

TOWN OF HARTSVILLE BOARD MEETING MARCH 20TH, 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 20th day of March 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 the February 21st Board Meeting. Motion made by Kriste Gerhard 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 – one certificate of occupancy

Town Clerk- See Attached

Historian- came in March 9th and 18th to go thru research downstairs. Looking for new items from Hartsville residents

Assessor – Laura provided paperwork on equalization rates. Updated the board with the three options for the reevaluation. Board has decided to do a Public Hearing on April 1st, 2024 at 6 p.m. at the Town Hall with a special board meeting to follow. Town Clerk asked to post the meeting

Justice – Nothing to Report

5 Year Strategic Plan Committee – See Attached

Grants – No new updates

Cemetery: Provided packets of research done up to this point in time

Fire & EMA: Nothing Reported

OLD BUISNESS

- Cemetery Site Management: Tree Removal for safety – Going to check in with Rodney with updates
- SLFRF Spending – the Board needs to come up with a list of what to use the funds for
- Review Dry Storage Quote – no new updates
- 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. – No new updates
- Road Use Agreement – Tom has made a list of suggestion and has retyped agreement and is going to make arrangements to get with committee to discuss changes.
- Wind Law Review – John Vogel - Committee would like to set up a meeting to over over current law before making new changes.
 - A.) Filing Error
 - B.) Update needed for ORES Guidelines
 - C.) Update risk management
- Policy Cleanup – Heidi is going to take on this project
- Web Page Update – Ashley is continuing to work on this project
- Voting Location – Misti has contacted the Board of Elections and they said they would evaluation our location at a later date
- Town Board and Clerk Training – some paperwork has been provided on where to look for webinars
- Letter from Taxpayer – follow up from Highway Department – Buddy checked road inventory and not part of Hartsville
- Hartsville Clean Up Day – Will be April 20th 9-12
- Emergency Response Territory Discussion – See minutes provided by Misti Carbone on meeting with South Hornell Fire, Alfred Station Fire and the Highway Department
- EV Charging Station Grants – Board has decided not to continue with this
- Town Hall Cleaning – Board has decided on 15 dollars an hour and will be done 2 times a month. A list will need to be made up of everything that needs to be done
- AUD/AFR Reports – Dave and Kriste are working on 2021 with the state and an auditor
- Internal Audits – Clerk and Justice have been completed. Supervisor will be completed Wednesday at 5:30 p.m.
- Sexual Harassment Trainer – all members of the Town are required to take a course and will need to be completed by October
- Collective Bargaining Agreement – need to get a committee set up and get moving on project
- Code Enforcement Annual Report – Sam has been working on this

NEW BUISNESS

- Laura – Assessment/Reval details 2024 – see Assessor Committee Report
- City of Hornell EMS Contract 2024-2024 – See resolution
- Larry Miles Cemetery Lawn Mowing 2024 – possible additional quote going to table until next board meeting.
- Transfer Equipment Reserve Funds to High for loan payment – See Resolution
- Rabies Clinic – the board has decided not to do a rabies clinic this year..

RESOLUTION # 7 FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 20th day of March 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 funds from the Highway Equipment Reserve account to the Highway Fund account in the amount of \$41,867.00. The funds will be moved for the payment for the Kubota tractor in the amount of \$20,697.00 and for the Mini Dump Truck in the amount of \$21,170.00

Let it be resolved that on this 20th day of March, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the movement \$41,867.00 from the Highway Equipment Reserve account to the Highway Fund account.

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: 3/20/2024

By Ashley Gibson Position: Town Clerk

RESOLUTION # 8 FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 20th day of March 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 reviewed and conducted the audit and found her office to be current and in compliance with state requirements.

Let it be resolved that on this 20th day of March, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the 2024 audit for the Hartsville Town Justice.

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: 3/20/2024

By Ashley Gibson Position: Town Clerk

RESOLUTION # 9 FOR 2024

I, Supervisor Kriste Gerhard, do hereby present the following resolution: Be it resolved this 20th day of March 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 reviewed and accept the terms and conditions of the 2024 contract with the Hornell EMS. The contract is to start April 1st, 2024 and end March 31st, 2025 in the amount of \$23,000.00

Let it be resolved that on this 20th day of March, 2024 the Town Board of the Town of Hartsville, Steuben County, New York hereby accept the 2024 contract with the Hornell EMS in the amount of \$23,000.

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: 3/20/2024

Closed Board Meeting at 8:52 P.M. motion made by Kriste Gerhard and Seconded by Brinette Steffey

Town Of Hartsville/General Fund
Profit & Loss Budget vs. Actual
January 1 through March 20, 2024

	Jan 1 - Mar 20, 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3089 · Other Gov't Support (CHIPS)	0.00	20,645.16	-20,645.16	0.0%
GENERAL FUND REVENUE				
SF1001 · Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 · Interest	183.56	88.16	95.40	208.2%
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	120.5%
A1090 · Int-Penalties on Real Prop Taxes	205.00	0.00	205.00	100.0%
A1120 · Sales Tax Revenue	14,380.10	15,000.00	-619.90	95.9%
A1225 · Clerk Fees Revenue				
Marriage License	20.00	0.00	20.00	100.0%
FOIL-copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	70.00	0.00	70.00	100.0%
Total A1225 · Clerk Fees Revenue	90.00	20.00	70.00	450.0%
A2401 · Interest & Earnings Revenue	0.00	26.45	-26.45	0.0%
A2544 · Dog Licenses Revenue	48.00	0.00	48.00	100.0%
A2555 · Building Permits Revenue	50.00	24.00	26.00	208.3%
A2610 · Fines & Bail Revenue	90.00	132.26	-42.26	68.0%
GENERAL FUND REVENUE - Other	0.00	50,000.00	-50,000.00	0.0%
Total GENERAL FUND REVENUE	233,017.20	317,639.87	-84,622.67	73.4%
Total Income	233,017.20	338,285.03	-105,267.83	68.9%
Gross Profit	233,017.20	338,285.03	-105,267.83	68.9%
Expense				
A7520.1 · Historical Property-PS	200.00	0.00	200.00	100.0%
A1010.1 · Town Board-PS	0.00	1,290.32	-1,290.32	0.0%
A1010.4 · Town Board-CE	527.54	1,300.00	-772.46	40.6%
A1110.1 · Justice-PS	583.34	771.51	-188.17	75.6%
A1110.4 · Justice-CE	60.00	1,000.00	-940.00	6.0%
A1220.1 · Supervisor-PS	788.34	1,042.64	-254.30	75.6%
A1220.4 · Supervisor-CE	0.00	500.00	-500.00	0.0%
A12204a · Bookkeeper to Sup'r-PS	0.00	881.71	-881.71	0.0%
A12204b · Bookkeeper CE	605.00	529.03	75.97	114.4%
A1330.1 · Tax Collector-PS	225.00	297.58	-72.58	75.6%
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	1,208.34	1,598.13	-389.79	75.6%
Total A1355.1 · Assessor-PS	1,208.34	2,048.13	-839.79	59.0%
A1355.4 · Assessor-CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%
A1355.4 · Assessor-CE - Other	374.72	700.00	-325.28	53.5%
Total A1355.4 · Assessor-CE	1,424.72	1,750.00	-325.28	81.4%
A1410.1 · Town Clerk-PS				
A14101a · Deputy Town Clerk-PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk-PS - Other	1,050.00	1,388.71	-338.71	75.6%
Total A1410.1 · Town Clerk-PS	1,050.00	1,588.71	-538.71	66.1%
A1410.4 · Town Clerk-CE	177.99	264.52	-86.53	67.3%
A1420.4 · Attorney-PS	500.00	15,000.00	-14,500.00	3.3%
A1450.4 · Elections-CE	0.00	1,288.00	-1,288.00	0.0%
A1620.1 · Building-Cleaning-PS	0.00	264.52	-264.52	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	551.07	-551.07	0.0%
1620.4E · Electric Service	570.07	264.52	305.55	215.5%
1620.4G · Phone Service	653.85	573.13	80.72	114.1%
A1620.4 · Buildings-CE - Other	1,650.15	62,493.00	-60,842.85	2.6%
Total A1620.4 · Buildings-CE	2,874.07	63,881.72	-61,007.65	4.5%

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03/20/24

Accrual Basis

**Town Of Hartsville/General Fund
Profit & Loss Budget vs. Actual
January 1 through March 20, 2024**

	Jan 1 - Mar 20, 24	Budget	\$ Over Budget	% of Budget
A1640.4 · Hwy Garage—CE				
A1640.4c Hwy—Shop Heating Oil	3,074.38	1,853.23	1,421.15	186.0%
A1640.4b Hwy—Electric	444.93	627.53	-182.60	70.9%
A1640.4 · Hwy Garage—CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage—CE	3,519.31	2,480.76	1,038.55	141.9%
A1920.4 · Municipal Association Dues	500.00	500.00	0.00	100.0%
A3510.1 · Dog Control—PS	1,000.00	1,800.00	-800.00	62.5%
A3620.1 · Building Inspector—PS	884.00	1,169.16	-285.16	75.6%
A3620.4 · Building Inspector—CE	0.00	5,000.00	-5,000.00	0.0%
A5010 · Highway Superintendent				
A5010.1 · Hwy Superintendent—PS	6,000.00	13,504.87	-7,504.87	44.4%
Total A5010 · Highway Superintendent	6,000.00	13,504.87	-7,504.87	44.4%
A5010.4 · Hwy Superintendent—CE	200.00	1,000.00	-800.00	20.0%
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	852.92	1,653.23	-800.31	51.6%
A9040.8 · Workman's Compensation	0.00	2,322.58	-2,322.58	0.0%
A9050.8 · NY Unemployment Ins.	90.32	228.74	-138.42	39.5%
A9089.8 · Other Employee Benefits—Retire	300.00	398.77	-98.77	75.6%
A99019 · Interfund Transfer	28,114.54	381,055.00	-332,940.46	7.8%
SF3410 · Fire Protecton—CE				
Homell AMS	0.00	23,000.00	-23,000.00	0.0%
Alfred Station Vol. Fire Dept.	4,750.00	0.00	4,750.00	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	0.00	11,500.00	100.0%
Total SF3410 · Fire Protecton—CE	17,958.00	47,708.00	-29,750.00	37.6%
Total Expense	69,643.43	603,017.50	-533,374.07	11.5%
Net Ordinary Income	163,373.77	-264,732.47	428,106.24	-61.7%
Net Income	163,373.77	-264,732.47	428,106.24	-61.7%

4:58 PM

03/20/24

Accrual Basis

TOWN OF HARTSVILLE/Highway Fund
Profit & Loss Budget vs. Actual
January 1 through March 20, 2024

	Jan 1 - Mar 20, 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Transfer from Highway Reserves	0.00	25,000.00	-25,000.00	0.0%
REVENUES				
DA2680 · Insurance Recoveries	515.00	0.00	515.00	100.0%
DA1001 · Real Property Highway	138,272.00	121,917.25	16,354.75	113.4%
DA2401 · Interest and Earnings	145.10	30.85	114.25	470.3%
Total REVENUES	138,932.10	121,948.10	16,984.00	113.9%
Total Income	138,932.10	146,948.10	-8,016.00	94.5%
Gross Profit	138,932.10	146,948.10	-8,016.00	94.5%
Expense				
EXPENSES				
D9785.6 · Installment Debt Payment -Prin.	1,000.00	0.00	1,000.00	100.0%
D9785.7 · Installment Debt Payment - Int.	1,560.14	2,800.00	-1,239.86	55.7%
D5110.4 · General Repairs--CE	402.17	0.00	402.17	100.0%
D5130.2 · Machinery Equipment Capital	193,612.07	0.00	193,612.07	100.0%
D5130.4 · Machinery--CE	7,157.66	8,817.20	-1,659.54	81.2%
D5142.1 · Snow Removal--PS	24,713.36	22,923.91	1,789.45	107.8%
D5142.4 · Snow Removal--CE				
5242.a · diesel fuel	3,763.19	8,935.48	-5,172.29	42.1%
5242.b · gasoline	2,103.56	3,967.74	-1,864.18	53.0%
5242.c · road salt	2,327.22	4,935.48	-2,608.26	47.2%
5242.d · road sand	2,915.64	4,573.69	-1,658.05	63.7%
Total D5142.4 · Snow Removal--CE	11,109.61	22,412.39	-11,302.78	49.6%
D9030.8 · Social Security & FICA Employee	2,384.06	2,235.48	148.58	106.6%
D9040.8 · Workers Comp Employee	0.00	3,225.81	-3,225.81	0.0%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	19.04	0.00	19.04	100.0%
D9050.8 · Unemployment Insurance - Other	980.55	2,492.15	-1,511.60	39.3%
Total D9050.8 · Unemployment Insurance	999.59	2,492.15	-1,492.56	40.1%
D9060.8 · Hospital, Medical, Dental Ins	4,984.56	4,634.30	350.26	107.6%
D9089.8 · Other Employee Benefit -specify	1,711.96	0.00	1,711.96	100.0%
EXPENSES - Other	28.60	0.00	28.60	100.0%
Total EXPENSES	249,663.78	69,541.24	180,122.54	359.0%
Total Expense	249,663.78	69,541.24	180,122.54	359.0%
Net Ordinary Income	-110,731.68	77,406.86	-188,138.54	-143.1%
Net Income	-110,731.68	77,406.86	-188,138.54	-143.1%

TOWN OF HARTSVILLE
Balance Sheet as of 3/20/2024

Cash Accounts in Bank as of March 20,2024	Account #	Balance
General Fund (Checking)	*0201	\$ 378,975.98
General Fund Reserve (Capital Improvements)	*5952	\$ 82,033.07
Highway Fund (Checking)	*0210	\$ 297,204.76
Highway Reserve Fund (Equipment)	*5540	\$ 173,915.79
Trust and Agency Checking	*0198	\$ 10,540.27
Total Cash of All Accounts		\$ 942,669.87
Loan Values as of March 20,2024		
Dually Loan	8945	\$ 84,680.00
Tractor Loan	9042	\$ 82,788.00
Roller Loan	9833	\$ 88,050.00
Total Loan Obligation of the Town		\$ 255,518.00

Highway report February 2024

- Serviced and maintained equipment as needed
- Picked up new Ram and delivered to Thu-way Springs for Dump box, plow, and sander installation
- New tractor was delivered
- Changed wing cutting edge on H4
- Serviced Grader
- Filled pot holes on
 - Hinkly,
 - Henry Jankins,
 - Woodworth
 - Landis
 - Fall creek
- Repaired ditches on
 - Ells
 - Fall creek
 - Dunham
 - Cook
- Had H2 inspected
- Installed running boards on H1
- Sanded 4 times
- Plowed 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 Feb-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					
5	Death Copies	\$ 10.00	\$ 50.00	N/A	\$ 50.00	\$ 50.00
	Marriage Licenses Copies					
	Dog Kennel					
	Junk Permit					
	Searches & Cert. Copies(.25)					
	Taxes					
	Dog Licenses/unspayed					
8	Dog Licenses/spayed	\$ 10.00	\$80.00	\$8.00	\$72.00	\$ 80.00
	Rabies Clinic					
	Building Permits/Application Fee					
	Totals	N/A	\$130.00	\$ 8.00	\$122.00	\$130.00

Total Fees Remitted to the Supervisor	\$ 122.00
Total Fees Remitted to the Supervisor for Taxes	
Amount paid to Town for Death/ Marriage Copies	\$ 50.00
Amount paid town for Dog Kennel/Donations from rabies clinic	
Amount paid to County for Rabies Clinic	
Amount paid to Town for Dog Lic.	\$ 72.00
Amount paid to State Health Dept. for Marriage Lic.	
Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered	\$ 8.00
Building Permits	
Searches & Copies	
Total	\$ 130.00

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

Ashley Gibson, Town Clerk

5-Year Strategic Committee Plan Report

3/20/2024

- 1.) The mini-dump truck and tractor were purchased. A resolution will be put forth for the movement of funds from the Equipment Reserve Fund account to the Highway Fund account for the first payment on both in the magnitude of \$41K that is due in May. This is by plan. 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 (in process).
 - 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 regulatory requirements.

Committee Chair

David Gerhard



HORNELL AREA HUMANE SOCIETY

DOG CONTROL RECORD

TOWN OF HARTSVILLE

FEBRUARY 2024

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