

# TOWN OF HARTSVILLE BOARD MEETING FEBRUARY 21, 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 21st day of February 2024.

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

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

Minutes accepted January 17<sup>th</sup> Organizational meeting and the January 17<sup>th</sup> Board Meeting.  
Motion made by Heidi Margeson and Seconded by Kriste Gerhard. Minutes taken by Ashley Gibson

Financial Review/Vouchers – board had no questions

## **Committee Reports-**

**Highway-** See Attached

**Code Officer** – many phone calls, did certificate for the MET Tower and have a few new applications for projects in the works

**Town Clerk-** See Attached

**Historian-** Nothing to Report. Steve Amidon has volunteered to take over the Historian position for Hartsville (Resolution 5)

**Assessor** – Nothing to Report

**Justice** – Nothing to Report

**5 Year Strategic Plan Committee** – See Attached

**Grants** – Nothing to report

**Cemetery:** Nothing to report

**Fire & EMA:** See attached

## **OLD BUISNESS**

- Cemetery Site Management: Tree Removal for safety – Buddy is working with Rodney on getting this taken care of

- SLFRF Spending – Dave has reviewed documents and has some suggestions on what to use the money for. The Town would like to have a plan by the end of the year of what funds will be used for
- Review Dry Storage Quote – the guys are working on getting the additional quotes to start the project.
- 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.
- Road Use Agreement – No updates at this time. Lee is working on getting another meeting set up to go over agreement. Tom Fischer has agreed to take part in this project.
- Wind Law Review – Looking to have this finished by June. Brinette is looking into taking on this project.
- Mini Dump Truck & Tractor Loan – Hoping to have this close at the bank of Thursday.
- 284 Agreement – waiting on County countersignature (Resolution 3 & 4)
- Policy Cleanup – need to find, review update and post policies
- Web Page Update – Ashley is going to review and cleanup the web page
- Voting Location – Kriste is trying to get moved back to the Town Hall no news on the move but Misti has volunteered to look into this
- Town Board and Clerk Training – Brinette will identify and schedule webinars for the Board members

#### **NEW BUSINESS**

- Letter from Taxpayer – (Letter Provided) – The Board has asked the Taxpayer to give us some more time to look into the Town lines and we will revisit at the next meeting.
- Moving Funds from Bookkeeper to Deputy Supervisor (See Resolution 6)
- Town Historian Appointment (Resolution 5)
- Emergency Response Territory Discussion – Friday March 8<sup>th</sup>, 2024 at 6 p.m. Misti Carbone has volunteered as the Board Member and Buddy and Jeff will meet with the Emergency response team to go over a plan for Fire and Ambulance. Dinner will be provided by the Town of Hartsville
- EV Charging Station Grants – going to Alice research to see if there are any grants out there
- Town Hall Cleaning – Brinette has volunteered to make a list of duties and timing of the cleaning for the Town Hall
- AUD/AFR Reports – Heidi has said she will help assist Dave with this project
- Internal Audits – Misti and Heidi will do the Justice and Leon and Brinette will do the clerk and the Supervisor
- Sexual Harassment Trainer – everyone will need to take a course and provided Kriste with proof by the next meeting
- Collective Bargaining Agreement – we will need to update the union contract this year. Dave, Leon and Steve Amidon have agreed to go over the contract and make adjustments
- Code Enforcement Annual Report – need to file annual report and Sam is already working on

## RESOLUTION #   3   FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 21<sup>st</sup> day of February 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas, the Town Board Town of Hartsville, Steuben County, New York, duly convened in regular session, does hereby resolve as follows:

Section 1: Pursuant to, and in accordance with the provision of the New York Local Finance Law, the Supervisor of the Town of Hartsville be and hereby is authorized and empowered to issue and sell, in the manner provided by the Local Finance Law, a statutory installment bond of the Town of Hartsville in the amount not exceeding \$84680.00, at a rate of i

nterest of 5.750% tax free, fixed for the term of the bond, which shall be 48 months. The money to be borrowed from Citizens & Northern Bank pursuant to such bond is to be applied toward the purchase of a 2024 Dodge Ram 4500 Truck, the total purchase price of which is \$84,680.00.

Section 2: This resolution shall take effect immediately.

Let it be resolved that on this 21st day of February, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the issuance of a \$84,680.00 Statutory Installment Bond .

Second presented by:   Leon Woodworth Jr  

After discussion is heard the Roll is to be called by Town Clerk: How do you vote?

Heidi Margeson, Councilperson: Yes             
Leon Woodworth Jr, Councilperson:   Yes    
Brinette Steffey, Councilperson:   Yes    
Misti Carbone, Councilperson:   Yes    
Kriste Gerhard, Supervisor:   Yes  

Resolution declared:   X   Approved            Denied Date:   2/21/2024  

By   Ashley Gibson   Position:   Town Clerk  

## RESOLUTION #   4   FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 21<sup>st</sup> day of February 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas, the Town Board Town of Hartsville, Steuben County, New York, duly convened in regular session, does hereby resolve as follows:

Section 1: Pursuant to, and in accordance with the provision of the New York Local Finance Law, the Supervisor of the Town of Hartsville be and hereby is authorized and empowered to issue and sell, in the manner provided by the Local Finance Law, a statutory installment bond of the Town of Hartsville in the amount not exceeding \$82,788.00.00, at a rate of interest of 5.750% tax free, fixed for the term of the bond, which shall be 48 months. The money to be borrowed from Citizens & Northern Bank pursuant to such bond is to be applied toward the purchase of a 2023 Kubota M5-111HDC12-1 tractor, 2023 Kubota LA1854 loader, and 2023 LP RCP2760-06 flail, the total purchase price of which is \$82,788.00

Section 2: This resolution shall take effect immediately.

Let it be resolved that on this 21st day of February, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the issuance of a \$82,788.00 Statutory Installment Bond .

Second presented by: Leon Woodworth Jr

After discussion is heard the Roll is to be called by Town Clerk: How do you vote?

Heidi Margeson, Councilperson: Yes  
Leon Woodworth Jr, Councilperson: Yes  
Brinette Steffey, Councilperson: Yes  
Misti Carbone, Councilperson: Yes  
Kriste Gerhard, Supervisor: Yes

Resolution declared: X Approved \_\_\_\_\_ Denied Date: 2/21/2024

By Ashley Gibson Position: Town Clerk

## RESOLUTION # 5 FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 21<sup>st</sup> day of February 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas, the Town Board Town of Hartsville, Steuben County, New York, needs a Historian and Steve Amidon has volunteered to take on this task of being the Historian for the Town of Hartsville.

Let it be resolved that on this 21st day of February, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the appointment of the Steve Amidon as the Hartsville Historian.

Second presented by: Leon Woodworth Jr

After discussion is heard the Roll is to be called by Town Clerk: How do you vote?

Heidi Margeson, Councilperson: Yes

Leon Woodworth Jr, Councilperson: Yes  
Brinette Steffey, Councilperson: Yes  
Misti Carbone, Councilperson: Yes  
Kriste Gerhard, Supervisor: Yes

Resolution declared: X Approved \_\_\_\_\_ Denied Date: 2/21/2024

By Ashley Gibson Position: Town Clerk

## RESOLUTION # 6 FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 21<sup>st</sup> day of February 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas, the Town Board Town of Hartsville, Steuben County, New York, has agreed to move the bookkeeper line item money to the Deputy Supervisor line item pay for the exceed \$4000.00 in original budget.

Let it be resolved that on this 21st day of February, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the movement of the bookkeeper pay to the deputy supervisor pay.

Second presented by: Misti Carbone

After discussion is heard the Roll is to be called by Town Clerk: How do you vote?

Heidi Margeson, Councilperson: Yes  
Leon Woodworth Jr, Councilperson: Yes  
Brinette Steffey, Councilperson: Yes  
Misti Carbone, Councilperson: Yes  
Kriste Gerhard, Supervisor: Yes

Resolution declared: X Approved \_\_\_\_\_ Denied Date: 2/21/2024

By Ashley Gibson Position: Town Clerk

Closed Board Meeting at 8:38 P.M. motion made by Kriste Gerhard and Seconded by Misti Carbone

# Highway report January 2024

- Serviced and maintained equipment as needed
- Serviced and replaced window in the Backhoe
- Repaired tie rod end in H2
- Changed plow and wing cutting edge on H2
- Changed cutting plow cutting edge on H4
- Opened up ditches on fall creek and call
- Filled potholes on bearlick, Hinkly
- Plowed 17 times
- Sanded 20 times
- Hauled 17 loads of sand

A handwritten signature in black ink, appearing to read 'Jeffrey Getman', with a stylized, cursive script.

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 Jan-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					
	Death Copies					
	Marriage Licenses Copies					
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
2	Dog Licenses/unspayed	\$ 18.00	\$36.00	\$6.00	\$30.00	\$ 36.00
15	Dog Licenses/spayed	\$ 10.00	\$150.00	\$15.00	\$135.00	\$ 150.00
	Rabies Clinic					
1	Building Permits/Application Fee	N/A	\$40.00	N/A	\$40.00	\$ 40.00
	<b>Totals</b>	N/A	\$226.00	\$ 21.00	\$205.00	\$226.00

<b>Total Fees Remitted to the Supervisor</b>	\$ 205.00
<b>Total Fees Remitted to the Supervisor for Taxes</b>	
<b>Amount paid to Town for Death/ Marriage Copies</b>	
<b>Amount paid town for Dog Kennel/Donations from rabies clinic</b>	
<b>Amount paid to County for Rabies Clinic</b>	
<b>Amount paid to Town for Dog Lic.</b>	\$ 165.00
<b>Amount paid to State Health Dept. for Marriage Lic.</b>	
<b>Amount paid to Dept of Ag &amp; Markets Dog Unspayed/Unneutered</b>	\$ 21.00
<b>Building Permits</b>	\$ 40.00
<b>Searches &amp; Copies</b>	
<b>Total</b>	\$ 226.00

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

\_\_\_\_\_  
Ashley Gibson, Town Clerk

## **5-Year Strategic Committee Plan Report**

**2/21/2024**

- 1.) The mini-dump truck and tractor will be purchased soon. We spread the payments out over four years. With these two loans and the roller, total loan payments per year are around \$65K to service all the equipment debt. This is very affordable for the town due to CHIPS funding generally coming in around \$165K per year.
- 2.) Soon, we will go back through a full examination of Capital Improvement and Highway Equipment needs. However, we have done very well over the last few years with very little remaining to be planned for in the foreseeable future. Perhaps the replacement of the grader would be next to be considered if we think its useful life is less than five years.
- 3.) The focus will now shift to the other points of the strategic plan. Namely,
  - a. Web page updates. I have provided an initial review of our existing web page.
  - b. Community outreach and events.
  - c. Quarterly newsletter to the residents.

New committee members are needed to help drive this portion of the plan and the plan will need to be documented in a formal plan per new requirements.

Committee Chair

David Gerhard