

**TOWN OF HARTSVILLE
BOARD MEETING
December 18th, 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 18th day of December 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 November 20th, 2024 Board Meeting. Motion made by Leon Woodworth Jr and Seconded by Misti Carbone Minutes taken by Ashley Gibson.

Financial Review/Vouchers – Board approved no questions.

Committee Reports:

- **Highway** – See Attached
- **Code Enforcement**- no new updates have been working on following up with property clean ups
- **Assessor** – Nothing to report
- **Five Year Planning** – Nothing to report
- **Town Clerk** – See Attached
- **Historian** – attended the event for the Slate Creek School house and they had a great turn out for the trail event
- **Grants** – Nothing to report
- **Cemetery Plots** – Nothing to report
- **Fire/EMS** – Working on putting up a new office after the fire. Hoping after the new building is put up they will be able to provide monthly reports again.

Closed Business:

- Public Hearing on 2025 “Preliminary Budget” conducted. Budget was voted on and resolved to be approved - Budget is done and has been sent to the County.

- Town barn furnace installed – installed and finished up today 11/20/2024, Jeff has asked if we are going to sell the oil tank, board will discuss later.

Old Business:

- Policy Cleanup – all policies, and laws have been converted to PDF and provided to the Supervisor and Clerk. Need to get them to IB Design Studios for uploading to the new website.
- 13th Meeting Date and Time – the date of the 13th meeting will be Monday December 23rd, 2024, at 6 p.m. at the Town Hall

Old Business (Working):

- New Website – Flash drive has been sent to Courtney to get started on the new website. The .gov registration has been set up and ready to go for IB Design Studio. Alice has scheduled a webinar for January 9th from 12-1 p.m. on credit cards for the new website.
- QuickBooks migration from Desktop version to Online version – we are in the process of working with Ed Flaitz on this
- Clair Road – resident is happy with the plowing but has some concerns about the road and hoping to have issues fixed
- Next Newsletter – would like this to go out in January
- Renewal of Hornell Humane Society contract – See Resolution #32
- 2022 Annual Finance Report (AFR) – Dave is now working on 2022

Old Business (Delayed or on hold):

- Muni-Con Update – We have no new updates from Frank but will keep us updated
- SLFRF (Covid) Spending - Waiting for the next filing period of 3/2025. Dave is working on getting paperwork around for this now for easy filing.
- Dry Storage – Waiting until 2025 to maximize State Aide reimbursement
- Road Preservation Law/Road Agreement – Working on higher priority tasks. Misti has volunteered to engage on this topic with Dave and Tom

New Business:

- AED Training – Misti is looking to set up a new date for training will let Ashley know to put on the website
- 284 Agreement for 2025- Dave will have Jeff start getting this prepared for the next meeting
- 13th Meeting Agenda – Board discussed agenda
- FEMA filing – Dave and Jeff will start meeting weekly to go over
- Old Oil Furnace – no updates at this time
- MEO Search – need to get searching for someone and get position advertised
- Solar Project – contacted by Dimension Energy about potential solar project. They would like to come to a board meeting in the future to discuss plan with the Board.

RESOLUTION # 32 FOR 2024

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 18th day of December 2024 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas, the Town of Hartsville has agreed to accept the contract with the Hornell Area Humane Society for dog control shelter services for the year of 2025 in the amount of \$1000.00 for maximum of 5 dogs and an additional fee of \$200.00 per dog after the maximum number is met.

Let it be resolved that the Town of Hartsville, Steuben County, New York does agree to the contract with the Hornell Area Humane Society.

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: 12/18/2024

By Ashley Gibson Position: Town Clerk

Closed Board Meeting at 8:04 p.m. motion made by David Gerhard and Seconded by Leon
Woodworth Jr

Town of Hartsville – Bank Account Review

December 17th, 2024

Cash: \$744,500.37

Debt: \$104,139.75

Trust & Agency Account - Payroll **0198	⋮
Available Balance	\$9,311.57
Current Balance	\$9,311.57
General Fund Checking **0201	⋮
Available Balance	\$447,046.88
Current Balance	\$447,046.88
General Reserve Fund - Capital Improveme. **59	⋮
Available Balance	\$82,156.76
Current Balance	\$82,156.76
Highway Fund Checking **0210	⋮
Available Balance	\$183,328.93
Current Balance	\$183,328.93
Highway Reserve Fund - Equipment **5540	⋮
Available Balance	\$22,653.23
Current Balance	\$22,653.23

Dualiy Loan **8945	⋮
Current Balance	\$37,620.48
Next Payment Amount	\$0.00
Tractor Loan **9042	⋮
Current Balance	\$37,091.00
Next Payment Amount	\$0.00
Roller Loan **9833	⋮
Current Balance	\$29,428.27
Next Payment Amount	\$0.00

Cash-to-debt ratio = 7.15

- We have 7.15 times the cash on hand vs our debt
- CHIPS money received on 12/17 for \$165,231.31

Town of Hartsville/General Fund
Jan 1- Dec 17
Actuals vs 2024 Budget

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	Jan - Dec 17	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				
A1081 - Other Payments in Lieu of Taxes	3,287.96			
A2750 - AIM- Related Payment	3,416.00			
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	1,221.13	900.00	321.13	135.68%
Misc	250.00	0.00	250.00	100.0%
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	85,249.41	70,000.00	15,249.41	121.79%
A1225 - Clerk Fees Revenue				
Searches & Certified Copies	0.00	35.00	-35.00	0.0%
Marriage License	55.00	35.00	20.00	157.14%
FOIL--copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	220.00	100.00	120.00	220.0%
A1225 - Clerk Fees Revenue - Other	0.00	0.00	0.00	0.0%
Total A1225 - Clerk Fees Revenue	275.00	190.00	85.00	144.74%
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	756.00	450.00	306.00	168.0%
A2555 - Building Permits Revenue	1,262.00	1,000.00	262.00	126.2%
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	319,656.12	330,889.00	-11,232.88	96.61%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	394,522.12	573,169.00	-178,646.88	68.83%
Gross Profit	394,522.12	573,169.00	-178,646.88	68.83%
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	3,208.37	3,500.00	-291.63	91.67%
A1110.4 - Justice--CE				
A1110.3 - Bail and Fines	216.00	339.00	-123.00	63.72%
A1110.4 - Justice--CE - Other	60.00	1,000.00	-940.00	6.0%
Total A1110.4 - Justice--CE	276.00	1,339.00	-1,063.00	20.61%
A1220.1 - Supervisor--PS				
A1220.1a - Deputy Supervisor	5,637.49	4,000.00	1,637.49	140.94%



	Jan - Dec 17	2024 Budget	\$ Over Budget	% of Budget
A1220.1 · Supervisor--PS - Other	2,365.02	4,730.00	-2,364.98	50.0%
Total A1220.1 · Supervisor--PS	8,002.51	8,730.00	-727.49	91.67%
A1220.4 · Supervisor--CE	1,210.99	500.00	710.99	242.2%
A12204a · Bookkeeper to Sup'r--PS	0.00	0.00	0.00	0.0%
A12204b · Bookkeeper CE	3,326.86	3,400.00	-73.14	97.85%
A1330.1 · Tax Collector--PS	1,237.50	1,350.00	-112.50	91.67%
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	6,645.87	7,250.00	-604.13	91.67%
Total A1355.1 · Assessor--PS	7,170.87	7,700.00	-529.13	93.13%
A1355.4 · Assessor--CE				
A13554a · Real Property Software	1,050.00	1,050.00	0.00	100.0%
A1355.4 · Assessor--CE - Other	888.46	700.00	188.46	126.92%
Total A1355.4 · Assessor--CE	1,938.46	1,750.00	188.46	110.77%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	5,775.00	6,300.00	-525.00	91.67%
Total A1410.1 · Town Clerk--PS	5,775.00	6,500.00	-725.00	88.85%
A1410.4 · Town Clerk--CE	627.34	1,200.00	-572.66	52.28%
A1420.4 · Attorney--PS	740.00	6,000.00	-5,260.00	12.33%
A1450.4 · Elections--CE	1,286.00	1,288.00	-22.00	98.29%
A1620.1 · Building--Cleaning--PS	105.00	500.00	-395.00	21.0%
A1620.2 · Buildings--Equipment	13,384.29	13,000.00	384.29	102.96%
A1620.4 · Buildings--CE				
Cleaning supplies	129.14	200.00	-70.86	64.57%
1620.4D · Town Hall Propane Heating	1,622.99	2,500.00	-877.01	64.92%
1620.4E · Electric Service	1,406.56	1,500.00	-93.44	93.77%
1620.4G · Phone Service	2,633.49	2,600.00	33.49	101.29%
A1620.4 · Buildings--CE - Other	7,801.51	51,493.00	-43,691.49	15.15%
Total A1620.4 · Buildings--CE	13,593.69	58,293.00	-44,699.31	23.32%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	4,423.70	9,000.00	-4,576.30	49.15%
A1640.4b Hwy--Electric	1,306.22	1,500.00	-193.78	87.08%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	5,729.92	10,700.00	-4,970.08	53.55%
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	4,862.00	5,304.00	-442.00	91.67%
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	37,035.84	37,035.00	0.84	100.0%
Total A5010 · Highway Superintendent	46,035.84	46,035.00	0.84	100.0%
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%

Town of Hartsville/General Fund
Jan 1- Dec 17
Actuals vs 2024 Budget

	Jan - Dec 17	2024 Budget	\$ Over Budget	% of Budget
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	6,463.99	7,500.00	-1,036.01	86.19%
A9040.8 · Workman's Compensation	2,941.35	3,600.00	-658.65	81.7%
A9050.8 · NY Unemployment Ins.	902.54	1,000.00	-97.46	90.25%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%
A9089.8 · Other Employee Benefits--Retire	2,311.96	2,400.00	-88.04	96.33%
A99019 · Interfund Transfer	102,741.54	270,106.00	-167,364.46	38.04%
SF3410 · Fire Protection--CE				
Hornell AMS	23,000.00	23,000.00	0.00	100.0%
Alfred Station Vol. Fire Dept.	4,860.87	4,750.00	110.87	102.33%
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 Protection--CE	52,568.87	52,458.00	110.87	100.21%
SF3411 · NYS Foreign Fire Ins. Assistanc	332.62	0.00	332.62	100.0%
Total Expense	321,003.91	565,603.00	-244,599.09	56.75%
Net Ordinary Income	73,518.21	7,566.00	65,952.21	971.69%
Net Income	73,518.21	7,566.00	65,952.21	971.69%

TOWN OF HARTSVILLE/Highway Fund

Jan 1 - Dec 17

Actuals vs.2024 Budget

January through December 2024

	Jan1 - Dec 17	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%
Revenue Transfer from other Fun	3,002.42			
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	675.04	700.00	-24.96	96.43%
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	214,089.04	343,925.00	-129,835.96	62.25%
Total Income	259,659.26	415,752.00	-156,092.74	62.46%
Gross Profit	259,659.26	415,752.00	-156,092.74	62.46%
Expense				
Misc	0.00	0.00	0.00	0.0%
69800 - *Uncategorized Expenses	3,002.42			
EXPENSES				
D5132.4 - Garage	15.00	15.00	0.00	100.0%
D9785.6 - Installment Debt Payment -Prin.	72,217.00	72,127.00	90.00	100.13%
D9785.7 - Installment Debt Payment - Int.	10,453.26	11,200.00	-746.74	93.33%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets-PS	53,026.94	50,000.00	3,026.94	106.05%
D5110.4 - General Repairs-CE				
DA5110.4c - Parts	0.00	0.00	0.00	0.0%
DA5110.4b - Gasoline	419.70	0.00	419.70	100.0%
DA5110.4a - Diesel fuel	3,451.95	0.00	3,451.95	100.0%
D5110.4 - General Repairs-CE - Other	4,922.18	1,000.00	3,922.18	492.22%
Total D5110.4 - General Repairs-CE	8,793.83	1,000.00	7,793.83	879.38%
D5112.4 - CHIPS-Perm Improv-CE				
DA5112b - Diesel	6,402.14	10,000.00	-3,597.86	64.02%
DA5112d - Gasoline	973.82	1,200.00	-226.18	81.15%
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	32,942.11	46,200.00	-13,257.89	71.3%
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	30,863.58	30,000.00	863.58	102.88%
Total D5130.4 - Machinery-CE	30,863.58	30,000.00	863.58	102.88%
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

Jan 1 - Dec 17

Actuals vs.2024 Budget

January through December 2024

	Jan1 - Dec 17	2024 Budget	\$ Over Budget	% of Budget
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	5,006.81	6,000.00	-993.19	83.45%
D5142.4 · Snow Removal—CE - Other	0.00			
Total D5142.4 · Snow Removal—CE	16,562.26	22,500.00	-5,937.74	73.61%
D9030.8 · Social Security & FICA Employee	7,711.64	10,000.00	-2,288.36	77.12%
D9040.8 · Workers Comp Employee	4,775.65	4,776.00	-0.35	99.99%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	29.36	0.00	29.36	100.0%
D9050.8 · Unemployment Insurance - Other	1,671.47	3,400.00	-1,728.53	49.16%
Total D9050.8 · Unemployment Insurance	1,700.83	3,400.00	-1,699.17	50.02%
D9060.8 · Hospital, Medical, Dental Ins	14,953.88	15,161.00	-207.32	98.63%
D9089.8 · Other Employee Benefit -specify	4,371.42	4,500.00	-128.58	97.14%
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	287,080.28	317,079.00	-29,998.72	90.54%
Total Expense	290,082.70	317,079.00	-26,996.30	91.49%
Net Ordinary Income	-30,423.44	98,673.00	-129,096.44	-30.83%
Net Income	-30,423.44	98,673.00	-129,096.44	-30.83%

Highway report November 2024

- Serviced and maintained equipment as needed
- Graded
 - Cook road
- Hauled 10 loads of item 4 to Fall Creek then graded
- Mowed
 - Slate creek
 - Cook road
 - Ells road
- Had winter tires put on H1 and the Ram
- Had steer tires put on H4
- Sanded and Plowed 5 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 November 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
6	Dog Licenese Spayed/Neutured	\$10.00	\$60.00	\$6.00	\$54.00	\$60.00
6	Death Certificate	\$10.00	\$60.00	N/A	\$60.00	\$60.00
	Totals	N/A	\$120.00	\$ 6.00	\$114.00	\$120.00

Total Fees Remitted to the Supervisor

Total Fees Remitted to the Supervisor for Taxes

Amount paid to Town for Death/ Marriage Copies

Amount paid to Town for Dog Lic.

Amount paid to State Health Dept. for Marriage Lic.

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

Amount paid for Marriage License

Amount Paid for Misc Items

Building Permits

Searches & Copies

Total

\$114.00
\$ 60.00
\$54.00
\$6.00
\$120.00

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