

**TOWN OF HARTSVILLE  
BOARD MEETING  
February 19<sup>th</sup>, 2025**

A regular board 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 19<sup>th</sup> day of February 2025.

**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 January 15<sup>th</sup>, 2025 Board Meeting. Motion made by Misti Carbone and Seconded by Leon Woodworth Jr 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** – See report
- **Town Clerk** – See Attached
- **Historian** – No Report
- **Grants** – Alice is working on researching a grant for digital filing
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**Closed Business:**

- Term Life Insurance for full time highway workers – insurance obtained and resolved at last meeting
- Trash Removal – trash collector lowered price to \$35.00 per month (See Resolution #5)
- 284 Agreement for 2025 – all signatures obtained
- QuickBooks Migration – no longer need to migrate to QB online since we now can VPN into the file remotely
- AED Training - Second training was conducted on Tuesday

#### **Old Business (Working):**

- 2025 Appointments – after trying to find a health officer and having no interest, Misti Carbone has decided to become the health officer. See Resolution #4
- IT Improvements – Ed Flaitz has come in and set Ashley, Dave & Heidi up to be able to log in to the town computers from home. Ed will train Ashley and Dave on the backup process.
- Annual Finance Report – Dave is continuing to work on
- Fall Creek Repair – Dave has asked Jeff to place on a priority list for this years work
- FEMA Filing – no updates currently, Dave and Jeff continue to have weekly meetings
- MEO Search – Jeff has a possible interest just need to discuss details with potential worker
- Old Oil Furnace Tank – Jeff will meet up with Sam to discuss
- Quarterly Newsletter – Looking at having everyone hand in their entry at the end of March
- Solar Project – company is continuing to do research and will keep the town updated
- Web Page Redo – mock pages have been sent to Alice, Brintette and Dave and they have reviewed and made suggestions
- Road Preservation – Tom and Dave are working on and Misti has volunteered to help with this task

#### **Old Business (On Hold):**

- Dry Storage – No updates
- Muni-Con Update – Waiting to hear from the County
- SLFRF (Covid) Spending – Waiting to do the filing in March
- Clair Road – Spoke to resident and road will be put on work list for road work

#### **New Business:**

- Collective Bargaining Agreement – Dave suggested a possible meeting in March to start going through contract
- Wind Project – Contacted by Terra Gen about a possible project and Dave has requested more information from the company

#### **Other Discussion:**

- Gabby's Clean-up day – Possibly April 12<sup>th</sup>, 2025
- Election Site – Misti is working with the County to possibly getting voting back to the Town Hall
- EMS & Fire Yearly Follow Up – Misti is going to contact the department to get to together to go over plans

- Audits – audits need to be done for the Clerk, Justice and Supervisor – Misti and Heidi will do the Justice, Leon and Brinette will be doing the clerk and the supervisor
- Town Hall Cleaning – has not been cleaned for the last two months, Brinette is going to contact Mary about coming back in

## RESOLUTION # 4 FOR 2025

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 19<sup>th</sup> day of February 2025 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas at the time of the January board meeting we had not identified a Town Health Officer and,

Whereas an extensive search was conducted to find an in-town medical professional without success and,

Whereas Misti Carbone, a Town Board Member and medical professional, meets the criteria and has agreed to be the designated Health Officer for the Town.

Let it be resolved on this 19<sup>th</sup> day of February 2025 that the Board approves the appointment of Misti Carbone as the Towns Health Officer and approves the amendment to the 2025 adoptions to include Misti Carbone as the Towns Health Officer.

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: Abstain

Brinette Steffey, Councilperson: Yes

David Gerhard, Supervisor: Yes

Resolution declared:   X   Approved        Denied

Date: 2/19/2025

By Ashley Gibson

Position: Town Clerk

## RESOLUTION # 5 FOR 2025

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 19<sup>th</sup> day of February 2025 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas the board felt the trash collection fee of \$624.00 per year (\$52.00 per week) was too high compared to what other residents pay and;

Whereas we were able to negotiate with the vendor-M&M Services to lower this to \$420.00 per year (\$35.00 per week);

Let it be resolved on this 19<sup>th</sup> day of February 2025 that the Board approves to enter into a contract with M&M Services for \$420.00 per year for trash collection in 2025.

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: 2/19/2025

By Ashley Gibson

Position: Town Clerk

Closed Board Meeting at 7:34 p.m. motion made by David Gerhard and Seconded by Misti Carbone

# Town of Hartsville – Bank Account Review

February 18<sup>th</sup>, 2025

**Cash: \$1,005,415.10**

**Debt: \$104,139.75**

Trust & Agency Account - Payroll **0198	⋮	Dualy Loan **8945	⋮
Available Balance	\$10,729.45	Current Balance	\$37,620.48
Current Balance	\$10,729.45	Next Payment Amount	\$0.00
General Fund Checking **0201	⋮	Tractor Loan **9042	⋮
Available Balance	\$356,822.83	Current Balance	\$37,091.00
Current Balance	\$356,822.83	Next Payment Amount	\$0.00
General Reserve Fund - Capital Improvement **59	⋮	Roller Loan **9833	⋮
Available Balance	\$115,034.70	Current Balance	\$29,428.27
Current Balance	\$115,034.70	Next Payment Amount	\$0.00
Highway Fund Checking **0210	⋮		
Available Balance	\$301,200.10		
Current Balance	\$301,200.10		
Highway Reserve Fund - Equipment **5540	⋮		
Available Balance	\$221,628.02		
Current Balance	\$221,628.02		

**Cash-to-debt ratio = 9.65 (last month = 6.87)**

- We have 9.65 times the cash on hand vs our debt

Jan 1 - Feb 18 Actuals vs. Budget

Ordinary Income/Expense	Jan 1 - Feb 18	2025 Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Transfer from Highway Reserves	0.00	71,127.00	-71,127.00	0.0%
<b>REVENUES</b>				
DA3501 - State Aid PAVE	0.00	30,000.00	-30,000.00	0.0%
DA1001 - Real Property Highway	154,980.00	154,980.00	0.00	100.0%
DA2401 - Interest and Earnings	44.75	500.00	-455.25	8.95%
DA2550 - Property Owner Reimbursement	0.00	500.00	-500.00	0.0%
DA3501 - State Aid CHIPS	0.00	55,187.00	-55,187.00	0.0%
REVENUES - Other	0.00	35,000.00	-35,000.00	0.0%
Total REVENUES	155,024.75	276,167.00	-121,142.25	56.13%
Total Income	155,024.75	347,294.00	-192,269.25	44.64%
Gross Profit	155,024.75	347,294.00	-192,269.25	44.64%
<b>Expense</b>				
<b>EXPENSES</b>				
D5132.4 - Garage	0.00	15.00	-15.00	0.0%
D9785.6 - Installment Debt Payment -Prin.	0.00	71,127.00	-71,127.00	0.0%
D9785.7 - Installment Debt Payment - Int.	928.38	11,200.00	-10,271.62	8.29%
D5110.1 - Maintenance of Streets--PS	10,989.39	73,500.00	-62,510.61	14.95%
D5110.4 - General Repairs--CE				
DA5110.4b - Gasoline	528.49			
DA5110.4a - Diesel fuel	2,244.61			
D5110.4 - General Repairs--CE - Other	613.55	1,000.00	-386.45	61.36%
Total D5110.4 - General Repairs--CE	3,384.65	1,000.00	2,384.65	338.47%
D5112.4 - CHIPS-Perm Improv--CE				
DA5112b - Diesel	0.00	10,000.00	-10,000.00	0.0%
DA5112d - Gasoline	0.00	1,200.00	-1,200.00	0.0%
DA5112e - Gravel	0.00	35,000.00	-35,000.00	0.0%
Total D5112.4 - CHIPS-Perm Improv--CE	0.00	46,200.00	-46,200.00	0.0%
D5130.4 - Machinery--CE	5,696.71	30,000.00	-24,303.29	18.99%
D5142.1 - Snow Removal--PS	0.00	46,200.00	-46,200.00	0.0%
D5142.4 - Snow Removal--CE				
5242.a - diesel fuel	0.00	6,000.00	-6,000.00	0.0%
5242.b - gasoline	0.00	4,500.00	-4,500.00	0.0%
5242.c - road salt	0.00	6,000.00	-6,000.00	0.0%
5242.d - road sand	8,151.35	6,000.00	2,151.35	135.86%
D5142.4 - Snow Removal--CE - Other	1,749.14			
Total D5142.4 - Snow Removal--CE	9,900.49	22,500.00	-12,599.51	44.0%
D9030.8 - Social Security & FICA Employee	993.00	10,000.00	-9,007.00	9.93%
D9040.8 - Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 - Unemployment Insurance				
D9050.81-Re-unemployment	9.34	40.00	-30.66	23.35%
D9050.8 - Unemployment Insurance - Other	533.93	3,400.00	-2,866.07	15.7%
Total D9050.8 - Unemployment Insurance	543.27	3,440.00	-2,896.73	15.79%
D9060.8 - Hospital, Medical, Dental Ins	1,453.83	21,600.00	-20,146.17	6.73%
D9089.8 - Other Employee Benefit -specify	633.17	5,512.00	-4,878.83	11.49%
Total EXPENSES	34,522.89	347,294.00	-312,771.11	9.94%
Total Expense	34,522.89	347,294.00	-312,771.11	9.94%
Net Ordinary Income	120,501.86	0.00	120,501.86	100.0%
Net Income	120,501.86	0.00	120,501.86	100.0%

January 1-Feb 18  
Actuals vs 2025 Budget

Ordinary Income/Expense	Jan - Feb 18	2025 Budget	\$ Over Budget	% of Budget
<b>Income</b>				
A391 Due from	0.00	100,000.00	-100,000.00	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	207,280.00	-207,280.00	0.0%
<b>GENERAL FUND REVENUE</b>				
A1081 - Other Payments In Lieu of Taxes	0.00	30,750.00	-30,750.00	0.0%
SF1001 - Real Property Taxes	0.00	52,935.00	-52,935.00	0.0%
2401 - Interest	58.46	500.00	-441.54	11.69%
A1001 - Real Property Taxes	157,405.00	104,470.00	52,935.00	150.67%
A1090 - Int-Penalties on Real Prop Tax	0.00	1,200.00	-1,200.00	0.0%
A1120 - Sales Tax Revenue	14,302.51	70,000.00	-55,697.49	20.43%
A1225 - Clerk Fees Revenue				
Searches & Certified Copies	0.00	35.00	-35.00	0.0%
Marriage License	0.00	35.00	-35.00	0.0%
FOIL-copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	54.00	100.00	-46.00	54.0%
Total A1225 - Clerk Fees Revenue	54.00	190.00	-136.00	28.42%
A2544 - Dog Licenses Revenue	69.00	450.00	-381.00	15.33%
A2555 - Building Permits Revenue	0.00	1,000.00	-1,000.00	0.0%
A2610 - Fines & Bail Revenue	0.00	450.00	-450.00	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%
Total GENERAL FUND REVENUE	171,888.97	266,245.00	-94,356.03	64.56%
Total Income	171,888.97	608,525.00	-436,636.03	28.25%
Gross Profit	171,888.97	608,525.00	-436,636.03	28.25%
<b>Expense</b>				
A1010.1 - Town Board-PS	0.00	9,600.00	-9,600.00	0.0%
A1010.4 - Town Board-CE	0.00	1,300.00	-1,300.00	0.0%
A1110.1 - Justice-PS	291.67	3,500.00	-3,208.33	8.33%
A1110.4 - Justice-CE				
A1110.3 - Bail and Fines	0.00	350.00	-350.00	0.0%
A1110.4 - Justice-CE - Other	25.00	840.00	-815.00	2.98%
Total A1110.4 - Justice-CE	25.00	1,190.00	-1,165.00	2.1%
A1220.1 - Supervisor-PS				
A12201a - Deputy Supervisor	1,125.00	5,000.00	-3,875.00	22.5%
A1220.1 - Supervisor-PS - Other	0.00	8,500.00	-8,500.00	0.0%
Total A1220.1 - Supervisor-PS	1,125.00	13,500.00	-12,375.00	8.33%
A1220.4 - Supervisor-CE	1,212.09	4,500.00	-3,287.91	26.94%
A12204b .Bookkeeper CE	320.00			
A1330.1 - Tax Collector-PS	112.50	1,350.00	-1,237.50	8.33%
A1330.4 - Tax Collector-CE	0.00	500.00	-500.00	0.0%
A1355.1 - Assessor-PS				
A13551a - Review Board-PS	0.00	300.00	-300.00	0.0%
A1355.1 - Assessor-PS - Other	616.67	7,400.00	-6,783.33	8.33%
Total A1355.1 - Assessor-PS	616.67	7,700.00	-7,083.33	8.01%
A1355.4 - Assessor-CE				
A13554a - Real Property Software	0.00	1,050.00	-1,050.00	0.0%
A1355.4 - Assessor-CE - Other	0.00	500.00	-500.00	0.0%
Total A1355.4 - Assessor-CE	0.00	1,550.00	-1,550.00	0.0%

Town of Hartsville General Fund  
January 1-Feb 18  
Actuals vs 2025 Budget

	Jan - Feb 18	2025 Budget	\$ Over Budget	% of Budget
<b>A1410.1 · Town Clerk-PS</b>				
A14101a · Deputy Town Clerk-PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk-PS - Other	525.00	6,300.00	-5,775.00	8.33%
<b>Total A1410.1 · Town Clerk-PS</b>	<b>525.00</b>	<b>6,500.00</b>	<b>-5,975.00</b>	<b>8.08%</b>
<b>A1410.4 · Town Clerk-CE</b>	<b>54.96</b>	<b>1,200.00</b>	<b>-1,145.04</b>	<b>4.58%</b>
<b>A1420.4 · Attorney-PS</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>0.0%</b>
<b>A1450.4 · Elections-CE</b>	<b>2,137.12</b>	<b>2,504.00</b>	<b>-366.88</b>	<b>85.35%</b>
<b>A1620.1 · Building-Cleaning-PS</b>	<b>0.00</b>	<b>1,200.00</b>	<b>-1,200.00</b>	<b>0.0%</b>
<b>A1620.4 · Buildings-CE</b>				
Cleaning supplies	0.00	200.00	-200.00	0.0%
1620.4D · Town Hall Propane Heating	257.98	2,500.00	-2,242.02	10.32%
1620.4E · Electric Service	111.05	1,500.00	-1,388.95	7.4%
1620.4G · Phone Service	439.92	2,800.00	-2,160.08	16.92%
A1620.4 · Buildings-CE - Other	420.00			
<b>Total A1620.4 · Buildings-CE</b>	<b>1,228.95</b>	<b>6,800.00</b>	<b>-5,571.05</b>	<b>18.07%</b>
<b>A1640.4 · Hwy Garage-CE</b>				
A1640.4c Hwy-Shop Heating Oil	5,315.09	9,000.00	-3,684.91	59.06%
A1640.4b Hwy-Electric	144.79	1,500.00	-1,355.21	9.65%
A1640.4 · Hwy Garage-CE - Other	0.00	200.00	-200.00	0.0%
<b>Total A1640.4 · Hwy Garage-CE</b>	<b>5,459.88</b>	<b>10,700.00</b>	<b>-5,240.12</b>	<b>51.03%</b>
<b>A1910.4 · Unallocated Insurance</b>	<b>0.00</b>	<b>21,000.00</b>	<b>-21,000.00</b>	<b>0.0%</b>
<b>A1920.4 · Municipal Association Dues</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>A3510.1 · Dog Control-PS</b>	<b>2,000.00</b>			
<b>A3510.4 · Dog Control-CE</b>	<b>0.00</b>	<b>1,600.00</b>	<b>-1,600.00</b>	<b>0.0%</b>
<b>A3620.1 · Building Inspector-PS</b>	<b>416.67</b>	<b>5,000.00</b>	<b>-4,583.33</b>	<b>8.33%</b>
<b>A3620.4 · Building Inspector-CE</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>A4010.1 · Health Officer-PS</b>	<b>0.00</b>	<b>150.00</b>	<b>-150.00</b>	<b>0.0%</b>
<b>A5010 · Highway Superintendent</b>				
A5010.1 · Hwy Superintendent-PS	0.00	61,266.00	-61,266.00	0.0%
A5010 · Highway Superintendent - Other	7,658.25			
<b>Total A5010 · Highway Superintendent</b>	<b>7,658.25</b>	<b>61,266.00</b>	<b>-53,607.75</b>	<b>12.5%</b>
<b>A5010.4 · Hwy Superintendent-CE</b>	<b>150.00</b>	<b>1,000.00</b>	<b>-850.00</b>	<b>15.0%</b>
<b>A5132.2 · Hwy Garage-Capital build</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
<b>A6989 · Reserve for Contingency</b>	<b>0.00</b>	<b>15,000.00</b>	<b>-15,000.00</b>	<b>0.0%</b>
<b>A7510.1 · Historian-PS</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
<b>A7510.4 · Historian-CE</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>A8810.4 · Cemeteries-CE</b>	<b>0.00</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.0%</b>
<b>A9030.8 · Social Security &amp; Medicare</b>	<b>851.33</b>	<b>7,500.00</b>	<b>-6,648.67</b>	<b>11.35%</b>
<b>A9040.8 · Workman's Compensation</b>	<b>0.00</b>	<b>3,600.00</b>	<b>-3,600.00</b>	<b>0.0%</b>
<b>A9050.8 · NY Unemployment Ins.</b>	<b>428.92</b>	<b>1,000.00</b>	<b>-571.08</b>	<b>42.89%</b>
<b>A9089.8 · Other Employee Benefits-Retire</b>	<b>382.92</b>	<b>2,400.00</b>	<b>-2,017.08</b>	<b>15.96%</b>
<b>A99019 · Interfund Transfer</b>	<b>0.00</b>	<b>242,280.00</b>	<b>-242,280.00</b>	<b>0.0%</b>
<b>SF3410 · Fire Protection-CE</b>				
Hornell AMS	0.00	23,000.00	-23,000.00	0.0%
Alfred Station Vol. Fire Dept.	0.00	4,750.00	-4,750.00	0.0%
Alfred Ambulance Co.	0.00	1,725.00	-1,725.00	0.0%
South Hornell Fire Services	0.00	23,460.00	-23,460.00	0.0%
<b>Total SF3410 · Fire Protection-CE</b>	<b>0.00</b>	<b>52,935.00</b>	<b>-52,935.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>24,996.93</b>	<b>608,525.00</b>	<b>-583,528.07</b>	<b>4.11%</b>
<b>Net Ordinary Income</b>	<b>146,892.04</b>	<b>0.00</b>	<b>146,892.04</b>	<b>100.0%</b>



January 1-Feb 18  
Actuals vs 2025 Budget

Net Income

Jan - Feb 18	2025 Budget	\$ Over Budget	% of Budget
146,892.04	0.00	146,892.04	100.0%

# Highway report January 2025

- Serviced and maintained equipment as needed
- Sanded 19 times
- Plowed 17 times
- Hauled 14 loads of sand
- Continued progress with Fema



Jeffrey Getman

## **5-Year Strategic Plan - Committee Report**

**2/19/2025**

- 1.) At the end of 2024, money moved to Capital Reserve and Equipment Reserve for helping to fund the dry storage facility and new grader along with paying down the loans for the tractor, roller, and dually.
- 2.) 2025 Five-Year Capital Improvement and Equipment review. Need to update our running spreadsheet of equipment and capital improvements to determine what needs we may have and to build a plan accordingly. With the planning we have done for the last few years, there is not much we need to plan for over the next five years. However, it is good to review and refresh it every year.
- 3.) SLFRF (COVID) funding planning is underway with a potential list of project claims. Tool opens in late March for us to make our entries.
- 4.) Closely watching political climate and any impacts that may be coming to CHIPs funding. Contacting CHIPs coordinator to determine if an impact is coming.
- 5.) All tax money has been collected.
- 6.) Focusing on other pieces outside of the finances.
  - a. New web page underway
  - b. Second newsletter under development.

Committee Chair

David Gerhard

**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 January 2025 in connection with my office excepting otherwise provided by law.

Quantity	Description	Charge each	Amount Received	Amount paid to state	Town Share	Paid Out
1	Marriage License	\$ 40.00	\$40.00	\$22.20	\$17.50	\$ 40.00
20	Dog Licenses Spayed/Neutered	\$10.00	\$200.00	\$20.00	\$180.00	\$200.00
	<b>Totals</b>	N/A	\$240.00	\$ 42.20	\$197.50	\$240.00

**Total Fees Remitted to the Supervisor**

\$197.50

**Amount paid to Town for Death/ Marriage Copies**

\$0.00

**Amount paid to Town for Dog Lic.**

\$180.00

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

\$20.00

**Amount paid to State Health Dept. for Marriage Lic.**

\$22.50

**Amount paid for Marriage License**

\$17.50

**Amount Paid for Misc Items**

\$0.00

**Building Permits**

\$0.00

**Searches & Copies**

\$0.00

**Total**

\$240.00

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.

\_\_\_\_\_  
Ashley Gibson, Town Clerk