

TOWN OF HARTSVILLE BOARD MEETING JANUARY 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 January 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 for December 20th, 2023 Board Meeting and the 13th meeting held on December 27th, 2023. Motion made by Kriste Gerhard and Seconded by Brinette Steffey. Minutes taken by Ashley Gibson

Financial Review/Vouchers – board had no questions

Committee Reports-

Highway- See Attached and Buddy signed a letter stating that he will be receiving \$3000.00 a month pay plus 457b match up and the rest of his salary would be given back to the town. (See Attached)

Code Officer – working on a complaint and waiting to hear about the installation of the MET tower

Town Clerk- See Attached

Historian- Nothing to Report

Assessor – Nothing to Report

Justice – Nothing to Report

5 Year Strategic Plan Committee – See Attached

Grants – looking into grants for radios for the Town trucks and AED Machines for both buildings and possible the pick up truck

Cemetery: Working on research still but has found that the Cline Cemetery is full and we have about 300 open spots in the Hartsville Hill Cemetery.

OLD BUISNESS

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

- Covid Project Planning – Still researching what the funds can be spent on talk about possibly using them for the radios for the town workers or the aed machines for the buildings
- Review Dry Storage Quote – has a quote from Zack Rouse and is working on getting the other quotes
- Muni-con – working with Canisteo to get the forms signed. They sent forms to their lawyer. Would like to have resolved by the end of next week
- Road Use Agreement – Leon said they had a meeting scheduled but with the storm that hit they had to cancel and they are working on setting up a new meeting
- Wind Law Review – John Vogel - Has been tabled till February
 1. Filing Error
 2. Update needed for ORES Guidelines
 3. Update Risk Management

*The Board will be working on making minimal adjustments to the Wind Law
- Mini Dump Truck – Brine Truck Replacement – Board has reviewed the quotes and has agreed to send a check into Maple City Dodge for \$1000.00 to hold the truck and then purchase the truck (See Resolution #2)
- Tractor Loan – Acceptance – Citizens and Northern is working on the underwriting of the 4 year loan for the purchase of the tractor

NEW BUISNESS

- Board approved as procedure to add David Gerhard to bank signature at C&N Bank for all General and Highway account in line Deputy Supervisor role, to removed Brinette Steffey as signature to read only as elected Board Member access. Also to add Misti Carbone with read only access as elected Board Member. Remove Rodney Caward retired Board Member.
- Policy Review -Kriste is looking for someone to research policies for the Town and Leon Woodworth Jr has volunteered
- Education – Schedule Webinars – Brinette has volunteered to research webinars and training for the Board member and is going to make a list of classes that she think will benefit the Board Members.
- 284 Agreement – agreement between the Town and the Highway department – Buddy and Jeff are going to work with Dave on this
- Voting Location – Kriste is looking into getting the voting back to the Town Hall Builing and will update when she gets more information
- Cable for the Town Barn – The highway workers would like cable in the Town Barn to track the weather. Kriste will be purchasing a tv and we are going to see if we can stream a weather channel if not she will look into getting cable
- Polycoating/Undercoating New Truck – Buddy is going to call around and get some quotes to have the new truck and the truck we have now polycoated/undercoated

Executive Session: - Employment Review – Started at 7:57 p.m. and ended at 8:07 p.m.

Public Comment:

- Jason has bought property that he has to cross the creek to get to and he is looking to be able to put in a bridge to get across the creek. Buddy told him that he would have to

contact the DEC about that and Jason said he has tried that with no response. Buddy told him he would help him get in contact with the DEC

RESOLUTION # 2 FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 17th day of January 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas, the Town Board has viewed the quotes to purchase a mini dump truck for the Town Highway Department. The Board has agreed to go with the quote from Maple City Dodge. The amount of the truck will be \$77,920.00 and the vin number of the vehicle is 3C7WRLEL7RG147299. The town will be also purchasing accessories for the vehicle from Thru-Way Spring in the amount of \$31760.00. The total amount of the purchase will \$109680.00

Whereas, the Town of Hartsville will be putting a \$25,000.00 deposit down on the vehicle a loan from Citizens and Northern bank will be taken out for the remainder of funds owed for the vehicle a 4 year loan with an interest rate of 5.7% tax exempt.

Let it be resolved that on this 17th day of January, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the purchase of the mini dump truck.

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: 1/17/2024

By Ashley Gibson Position: Town Clerk

Closed Board Meeting at 8:08 P.M. motion made by Kriste Gerhard and Seconded by Misti Carbone

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



	Jan - Dec 24	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	40,780.73	52,458.00	-11,677.27	77.7%
2401 - Interest	0.00	400.00	-400.00	0.0%
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	0.00	137,398.00	-137,398.00	0.0%
A1090 - Int-Penalties on Real Prop Taxes	0.00	1,200.00	-1,200.00	0.0%
A1120 - Sales Tax Revenue	0.00	60,000.00	-60,000.00	0.0%
A1225 - Clerk Fees Revenue				
Searches & Certified Copies	0.00	35.00	-35.00	0.0%
Marriage License	20.00	35.00	-15.00	57.1%
FOIL--copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	70.00	100.00	-30.00	70.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	90.00	190.00	-100.00	47.4%
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	48.00	900.00	-852.00	5.3%
A2555 - Building Permits Revenue	50.00	1,000.00	-950.00	5.0%
A2610 - Fines & Bail Revenue	40.00	600.00	-560.00	6.7%
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	41,008.73	370,989.00	-329,980.27	11.1%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	41,008.73	732,044.00	-691,035.27	5.6%
Gross Profit	41,008.73	732,044.00	-691,035.27	5.6%
Expense				
A7520.4 - Historical Property--CE	0.00	500.00	-500.00	0.0%
A7520.1 - Historical Property--PS	0.00	0.00	0.00	0.0%
2701--Gifts & Donations	0.00	0.00	0.00	0.0%
A1010.1 - Town Board--PS	0.00	8,000.00	-8,000.00	0.0%
A1010.4 - Town Board--CE	527.54	1,300.00	-772.46	40.6%
A1110.1 - Justice--PS	0.00	3,500.00	-3,500.00	0.0%
A1110.4 - Justice--CE	0.00	1,000.00	-1,000.00	0.0%
A1220.1 - Supervisor--PS				
A12201a - Deputy Supervisor	0.00	200.00	-200.00	0.0%
A1220.1 - Supervisor--PS - Other	0.00	4,730.00	-4,730.00	0.0%
Total A1220.1 - Supervisor--PS	0.00	4,930.00	-4,930.00	0.0%
A1220.4 - Supervisor--CE	0.00	500.00	-500.00	0.0%
A12204a - Bookkeeper to Sup'r--PS	0.00	4,000.00	-4,000.00	0.0%
A12204b - Bookkeeper CE	172.50	2,400.00	-2,227.50	7.2%
A1330.1 - Tax Collector--PS	0.00	1,350.00	-1,350.00	0.0%
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	0.00	7,250.00	-7,250.00	0.0%
Total A1355.1 - Assessor--PS	0.00	7,700.00	-7,700.00	0.0%
A1355.4 - Assessor--CE				
A13554a - Real Property Software	0.00	1,050.00	-1,050.00	0.0%
A1355.4 - Assessor--CE - Other	0.00	700.00	-700.00	0.0%
Total A1355.4 - Assessor--CE	0.00	1,750.00	-1,750.00	0.0%

Town Of Hartsville/General Fund

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	0.00	6,300.00	-6,300.00	0.0%
Total A1410.1 · Town Clerk--PS	0.00	6,500.00	-6,500.00	0.0%
A1410.4 · Town Clerk--CE	41.99	1,200.00	-1,158.01	3.5%
A1420.4 · Attorney--PS	0.00	15,000.00	-15,000.00	0.0%
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				
1620.4D · Town Hall Propane Heating	0.00	2,500.00	-2,500.00	0.0%
1620.4E · Electric Service	329.09	1,200.00	-870.91	27.4%
1620.4G · Phone Service	217.95	2,600.00	-2,382.05	8.4%
A1620.4 · Buildings--CE - Other	624.00	62,493.00	-61,869.00	1.0%
Total A1620.4 · Buildings--CE	1,171.04	68,793.00	-67,621.96	1.7%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	0.00	7,500.00	-7,500.00	0.0%
A1640.4b Hwy--Electric	225.77	1,500.00	-1,274.23	15.1%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	225.77	9,200.00	-8,974.23	2.5%
A1910.4 · Unallocated Insurance	0.00	19,000.00	-19,000.00	0.0%
A1920.4 · Municipal Association Dues	0.00	500.00	-500.00	0.0%
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	0.00	5,304.00	-5,304.00	0.0%
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	0.00	61,266.00	-61,266.00	0.0%
Total A5010 · Highway Superintendent	0.00	61,266.00	-61,266.00	0.0%
A5010.4 · Hwy Superintendent--CE	0.00	1,000.00	-1,000.00	0.0%
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	0.00	7,500.00	-7,500.00	0.0%
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	0.00	1,000.00	-1,000.00	0.0%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	0.00	1,800.00	-1,800.00	0.0%
A99019 · Interfund Transfer	0.00	361,055.00	-361,055.00	0.0%
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	5,750.00			
Total SF3410 · Fire Protecton--CE	12,208.00	52,458.00	-40,250.00	23.3%
SF3411 · NYS Foreign Fire Ins. Assistanc	0.00	0.00	0.00	0.0%
Total Expense	15,346.84	732,044.00	-716,697.16	2.1%
Net Ordinary Income	25,661.89	0.00	25,661.89	100.0%
Net Income	25,661.89	0.00	25,661.89	100.0%

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01/17/24

Accrual Basis

TOWN OF HARTSVILLE/Highway Fund

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	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%
DA1001 - Real Property Highway	0.00	138,272.00	-138,272.00	0.0%
DA2401 - Interest and Earnings	0.00	140.00	-140.00	0.0%
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	0.00	417,850.00	-417,850.00	0.0%
Total Income	0.00	442,850.00	-442,850.00	0.0%
Gross Profit	0.00	442,850.00	-442,850.00	0.0%
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	1.9%
D9785.7 - Installment Debt Payment - Int.	0.00	11,200.00	-11,200.00	0.0%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets--PS	0.00	68,250.00	-68,250.00	0.0%
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	1.7%
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	462.76	40,000.00	-39,537.24	1.2%
Total D5130.4 - Machinery--CE	462.76	45,500.00	-45,037.24	1.0%
D5142.1 - Snow Removal--PS	6,840.75	46,200.00	-39,359.25	14.8%
D5142.4 - Snow Removal--CE				
5242.a - diesel fuel	0.00	15,000.00	-15,000.00	0.0%
5242.b - gasoline	0.00	5,500.00	-5,500.00	0.0%
5242.c - road salt	0.00	6,000.00	-6,000.00	0.0%
5242.d - road sand	0.00	12,000.00	-12,000.00	0.0%
Total D5142.4 - Snow Removal--CE	0.00	38,500.00	-38,500.00	0.0%
D9030.8 - Social Security & FICA Employee	649.58	10,000.00	-9,350.42	6.5%
D9040.8 - Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 - Unemployment Insurance				
D9050.81-Re-unemployment	6.07	0.00	6.07	100.0%
D9050.8 - Unemployment Insurance - Other	336.01	3,400.00	-3,063.99	9.9%
Total D9050.8 - Unemployment Insurance	342.08	3,400.00	-3,057.92	10.1%

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01/17/24

Accrual Basis

TOWN OF HARTSVILLE/Highway Fund

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
D9060.8 · Hospital, Medical, Dental Ins	1,246.14	21,600.00	-20,353.86	5.8%
D9089.8 · Other Employee Benefit -specify	590.01	5,200.00	-4,609.99	11.3%
DA5232 · CAPITAL BUILDING HWY GARAGE	0.00	0.00	0.00	0.0%
EXPENSES - Other	0.00	0.00	0.00	0.0%
Total EXPENSES	11,533.49	442,850.00	-431,316.51	2.6%
Total Expense	11,533.49	442,850.00	-431,316.51	2.6%
Net Ordinary Income	-11,533.49	0.00	-11,533.49	100.0%
Net Income	-11,533.49	0.00	-11,533.49	100.0%

Highway report December 2023

- Serviced and maintained equipment as needed
- Serviced the tractor and changed the tie rod end
- Changed the cutting edge on H1 plow
- Fixed head plow on H2
- Hauled 4 loads of sand
- Plowed 2 times
- Sanded 3 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 Dec-23 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					
7	Death Copies	\$ 10.00	\$ 70.00	n/a	\$ 70.00	\$ 70.00
2	Marriage Licenses Copies	\$ 10.00	\$20.00	N/A	\$20.00	\$ 20.00
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
2	Dog Licenses/unspayed	\$ 18.00	\$36.00	\$6.00	\$30.00	\$ 36.00
2	Dog Licenses/spayed	\$ 10.00	\$20.00	\$2.00	\$18.00	\$ 20.00
	Rabies Clinic					
1	Building Permits/Application Fee	N/A	\$50.00	N/A	\$50.00	\$ 50.00
	Totals	N/A	\$196.00	\$ 8.00	\$188.00	\$196.00

Total Fees Remitted to the Supervisor	\$ 188.00
Total Fees Remitted to the Supervisor for Taxes	
Amount paid to Town for Death/ Marriage Copies	\$ 90.00
Amount paid town for Dog Kennel/Donations from rabies clinic	
Amount paid to County for Rabies Clinic	
Amount paid to Town for Dog Lic.	\$ 48.00
Amount paid to State Health Dept. for Marriage Lic.	
Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered	\$ 8.00
Building Permits	\$ 50.00
Searches & Copies	
Total	\$ 196.00

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