

# TOWN OF HARTSVILLE

## BOARD MEETING

### MAY 15<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 Rd Hornell, NY on the 15<sup>th</sup> day of May 2024.

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

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

Minutes accepted for April 17<sup>th</sup>, 2024 Board Meeting. Motion made by Heidi Margeson and Seconded by Misti Carbone. Minutes taken by Ashley Gibson.

Financial Review/Vouchers – Board approved no questions

#### **Committee Reports:**

**Highway** – See Attached

**Code Enforcement-** Sam has asked for suggestions for the clean up complaint that is not being taken care of. Board has agreed that the clean up has started but we should come up with a goals list for the owners to make sure things are done by a certain time. Board also discussed Sam going around the Town of Hartsville to check properties for unwanted garbage around peoples properties and to start giving tickets out for clean up.

**Assessor** – Nothing to Report

**Five Year Planning** – See attached

**Town Clerk** – See attached

**Historian** – received some new records and has been going thru them

**Grants** – working on a couple of grants right now just waiting to see if approved

**Cemetery Plots** – Nothing new

**Fire/EMS** – Nothing new

#### **Old Business:**

- Cemetery Site Management – Jeff has spoke to Rodney and they will be removing trees within the next two weeks
- SLFRF Spending – The Board just needs to decide what to spend the money on. Kriste suggested making a committee to discuss possible options
- Dry Storage – We are going to postpone for now
- Muni-Con Update – The process is still in the works with the county but we did receive a letter stating that they are still working on
- Road Preservation Law/Road Use Agreement – Tom has made his changes and is sending out to the rest of the committee and they will set a date to have a meeting
- Wind Law Review – Brinette and Misti would like to set up a meeting with the attorney to discuss the wind law.
- Policy Cleanup – Heidi has found some information and Kriste has suggested picking apart one policy at a time to review
- Existing Web Page Update – Ashley and Misti will get together to discuss possible changes for the website
- Town Board and Clerk Trainings – the board and clerk will explore webinars and take classes to improve knowledge
- Letter From Taxpayer (Clair Rd) – road has not been worked in 11 years. The Town has options but will need to talk to the taxpayer and see what they would like to do
- AUD/AFR Reports – Kriste and Dave are still working on
- Sexual Harassment Training 2024 – Everyone has completed
- Lawn Mowing for 2024 – the board has received two quotes and has reviewed the quotes and has decided to go with KPR (quote provided) (See Resolution)

**Executive Session:** Wage Review Highway Superintendent

Begin: 7:53 p.m.

End: 8:12 p.m.

- The Board has received Jeff Getman's resignation of MEO/Deputy Supervisor and have appointed Jeff as Hartsville Highway Superintend. See resolution 12

Closed Board Meeting at 8:17 p.m. motion made by Kriste Gerhard and Seconded by Misti Carbone.

# TOWN OF HARTSVILLE/Highway Fund Actuals through May 15th vs. 2024 Budget

	Jan - May 15th	2024 Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2770 Unclassified				
Reimbursement	0.00	0.00	0.00	0.0%
2770 Unclassified - Other	0.00	0.00	0.00	0.0%
<b>Total 2770 Unclassified</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Transfer from Highway Reserves	0.00	25,000.00	-25,000.00	0.0%
<b>REVENUES</b>				
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	321.64	140.00	181.64	229.74%
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%
<b>Total REVENUES</b>	<b>139,108.64</b>	<b>417,850.00</b>	<b>-278,741.36</b>	<b>33.29%</b>
<b>Total Income</b>	<b>139,108.64</b>	<b>442,850.00</b>	<b>-303,741.36</b>	<b>31.41%</b>
<b>Gross Profit</b>	<b>139,108.64</b>	<b>442,850.00</b>	<b>-303,741.36</b>	<b>31.41%</b>
<b>Expense</b>				
Misc	0.00	0.00	0.00	0.0%
<b>EXPENSES</b>				
D5132.4 - Garage	0.00	0.00	0.00	0.0%
D9785.6 - Installment Debt Payment - Prin.	42,867.00	54,000.00	-11,133.00	79.38%
D9785.7 - Installment Debt Payment - Int.	3,267.50	11,200.00	-7,932.50	29.17%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets--PS	12,126.39	68,250.00	-56,123.61	17.77%
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%
<b>Total D5110.4 - General Repairs--CE</b>	<b>402.17</b>	<b>24,000.00</b>	<b>-23,597.83</b>	<b>1.68%</b>
D5112.4 - CHIPS-Perm Improv--CE				
DA5112b - Diesel	745.02			
DA5112d - Gasoline	372.47	0.00	372.47	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%
<b>Total D5112.4 - CHIPS-Perm Improv--CE</b>	<b>1,117.49</b>	<b>35,000.00</b>	<b>-33,882.51</b>	<b>3.19%</b>
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	15,005.97	40,000.00	-24,994.03	37.52%
<b>Total D5130.4 - Machinery--CE</b>	<b>15,005.97</b>	<b>45,500.00</b>	<b>-30,494.03</b>	<b>32.98%</b>
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%

**TOWN OF HARTSVILLE/Highway Fund**  
**Actuals through May 15th vs. 2024 Budget**

	Jan - May 15th	2024 Budget	\$ Over Budget	% of Budget
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			
<b>Total D5142.4 · Snow Removal--CE</b>	<b>12,758.78</b>	<b>38,500.00</b>	<b>-25,741.22</b>	<b>33.14%</b>
D9030.8 · Social Security & FICA Employee	3,937.18	10,000.00	-6,062.82	39.37%
D9040.8 · Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	20.59	0.00	20.59	100.0%
D9050.8 · Unemployment Insurance - Other	1,172.48	3,400.00	-2,227.52	34.49%
<b>Total D9050.8 · Unemployment Insurance</b>	<b>1,193.07</b>	<b>3,400.00</b>	<b>-2,206.93</b>	<b>35.09%</b>
D9060.8 · Hospital, Medical, Dental Ins	8,307.60	21,600.00	-13,292.40	38.46%
D9089.8 · Other Employee Benefit -specify	2,578.78	5,200.00	-2,621.22	49.59%
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>132,255.01</b>	<b>442,850.00</b>	<b>-310,594.99</b>	<b>29.87%</b>
<b>Total Expense</b>	<b>132,255.01</b>	<b>442,850.00</b>	<b>-310,594.99</b>	<b>29.87%</b>
<b>Net Ordinary Income</b>	<b>6,853.63</b>	<b>0.00</b>	<b>6,853.63</b>	<b>100.0%</b>
<b>Net Income</b>	<b>6,853.63</b>	<b>0.00</b>	<b>6,853.63</b>	<b>100.0%</b>

**Town Of Hartsville/General Fund**  
**Actuals through May 15th vs. 2024 Budget**

	Jan - May 15th	2024 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%
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%
<b>GENERAL FUND REVENUE</b>				
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	423.78	400.00	23.78	125.95%
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	205.00	1,200.00	-995.00	17.08%
A1120 - Sales Tax Revenue	41,624.39	60,000.00	-18,375.61	39.37%
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	34.21%
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	129.00	900.00	-771.00	14.33%
A2555 - Building Permits Revenue	50.00	1,000.00	-950.00	5.0%
A2610 - Fines & Bail Revenue	90.00	600.00	-510.00	15.0%
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	260,652.71	370,989.00	-110,336.29	70.26%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	260,652.71	732,044.00	-471,391.29	35.61%
Gross Profit	260,652.71	732,044.00	-471,391.29	35.61%
<b>Expense</b>				
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	30.34%
A1110.1 - Justice--PS	1,166.68	3,500.00	-2,333.32	33.33%
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%
Total A1110.4 - Justice--CE	203.00	1,000.00	-797.00	20.3%
A1220.1 - Supervisor--PS				
A12201a - Deputy Supervisor	1,333.33	200.00	1,133.33	33.67%
A1220.1 - Supervisor--PS - Other	1,576.68	4,730.00	-3,153.32	33.33%
Total A1220.1 - Supervisor--PS	2,910.01	4,930.00	-2,019.99	59.03%

**Town Of Hartsville/General Fund**  
**Actuals through May 15th vs. 2024 Budget**

	Jan - May 15th	2024 Budget	\$ Over Budget	% of Eudget
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	1,596.50	2,400.00	-803.50	36.52%
A1330.1 · Tax Collector--PS	450.00	1,350.00	-900.00	33.33%
A1330.4 · Tax Collector--CE	425.70	500.00	-74.30	35.14%
A1355.1 · Assessor--PS				
A13551a · Review Board--PS	0.00	450.00	-450.00	0.0%
A1355.1 · Assessor--PS · Other	2,416.68	7,250.00	-4,833.32	33.33%
Total A1355.1 · Assessor--PS	2,416.68	7,700.00	-5,283.32	31.39%
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	53.53%
Total A1355.4 · Assessor--CE	1,424.72	1,750.00	-325.28	31.41%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS · Other	2,100.00	6,300.00	-4,200.00	33.33%
Total A1410.1 · Town Clerk--PS	2,100.00	6,500.00	-4,400.00	32.31%
A1410.4 · Town Clerk--CE	177.99	1,200.00	-1,022.01	14.83%
A1420.4 · Attorney--PS	500.00	15,000.00	-14,500.00	3.33%
A1450.4 · Elections--CE	0.00	1,288.00	-1,288.00	0.0%
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	763.48	1,200.00	-436.52	33.62%
1620.4G · Phone Service	1,093.77	2,600.00	-1,506.23	42.07%
A1620.4 · Buildings--CE · Other	1,676.15	62,493.00	-60,816.85	2.68%
Total A1620.4 · Buildings--CE	3,822.83	68,793.00	-64,970.17	5.56%
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	644.34	1,500.00	-855.66	42.96%
A1640.4 · Hwy Garage--CE · Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	4,913.43	9,200.00	-4,286.57	53.41%
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	1,768.00	5,304.00	-3,536.00	33.33%
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	9,000.00	61,266.00	-52,266.00	14.69%
Total A5010 · Highway Superintendent	9,000.00	61,266.00	-52,266.00	14.69%
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	0.00	5,000.00	-5,000.00	0.0%
A9030.8 · Social Security & Medicare	1,716.01	7,500.00	-5,783.99	22.88%

**Town Of Hartsville/General Fund**  
**Actuals through May 15th vs. 2024 Budget**

	<u>Jan - May 15th</u>	<u>2024 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	319.28	1,000.00	-680.72	31.93%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	450.00	1,800.00	-1,350.00	25.0%
A99019 · Interfund Transfer	26,114.54	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 Canlsteo--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	87,086.01	732,044.00	-644,957.99	11.9%
Net Ordinary Income	173,566.70	0.00	173,566.70	100.0%
Net Income	<u>173,566.70</u>	<u>0.00</u>	<u>173,566.70</u>	<u>100.0%</u>

# Highway report April 2024

- Serviced and maintained equipment as needed
- Reserved Salt for next winter
- Ditch work on Honey Run
- Spot graded
  - Landis
  - Ells
  - Clark
- Took sander and plow frames of H2 and H4
- Graded Call Hill
- Took brine truck to Niche for brakes and a safety check
- Filled pot
  - Fall Creak
  - Mullen
  - Post
  - Henrey Jankins

  
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 4/1/2024 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					
	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
2	Dog Licenses/spayed	\$ 10.00	\$20.00	\$2.00	\$18.00	\$ 20.00
	Rabies Clinic					
2	Building Permits/Application Fee		\$238.00	N/A	\$238.00	\$ 238.00
	Totals	N/A	\$294.00	\$ 8.00	\$286.00	\$294.00

Total Fees Remitted to the Supervisor	\$ 286.00
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.	\$ 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	\$ 238.00
Searches & Copies	
Total	\$ 294.00

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.

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Ashley Gibson, Town Clerk

## 5-Year Strategic Committee Plan Report

5/15/2024

- 1.) The first payments for the tractor and dually truck will happen tonight. Money had been put in reserve for these payments and has been moved over to the Highway Fund in anticipation of these payments that will automatically happen by auto draft tonight by C&N Bank.
- 2.) Following the auto drafts for the two payments, we will submit a claim 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.
- 3.) Focus will shift 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.
- 4.) The Dry Storage addition to the Salt Shed is likely going to be early next year. We have applied for a grant and will not know anytime soon if we have been awarded. In the meantime, the 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.
- 5.) 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.
- 6.) 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.

Committee Chair

David Gerhard