

# TOWN OF HARTSVILLE

## BOARD MEETING

### SEPTEMBER 18<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 18<sup>TH</sup> day of September 2024.

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

**ABSENT:** Misti Carbone - Councilman

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

Minutes accepted for August 21<sup>st</sup>, 2024, Board Meeting. Motion made by Lee Woodworth Jr and Seconded by Heidi Margeson. Minutes taken by Ashley Gibson.

Financial Review/Vouchers – Board approved no questions.

#### **Committee Reports:**

**Highway** – See Attached

**Code Enforcement**- Nothing to Report

**Assessor** – Nothing to Report

**Five Year Planning** – Nothing to Report

**Town Clerk** – See attached

**Historian** – Nothing to Report

**Grants** – No new updates

**Cemetery Plots** – Nothing new

**Fire/EMS** – Nothing new

#### **Old Business:**

- SLFRF Spending – Dave and Alice are working on a plan of some items we can use the funds for (examples: Generators, AEDs, Website and server)
- Dumping Fill – Jeff is going to create a sign-up list for people to sign up for fill.

- Firefighter and Ambulance Worker Tax Exemption – the board has reviewed the Local Law presented by Brinette and has agreed to set a Public Hearing for Wednesday October 16<sup>th</sup>, 2024, at 6:45 p.m. to adopt the law. The board also discussed after the Law is passed that we will need to post on website.
- New Website – the board has agreed to the quote with IB Solutions, but we need to find out if we are able to end the contract with Town Web. Alice is going to do some more research on this and will present it at the next board meeting.
- Labor Compliance Posting – No updates at this time.
- Mid-Year Finance Review and 2025 Budget Planning – financial review meeting set for September 25<sup>th</sup>, 2024, at 6 p.m. to discuss the 2025 budget.
- AUD/AFR Reports – 2021 has been completed and Dave will begin working on 2022.
- Muni-Con Update – No new updates at this time.
- QuickBooks migration from Desktop version to Online version – no updates at this time.
- NYMIR Insurance Renewal – Dave is working with a representative to get completed.
- Dry Storage – No updates at this time.
- Clair Road – Dave has asked Jeff to contact the landowner and talk out options.
- Advertising for MEO – Misti is working on job description and application.
- Town Barn furnace upgrade – Board has reviewed quotes and has questions for Shorts, such as how many BTUs, warranty and questions on the propane tank.
- Generator Maintenance – Board has viewed maintenance agreement with Hurricane Solutions and has decided to go into contract with them for the maintenance. See resolution 22.
- Policy Cleanup – Misti has completed the policy book, and we will work on getting the policies on the website.
- AED Devices – the Board has read and approved the policy created by Misti. See resolution 22.
- Road Preservation Law/Road Use Agreement – Dave and Tom are working on.

#### **New Business:**

- Fall Creek Repair – The Board has been presented with a quote to fix repairs on Fall Creek from the flooding, but the board would need to approve to pay for the repair and would later be reimbursed by FEMA. See Resolution 23.

Closed Board Meeting at 7:56 p.m. motion made by Lee Woodworth Jr and Seconded by Heidi Margeson.

# Town of Hartsville – Bank Account Review

September 17<sup>th</sup>, 2024

Cash: \$773,556.77

Debt: \$213,651.00

Trust & Agency Account - Payroll **0196	⋮	Dualy Loan **0945	⋮
Available Balance	\$9,594.84	Current Balance	\$63,510.00
Current Balance	\$9,594.84	Next Payment Amount	\$0.00
General Fund Checking **0201	⋮	Tractor Loan **0042	⋮
Available Balance	\$332,840.50	Current Balance	\$62,091.00
Current Balance	\$332,840.50	Next Payment Amount	\$0.00
General Reserve Fund - Capital Improvement **152	⋮	Roan Loan **0823	⋮
Available Balance	\$82,115.81	Current Balance	\$88,050.00
Current Balance	\$82,115.81	Next Payment Amount	\$0.00
Highway Fund Checking **0210	⋮		
Available Balance	\$226,874.44		
Current Balance	\$226,874.44		
Highway Reserve Fund - Equipment **5540	⋮		
Available Balance	\$132,131.18		
Current Balance	\$132,131.18		

Cash-to-debt ratio = 3.62

- We have 3.62 times the cash on hand vs our debt

**TOWN OF HARTSVILLE - General Fund**  
**January 1st - September 17th Actuals vs. 2024 Budget**

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Ordinary Income/Expense

	Jan 1st - Sept 17th	2024 Budget	\$ Over Budget	% of Budget
<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)	239.00	35,000.00	-34,761.00	0.68%
3089 - Other Gov't Support (CHIPS)	74,627.00	251,055.00	-176,428.00	29.73%
<b>GENERAL FUND REVENUE</b>				
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	935.78	400.00	535.78	233.95%
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	1,317.87	1,200.00	117.87	109.82%
A1120 - Sales Tax Revenue	70,926.90	60,000.00	10,926.90	118.21%
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	378.00	900.00	-522.00	42.0%
A2555 - Building Permits Revenue	778.00	1,000.00	-222.00	77.8%
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	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	50,000.00	-50,000.00	0.0%
Total GENERAL FUND REVENUE	297,184.80	370,989.00	-73,804.20	80.11%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	372,050.80	732,044.00	-359,993.20	50.82%
Gross Profit	372,050.80	732,044.00	-359,993.20	50.82%
<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	4,000.00	8,000.00	-4,000.00	50.0%
A1010.4 - Town Board--CE	1,289.97	1,300.00	-10.03	99.23%
A1110.1 - Justice--PS	2,333.36	3,500.00	-1,166.64	66.67%
A1110.4 - Justice--CE				
A1110.3 - Bail and Fines	123.00			
A1110.4 - Justice--CE - Other	60.00	1,000.00	-940.00	6.0%
Total A1110.4 - Justice--CE	183.00	1,000.00	-817.00	18.3%
A1220.1 - Supervisor--PS				
A12201a - Deputy Supervisor	3,454.99	200.00	3,254.99	1,727.5%
A1220.1 - Supervisor--PS - Other	2,365.02	4,730.00	-2,364.98	50.0%
Total A1220.1 - Supervisor--PS	5,820.01	4,930.00	890.01	118.05%

TOWN OF HARTSVILLE - General Fund  
January 1st - September 17th Actuals vs. 2024 Budget

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	Jan 1st - Sept 17th	2024 Budget	\$ Over Budget	% of Budget
A1220.4 · Supervisor--CE	201.00	500.00	-299.00	40.2%
A12204a · Bookkeeper to Sup'r--PS	0.00	4,000.00	-4,000.00	0.0%
A12204b · Bookkeeper CE	2,821.86	2,400.00	421.86	117.58%
A1330.1 · Tax Collector--PS	900.00	1,350.00	-450.00	66.67%
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	4,833.36	7,250.00	-2,416.64	66.67%
Total A1355.1 · Assessor--PS	5,358.36	7,700.00	-2,341.64	69.59%
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	4,200.00	6,300.00	-2,100.00	66.67%
Total A1410.1 · Town Clerk--PS	4,200.00	6,500.00	-2,300.00	64.62%
A1410.4 · Town Clerk--CE	310.22	1,200.00	-889.78	25.85%
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	105.00	1,200.00	-1,095.00	8.75%
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	1,474.29	2,500.00	-1,025.71	58.97%
1620.4E · Electric Service	1,100.54	1,200.00	-99.46	91.71%
1620.4G · Phone Service	1,973.61	2,600.00	-626.39	75.91%
A1620.4 · Buildings--CE - Other	7,101.51	62,493.00	-55,391.49	11.36%
Total A1620.4 · Buildings--CE	11,779.09	68,793.00	-57,013.91	17.12%
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	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	9,200.00	-3,911.21	57.49%
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	3,536.00	5,304.00	-1,768.00	66.67%
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%
A5010 · Highway Superintendent - Other	21,719.36			
Total A5010 · Highway Superintendent	30,719.36	61,266.00	-30,546.64	50.14%
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%
A7510.4 · Historian--CE	500.00			

TOWN OF HARTSVILLE - General Fund  
January 1st - September 17th Actuals vs. 2024 Budget

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	Jan 1st - Sept 17th	2024 Budget	\$ Over Budget	% of Budget
A8810.4 - Cemeteries--CE	2,000.00	5,000.00	-3,000.00	40.0%
A9030.8 - Social Security & Medicare	4,460.39	7,500.00	-3,039.61	59.47%
A9040.8 - Workman's Compensation	2,941.35	3,600.00	-658.65	81.7%
A9050.8 - NY Unemployment Ins.	647.01	1,000.00	-352.99	64.7%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 - Other Employee Benefits--Retire	1,546.12	1,800.00	-253.88	85.9%
A99019 - Interfund Transfer	102,741.54	361,055.00	-258,313.46	28.46%
SF3410 - Fire Protection--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	17,250.00	23,000.00	-5,750.00	75.0%
Total SF3410 - Fire Protection--CE	46,708.00	52,458.00	-5,750.00	89.04%
SF3411 - NYS Foreign Fire Ins. Assistanc	0.00	0.00	0.00	0.0%
Total Expense	246,933.56	732,044.00	-485,110.44	33.73%
Net Ordinary Income	125,117.24	0.00	125,117.24	100.0%
Net Income	125,117.24	0.00	125,117.24	100.0%

TOWN OF HARTSVILLE - Highway Fund  
January 1st - September 17th Actuals vs. 2024 Budget

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Ordinary Income/Expense	Jan 1st - Sept 17th	2024 Budget	\$ Over Budget	% of Budget
Income				
2770 Unclassified				
Reimbursement	700.80	0.00	700.80	100.0%
2770 Unclassified - Other	0.00	0.00	0.00	0.0%
Total 2770 Unclassified	700.80	0.00	700.80	100.0%
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	555.62	140.00	415.62	396.87%
DA2550 - Property Owner Reimbursement	0.00	500.00	-500.00	0.0%
DA2665 - Sale of Equipment	0.00	0.00	0.00	0.0%
DA2650 - Sale of Scrap & Excess Material	0.00	0.00	0.00	0.0%
DA3501 - State Aid CHIPS	74,627.00	138,938.00	-64,311.00	53.71%
Total REVENUES	213,969.62	417,850.00	-203,880.38	51.21%
Total Income	214,670.42	442,850.00	-228,179.58	48.48%
Gross Profit	214,670.42	442,850.00	-228,179.58	48.48%
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.	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	37,171.66	68,250.00	-31,078.34	54.46%
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	24,000.00	-24,000.00	0.0%
D5110.4 - General Repairs--CE - Other	627.17	0.00	627.17	100.0%
Total D5110.4 - General Repairs--CE	648.75	24,000.00	-23,351.25	2.7%
D5112.4 - CHIPS-Perm Improv--CE				
DA5112b - Diesel	7,583.45			
DA5112d - Gasoline	732.49	0.00	732.49	100.0%
DA5112e - Gravel	20,566.15	35,000.00	-14,433.85	58.76%
DA5112f - Road Infrastructure	0.00	0.00	0.00	0.0%
Total D5112.4 - CHIPS-Perm Improv--CE	28,882.09	35,000.00	-6,117.91	82.52%
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	19,464.71	40,000.00	-20,535.29	48.66%
Total D5130.4 - Machinery--CE	19,464.71	45,500.00	-26,035.29	42.78%
D5142.1 - Snow Removal--PS	28,664.48	46,200.00	-17,535.52	62.04%
D5142.4 - Snow Removal--CE				
5242.a - diesel fuel	3,938.37	15,000.00	-11,061.63	26.26%
5242.b - gasoline	3,031.16	5,500.00	-2,468.84	55.11%
5242.c - road salt	4,585.92	6,000.00	-1,414.08	76.43%
5242.d - road sand	3,462.03	12,000.00	-8,537.97	28.85%
D5142.4 - Snow Removal--CE - Other	0.00			

TOWN OF HARTSVILLE - Highway Fund  
January 1st - September 17th Actuals vs. 2024 Budget

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	Jan 1st - Sept 17th	2024 Budget	\$ Over Budget	% of Budget
Total D5142.4 · Snow Removal--CE	15,017.48	38,500.00	-23,482.52	39.01%
D9030.8 · Social Security & FICA Employee	6,236.92	10,000.00	-3,763.08	62.37%
D9040.8 · Workers Comp Employee	4,775.65	5,000.00	-224.35	95.51%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	26.28	0.00	26.28	100.0%
D9050.8 · Unemployment Insurance - Other	1,510.15	3,400.00	-1,889.85	44.42%
Total D9050.8 · Unemployment Insurance	1,536.43	3,400.00	-1,863.57	45.19%
D9060.8 · Hospital, Medical, Dental Ins	12,253.71	21,600.00	-9,346.29	56.73%
D9089.8 · Other Employee Benefit -specify	3,649.21	5,200.00	-1,550.79	70.18%
DA5232 · CAPITAL BUILDING HWY GARAGE	0.00	0.00	0.00	0.0%
EXPENSES - Other	26.60	0.00	26.60	100.0%
Total EXPENSES	209,198.75	442,850.00	-233,651.25	47.24%
Total Expense	209,198.75	442,850.00	-233,651.25	47.24%
Net Ordinary Income	5,471.67	0.00	5,471.67	100.0%
Net Income	5,471.67	0.00	5,471.67	100.0%



# Highway report August 2024

- Serviced and maintained equipment as needed
- Hauld 54 loads of Item 4 to Call road
- Graded Seasonal Part of call road
- Replaced a driveway pipe on Clancy Road
- Replaced a crossover pipe on Bearlick
- Hauld 31 loads of item 4 and 11 loads of 3s & 4 to bearlick
- Fixed shoulders and graded Bearlick
- Cleaned ditches and shoulders from storm damage
- Fixed crossover pipe on Slate road



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 August 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
5	Dog Licenese Unspayed/Unneutured	\$18.00	\$90.00	\$15.00	\$75.00	\$90.00
20	Dog Licenese Spayed/Neutured	\$10.00	\$200.00	\$20.00	\$180.00	\$200.00
2	Building Permits	N/A	\$194.00	N/A	\$194.00	\$194.00
	<b>Totals</b>	N/A	\$484.00	\$ 35.00	\$449.00	\$484.00

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.

\$255.00

Amount paid to State Health Dept. for Marriage Lic.

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

\$35.00

Building Permits

\$194.00

Searches & Copies

Total

\$484.00

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.

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Ashley Gibson, Town Clerk