

TOWN OF HARTSVILLE

BOARD MEETING

October 16th, 2024

A public hearing 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 16th day of October 2024.

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

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

Minutes accepted for September 18th, 2024, Board Meeting. Motion made by David Gerhard and Seconded by Misti Carbone Minutes taken by Ashley Gibson.

Financial Review/Vouchers – Board approved no questions.

Committee Reports:

- **Highway** – See Attached
- **Code Enforcement**- 2 building permits, 3 property inspections. Working on a couple of different items with a couple of residents. Sam has also asked if he could have Tom Fischer come in to help with some of the property inspections.
- **Assessor** – Nothing to report
- **Five Year Planning** – Nothing to report
- **Town Clerk** – See Attached
- **Historian** – Trail run this Saturday for the Hartsville School House
- **Grants** – Nothing to report
- **Cemetery Plots** – Nothing to report
- **Fire/EMS** – Nothing to report

Closed Business:

- Mid-Year Finance Review and 2025 Budget Planning – Tentative Budget filed
- Dumping Fill – Will address next year if necessary
- Firefighter and Ambulance Worker Tax Exemption – Public Hearing held and voting at public hearing
- NYMIR Insurance Renewal – Complete for 2025. Voting tonight
- Advertising for MEO – Job description and application complete. Being posted to website and other locations
- Town Barn furnace upgrade – Voting tonight. Short's is the preferred vendor
- AED Devices – public training conducted yesterday 10/15/2024
- Generator Maintenance – Scheduled
- Labor Compliance Posting - Ordered

Old Business:

- New Website – Alice and Brinette are working on getting everything squared away with new website design company and hoping to have switched over by next week
- QuickBooks migration from Desktop version to Online version – No updates
- Policy Cleanup – Binders have been completed next step is to have them put to pdf format for the website. Suggested to wait until the new site is up and running.
- Clair Road – Jeff is going to give the resident a call
- Fall Creek Repair – this will be fixed by the end of the year

Old Business (delayed or on hold):

- 2022 Annual Finance Report (AFR) – (DELAYED) Dave is currently focusing on the 2025 budget
- Muni-Con Update – (DELAYED) waiting to hear from the County if they achieved countywide Muni-Con
- SLFRF (Covid) Spending – (ON HOLD) Waiting for the next filing period 4/2025
- Dry Storage (ON HOLD) waiting until 2025 to maximize State Aide reimbursement
- Road Preservation Law/Road Use Agreement (ON HOLD) Focusing on 2025 budget currently

New Business:

- Next Newsletter – Board has discussed to get the new newsletter out after elections. Looking to have a draft summary by December 1st, 2024

- Setting dates for “tentative budget” to “preliminary budget” special meeting and for Public Hearing on 2025 Preliminary Budget – Speical Meeting to be held October 22nd to review preliminary budget at 6:00 p.m. Public Hearing to be help October 30th, 2024 at 6:00 p.m. to have public comment on the 2025 budget and voting by the Town Board to adopt the 2025 budget.

RESOLUTION # 27 FOR 2024

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 16th day of October 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas we are eligible to claim equipment purchases against CHIPs and EWR and.

Whereas we currently don't have enough in road repair reimbursement to maximize State Aid reimbursement and.

Whereas we can make advance principal payments at any time and without penalty to C&N bank and.

Whereas we moved money into the Highway Reserve Fund (i.e. Equipment Fund) to make the next payments on the equipment.

Let it be resolved on this 16th day of October 2024 that the board approves making advanced payments in the amounts of \$25,000 on the tractor, \$25,889.52 on the Dually and \$29,271.73 on the for the purposes of maximizing State Aid reimbursement

Let it also be resolved on this 16th Day of October that the board approves using Equipment Funds to pay for these advanced payments since we set aside money at the end of 2023 for these next payments.

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

David Gerhard, Supervisor: Yes

Resolution declared: X Approved _____ Denied _____

Date: 10/16/2024 _____

By Ashley Gibson _____ Position: Town Clerk _____

RESOLUTION # 28 FOR 2024

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 16th day of October 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas the town barn furnace needs to be replaced and.

Whereas the board set aside funds in the General Reserve Fund (i.e. Capital Improvement Fund) and.

Whereas the town sought out three bids for replacing the fuel oil burning furnace with a high efficiency propane furnace and.

Whereas Short's was the most competitive and is a local vendor.

Let it be resolved this 16th day of October 2024 that the board approves selecting Short's as the vendor for the furnace replacement and agrees to the price of \$12,818.88.

Let it also be resolved that the board approves cutting a check to Short's for \$6,000.00 for the downpayment of the replacement following this resolution.

Let it also be resolved that the board approves moving \$12,818.88 from the Capital Improvement Fund to the General Fund for the payment of this furnace replacement

Second presented by: Brinette Steffey

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

David Gerhard, Supervisor: Yes

Resolution declared: X Approved _____ Denied _____

Date: 10/16/2024 _____

By Ashley Gibson _____ Position: Town Clerk _____

RESOLUTION # 29 FOR 2024

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 16th day of October 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas town insurance is mandatory for protecting our assets, workers, and limited liability and.

Whereas review and renewal are a yearly event and.

Whereas our existing insurance agent, NYMIR, has prepared our yearly quote from the various underwriters and.

Whereas the price increased from \$19,449.34 to \$20,226.46 (4% increase) year-over-year.

Let it be resolved on this 16th day of October 2024 that the board approves the renewal and price increase.

Let it also be resolved on this 16th day of October 2024 that the board approves payment to NYMIR.

Second presented by: Heidi Margeson

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

David Gerhard, Supervisor: Yes

Resolution declared: X Approved _____ Denied _____

Date: 10/16/2024

By Ashley Gibson _____ Position: Town Clerk _____

Closed Board Meeting at 7:37 p.m. motion made by David Gerhard and Seconded by Leon Woodworth Jr.

Town of Hartsville – Bank Account Review

October 16th, 2024

Cash: \$766,026.80

Debt: \$213,651.00

Trust & Agency Account - Payroll **0198					
Available Balance	\$10,372.27		Dually Loan **6945		
Current Balance	\$10,372.27		Current Balance	\$63,510.00	
			Next Payment Amount	\$933.24	
General Fund Checking **0201					
Available Balance	\$323,488.50		Tractor Loan **9042		
Current Balance	\$323,488.50		Current Balance	\$62,091.00	
			Next Payment Amount	\$297.52	
General Reserve Fund - Capital Improveme	**59				
Available Balance	\$82,129.31		Roller Loan **9632		
Current Balance	\$82,129.31		Current Balance	\$88,050.00	
			Next Payment Amount	\$29,350.00	
Highway Fund Checking **0210					
Available Balance	\$217,872.29				
Current Balance	\$217,872.29				
Highway Reserve Fund - Equipment **5540					
Available Balance	\$132,164.48				
Current Balance	\$132,164.48				

Cash-to-debt ratio = 3.59

- We have 3.59 times the cash on hand vs our debt

Town Of Hartsville - General Fund
Jan 1 - Oct 14 Actual vs 2024 Budget

	Jan 1 - Oct 14 Actuals	2024 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	0.00	0.00	0.0%
3089 - Other Gov't Supt (PAVE)	239.00	35,000.00	-34,761.00	0.68%
3089 - Other Gov't Support (CHIPS)	74,627.00	207,280.00	-132,653.00	36.0%
GENERAL FUND REVENUE				
A2750 - AIM- Related Payment	3,416.00			
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	1,037.55	900.00	137.55	115.28%
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	70,926.90	70,000.00	926.90	101.32%
A1225 - Clerk Fees Revenue				
Searches & Certified Copies	0.00	35.00	-35.00	0.0%
Marriage License	37.50	35.00	2.50	107.14%
FOIL--copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	190.00	100.00	90.00	190.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	227.50	190.00	37.50	119.74%
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	633.00	450.00	183.00	140.67%
A2555 - Building Permits Revenue	972.00	1,000.00	-28.00	97.2%
A2610 - Fines & Bail Revenue	253.00	450.00	-197.00	56.22%
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	443.49	300.00	143.49	147.83%
Other Governmental Support	0.00	0.00	0.00	0.0%
GENERAL FUND REVENUE - Other	0.00	0.00	0.00	0.0%
Total GENERAL FUND REVENUE	301,151.57	330,889.00	-29,737.43	91.01%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	376,017.57	573,169.00	-197,151.43	65.6%
Gross Profit	376,017.57	573,169.00	-197,151.43	65.6%
Expense				
A7520.4 - Historical Property--CE	0.00	0.00	0.00	0.0%
A7520.1 - Historical Property--PS	200.00	200.00	0.00	100.0%
2701--Gifts & Donations	0.00	0.00	0.00	0.0%
A1010.1 - Town Board--PS	6,000.00	8,000.00	-2,000.00	75.0%
A1010.4 - Town Board--CE	1,289.97	1,300.00	-10.03	99.23%
A1110.1 - Justice--PS	2,625.03	3,500.00	-874.97	75.0%
A1110.4 - Justice--CE				
A1110.3 - Bail and Fines	143.00	339.00	-196.00	42.18%
A1110.4 - Justice--CE - Other	60.00	1,000.00	-940.00	6.0%
Total A1110.4 - Justice--CE	203.00	1,339.00	-1,136.00	15.16%
A1220.1 - Supervisor--PS				
A12201a - Deputy Supervisor	4,182.49	4,000.00	182.49	104.56%
A1220.1 - Supervisor--PS - Other	2,365.02	4,730.00	-2,364.98	50.0%
Total A1220.1 - Supervisor--PS	6,547.51	8,730.00	-2,182.49	75.0%
A1220.4 - Supervisor--CE	280.12	500.00	-219.88	56.02%
A12204a - Bookkeeper to Sup'r--PS	0.00	0.00	0.00	0.0%

Town Of Hartsville - General Fund
Jan 1 - Oct 14 Actual vs 2024 Budget

	Jan 1 - Oct 14 Actuals	2024 Budget	\$ Over Budget	% of Budget
A12204b .Bookkeeper CE	2,821.86	3,400.00	-578.14	83.0%
A1330.1 · Tax Collector--PS	1,012.50	1,350.00	-337.50	75.0%
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	5,437.53	7,250.00	-1,812.47	75.0%
Total A1355.1 · Assessor--PS	5,962.53	7,700.00	-1,737.47	77.44%
A1355.4 · Assessor--CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%
A1355.4 · Assessor--CE - Other	493.16	700.00	-206.84	70.45%
Total A1355.4 · Assessor--CE	1,543.16	1,750.00	-206.84	88.18%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	4,725.00	6,300.00	-1,575.00	75.0%
Total A1410.1 · Town Clerk--PS	4,725.00	6,500.00	-1,775.00	72.69%
A1410.4 · Town Clerk--CE	310.22	1,200.00	-889.78	25.85%
A1420.4 · Attorney--PS	500.00	6,000.00	-5,500.00	8.33%
A1450.4 · Elections--CE	1,266.00	1,288.00	-22.00	98.29%
A1620.1 · Building--Cleaning--PS	105.00	500.00	-395.00	21.0%
A1620.2 · Buildings--Equipment	0.00	13,000.00	-13,000.00	0.0%
A1620.4 · Buildings--CE				
Cleaning supplies	129.14	200.00	-70.86	64.57%
1620.4D · Town Hall Propane Heating	1,474.29	2,500.00	-1,025.71	58.97%
1620.4E · Electric Service	1,100.54	1,500.00	-399.46	73.37%
1620.4G · Phone Service	2,193.57	2,600.00	-406.43	84.37%
A1620.4 · Buildings--CE - Other	7,801.51	51,493.00	-43,691.49	15.15%
Total A1620.4 · Buildings--CE	12,699.05	58,293.00	-45,593.95	21.79%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	4,269.09	9,000.00	-4,730.91	47.43%
A1640.4b Hwy--Electric	1,019.70	1,500.00	-480.30	67.98%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	5,288.79	10,700.00	-5,411.21	49.43%
A1910.4 · Unallocated Insurance	20,955.46	19,000.00	1,955.46	110.29%
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	3,978.00	5,304.00	-1,326.00	75.0%
A3620.4 · Building Inspector--CE	0.00	500.00	-500.00	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	9,000.00	0.00	100.0%
A5010 · Highway Superintendent - Other	26,824.86	37,035.00	-10,210.14	72.43%
Total A5010 · Highway Superintendent	35,824.86	46,035.00	-10,210.14	77.82%
A5010.4 · Hwy Superintendent--CE	379.27	1,000.00	-620.73	37.93%
A5132.2 · Hwy Garage--Capital build	0.00	0.00	0.00	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%
A7510.4 · Historian--CE	500.00	500.00	0.00	100.0%
A8810.4 · Cemeteries--CE	3,000.00	3,000.00	0.00	100.0%
A9030.8 · Social Security & Medicare	5,230.28	7,500.00	-2,269.72	69.74%
A9040.8 · Workman's Compensation	2,941.35	3,600.00	-658.65	81.7%
A9050.8 · NY Unemployment Ins.	777.98	1,000.00	-222.02	77.8%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%

Town Of Hartsville - General Fund Jan 1 - Oct 14 Actual vs 2024 Budget

	Jan 1 - Oct 14 Actuals	2024 Budget	\$ Over Budget	% of Budget
A9089.8 · Other Employee Benefits--Retire	1,801.40	2,400.00	-598.60	75.06%
A99019 · Interfund Transfer	102,741.54	270,106.00	-167,364.46	38.04%
SF3410 · Fire Protecton--CE				
Hornell AMS	23,000.00	23,000.00	0.00	100.0%
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	23,000.00	23,000.00	0.00	100.0%
Total SF3410 · Fire Protecton--CE	52,458.00	52,458.00	0.00	100.0%
SF3411 · NYS Foreign Fire Ins. Assistanc	0.00	0.00	0.00	0.0%
Total Expense	285,893.58	565,603.00	-279,709.42	50.55%
Net Ordinary Income	90,123.99	7,566.00	82,557.99	1,191.17%
Net Income	90,123.99	7,566.00	82,557.99	1,191.17%

TOWN OF HARTSVILLE - Highway Fund
Jan 1 - Oct 14 Actuals vs. 2024 Budget

	Jan 1 - Oct 14 Actuals	2024 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2770 Unclassified				
Reimbursement	700.80	700.00	0.80	100.11%
2770 Unclassified - Other	0.00	0.00	0.00	0.0%
Total 2770 Unclassified	700.80	700.00	0.80	100.11%
Transfer from Highway Reserves	41,867.00	71,127.00	-29,260.00	58.86%
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	0.00	0.00	0.0%
DA2680 - Insurance Recoveries	515.00	515.00	0.00	100.0%
DA1001 - Real Property Highway	138,272.00	138,272.00	0.00	100.0%
DA2401 - Interest and Earnings	599.81	700.00	-100.19	85.69%
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	214,013.81	343,925.00	-129,911.19	62.23%
Total Income	256,581.61	415,752.00	-159,170.39	61.72%
Gross Profit	256,581.61	415,752.00	-159,170.39	61.72%
Expense				
Misc	0.00	0.00	0.00	0.0%
EXPENSES				
D5132.4 - Garage	15.00	15.00	0.00	100.0%
D9785.6 - Installment Debt Payment -Prin.	42,867.00	72,127.00	-29,260.00	59.43%
D9785.7 - Installment Debt Payment - Int.	7,987.06	11,200.00	-3,212.94	71.31%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets--PS	40,918.06	50,000.00	-9,081.94	81.84%
D5110.4 - General Repairs--CE				
DA5110.4c - Parts	0.00	0.00	0.00	0.0%
DA5110.4b - Gasoline	21.58	0.00	21.58	100.0%
DA5110.4a - Diesel fuel	0.00	0.00	0.00	0.0%
D5110.4 - General Repairs--CE - Other	2,960.82	1,000.00	1,960.82	296.08%
Total D5110.4 - General Repairs--CE	2,982.40	1,000.00	1,982.40	298.24%
D5112.4 - CHIPS-Perm Improv--CE				
DA5112b - Diesel	8,370.93	10,000.00	-1,629.07	83.71%
DA5112d - Gasoline	1,236.24	1,200.00	36.24	103.02%
DA5112e - Gravel	25,566.15	35,000.00	-9,433.85	73.05%
DA5112f - Road Infrastructure	0.00	0.00	0.00	0.0%
Total D5112.4 - CHIPS-Perm Improv--CE	35,173.32	46,200.00	-11,026.68	76.13%
D5130.2 - Machinery Equipment Capital	0.00	0.00	0.00	0.0%
D5130.4 - Machinery--CE				
DA5130a - Gasoline	0.00	0.00	0.00	0.0%
D5130.4 - Machinery--CE - Other	24,026.18	30,000.00	-5,973.82	80.09%
Total D5130.4 - Machinery--CE	24,026.18	30,000.00	-5,973.82	80.09%
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	6,000.00	-2,061.63	65.64%
5242.b - gasoline	3,031.16	4,500.00	-1,468.84	67.36%
5242.c - road salt	4,585.92	6,000.00	-1,414.08	76.43%
5242.d - road sand	3,462.03	6,000.00	-2,537.97	57.7%
D5142.4 - Snow Removal--CE - Other	0.00			

TOWN OF HARTSVILLE - Highway Fund
Jan 1 - Oct 14 Actuals vs. 2024 Budget

	Jan 1 - Oct 14 Actuals	2024 Budget	\$ Over Budget	% of Budget
Total D5142.4 · Snow Removal--CE	15,017.48	22,500.00	-7,482.52	66.74%
D9030.8 · Social Security & FICA Employee	6,583.30	10,000.00	-3,416.70	65.83%
D9040.8 · Workers Comp Employee	4,775.65	4,776.00	-0.35	99.99%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	27.18	0.00	27.18	100.0%
D9050.8 · Unemployment Insurance - Other	1,557.26	3,400.00	-1,842.74	45.8%
Total D9050.8 · Unemployment Insurance	1,584.44	3,400.00	-1,815.56	46.6%
D9060.8 · Hospital, Medical, Dental Ins	12,876.78	15,161.00	-2,284.22	84.93%
D9089.8 · Other Employee Benefit -specify	3,807.67	4,500.00	-692.33	84.62%
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	227,307.42	317,079.00	-89,771.58	71.69%
Total Expense	227,307.42	317,079.00	-89,771.58	71.69%
Net Ordinary Income	29,274.19	98,673.00	-69,398.81	29.67%
Net Income	29,274.19	98,673.00	-69,398.81	29.67%

TOWN OF HARTSVILLE - General Fund
2025 Tentative Budget - Detail

	2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	Comments
Ordinary Income/Expense					
Income					
transfer from CD to General Res	0.00	0.00	0.00	0.00%	
A391 Due from	0.00	0.00	0.00	0.00%	
3089 - Other Gov't Supt (PAVE)	239.00	35,000.00	35,000.00	0.00%	Assumes same PaveNY money next year
3089 - Other Gov't Support (CHIPs)	74,627.00	207,280.00	207,280.00	0.00%	Assume same CHIPs money next year
GENERAL FUND REVENUE					
SF1001 - Real Property Taxes	52,458.00	52,458.00	52,935.00	0.91%	Portion of Property Tax collected used to pay for Fire/Ambulance Services
2401 - Interest	935.78	900.00	500.00	-44.44%	Unpredictable so setting lower.
Misc	0.00	0.00	0.00	0.00%	
A1000 - Gen Fund Unexpended Bal PRV YR	0.00	62,493.00	0.00	-100.00%	By the end of 2024, we should have enough to claim against COVID such that there should be no offsetting expenses in 2025. Generators, Furnace, AED devices, Web Page redo and expenses, possibly server will all be expensed in 2024
A1001 - Real Property Taxes	185,512.54	137,398.00	132,620.00	-3.48%	See division of tax calculation
A1090 - Int-Penalties on Real Prop Taxes	1,317.87	1,200.00	1,200.00	0.00%	
A1120 - Sales Tax Revenue	70,926.90	70,000.00	70,000.00	0.00%	
A1225 - Clerk Fees Revenue					
Searches & Certified Copies	0.00	35.00	35.00	0.00%	
Marriage License	37.50	35.00	35.00	0.00%	
FOIL--copy charges	0.00	20.00	20.00	0.00%	
Death Certificates	190.00	100.00	100.00	0.00%	
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.00%	
Total A1225 - Clerk Fees Revenue	227.50	190.00	190.00	0.00%	
A2192 - Cemetery Services Charges	0.00	0.00	0.00	0.00%	
A2401 - Interest & Earnings Revenue	0.00	50.00	0.00	-100.00%	Duplicate of a line above. Zeroing out.
A2544 - Dog Licenses Revenue	378.00	450.00	450.00	0.00%	
A2555 - Building Permits Revenue	778.00	1,000.00	1,000.00	0.00%	
A2610 - Fines & Bail Revenue	253.00	450.00	450.00	0.00%	
A3001 - General Purpose State Aid	0.00	0.00	0.00	0.00%	
A3005 - Mortgage Tax Revenue	3,953.72	4,000.00	4,000.00	0.00%	
SF1001 - SF Foreign Fire Ins Revenue	443.49	300.00	300.00	0.00%	
Other Governmental Support	0.00	0.00	0.00	0.00%	
GENERAL FUND REVENUE - Other	0.00	0.00	100,000.00		\$100K is around what people think the Lean To will cost us. Hence will build up the Capital Improvement reserve at the end of this year to have \$100k in it for the Lean To. Currently, there is \$82K in reserve.

TOWN OF HARTSVILLE - General Fund
2025 Tentative Budget - Detail

	2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	Comments
Total GENERAL FUND REVENUE	297,184.80	330,889.00	363,645.00	9.90%	
Transfer From General To Reserv	0.00	0.00	0.00	0.00%	
Total Income	372,050.80	573,169.00	605,925.00	5.71%	Income expected to be 5.71% higher than 2024
Gross Profit	372,050.80	573,169.00	605,925.00	5.71%	
Expense					
A7520.4 - Historical Property--CE	0.00	0.00	0.00	0.00%	Will use Historian line below for this going forward (i.e., 2025)
A7520.1 - Historical Property--PS	200.00	200.00	0.00	-100.00%	Will use Historian line below for this going forward (i.e., 2025)
2701--Gifts & Donations	0.00	0.00	0.00	0.00%	
A1010.1 - Town Board--PS	6,000.00	8,000.00	8,000.00	0.00%	No Change
A1010.4 - Town Board--CE	1,289.97	1,300.00	1,300.00	0.00%	No Change
A1110.1 - Justice--PS	2,625.03	3,500.00	3,500.00	0.00%	Submitted by Vivian
A1110.4 - Justice--CE					
A1110.3 - Bail and Fines	123.00	339.00	350.00	3.24%	Portion of Bails and Fine Income paid back to County
A1110.4 - Justice--CE - Other	60.00	1,000.00	840.00	-16.00%	\$300 CE + 540 Justice Clerk in 2025
Total A1110.4 - Justice--CE	183.00	1,339.00	1,190.00	-11.13%	
A1220.1 - Supervisor--PS					
A12201a - Deputy Supervisor	4,182.49	4,000.00	5,000.00	25.00%	As submitted by Dave G. Increasing pay to match level of effort required for this role
A1220.1 - Supervisor--PS - Other	2,365.02	4,730.00	8,500.00	79.70%	As submitted by Dave G. Increasing pay to match level of effort required for this role
Total A1220.1 - Supervisor--PS	6,547.51	8,730.00	13,500.00	54.64%	
A1220.4 - Supervisor--CE	201.00	500.00	4,500.00	800.00%	There is no bookkeeper anymore so all QB fees and miscellaneous expenses related to finance will be born by the Supervisor/Deputy Supervisor
A12204a - Bookkeeper to Sup'r--PS	0.00	0.00	0.00	0.00%	
A12204b - Bookkeeper CE	2,821.86	3,400.00	0.00	-100.00%	The budget for this has been moved to the Supervisor CE now that there is no bookkeeper
A1330.1 - Tax Collector--PS	1,012.50	1,350.00	1,350.00	0.00%	As submitted by Ashley
A1330.4 - Tax Collector--CE	425.70	500.00	500.00	0.00%	As submitted by Ashley
A1355.1 - Assessor--PS					
A13551a - Review Board--PS	525.00	450.00	300.00	-33.33%	As submitted by Laura Snow
A1355.1 - Assessor--PS - Other	5,437.53	7,250.00	7,400.00	2.07%	As submitted by Laura Snow
Total A1355.1 - Assessor--PS	5,962.53	7,700.00	7,700.00	0.00%	
A1355.4 - Assessor--CE					
A13554a - Real Property Software	1,050.00	1,050.00	1,050.00	0.00%	As submitted by Laura Snow
A1355.4 - Assessor--CE - Other	493.16	700.00	500.00	-28.57%	As submitted by Laura Snow
Total A1355.4 - Assessor--CE	1,543.16	1,750.00	1,550.00	-11.43%	

TOWN OF HARTSVILLE - General Fund
2025 Tentative Budget - Detail

	2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	Comments
A1410.1 - Town Clerk--PS					
A14101a - Deputy Town Clerk--PS	0.00	200.00	200.00	0.00%	As submitted by Ashley
A1410.1 - Town Clerk--PS - Other	4,725.00	6,300.00	6,300.00	0.00%	As submitted by Ashley
Total A1410.1 - Town Clerk--PS	4,725.00	6,500.00	6,500.00	0.00%	
A1410.4 - Town Clerk--CE	310.22	1,200.00	1,200.00	0.00%	As submitted by Ashley
A1420.4 - Attorney--PS	500.00	6,000.00	10,000.00	66.67%	Increase for possible wind projects in 2025
A1450.4 - Elections--CE	1,266.00	1,288.00	2,504.00	94.41%	Per letter from the State. 2024 election costs are billed in January 2025
A1620.1 - Building--Cleaning--PS	105.00	500.00	1,200.00	140.00%	Plan for \$100 per month in 2025
A1620.2 - Buildings--Equipment	0.00	13,000.00	0.00	-100.00%	Furnace will be in this year. No other big expenses left for the buildings short of the Lean To which is a Capital Improvement not equipment.
A1620.4 - Buildings--CE					
Cleaning supplies	129.14	200.00	200.00	0.00%	
1620.4D - Town Hall Propane Heating	1,474.29	2,500.00	2,500.00	0.00%	
1620.4E - Electric Service	1,100.54	1,500.00	1,500.00	0.00%	
1620.4G - Phone Service	1,973.61	2,600.00	2,600.00	0.00%	
A1620.4 - Buildings--CE - Other	7,801.51	51,493.00	0.00	-100.00%	No planned items in 2025 to offset COVID funds so no expense planned in 2025
Total A1620.4 - Buildings--CE	12,479.09	58,293.00	6,800.00	-88.33%	
A1640.4 - Hwy Garage--CE					
A1640.4c Hwy--Shop Heating Oil/Propane	4,269.09	9,000.00	9,000.00	0.00%	
A1640.4b Hwy--Electric	1,019.70	1,500.00	1,500.00	0.00%	
A1640.4 - Hwy Garage--CE - Other	0.00	200.00	200.00	0.00%	
Total A1640.4 - Hwy Garage--CE	5,288.79	10,700.00	10,700.00	0.00%	
A1910.4 - Unallocated Insurance	729.00	19,000.00	21,000.00	10.53%	Do not have new quote yet but expect slight increase
A1920.4 - Municipal Association Dues	500.00	500.00	500.00	0.00%	
A3510.1 - Dog Control--PS	1,000.00	1,600.00	1,600.00	0.00%	Hornell Humane Society
A3510.4 - Dog Control--CE	0.00	0.00	0.00	0.00%	
A3620.1 - Building Inspector--PS	3,978.00	5,304.00	5,000.00	-5.73%	As submitted by Sam
A3620.4 - Building Inspector--CE	0.00	500.00	5,000.00	900.00%	Anticipate professional CE needs in 2025 for wind
A4010.1 - Health Officer--PS	0.00	150.00	150.00	0.00%	
A5010 - Highway Superintendent					
A5010.1 - Hwy Superintendent--PS	9,000.00	9,000.00	61,266.00	580.73%	As submitted by Jeff
A5010 - Highway Superintendent - Other	21,719.36	37,035.00	0.00	-100.00%	In 2024, Hwy Super is split between Buddy and Jeff so this line goes in the above
Total A5010 - Highway Superintendent	30,719.36	46,035.00	61,266.00		
A5010.4 - Hwy Superintendent--CE	379.27	1,000.00	1,000.00	0.00%	As submitted by Jeff

TOWN OF HARTSVILLE - General Fund
2025 Tentative Budget - Detail

	2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	Comments
A5132.2 · Hwy Garage—Capital build	0.00	0.00	100,000.00		Plan to build lean to next year. The money to pay for this will be transferred in from General Reserve (i.e. Capital Improvement) after we build it up at the end of the year.
A6989 · Reserve for Contingency	0.00	15,000.00	15,000.00	0.00%	Leave at 15K going forward into 2025 for unknowns
A7510.1 · Historian—PS	0.00	200.00	200.00	0.00%	
A7510.4 · Historian—CE	500.00	500.00	500.00	0.00%	
A8810.4 · Cemeteries—CE	3,000.00	3,000.00	3,000.00	0.00%	Assuming KPRs Landscaping price does not change in 2025.
A9030.8 · Social Security & Medicare	4,820.18	7,500.00	7,500.00	0.00%	
A9040.8 · Workman's Compensation	2,941.35	3,600.00	3,600.00	0.00%	
A9050.8 · NY Unemployment Ins.	777.98	1,000.00	1,000.00	0.00%	
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.00%	
A9089.8 · Other Employee Benefits—Retire	1,546.12	2,400.00	2,400.00	0.00%	
A99019 · Interfund Transfer	102,741.54	270,106.00	242,280.00	-10.30%	Assumes all CHIPS, EWR, PaveNY, and POP transfers to Highway
SF3410 · Fire Protection—CE					
Hornell AMS	23,000.00	23,000.00	23,000.00	0.00%	
Alfred Station Vol. Fire Dept.	4,750.00	4,750.00	4,750.00	0.00%	No increase per contract
Alfred Ambulance Co.	1,708.00	1,708.00	1,725.00	1.00%	1% increase per contract
South Hornell Fire Services	17,250.00	23,000.00	23,460.00	2.00%	2% increase per contract
Total SF3410 · Fire Protection—CE	46,708.00	52,458.00	52,935.00	0.91%	
SF3411 · NYS Foreign Fire Ins. Assistance	0.00	0.00	0.00	0.00%	
Total Expense	253,827.16	565,603.00	605,925.00	7.13%	7.13% increase in expenses in 2025
Net Ordinary Income	118,223.64	7,566.00	0.00	-100.00%	
Net Income	118,223.64	7,566.00	0.00	-100.00%	

TOWN OF HARTSVILLE - Highway Fund
2025 Tentative Budget - Detail

	2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	2025 Comments
Ordinary Income/Expense					
Income					
2770 Unclassified					
Reimbursement	700.80	700.00	0.00	-100.00%	Will not get this reimbursement in 2025
2770 Unclassified - Other	0.00	0.00	0.00	0.00%	
Total 2770 Unclassified	700.80	700.00	0.00	-100.00%	
Transfer from Highway Reserves	41,867.00	71,127.00	71,127.00	0.00%	Will have the same three payments in 2025 (Roller, Tractor, Truck)
REVENUES					
DA3501 - State Aid PAVE	0.00	35,000.00	35,000.00	0.00%	
DA3501 State Aid WIRP	0.00	30,000.00	30,000.00	0.00%	
DA2801 - Interfund Transfers	0.00	0.00	0.00	0.00%	
DA2680 - Insurance Recoveries	515.00	515.00	0.00	-100.00%	Not planning on any insurance recoveries in 2025 (i.e., Glass Repair)
DA1001 - Real Property Highway	138,272.00	138,272.00	157,580.00	13.96%	See Tax Cap and Pilot distribution calc
DA2401 - Interest and Earnings	555.62	700.00	500.00	-28.57%	Unpredictable so setting a little lower than 2024
DA2550 - Property Owner Reimbursement	0.00	500.00	500.00	0.00%	
DA2665 - Sale of Equipment	0.00	0.00	0.00	0.00%	
DA2650 - Sale of Scrap & Excess Material	0.00	0.00	0.00	0.00%	
DA3501 - State Aid CHIPS	74,627.00	138,938.00	52,587.00	-62.15%	Sel to balance budget although likely will receive more State Aid into the General Fund than this amount
Total REVENUES	213,969.62	343,925.00	276,167.00	-19.70%	
Total Income	256,537.42	415,752.00	347,294.00	-16.47%	
Gross Profit	256,537.42	415,752.00	347,294.00	-16.47%	
Expense					
Misc	0.00	0.00	0.00	0.00%	
EXPENSES					
D5132.4 - Garage	15.00	15.00	15.00	0.00%	
D9785.6 - Installment Debt Payment -Prin.	42,867.00	72,127.00	71,127.00	-1.39%	Accounts for tractor, dually and roller loan payments in 2025
D9785.7 - Installment Debt Payment - Int.	7,987.06	11,200.00	11,200.00	0.00%	
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.00%	
D5110.1 - Maintenance of Streets--PS	38,400.46	50,000.00	73,500.00	47.00%	Assuming we hire another MEO by the first of the year and assuming the months of April - November which incorporates 8 months or 35 weeks @ \$2100 average weekly before Jeff moved over, the expense is \$73,500
D5110.4 - General Repairs--CE					
DA5110.4c - Parts	0.00	0.00	0.00	0.00%	

TOWN OF HARTSVILLE - Highway Fund
2025 Tentative Budget - Detail

	2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	2025 Comments
DA5110.4b - Gasoline	21.58	0.00	0.00	0.00%	
DA5110.4a - Diesel fuel	0.00	0.00	0.00	0.00%	
D5110.4 - General Repairs--CE - Other	627.17	1,000.00	1,000.00	0.00%	
Total D5110.4 - General Repairs--CE	648.75	1,000.00	1,000.00	0.00%	
D5112.4 - CHIPS-Perm Improv--CE					
DA5112b - Diesel	7,583.45	10,000.00	10,000.00	0.00%	Set to equivalent of 2024 adjusted budget
DA5112d - Gasoline	732.49	1,200.00	1,200.00	0.00%	Set to equivalent of 2024 adjusted budget
DA5112e - Gravel	20,566.15	35,000.00	35,000.00	0.00%	Set to equivalent of 2024 adjusted budget
DA5112f - Road Infrastructure	0.00	0.00	0.00	0.00%	
Total D5112.4 - CHIPS-Perm Improv--CE	28,882.09	46,200.00	46,200.00	0.00%	
D5130.2 - Machinery Equipment Capital	0.00	0.00	0.00	0.00%	
D5130.4 - Machinery--CE					
DA5130a - Gasoline	0.00	0.00	0.00	0.00%	
D5130.4 - Machinery--CE - Other	19,464.71	30,000.00	30,000.00	0.00%	Set to equivalent of 2024 adjusted budget
Total D5130.4 - Machinery--CE	19,464.71	30,000.00	30,000.00	0.00%	
D5142.1 - Snow Removal--PS	28,664.48	46,200.00	46,200.00	0.00%	
D5142.4 - Snow Removal--CE					
5242.a - diesel fuel	3,938.37	6,000.00	6,000.00	0.00%	Set to equivalent of 2024 adjusted budget
5242.b - gasoline	3,031.16	4,500.00	4,500.00	0.00%	Set to equivalent of 2024 adjusted budget
5242.c - road salt	4,585.92	6,000.00	6,000.00	0.00%	Set to equivalent of 2024 adjusted budget
5242.d - road sand	3,462.03	6,000.00	6,000.00	0.00%	Set to equivalent of 2024 adjusted budget
D5142.4 - Snow Removal--CE - Other	0.00	0.00	0.00	0.00%	
Total D5142.4 - Snow Removal--CE	15,017.48	22,500.00	22,500.00	0.00%	
D9030.8 - Social Security & FICA Employee	6,350.85	10,000.00	10,000.00	0.00%	
D9040.8 - Workers Comp Employee	4,775.65	4,776.00	5,000.00	4.69%	Set to equivalent of 2024 adjusted budget
D9050.8 - Unemployment Insurance					
D9050.81-Re-unemployment	26.56	0.00	40.00	0.00%	Set to equivalent of 2024 adjusted budget
D9050.8 - Unemployment Insurance - Other	1,525.07	3,406.00	3,400.00	0.00%	Set to equivalent of 2024 adjusted budget
Total D9050.8 - Unemployment Insurance	1,551.63	3,406.00	3,440.00	1.18%	
D9060.8 - Hospital, Medical, Dental Ins	12,461.40	15,161.00	21,600.00	42.47%	Assume two MEOs getting the medical stipend of \$10,800 per year for the full year
D9089.8 - Other Employee Benefit -specify	3,702.03	4,500.00	5,512.00	22.49%	Assuming a second full time MEO and about the same contribution as the other full time MEO, it would be \$106 per week for 52 weeks = \$5,512
DA5232 - CAPITAL BUILDING HWY GARAGE					
EXPENSES - Other	0.00	0.00	0.00	0.00%	
Total EXPENSES	28.60	0.00	0.00	0.00%	
Total EXPENSES	210,817.19	317,079.00	347,294.00	9.53%	
Total Expense	210,817.19	317,079.00	347,294.00	9.53%	

TOWN OF HARTSVILLE - Highway Fund
2025 Tentative Budget - Detail

2024 Actuals Jan 1 - Sept 29	2024 Adjusted Budget	2025 Tentative Budget	% Change in Budget from 2024 to 2025	2025 Comments
45,720.23	98,673.00	0.00	-100.00%	
45,720.23	98,673.00	0.00	-100.00%	

Net Ordinary Income
Net Income

Highway report September 2024

- Serviced and maintained equipment as needed
- Graded
 - Acker
 - Donaldson
 - Dunham
 - Beatrlick
- Ditched
 - Acker
 - Donaldson
- Fixed Bus turn around on Acker
- Installed pipes
 - Cook
 - Clack
- Replaced Batteries in the brine truck
- Removed Trees in the Ells Cemetery
- Had dump cylinder in H2 replaced
- Hauled 9 loads of Item 4

A handwritten signature in black ink, appearing to read 'Jeffrey Getman', written in a cursive style.

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 September 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
0	Dog Licenese Unspayed/Unneutured	\$18.00	N/A	N/A	N/A	N/A
6	Dog Licenese Spayed/Neutured	\$10.00	\$60.00	\$6.00	\$54.00	\$60.00
1	Purchase of Pipe	N/A	\$250.00	N/A	\$250.00	\$250.00
1	Mariage License	\$40.00	\$40.00	\$22.50	\$17.50	\$40.00
3	Building Permits	N/A	\$190.00	N/A	\$190.00	\$190.00
	Totals	N/A	\$540.00	\$ 28.50	\$511.50	\$540.00

Total Fees Remitted to the Supervisor

\$449.00

Total Fees Remitted to the Supervisor for Taxes

Amount paid to Town for Death/ Marriage Copies

Amount paid to Town for Dog Lic.

\$54.00

Amount paid to State Health Dept. for Marriage Lic.

Amount paid to Dept of Ag & Markets Dog Unspayed/Unneutered

\$6.00

Amount paid for Marriage License

\$40.00

Amount Paid for Misc Items

\$250.00

Building Permits

\$190.00

Searches & Copies

Total

\$540.00

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