

TOWN OF HARTSVILLE BOARD MEETING JUNE 19TH, 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 19th day of June 2024.

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

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

Minutes accepted for the May 15th Board Meeting. Motion made by Misti Carbone and Seconded by Heidi Margeson. Minutes taken by Ashley Gibson

Financial Review/Vouchers – board had no questions.

COMMITTEE REPORTS

Highway - See attached.

Code Officer – Working on recertification class. Resident is working on clean up and has also found a grant to help clean up the mess at a discount. Working on the citations letter for residents.

Town Clerk- See attached.

Historian - Nothing new to report.

Assessor – Had 30-40 Grievance cases.

5 Year Strategic Plan Committee – See attached.

Grants – Alice has provided some quotes for the AED. Kriste has asked Misti to investigate which quote is the best. We are going to hold off on this project to possibly use Covid funds to purchase. Alice will be working with Dave on this.

Cemetery: Nothing new to report.

Fire & EMA: Nothing reported.

OLD BUISNESS

- Cemetery Site Management: Tree Removal for safety – Rodney has removed some trees but has a few more to remove. Needs the ground to dry out.
- SLFRF Spending –The Board will need to come up with items to use.
- Review Dry Storage Quote – We are going to hold off on this project for right now.
- Muni-con – No new updates at this time other than they are still working on (see Steuben County newsletter.)
- Road Use Agreement – Tom, Lee, Dave, and Jeff have had a meeting on this and have made some more changes. They have started working on the final draft to present to the board.
- Wind Law Review - After Misti and Brinette have done some research and met with attorney, John Vogel, there is no filing error, and everything is complete.
- Policy Cleanup – Heidi has gathered information and now the task has been passed off to Misti to go through each policy, organize, and update if necessary.
- Letter from taxpayer (Clair Road) – Will need to speak with landowners to come up with solution. At the last check in, they were leaning toward not taking over the land so we will have to maintain it.
- AUD/AFR Reports – Kriste and Dave have been working on it and should have 2021 finalized soon. Then, the focus will shift to 2022 and 2023 filings.

NEW BUISNESS

- New Website – Kriste has suggested to hire Dominic to revamp the website. The Board has agreed and Misti and Kriste will talk to Dominic about doing the revamp.
- Memorial Area – Misti has provided some information about putting in a flagpole and seating bench at the Town Hall in remembrance of Buddy Getman. The Board has agreed with the idea and has asked Misti to get some measurements from Howard for the one that they have installed, and we will need settle on the location for the memorial site. Sam mentioned making this a community event for installation.
- Shorts Pre-Buy – The Board has the option to prebuy propane at a discounted price (See packet). The Board has decided to go with option one of prebuying 600 gallons at \$2.19 a gallon. (See resolution 18).
- AED Devices – The Board has decided to hold off on the purchase until we review the SLFRF Spending.
- Radio Equipment – Jeff has someone coming in to look at the radios to see if they can be installed in our trucks and what the expense would be. a cost. He will report back when he has information.
- Brine Limitations – Brine can no longer be used for dust control on roads. It can only be used for the stability of the roads when working them. The Board will need to start looking into other ideas for the roads.

EXECUTIVE SESSION

Executive Session started at 8:12 p.m. to discuss the resignation of Kriste Gerhard on June 30th, 2024. The Board has decided to appoint David Gerhard as the replacement Supervisor and Heidi Margeson as the Deputy Supervisor until December 31st, 2024. Executive Session ended at 8:21 p.m. (See resolution 15 & 16 & 17).

MEETING CLOSE

Closed Board Meeting at 8:29 P.M. motion made by Kriste Gerhard and Seconded by Brinette Steffey.

Town Of Hartsville - General Fund Actuals-to-Date vs. Total 2024 Budget

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	Jan 1st - Jun 19th	2024 Total Budget	\$ Over/(Under) 2024 Total 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	552.32	400.00	152.32	138.08%
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	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%
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	140.00	100.00	40.00	140.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	160.00	190.00	-30.00	84.21%
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	177.00	900.00	-723.00	19.67%
A2555 - Building Permits Revenue	288.00	1,000.00	-712.00	28.8%
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	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	281,296.84	370,989.00	-89,692.16	75.82%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	281,296.84	732,044.00	-450,747.16	38.43%
Gross Profit	281,296.84	732,044.00	-450,747.16	38.43%
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	784.37	1,300.00	-515.63	60.34%
A1110.1 - Justice--PS	1,458.35	3,500.00	-2,041.65	41.67%
A1110.4 - Justice--CE				
A1110.3 - Bail and Fines	143.00			
A1110.4 - Justice--CE - Other	60.00	1,000.00	-940.00	6.0%

Town Of Hartsville - General Fund
Actuals-to-Date vs. Total 2024 Budget

(14)

	Jan 1st - Jun 19th	2024 Total Budget	\$ Over/(Under) 2024 Total Budget	% of Budget
Total A1110.4 · Justice--CE	203.00	1,000.00	-797.00	20.3%
A1220.1 · Supervisor--PS				
A12201a · Deputy Supervisor	1,666.66	200.00	1,466.66	833.33%
A1220.1 · Supervisor--PS - Other	1,970.85	4,730.00	-2,759.15	41.67%
Total A1220.1 · Supervisor--PS	3,637.51	4,930.00	-1,292.49	73.78%
A1220.4 · Supervisor--CE	0.00	500.00	-500.00	0.0%
A12204a · Bookkeeper to Sup'r--PS	35.00	4,000.00	-3,965.00	0.88%
A12204b · Bookkeeper CE	2,063.97	2,400.00	-336.03	86.0%
A1330.1 · Tax Collector--PS	562.50	1,350.00	-787.50	41.67%
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	3,020.85	7,250.00	-4,229.15	41.67%
Total A1355.1 · Assessor--PS	3,545.85	7,700.00	-4,154.15	46.05%
A1355.4 · Assessor--CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%
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%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	2,625.00	6,300.00	-3,675.00	41.67%
Total A1410.1 · Town Clerk--PS	2,625.00	6,500.00	-3,875.00	40.39%
A1410.4 · Town Clerk--CE	245.99	1,200.00	-954.01	20.5%
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	60.00	1,200.00	-1,140.00	5.0%
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	160.29	2,500.00	-2,339.71	6.41%
1620.4E · Electric Service	921.52	1,200.00	-278.48	76.79%
1620.4G · Phone Service	1,313.73	2,600.00	-1,286.27	50.53%
A1620.4 · Buildings--CE - Other	1,381.18	62,493.00	-61,111.82	2.21%
Total A1620.4 · Buildings--CE	3,905.86	68,793.00	-64,887.14	5.68%
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%
A3620.1 · Building Inspector--PS	2,210.00	5,304.00	-3,094.00	41.67%
A3620.4 · Building Inspector--CE	0.00	5,000.00	-5,000.00	0.0%

Town Of Hartsville - General Fund
Actuals-to-Date vs. Total 2024 Budget

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	Jan 1st - Jun 19th	2024 Total Budget	\$ Over/(Under) 2024 Total Budget	% of Budget
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	6,402.86			
Total A5010 · Highway Superintendent	15,402.86	61,266.00	-45,863.14	25.14%
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%
A8810.4 · Cemeteries--CE	1,000.00	5,000.00	-4,000.00	20.0%
A9030.8 · Social Security & Medicare	2,453.37	7,500.00	-5,046.63	32.71%
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	381.62	1,000.00	-618.38	38.16%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	780.28	1,800.00	-1,019.72	43.35%
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 Canisteo--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	101,013.28	732,044.00	-631,030.72	13.8%
Net Ordinary Income	180,283.56	0.00	180,283.56	100.0%
Net Income	180,283.56	0.00	180,283.56	100.0%

TOWN OF HARTSVILLE - Highway Fund
Actuals-to-Date vs. Total 2024 Budget

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Ordinary Income/Expense

Income

2770 Unclassified

Reimbursement

2770 Unclassified - Other

Total 2770 Unclassified

Transfer from Highway Reserves

REVENUES

DA3501 - State Aid PAVE

DA3501 State Aid WIRP

DA2801 - Interfund Transfers

DA2680 - Insurance Recoveries

DA1001 - Real Property Highway

DA2401 - Interest and Earnings

DA2550 - Property Owner Reimbursement

DA2665 - Sale of Equipment

DA2650 - Sale of Scrap & Excess Material

DA3501 - State Aid CHIPS

Total REVENUES

Total Income

Gross Profit

Expense

Misc

EXPENSES

D5132.4 - Garage

D9785.6 - Installment Debt Payment -Prin.

D9785.7 - Installment Debt Payment - Int.

D5120.2 - Equip & Capital Bridges

D5110.1 - Maintenance of Streets--PS

D5110.4 - General Repairs--CE

DA5110.4c - Parts

DA5110.4b - Gasoline

DA5110.4a - Diesel fuel

D5110.4 - General Repairs--CE - Other

Total D5110.4 - General Repairs--CE

D5112.4 - CHIPS-Perm Improv--CE

DA5112b - Diesel

DA5112d - Gasoline

DA5112e - Gravel

DA5112f - Road Infrastructure

Total D5112.4 - CHIPS-Perm Improv--CE

D5130.2 - Machinery Equipment Capital

D5130.4 - Machinery--CE

DA5130a - Gasoline

D5130.4 - Machinery--CE - Other

Total D5130.4 - Machinery--CE

D5142.1 - Snow Removal--PS

D5142.4 - Snow Removal--CE

	Jan 1st - Jun 19th	2024 Total Budget	\$ Over/(Under) 2024 Total Budget	% of Budget
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	370.71	140.00	230.71	264.79%
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	139,157.71	417,850.00	-278,692.29	33.3%
Total Income	139,157.71	442,850.00	-303,692.29	31.42%
Gross Profit	139,157.71	442,850.00	-303,692.29	31.42%
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	19,346.52	68,250.00	-48,903.48	28.35%
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	2,489.69			
DA5112d - Gasoline	470.07	0.00	470.07	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	2,959.76	35,000.00	-32,040.24	8.46%
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	18,636.99	40,000.00	-21,363.01	46.59%
Total D5130.4 - Machinery--CE	18,636.99	45,500.00	-26,863.01	40.96%
D5142.1 - Snow Removal--PS	28,664.48	46,200.00	-17,535.52	62.04%
D5142.4 - Snow Removal--CE				


TOWN OF HARTSVILLE - Highway Fund
Actuals-to-Date vs. Total 2024 Budget

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	Jan 1st - Jun 19th	2024 Total Budget	\$ Over/(Under) 2024 Total Budget	% of Budget
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	3,462.03	12,000.00	-8,537.97	28.85%
D5142.4 · Snow Removal--CE - Other	0.00			
Total D5142.4 · Snow Removal--CE	12,758.78	38,500.00	-25,741.22	33.14%
D9030.8 · Social Security & FICA Employee	4,612.34	10,000.00	-5,387.66	46.12%
D9040.8 · Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	21.55	0.00	21.55	100.0%
D9050.8 · Unemployment Insurance - Other	1,230.36	3,400.00	-2,169.64	36.19%
Total D9050.8 · Unemployment Insurance	1,251.91	3,400.00	-2,148.09	36.82%
D9060.8 · Hospital, Medical, Dental Ins	9,553.74	21,600.00	-12,046.26	44.23%
D9089.8 · Other Employee Benefit -specify	2,938.12	5,200.00	-2,261.88	56.5%
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	148,847.95	442,850.00	-294,002.05	33.61%
Total Expense	148,847.95	442,850.00	-294,002.05	33.61%
Net Ordinary Income	-9,690.24	0.00	-9,690.24	100.0%
Net Income	-9,690.24	0.00	-9,690.24	100.0%

Highway report May 2024

- Serviced and maintained equipment as needed
- Graded
 - Call Hill
 - Slate Creek
 - Mullen road
 - Post road
- Ditch Work
 - Honey Run
 - Seasonal part of Ells road
- Mowed
 - Slate creek
 - Call Hill
- Summited Chips paper work for June reimbursement
- Spread 7 loads of item 4
- Spread 6 loads of brine



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 5/1/2024 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					
4	Death Copies	\$ 10.00	\$ 40.00	\$ -	\$ 40.00	\$ 40.00
	Marriage Licenses Copies					
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
1	Dog Licenses/unspayed	\$18.00	\$18.00	\$3.00	\$15.00	\$ 18.00
3	Dog Licenses/spayed	\$ 10.00	\$30.00	\$3.00	\$27.00	\$ 30.00
	Rabies Clinic					
1	Building Permits/Application Fee		\$40.00	N/A	\$40.00	\$ 40.00
	Totals	N/A	\$128.00	\$ 6.00	\$122.00	\$128.00

Total Fees Remitted to the Supervisor	\$ 122.00
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.	\$ 42.00
Amount paid to State Health Dept. for Marriage Lic.	
Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered	\$ 6.00
Building Permits	\$ 40.00
Searches & Copies	
Total	\$ 128.00

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
Ashley Gibson, Town Clerk

5-Year Strategic Committee Plan Report

6/19/2024

- 1.) Claim submitted to chips in the order of \$74,000 for the deposit on the dually, the dually accessories, and the first payments on the tractor and dually.
- 2.) Focus shifting to figuring out how to use the COVID money. We need to put forth our plans by the end of this year and spend the funds by the end of next year. With the news of not being selected for the Community Project Fund grant, we will seek to use Dry Storage as the project.
 - a. In the meantime, site prep can occur, we can revise the Statement of Work, send it back out for bids (officially) through mediums like the newspaper and our web page.
- 3.) 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.
- 4.) An analysis will be done after June 30th (mid-year point) of the actuals vs. budget. A meeting will be held with the board members to go over any areas of concern. Mid-year budget adjustment will be the result.
- 5.) The focus will now shift to the other points of the strategic plan. Namely,
 - a. New Web Page
 - b. Community outreach and events.
 - c. Quarterly newsletter to the residents.

Committee Chair

David Gerhard