

# TOWN OF HARTSVILLE BOARD MEETING JULY 17<sup>TH</sup>, 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 17<sup>th</sup> day of July 2024.

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

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

Minutes accepted for the June 19<sup>th</sup> Board Meeting. Motion made by Misti Carbone and Seconded by Leon Woodworth Jr. Minutes taken by Ashley Gibson

Financial Review/Vouchers – board had no questions.

## COMMITTEE REPORTS

**Highway** - See attached.

**Code Officer** – 1 Permit, 1 Certificate of Occupancy and many phone calls on upcoming projects. Update on Spike property they are making progress but slow. Resident will be hauling tires, separating scrap and garbage pile out back. Owner understands that they can be issued citations at any time if the board wishes to do so.

**Town Clerk**- See attached.

**Historian** – Had inquiry about some information and he has helped the resident. Also helped with Old Home Days.

**Assessor** – Nothing new to report.

**5 Year Strategic Plan Committee** – See attached.

**Grants** – Nothing new to report.

**Cemetery**: Nothing new to report.

**Fire & EMA**: Nothing reported.

## **OLD BUISNESS**

- Cemetery Site Management: Tree Removal for safety – Jeff has spoken to Rodney, and he is hoping to have another project finished up soon and is hoping to remove trees in cemetery on August 10<sup>th</sup>.
- SLFRF Spending – Dave has been researching and we will need to form a committee to figure out what to spend the funds on.
- Review Dry Storage Quote – Dave has asked Jeff to start getting quotes again for the board to approve.
- Muni-con – No new updates at this time.
- Road Use Agreement – Tom has made changes to the agreements and Dave would like to meet up with Tom and get moving on this project.
- Claire Road – Jeff is going to reach out to the owner and discuss options.
- New Website – Dominic is unable to do the website. The board has suggested looking into someone from college or a business to do website. Will discuss at the next meeting.
- AUD/AFR Reports – Dave has a meeting set up with auditor to finish 2021 and then will start to work on 2022.
- Memorial Area – Everything is in for the memorial area. The board has decided to move the handicap spot and use the current handicap parking spot for the memorial. Jeff said he would get the handicap spot moved on Monday. Jeff said that he would have the memorial location formed up by August 17<sup>th</sup> and then the memorial area will be put together on August 24<sup>th</sup> at 9 a.m.
- AUD/AFR Reports – The board has agreed to purchase the AEDs from American AED in the amount of \$5975.00. See resolution 21. (see quote)
- Radio Equipment – Jeff has talked to a company that is going to come in down to see if the radios will be able to be installed for us. Update at next board meeting

## **NEW BUISNESS**

- Town Hall Cleaning – the board has decided that they will reach out to couple of people to see if they are interested in cleaning the Town Hall building.
- Dumping Fill – Randy would like the town to pay \$1500.00 a year to dump on his property. The board has decided to hold off on decision making until the next budget meeting for 2025, for right now the highway department will find places that need the fill for the rest of the 2024 season.
- Mid-Year Finance Review and Five-Year Plan Update – Dave would like to set up a meeting with Jeff to go over equipment.
- Historical Society – The board has received a letter from the Hartsville Historical Society asking for the money that was saved out for them in the budget to use in case they needed the extra assistance throughout the year. The board has agreed to cut the Hartsville Historical Society the check for \$500.00. (see letter and resolution 20)

**RESOLUTIONS:**

RESOLUTION # 20 FOR 2024

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

Whereas, the Town of Hartsville, Town Board adopted the 2024 Budget which allotted for a payment to the Historical Society up to \$500.00.

Whereas, the Historical Society is requesting the amount of \$500.00 be provided to them,

Whereas the Board has discussed this at the July 17<sup>th</sup>, 2024, meeting and has agreed to pay the Historical Society the amount of \$500.00.

Let it be resolved this 17<sup>th</sup> day of July 2024, the Town of Hartsville will provided a check to the Historical Society in the amount of \$500.00 out of the General Fund where it was allocated in the 2024 Budget.

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  
Misti Carbone, Councilperson: Yes  
Brinette Steffey, Councilperson: Yes  
Kriste Gerhard, Supervisor: Yes

Resolution declared: X Approved \_\_\_\_\_ Denied Date: 7/17/2024 \_\_\_\_\_

By Ashley Gibson Position: Town Clerk

RESOLUTION # 21 FOR 2024

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

Whereas, the Town of Hartsville, Town Board has agreed to purchase 5 Phillips Heartsmart FRx Defibrillator Units for the Town Hall, Town Barn and town trucks.

Whereas, the board has been presented a quote from American AED in the amount of \$5975.00 for 5 defibrillator units with carrying cases and infant/child key.

Let it be resolved this 17<sup>th</sup> day of July 2024, the Town of Hartsville will purchase the 5 defibrillator units from American AED in the amount of \$5975.00

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

Misti Carbone, Councilperson:  Yes

Brinette Steffey, Councilperson:  Yes

Kriste Gerhard, Supervisor:  Yes

Resolution declared:  X Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

By  Ashley Gibson Position:  Town Clerk

Closed Board Meeting at 8:04 P.M. motion made by David Gerhard and Seconded by Brinette Steffey.

# Town of Hartsville – Bank Account Review

July 16<sup>th</sup>, 2024

**Cash: \$866,537.60**

**Debt: \$213,651.00**

Trust & Agency Account - Payroll **0198	⋮
Available Balance	\$12,427.44
Current Balance	\$12,427.44
General Fund Checking **0201	⋮
Available Balance	\$376,344.54
Current Balance	\$376,344.54
General Reserve Fund - Capital Improve... **59...	⋮
Available Balance	\$82,087.92
Current Balance	\$82,087.92
Highway Fund Checking **0210	⋮
Available Balance	\$274,546.52
Current Balance	\$274,546.52
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 = 4.05**

- We have 4.05 times the cash on hand vs our debt

**Town Of Hartsville/General Fund**  
**Actuals through July 16th vs. 2024 Total Budget**

	Jan 1 - Jul 16, 24	2024 Total Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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%
<b>SPECIAL DISTRICT - FD REVENUE</b>				
SF1001 - Real Property Taxes	0.00	0.00	0.00	0.0%
SPECIAL DISTRICT - FD REVENUE - Other	0.00	0.00	0.00	0.0%
Total SPECIAL DISTRICT - FD REVENUE	0.00	0.00	0.00	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	239,313.06	-164,686.06	31.18%
<b>GENERAL FUND REVENUE</b>				
A2750 - AIM- Related Payment	0.00	0.00	0.00	0.0%
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	679.09	392.46	286.63	173.03%
Misc	0.00	0.00	0.00	0.0%
A2680 - Insurance Recoveries	0.00	0.00	0.00	0.0%
Copies & Miscellaneous Income	0.00	0.00	0.00	0.0%
Insurance Recovery	0.00	0.00	0.00	0.0%
A2705 - Gifts & Donations	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%
A1002 - HWY REAL PROPERTY TAX REVENUE	0.00	0.00	0.00	0.0%
A1090 - Int-Penalties on Real Prop Tax	1,317.87	1,200.00	117.87	109.82%
A1120 - Sales Tax Revenue	56,624.39	60,000.00	-3,375.61	94.37%
A1170 - TW Franchise Fee Revenue	0.00	0.00	0.00	0.0%
<b>A1225 - Clerk Fees Revenue</b>				
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%
Landfill Fees	0.00	0.00	0.00	0.0%
Death Certificates	180.00	100.00	80.00	180.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	200.00	190.00	10.00	105.26%
A1420 - LEGAL FEES WIND LAW REVENUE	0.00	0.00	0.00	0.0%
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	219.00	877.42	-658.42	24.96%
A2555 - Building Permits Revenue	328.00	973.35	-645.35	33.7%
A2610 - Fines & Bail Revenue	253.00	588.71	-335.71	42.98%
A2701 - Refund of Prior Yrs' Expenses	0.00	0.00	0.00	0.0%
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%
A3040 - Star Tax Refund Revenue	0.00	0.00	0.00	0.0%
A3050 - ASSESSMENT STATE AID	0.00	0.00	0.00	0.0%
A3060 - Record Mngmt Clerk Grant	0.00	0.00	0.00	0.0%
A3097 - Highway Building Grant	0.00	0.00	0.00	0.0%
A3397 - JCAP Grant, St Ald Public Sfty	0.00	0.00	0.00	0.0%
A4001 - IRS Refund Revenue	0.00	0.00	0.00	0.0%
A4010 - Government Grant	0.00	0.00	0.00	0.0%
SF1001 - SF Foreign Fire Ins Revenue	0.00	300.00	-300.00	0.0%
SF1002 - NYS Aid for Foreign Fire Dist	0.00	0.00	0.00	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	281,545.61	370,920.94	-89,375.33	75.9%
<b>HIGHWAY FUND REVENUES</b>				
DA1000 - HWY UNEXPENDED BALANCE PREV YR	0.00	0.00	0.00	0.0%
DA1001 - REAL PROPERTY HIGHWAY	0.00	0.00	0.00	0.0%

Town Of Hartsville/General Fund  
Actuals through July 16th vs. 2024 Total Budget

	Jan 1 - Jul 16, 24	2024 Total Budget	\$ Over Budget	% of Budget
DA2300 · OTHER GOVERNMENTS MOWING	0.00	0.00	0.00	0.0%
DA2301 · OTHER OVERNMENTS SNOW REMOVAL	0.00	0.00	0.00	0.0%
DA2401 · INTEREST AND EARNINGS	0.00	0.00	0.00	0.0%
DA2500 · GEN FUND PAYROLL REIMB HWY BUIL	0.00	0.00	0.00	0.0%
DA2550 · PROPERTY OWNER REIMBURSEMENT	0.00	0.00	0.00	0.0%
DA2665 · SALE OF EQUIPMENT	0.00	0.00	0.00	0.0%
DA2667 · SALE OF SCRAP	0.00	0.00	0.00	0.0%
DA3400 · GENERAL PURPOSE STATE AID	0.00	0.00	0.00	0.0%
DA3450 · STAR REFUND	0.00	0.00	0.00	0.0%
DA3501 · STATE AID CHPS	0.00	0.00	0.00	0.0%
DA3989 · GOVERNMENT GRANTS	0.00	0.00	0.00	0.0%
DA5132 · HWY BUILDING PR REIMBURSEMENT	0.00	0.00	0.00	0.0%
DA5200 · REFUNDS	0.00	0.00	0.00	0.0%
DA5210 · INSURANCE PROCEEDS	0.00	0.00	0.00	0.0%
HIGHWAY FUND REVENUES - Other	0.00	0.00	0.00	0.0%
<b>Total HIGHWAY FUND REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
<b>TRUST AND AGENCY REVENUES</b>				
TA3030 · transfer clerk's property tax	0.00	0.00	0.00	0.0%
TA3040 · transfers from general fund	0.00	0.00	0.00	0.0%
TA3060 · NYS FIRE TAX INSURANCE	0.00	0.00	0.00	0.0%
TA4050 · IRS REFUND	0.00	0.00	0.00	0.0%
TRUST AND AGENCY REVENUES - Other	0.00	0.00	0.00	0.0%
<b>Total TRUST AND AGENCY REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
A2650 · Sales of Scrap & Excess Materia	0.00	0.00	0.00	0.0%
DA3475 · STATE EMERGENCY MANAGE OFFICE	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>356,172.61</b>	<b>720,234.00</b>	<b>-364,061.39</b>	<b>49.45%</b>
<b>Cost of Goods Sold</b>				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>356,172.61</b>	<b>720,234.00</b>	<b>-364,061.39</b>	<b>49.45%</b>
<b>Expense</b>				
A7520.4 · Historical Property--CE	0.00	387.10	-387.10	0.0%
A7520.1 · Historical Property--PS	200.00	0.00	200.00	100.0%
A1410.11--Deputy Town Clerk	0.00	0.00	0.00	0.0%
2701--Gifts & Donations	0.00	0.00	0.00	0.0%
1620.4--Building	0.00	0.00	0.00	0.0%
A3420.4 Foreign Fire	0.00	0.00	0.00	0.0%
GENERAL FUND EXPENS	0.00	0.00	0.00	0.0%
<b>HIGHWAY FUND EXPENSES</b>				
D5130.2 · MACHINERY EQUIPMENT CAPITAL	0.00	0.00	0.00	0.0%
D5130.4 · MACHINERY CONTRACTUAL	0.00	0.00	0.00	0.0%
D5140.4 · HWY MISCELLANEOUS	0.00	0.00	0.00	0.0%
D5142.4 · SNOW REMOVAL CONTACTUAL				
5242.a · diesel fuel	0.00	0.00	0.00	0.0%
5242.b · gasoline	0.00	0.00	0.00	0.0%
5242.c · road salt	0.00	0.00	0.00	0.0%
5242.d · road sand	0.00	0.00	0.00	0.0%
D5142.4 · SNOW REMOVAL CONTACTUAL - Other	0.00	0.00	0.00	0.0%
<b>Total D5142.4 · SNOW REMOVAL CONTACTUAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
DA5110. · REPAIRS CONTRACTUAL	0.00	0.00	0.00	0.0%
DA51122 · CAPITAL CHPS	0.00	0.00	0.00	0.0%
DA5112C · CHIPS CONTRACTUAL EXPENSE				
DA5112a · Parts	0.00	0.00	0.00	0.0%
DA5112b · Diesel	0.00	0.00	0.00	0.0%
DA5112d · Gasoline	0.00	0.00	0.00	0.0%
DA5112e · Gravel	0.00	0.00	0.00	0.0%

Town Of Hartsville/General Fund  
Actuals through July 16th vs. 2024 Total Budget

	Jan 1 - Jul 16, 24	2024 Total Budget	\$ Over Budget	% of Budget
DA5112f · Gravel Processing	0.00	0.00	0.00	0.0%
DA5112C · CHIPS CONTRACTUAL EXPENSE - Other	0.00	0.00	0.00	0.0%
Total DA5112C · CHIPS CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.0%
DA5213 · PERM IMPROVEMENT CONTINENCY	0.00	0.00	0.00	0.0%
DA5232 · CAPITAL BUILDING HWY GARAGE	0.00	0.00	0.00	0.0%
DA5260 · STAR REFUND RETURN TO GENERAL	0.00	0.00	0.00	0.0%
HIGHWAY FUND EXPENSES - Other	0.00	0.00	0.00	0.0%
Total HIGHWAY FUND EXPENSES	0.00	0.00	0.00	0.0%
PAYROLL EXPENSES				
5001 · HIGHWAY FUND PERSONNEL SERVICES				
D5142.1 · SNOW REMOVAL PAYROLL	0.00	0.00	0.00	0.0%
D9030.8 · HWY EMPLOYEE FICA & MEDICARE	0.00	0.00	0.00	0.0%
D9040.8 · HWY WORKERS COMP	0.00	0.00	0.00	0.0%
D9050.8 · HWY UNEMPLOYMENY INSURANCE	0.00	0.00	0.00	0.0%
D9060.8 · HWY HOSPITAL AND MEDICAL INSURA	0.00	0.00	0.00	0.0%
DA5110 · HWY REPAIRS PAYROLL	0.00	0.00	0.00	0.0%
DA5111 · HIGHWAY PAYROLL	0.00	0.00	0.00	0.0%
DA5112 · CHIPS IMPROVEMENT PAYROL	0.00	0.00	0.00	0.0%
DA9089 · HIGHWAY · OTHER EMPLOY. BENEFIT	0.00	0.00	0.00	0.0%
5001 · HIGHWAY FUND PERSONNEL SERVICES - Other	0.00	0.00	0.00	0.0%
Total 5001 · HIGHWAY FUND PERSONNEL SERVICES	0.00	0.00	0.00	0.0%
PAYROLL EXPENSES - Other	0.00	0.00	0.00	0.0%
Total PAYROLL EXPENSES	0.00	0.00	0.00	0.0%
TRUST AND AGENCY EXPENSES				
TA1050 · INTEREST ASSESSMENT SURCHARGE	0.00	0.00	0.00	0.0%
TA1060 · NYS FIRE INSURANCE EXPENSE	0.00	0.00	0.00	0.0%
TA1070 · STATE	0.00	0.00	0.00	0.0%
TA1080 · UNCATEGORIZED EXPENSES	0.00	0.00	0.00	0.0%
TRUST AND AGENCY EXPENSES - Other	0.00	0.00	0.00	0.0%
Total TRUST AND AGENCY EXPENSES	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
A1010.1 · Town Board--PS	4,000.00	7,548.39	-3,548.39	52.99%
A1010.4 · Town Board--CE	1,289.97	1,300.00	-10.03	99.23%
A1100.1 · OFFICER SALARY	0.00	0.00	0.00	0.0%
A1110.1 · Justice--PS	1,750.02	3,434.14	-1,684.12	50.96%
A1110.4 · Justice--CE				
A1110.3 · Ball and Fines	143.00	0.00	143.00	100.0%
A11104a · Justice Contractual JCAP	0.00	0.00	0.00	0.0%
A11104b · Justice--Software	0.00	0.00	0.00	0.0%
A1110.4 · Justice--CE - Other	60.00	1,000.00	-940.00	6.0%
Total A1110.4 · Justice--CE	203.00	1,000.00	-797.00	20.3%
A1220.1 · Supervisor--PS				
A12201a · Deputy Supervisor	1,999.99	154.84	1,845.15	1,291.65%
A1220.1 · Supervisor--PS - Other	2,365.02	4,640.99	-2,275.97	50.96%
Total A1220.1 · Supervisor--PS	4,365.01	4,795.83	-430.82	91.02%
A1220.4 · Supervisor--CE	35.00	500.00	-465.00	7.0%
A12204a · Bookkeeper to Sup'r--PS	0.00	3,924.73	-3,924.73	0.0%
A12204b · Bookkeeper CE	2,489.36	2,354.84	134.52	105.71%
A1330.1 · Tax Collector--PS	675.00	1,324.60	-649.60	50.96%
A1330.2 · Tax Collector--Equipment	0.00	0.00	0.00	0.0%
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	3,625.02	7,113.57	-3,488.55	50.96%
Total A1355.1 · Assessor--PS	4,150.02	7,563.57	-3,413.55	54.87%
A1355.4 · Assessor--CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%



**Town Of Hartsville/General Fund**  
**Actuals through July 16th vs. 2024 Total Budget**

	Jan 1 - Jul 16, 24	2024 Total Budget	\$ Over Budget	% of Budget
A1355.4 · Assessor--CE - Other	451.64	700.00	-248.36	64.52%
Total A1355.4 · Assessor--CE	1,501.64	1,750.00	-248.36	85.81%
A1356.4 · PROPERTY REEVALUATION FUND	0.00	0.00	0.00	0.0%
A1357.4 · GREIVANCE BOARD PERSONAL CONTRA	0.00	0.00	0.00	0.0%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	3,150.00	6,181.45	-3,031.45	50.96%
Total A1410.1 · Town Clerk--PS	3,150.00	6,381.45	-3,231.45	49.36%
A1410.4 · Town Clerk--CE				
A14104a · Town Clerk-Dog Service-CE	0.00	0.00	0.00	0.0%
A1410.4 · Town Clerk--CE - Other	245.99	1,177.42	-931.43	20.89%
Total A1410.4 · Town Clerk--CE	245.99	1,177.42	-931.43	20.89%
A1420.4 · Attorney--PS	500.00	15,000.00	-14,500.00	3.33%
A1430.4 · Board Ethics--CE	0.00	0.00	0.00	0.0%
A1450.1 · Elections--PS	0.00	0.00	0.00	0.0%
A1450.4 · Elections--CE	1,266.00	1,288.00	-22.00	98.29%
A1620.1 · Building--Cleaning--PS	105.00	1,177.42	-1,072.42	8.92%
A1620.2 · Buildings--Equipment	0.00	10,000.00	-10,000.00	0.0%
A1620.4 · Buildings--CE				
Cleaning supplies	129.14	0.00	129.14	100.0%
Repairs to heating equipment	0.00	0.00	0.00	0.0%
1620.4C · Shop Heating Oil	0.00	0.00	0.00	0.0%
1620.4D · Town Hall Propane Heating	1,474.29	2,452.96	-978.67	60.1%
1620.4E · Electric Service				
Town blgs	0.00	0.00	0.00	0.0%
1620.4E · Electric Service - Other	921.52	1,177.42	-255.90	78.27%
Total 1620.4E · Electric Service	921.52	1,177.42	-255.90	78.27%
1620.4F · INTERNET ACCESS	0.00	0.00	0.00	0.0%
1620.4G · Phone Service	1,533.69	2,551.07	-1,017.38	60.12%
A1620.4 · Buildings--CE - Other	1,126.51	62,493.00	-61,366.49	1.8%
Total A1620.4 · Buildings--CE	5,185.15	68,674.45	-63,489.30	7.55%
A1640.1 · Hwy Garage--PS	0.00	0.00	0.00	0.0%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	4,269.09	7,358.87	-3,089.78	58.01%
A1640.4b Hwy--Electric	814.51	1,500.00	-685.49	54.3%
A1640.4a · Hwy Building Fund	0.00	0.00	0.00	0.0%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	5,083.60	9,058.87	-3,975.27	56.12%
A1800 · CONTINGENCY FUND	0.00	0.00	0.00	0.0%
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%
A1989.4 · Gen Gov't Support-Contingency	0.00	0.00	0.00	0.0%
A3310.4 · Traffic Control--CE	0.00	0.00	0.00	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	2,652.00	5,204.19	-2,552.19	50.96%
A3620.4 · Building Inspector--CE	0.00	5,000.00	-5,000.00	0.0%
A4010.1 · Health Officer--PS	0.00	116.13	-116.13	0.0%
A4010.4 · Health Officer--CE	0.00	0.00	0.00	0.0%
A5010 · Highway Superintendent				
A5010.1 · Hwy Superintendent--PS				
A50101a · Hwy Sup'r--Research & Developmt	0.00	0.00	0.00	0.0%
A5010.1 · Hwy Superintendent--PS - Other	9,000.00	60,113.15	-51,113.15	14.97%
Total A5010.1 · Hwy Superintendent--PS	9,000.00	60,113.15	-51,113.15	14.97%
A5010 · Highway Superintendent - Other	11,508.36	0.00	11,508.36	100.0%
Total A5010 · Highway Superintendent	20,508.36	60,113.15	-39,604.79	34.12%
A5010.4 · Hwy Superintendent--CE	379.27	1,000.00	-620.73	37.93%

Town Of Hartsville/General Fund  
Actuals through July 16th vs. 2024 Total Budget

	Jan 1 - Jul 16, 24	2024 Total Budget	\$ Over Budget	% of Budget
A5132.1 · Hwy Building--PS	0.00	0.00	0.00	0.0%
A5132.2 · Hwy Garage--Capital build	0.00	40,000.00	-40,000.00	0.0%
A6560B · NEW YORK RE-EMPLOYMENT INSURANC	0.00	0.00	0.00	0.0%
A6989 · Reserve for Contingency	0.00	15,000.00	-15,000.00	0.0%
A7510.1 · Hlstorian--PS	0.00	200.00	-200.00	0.0%
A7510.4 · Hlstorian--CE	0.00	0.00	0.00	0.0%
A8810.4 · Cemeteries--CE	2,000.00	5,000.00	-3,000.00	40.0%
A8810.2 · Cemeteries--Equipment	0.00	0.00	0.00	0.0%
A9030.8 · Social Security & Medicare	3,226.65	7,358.87	-4,132.22	43.85%
A9040.8 · Workman's Compensation	2,941.35	3,600.00	-658.65	81.7%
A9050.8 · NY Unemployment Ins.	520.57	949.33	-428.76	54.84%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	1,035.56	1,766.13	-730.57	58.63%
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%
SF Due to General Cking	0.00	0.00	0.00	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%
South Hornell Fire Services	17,250.00	23,000.00	-5,750.00	75.0%
SF3410 · Fire Protecton--CE - Other	0.00	0.00	0.00	0.0%
Total SF3410 · Fire Protecton--CE	23,708.00	52,458.00	-28,750.00	45.19%
SF3411 · NYS Foreign Fire Ins. Assistanc	0.00	0.00	0.00	0.0%
Total Expense	123,935.76	729,061.61	-605,125.85	17.0%
Net Ordinary Income	232,236.85	-8,827.61	241,064.46	-2,630.8%
Other Income/Expense				
Other Income				
A1100 · HIGHWAY FUNDS	0.00	0.00	0.00	0.0%
A9900.9 · CHIPS TRANSFER TO HIGHWAY	0.00	0.00	0.00	0.0%
DA2800 · UNCATEGORIZED EXPENSES	0.00	0.00	0.00	0.0%
DA5130 · DUMP BOX BOND	0.00	0.00	0.00	0.0%
DA5140 · EXCAVATOR FUND GRANT INCOME	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
DA5730 · DUMP BOX EXPENSES	0.00	0.00	0.00	0.0%
DA5740 · EXCAVATOR FUND	0.00	0.00	0.00	0.0%
DA5750 · GENERAL FUNDS EXPENSES	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	232,236.85	-8,827.61	241,064.46	-2,630.8%

TOWN OF HARTSVILLE/Highway Fund  
Actuals through Jul 16th vs. 2024 Budge

	Jan 1 - Jul 16	2024 Total 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	447.88	140.00	307.88	319.91%
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	213,861.88	417,850.00	-203,988.12	51.18%
Total Income	213,861.88	442,850.00	-228,988.12	48.29%
Gross Profit	213,861.88	442,850.00	-228,988.12	48.29%
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.	4,812.54	11,200.00	-6,387.46	42.97%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets--PS	24,307.22	68,250.00	-43,942.78	35.62%
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				
DA5112b - Diesel	3,208.42			
DA5112d - Gasoline	732.49	0.00	732.49	100.0%
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	3,940.91	35,000.00	-31,059.09	11.26%
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	18,753.08	40,000.00	-21,246.92	46.88%
Total D5130.4 - Machinery--CE	18,753.08	45,500.00	-26,746.92	41.22%
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**  
**Actuals through Jul 16th vs. 2024 Budge**

	Jan 1 - Jul 16	2024 Total 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	5,071.55	10,000.00	-4,928.45	50.72%
D9040.8 · Workers Comp Employee	4,775.65	5,000.00	-224.35	95.51%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	22.72	0.00	22.72	100.0%
D9050.8 · Unemployment Insurance - Other	1,301.20	3,400.00	-2,098.80	38.27%
Total D9050.8 · Unemployment Insurance	1,323.92	3,400.00	-2,076.08	38.94%
D9060.8 · Hospital, Medical, Dental Ins	10,384.50	21,600.00	-11,215.50	48.08%
D9089.8 · Other Employee Benefit -specify	3,149.40	5,200.00	-2,050.60	60.57%
DA5232 · CAPITAL BUILDING HWY GARAGE	0.00	0.00	0.00	0.0%
EXPENSES - Other	28.60	0.00	28.60	100.0%
<b>Total EXPENSES</b>	<b>163,513.50</b>	<b>442,850.00</b>	<b>-279,336.50</b>	<b>36.92%</b>
<b>Total Expense</b>	<b>163,513.50</b>	<b>442,850.00</b>	<b>-279,336.50</b>	<b>36.92%</b>
<b>Net Ordinary Income</b>	<b>50,348.38</b>	<b>0.00</b>	<b>50,348.38</b>	<b>100.0%</b>
<b>Net Income</b>	<b>50,348.38</b>	<b>0.00</b>	<b>50,348.38</b>	<b>100.0%</b>

# Highway report June 2024

- Serviced and maintained equipment as needed
- Graded
  - Fall Creek
  - Backside of Bearlick
  - Henry Jankins
  - Woodworth
  - Clancy
  - Landis
  - Alfred Station road
- Ditched
  - Honey run
  - Ells
- Mowed first pass on all roads
- Changed stinger blades on grader
- Ordered a load of salt
- Spread 11 loads of brine
- Spread 2 loads of item 4

A handwritten signature in black ink, appearing to read 'Jeffrey Getman', with a stylized flourish at the end.

Jeffrey Getman

Sam

1 message

ashley gibbon <ashley.gibson89@yahoo.com>  
To: hartsvilletownclerk17@gmail.com

Wed, Jul 17, 2024 at 4:26 PM

Code officer report

1 permit.  
1 certificate.  
Phone calls about upcoming projects.

Update on Spikes place,  
-They are planning to haul tires in to landfill on Wednesday.  
-Still waiting on parts for the one car there.  
-Son is separating the pile outback yet into three piles of tires, scrap metal, and general trash and rubbish.  
-Progress is being made but slow.  
-They were informed that this needs to get finished. That the tall weeds need trimmed around the house trailer, pick up the random garbage that has re accumulated and address anything else that was in the original letter.  
-The owner understands that they can be issued citations at anytime now if the board wishes for me to do so. The owner commented that her son has offered to pay her fine if it goes to court. I asked her to remind her son that if it goes to court, it doesn't stop with a fine, he will still need to finish cleaning it all up.  
-They are making progress but slow.

A question from the past board meeting was if an operation permit was needed for Kristies produce event.  
The answer is no.  
The photo is straight from new York states site on it all.

Sent from my iPhone



Screenshot\_20240715\_213412\_DuckDuckGo.jpg  
668K



## Overview



# Overview

Are you starting or currently operating a farmers' market in New York State, and looking for more information? Here are a few things you should know:

- New York does not regulate Farmers' Markets, but we do regulate the foods sold at the market.
- There is no permit needed from the state to start a farmers' market or operate a farm stand or mobile market.
- Your local municipality may require permits or licenses for you to operate your market.

When considering how to start or improve your existing market, we recommend that you first read the [Farmers' Market Federation of New York's Guide to Developing a Community Farmers Market](#). You may also find a [list of farmers who are interested in being contacted by farmers' market managers](#). You may use this list to help recruit farms to your market.

In addition, a great way to improve your market manager skills is to take the Farmers' Market Manager Certification Program. The Farmers' Market Federation of New York, Cornell Cooperative Extension of Broome County, and SUNY Cobleskill have partnered together to create an online curriculum to train and certify farmers' market managers. The course covers all aspects of managing and growing a successful farmers'

**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 6/1/2024 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					
1	Death Copies	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	\$ 10.00
	Marriage Licenses Copies					
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
	Dog Licenses/unspayed					
5	Dog Licenses/spayed	\$ 10.00	\$50.00	\$5.00	\$45.00	\$ 50.00
	Rabies Clinic					
1	Building Permits/Application Fee		\$50.00	N/A	\$50.00	\$ 50.00
	Totals	N/A	\$110.00	\$ 5.00	\$105.00	\$110.00

Total Fees Remitted to the Supervisor	\$ 105.00
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.	\$ 45.00
Amount paid to State Health Dept. for Marriage Lic.	
Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered	\$ 5.00
Building Permits	\$ 50.00
Searches & Copies	\$ 10.00
Total	\$110.00

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 Plan - Committee Report

7/17/2024

- 1.) Received first CHIPs reimbursement for \$74,620 into the General Fund. It was moved to the Highway Fund. Still have \$167,372 to claim in the various State Aid buckets.
- 2.) Mid-Year Actuals vs. Budget nearly complete. Will send to board for review and questions, then conduct a special meeting to discuss.
- 3.) 2024 Five-Year Capital Improvement and Equipment review. Following the mid-year budget review, the focus will shift to updating 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 set to start this month
  - d. First newsletter sent out.

Committee Chair

David Gerhard