610 - Fines & Bail Revenue	253.00	600.00	-347.00	42.17%
A3001 - General Purpose State Aid	0.00	0.00	0.00	0.0%
A3005 - Mortgage Tax Revenue	3,953.72	4,000.00	-46.28	98.84%
SF1001 - SF Foreign Fire Ins Revenue	443.49	300.00	143.49	147.83%
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	296,533.80	370,989.00	-74,455.20	79.93%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	371,160.80	732,044.00	-360,883.20	50.7%
Gross Profit	371,160.80	732,044.00	-360,883.20	50.7%
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	4,000.00	8,000.00	-4,000.00	50.0%
A1010.4 - Town Board--CE	1,289.97	1,300.00	-10.03	99.23%
A1110.1 - Justice--PS	2,041.69	3,500.00	-1,458.31	58.33%
A1110.4 - Justice--CE				
A1110.3 - Bail and Fines	103.00			
A1110.4 - Justice--CE - Other	60.00	1,000.00	-940.00	6.0%
Total A1110.4 - Justice--CE	163.00	1,000.00	-837.00	16.3%
A1220.1 - Supervisor--PS				
A12201a - Deputy Supervisor	2,727.49	200.00	2,527.49	1,363.75%
A1220.1 - Supervisor--PS - Other	2,365.02	4,730.00	-2,364.98	50.0%
Total A1220.1 - Supervisor--PS	5,092.51	4,930.00	162.51	103.3%
A1220.4 - Supervisor--CE	35.00	500.00	-465.00	7.0%
A12204a - Bookkeeper to Sup'r--PS	0.00	4,000.00	-4,000.00	0.0%
A12204b - Bookkeeper CE	2,654.86	2,400.00	254.86	110.32%

TOWN OF HARTSVILLE - General Fund
January - August 20th Actuals vs. 2024 Budget

9

	Jan - Aug 20th Actuals	2024 Budget	\$ Over Budget	% of Budget
A1330.1 · Tax Collector--PS	787.50	1,350.00	-562.50	58.33%
A1330.4 · Tax Collector--CE	425.70	500.00	-74.30	85.14%
A1355.1 · Assessor--PS				
A13551a · Review Board--PS	525.00	450.00	75.00	116.67%
A1355.1 · Assessor--PS - Other	4,229.19	7,250.00	-3,020.81	58.33%
Total A1355.1 · Assessor--PS	4,754.19	7,700.00	-2,945.81	61.74%
A1355.4 · Assessor--CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%
A1355.4 · Assessor--CE - Other	493.16	700.00	-206.84	70.45%
Total A1355.4 · Assessor--CE	1,543.16	1,750.00	-206.84	88.18%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	3,675.00	6,300.00	-2,625.00	58.33%
Total A1410.1 · Town Clerk--PS	3,675.00	6,500.00	-2,825.00	56.54%
A1410.4 · Town Clerk--CE	310.22	1,200.00	-889.78	25.85%
A1420.4 · Attorney--PS	500.00	15,000.00	-14,500.00	3.33%
A1450.4 · Elections--CE	1,266.00	1,288.00	-22.00	98.29%
A1620.1 · Building--Cleaning--PS	105.00	1,200.00	-1,095.00	8.75%
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	1,474.29	2,500.00	-1,025.71	58.97%
1620.4E · Electric Service	921.52	1,200.00	-278.48	76.79%
1620.4G · Phone Service	1,753.65	2,600.00	-846.35	67.45%
A1620.4 · Buildings--CE - Other	7,101.51	62,493.00	-55,391.49	11.36%
Total A1620.4 · Buildings--CE	11,380.11	68,793.00	-57,412.89	16.54%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	4,269.09	7,500.00	-3,230.91	56.92%
A1640.4b Hwy--Electric	814.51	1,500.00	-685.49	54.3%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	5,083.60	9,200.00	-4,116.40	55.26%
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%
A3520.1 · Building Inspector--PS	3,094.00	5,304.00	-2,210.00	58.33%
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%
A5010 · Highway Superintendent - Other	16,613.86			
Total A5010 · Highway Superintendent	25,613.86	61,266.00	-35,652.14	41.81%
A5010.4 · Hwy Superintendent--CE	379.27	1,000.00	-620.73	37.93%
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%
A7510.4 · Historian--CE	500.00			
A8810.4 · Cemeteries--CE	2,000.00	5,000.00	-3,000.00	40.0%
A9030.8 · Social Security & Medicare	3,843.53	7,500.00	-3,656.47	51.25%
A9040.8 · Workman's Compensation	2,941.35	3,600.00	-658.65	81.7%
A9050.8 · NY Unemployment Ins.	584.69	1,000.00	-415.31	58.47%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	1,290.84	1,800.00	-509.16	71.71%

TOWN OF HARTSVILLE - General Fund
January - August 20th Actuals vs. 2024 Budget

(10)

	Jan - Aug 20th Actuals	2024 Budget	\$ Over Budget	% of Budget
A99019 · Interfund Transfer	102,741.54	361,055.00	-258,313.46	28.46%
SF3410 · Fire Protection--CE				
Hornell AMS	23,000.00	23,000.00	0.00	100.0%
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%
South Hornell Fire Services	17,250.00	23,000.00	-5,750.00	75.0%
Total SF3410 · Fire Protection--CE	46,708.00	52,458.00	-5,750.00	89.04%
SF3411 · NYS Foreign Fire Ins. Assistanc	0.00	0.00	0.00	0.0%
Total Expense	237,233.59	732,044.00	-494,810.41	32.41%
Net Ordinary Income	133,927.21	0.00	133,927.21	100.0%
Net Income	133,927.21	0.00	133,927.21	100.0%

TOWN OF HARTSVILLE - Highway Fund

January - August 20th Actuals vs. 2024 Budget

11

	Jan - Aug 20th 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	499.72	140.00	359.72	356.94%
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	74,627.00	138,938.00	-64,311.00	53.71%
Total REVENUES	213,913.72	417,850.00	-203,936.28	51.19%
Total Income	213,913.72	442,850.00	-228,936.28	48.3%
Gross Profit	213,913.72	442,850.00	-228,936.28	48.3%
Expense				
Misc	0.00	0.00	0.00	0.0%
EXPENSES				
D5132.4 - Garage	15.00	0.00	15.00	100.0%
D9785.6 - Installment Debt Payment - Prin.	42,867.00	54,000.00	-11,133.00	79.38%
D9785.7 - Installment Debt Payment - Int.	6,442.04	11,200.00	-4,757.96	57.52%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets--PS	31,481.15	68,250.00	-36,768.85	46.13%
D5110.4 - General Repairs--CE				
DA5110.4c - Parts	0.00	0.00	0.00	0.0%
DA5110.4b - Gasoline	21.58	0.00	21.58	100.0%
DA5110.4a - Diesel fuel	0.00	24,000.00	-24,000.00	0.0%
D5110.4 - General Repairs--CE - Other	627.17	0.00	627.17	100.0%
Total D5110.4 - General Repairs--CE	648.75	24,000.00	-23,351.25	2.7%
D5112.4 - CHIPS-Perm Improv--CE				
DA5112b - Diesel	4,458.48			
DA5112d - Gasoline	732.49	0.00	732.49	100.0%
DA5112e - Gravel	20,000.00	35,000.00	-15,000.00	57.14%
DA5112f - Road Infrastructure	0.00	0.00	0.00	0.0%
Total D5112.4 - CHIPS-Perm Improv--CE	25,190.97	35,000.00	-9,809.03	71.97%
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	19,141.67	40,000.00	-20,858.33	47.85%
Total D5130.4 - Machinery--CE	19,141.67	45,500.00	-26,358.33	42.07%
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	4,585.92	6,000.00	-1,414.08	76.43%
5242.d - road sand	3,462.03	12,000.00	-8,537.97	28.85%
D5142.4 - Snow Removal--CE - Other	0.00			

TOWN OF HARTSVILLE - Highway Fund
January - August 20th Actuals vs. 2024 Budget

(12)

	Jan - Aug 20th Actuals	2024 Budget	\$ Over Budget	% of Budget
Total D5142.4 · Snow Removal--CE	15,017.48	38,500.00	-23,482.52	39.01%
D9030.8 · Social Security & FICA Employee	5,720.53	10,000.00	-4,279.47	57.21%
D9040.8 · Workers Comp Employee	4,775.65	5,000.00	-224.35	95.51%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	24.81	0.00	24.81	100.0%
D9050.8 · Unemployment Insurance - Other	1,427.54	3,400.00	-1,972.46	41.99%
Total D9050.8 · Unemployment Insurance	1,452.35	3,400.00	-1,947.65	42.72%
D9060.8 · Hospital, Medical, Dental Ins	11,422.95	21,600.00	-10,177.05	52.88%
D9089.8 · Other Employee Benefit -specify	3,420.41	5,200.00	-1,779.59	65.78%
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	196,289.03	442,850.00	-246,560.97	44.32%
Total Expense	196,289.03	442,850.00	-246,560.97	44.32%
Net Ordinary Income	17,624.69	0.00	17,624.69	100.0%
Net Income	17,624.69	0.00	17,624.69	100.0%

Highway report July 2024

- Serviced and maintained equipment as needed
- Graded
 - Clarck
 - Ells
 - Henry Jankins
 - Clair
 - Brush
 - Bearlick
 - Jack White
 - Acker
- Mowed
 - Henry Jankins
 - Ells
 - Post
 - Mullen
 - Clancy
- Spread 5 loads of brine
- Hauled 120 loads to Ells & Honey Run



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 7/1/2024 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					
	Death Copies					
1	Marriage Licenses	\$ 40.00	\$40.00	\$22.50	\$17.50	\$ 40.00
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
11	Dog Licenses/unspayed	\$10.00	\$110.00	\$11.00	\$99.00	\$ 110.00
1	Dog Licenses/spayed	\$ 18.00	\$18.00	\$3.00	\$15.00	\$ 18.00
	Rabies Clinic					
6	Building Permits/Application Fee	N/A	\$400.00	N/A	\$400.00	\$ 400.00
	Totals	N/A	\$568.00	\$ 36.50	\$531.50	\$568.00
Total Fees Remitted to the Supervisor						\$ 531.50
Total Fees Remitted to the Supervisor for Taxes						
Amount paid to Town for Death/ Marriage Copies						
Amount paid town for Dog Kennel/Donations from rabies clinic						
Amount paid to County for Rabies Clinic						
Amount paid to Town for Dog Lic.						\$ 114.00
Amount paid to State Health Dept. for Marriage Lic.						\$ 22.50
Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered						\$ 14.00
Building Permits						\$ 400.00
Searches & Copies						
Total						

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 above excepting only such fees the application of which is otherwise provided by Law.

Ashley Gibson, Town Clerk

5-Year Strategic Plan - Committee Report

8/21/2024

- 1.) Mid-Year Actuals vs. Budget nearly complete. Will send to board for review and questions, then conduct a special meeting to discuss.
- 2.) 2025 budget planning starting. The revised 2024 budget changes will be the basis of the 2025 budget. Tentative Budget due 9/30.
- 3.) 2024 Five-Year Capital Improvement and Equipment review. Need to update our running spreadsheet of equipment and capital improvements to determine what needs we may have and to build a plan accordingly. With the planning we have done for the last few years, there is not much we need to plan for over the next five years. However, it is good to review and refresh it every year.
- 4.) SLFRF (COVID) funding continues to be in question. We believe we can claim up to 30% of the cost of dry storage for SLFRF funding but, in order to be considered "obligated," we have to be in a contract with a vendor by the end of 2024. We will utilize the generators, town barn furnace, and AED devices as well in support of the next disaster or pandemic.
- 5.) We are focusing on other pieces outside of the finances.
 - a. Existing web page updated.
 - b. Planning for new web page underway
 - c. Hartsville Harvest
 - d. First newsletter sent out.

Committee Chair

David Gerhard