

**TOWN OF HARTSVILLE
BOARD MEETING
March 19th, 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 19th day of March 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 February 19th, 2025 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**- 2 building permits, many phone calls, some inquiries for building permits on property and working on yearly report
- **Assessor** – Nothing to report
- **Five Year Planning** – See report
- **Town Clerk** – See Attached
- **Historian** – No Report
- **Grants** – Nothing to report

Executive Session began at 7:16 p.m. meeting called back to order at 7:22 p.m.

Closed Business:

- 2025 Appointments – Health Officer. Misti Carbone is the Towns Health Officer for 2025
- Annual EMS Meeting – Misti organized and conducted the annual EMS meeting

Old Business (Working):

- IT Improvements – Ashley, Dave and Heidi can remote in from home to work . Ed is working on setting up the backups
- Annual Finance Report – Dave is continuing to work on
- Fall Creek Repair – No updates
- FEMA Filing – no updates currently
- MEO Search – discussed in executive session.
- Collective Bargaining Agreement – Dave will start to make changes and pass on to board to review
- Old Oil Furnace Tank – Jeff is working on coming up with a price
- Quarterly Newsletter – Looking to have out by the end of the month
- Solar Project – no updates
- Wind Project – No updates
- Web Page Redo – Courtney is working on some changes. Looking to have staff pictures sent over and wants to have a meeting to go over website. Brinette is going to get a meeting set up
- Road Preservation – No updates
- Muni-Con – still waiting on updates
- SLFRF – waiting for filing date to approach

Old Business (On Hold):

- Dry Storage – Jeff is going to start to work on getting quotes
- Clair Road – working on a plan to fix this spring/summer

New Business:

- Gabbys Cleanup Day – Saturday April 12th, 2025
- City of Hornell Ambulance contract renewal – See Resolution #6
- Annual Department Audits – Board will set up audits with Ashley, Dave and Vivian
- Voting Location Change – going to be setting up a date and time to come look at the Town Hall to see if voting can be moved back
- Annual Sexual Harassment Training – Brinette is working on getting everyone to complete training and hoping to have done by the end of April
- Annual Code Enforcement Report – Sam is working on
- 2025 Lawn Care/Cemetery Care – the board has decided to go with KPRs quote for the 2025 season

RESOLUTION # 6 FOR 2025

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

Whereas the Town of Hartsville's contract with the City of Hornell for ambulance services expires March 31st, 2025,

Whereas both the town and the city desire to renew the contract for the period between April 1st, 2025, and March 31st, 2026, for the same amount of \$23,000.00.

Let it be resolved on the 19th day of March 2025 that the Board approves to enter a contract with the City of Hornell for \$23,000.00 for ambulance services.

Second presented by: Brinette Steffey

After discussion, 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: 3/19/2025

By Ashley Gibson Position: Town Clerk

RESOLUTION # 7 FOR 2025

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

Whereas the Town of Hartsville is seeking to add an MEO (Machine Equipment Operator) and,

Whereas the collective bargaining agreement (i.e. union contract) sets the terms and conditions for hiring workers including pay and the health stipend and,

Whereas the town is considering bringing on a person whose pay would need to be at current top rate, and who would need immediate access to the health stipend versus the 3-month waiting period.

Let it be resolved on the 19th day of March 2025 that the Board approves to enter into a memorandum of agreement with the union that sets the terms for hiring this person if we choose to offer it to them.

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: 3/19/2025

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

March 16th, 2025

Cash: \$969,049.06

Debt: \$104,139.75

Trust & Agency Account - Payroll **0198	⋮	Dualy Loan **8945	⋮
Available Balance	\$7,845.14	Current Balance	\$37,620.48
Current Balance	\$7,845.14	Next Payment Amount	\$0.00
General Fund Checking **0201	⋮	Tractor Loan **9042	⋮
Available Balance	\$340,022.48	Current Balance	\$37,091.00
Current Balance	\$340,022.48	Next Payment Amount	\$0.00
General Reserve Fund - Capital Improvement **59	⋮	Roller Loan **9833	⋮
Available Balance	\$115,052.35	Current Balance	\$29,428.27
Current Balance	\$115,052.35	Next Payment Amount	\$0.00
Highway Fund Checking **0210	⋮		
Available Balance	\$284,501.07		
Current Balance	\$284,501.07		
Highway Reserve Fund - Equipment **5540	⋮		
Available Balance	\$221,628.02		
Current Balance	\$221,628.02		

Cash-to-debt ratio = 9.31 (last month = 9.65)

- We have 9.31 times the cash on hand vs our debt

TOWN OF HARTSVILLE/Highway Fund
Jan1- March 18 Actuals vs 2025 Budget

	Jan - March 18	2025 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Transfer from Highway Reserves	0.00	71,127.00	-71,127.00	0.0%
REVENUES				
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	113.63	500.00	-386.37	22.73%
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	155,093.63	276,167.00	-121,073.37	56.16%
Total Income	155,093.63	347,294.00	-192,200.37	44.66%
Gross Profit	155,093.63	347,294.00	-192,200.37	44.66%
Expense				
EXPENSES				
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.	1,498.90	11,200.00	-9,701.10	13.38%
D5110.1 - Maintenance of Streets--PS	15,598.49	73,500.00	-57,901.51	21.22%
D5110.4 - General Repairs--CE				
DA5110.4b - Gasoline	1,025.69			
DA5110.4a - Diesel fuel	6,003.79			
D5110.4 - General Repairs--CE - Other	729.17	1,000.00	-270.83	72.92%
Total D5110.4 - General Repairs--CE	7,758.65	1,000.00	6,758.65	775.87%
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	6,343.36	30,000.00	-23,656.64	21.15%
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	8,944.61	6,000.00	2,944.61	149.08%
D5142.4 - Snow Removal--CE - Other	4,902.27			
Total D5142.4 - Snow Removal--CE	13,846.88	22,500.00	-8,653.12	61.54%
D9030.8 - Social Security & FICA Employee	1,426.98	10,000.00	-8,573.02	14.27%
D9040.8 - Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 - Unemployment Insurance				
D9050.81-Re-unemployment	10.67	40.00	-29.33	26.68%
D9050.8 - Unemployment Insurance - Other	608.49	3,400.00	-2,791.51	17.9%
Total D9050.8 - Unemployment Insurance	619.16	3,440.00	-2,820.84	18.0%
D9060.8 - Hospital, Medical, Dental Ins	2,284.59	21,600.00	-19,315.41	10.58%
D9089.8 - Other Employee Benefit -specify	1,066.16	5,512.00	-4,445.84	19.34%
Total EXPENSES	50,443.17	347,294.00	-296,850.83	14.53%
Total Expense	50,443.17	347,294.00	-296,850.83	14.53%
Net Ordinary Income	104,650.46	0.00	104,650.46	100.0%
Net Income	104,650.46	0.00	104,650.46	100.0%

TOWN OF HARTSVILLE/General Fund
Jan 1 - March 18 Actuals vs 2025 Budget

	Jan - March 18	2025 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
GENERAL FUND REVENUE				
A1081 - Other Payments in Lieu of Taxes	0.00	30,750.00	-30,750.00	0.0%
SF1001 - Real Property Taxes	52,935.00	52,935.00	0.00	100.0%
2401 - Interest	157.75	500.00	-342.25	31.55%
Misc	7.71			
A1001 - Real Property Taxes	104,470.00	104,470.00	0.00	100.0%
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	17.50	35.00	-17.50	50.0%
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	71.50	190.00	-118.50	37.63%
A2544 - Dog Licenses Revenue	482.00	450.00	12.00	102.67%
A2555 - Building Permits Revenue	240.00	1,000.00	-760.00	24.0%
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	172,646.47	266,245.00	-93,598.53	64.86%
Total Income	172,646.47	608,525.00	-435,878.53	28.37%
Gross Profit	172,646.47	608,525.00	-435,878.53	28.37%
Expense				
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	583.34	3,500.00	-2,916.66	16.67%
A1110.4 - Justice--CE				
A1110.3 - Ball 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	2,250.00	5,000.00	-2,750.00	45.0%
A1220.1 - Supervisor--PS - Other	0.00	8,500.00	-8,500.00	0.0%
Total A1220.1 - Supervisor--PS	2,250.00	13,500.00	-11,250.00	16.67%
A1220.4 - Supervisor--CE	1,294.69	4,500.00	-3,205.31	28.77%
A12204b .Bookkeeper CE	480.00			
A1330.1 - Tax Collector--PS	225.00	1,350.00	-1,125.00	16.67%
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	1,233.34	7,400.00	-6,166.66	16.67%
Total A1355.1 - Assessor--PS	1,233.34	7,700.00	-6,466.66	16.02%
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%

TOWN OF HARTSVILLE/General Fund
Jan 1 - March 18 Actuals vs 2025 Budget

	Jan - March 18	2025 Budget	\$ Over Budget	% of Budget
Total A1355.4 · Assessor--CE	0.00	1,550.00	-1,550.00	0.0%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	1,050.00	6,300.00	-5,250.00	16.67%
Total A1410.1 · Town Clerk--PS	1,050.00	6,500.00	-5,450.00	16.15%
A1410.4 · Town Clerk--CE	54.96	1,200.00	-1,145.04	4.58%
A1420.4 · Attorney--PS	0.00	10,000.00	-10,000.00	0.0%
A1450.4 · Elections--CE	2,137.12	2,504.00	-366.88	85.35%
A1620.1 · Building--Cleaning--PS	0.00	1,200.00	-1,200.00	0.0%
A1620.4 · Buildings--CE				
Cleaning supplies	0.00	200.00	-200.00	0.0%
1620.4D · Town Hall Propane Heating	1,501.93	2,500.00	-998.07	60.08%
1620.4E · Electric Service	371.14	1,500.00	-1,128.86	24.74%
1620.4G · Phone Service	669.92	2,600.00	-1,930.08	25.77%
A1620.4 · Buildings--CE - Other	910.20			
Total A1620.4 · Buildings--CE	3,453.19	6,800.00	-3,346.81	50.78%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	5,315.09	9,000.00	-3,684.91	59.06%
A1640.4b Hwy--Electric	500.19	1,500.00	-999.81	33.35%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	5,815.28	10,700.00	-4,884.72	54.35%
A1910.4 · Unallocated Insurance	0.00	21,000.00	-21,000.00	0.0%
A1920.4 · Municipal Association Dues	0.00	500.00	-500.00	0.0%
A3510.4 · Dog Control--CE	1,000.00	1,600.00	-600.00	62.5%
A3620.1 · Building Inspector--PS	833.34	5,000.00	-4,166.66	16.67%
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	0.00	61,266.00	-61,266.00	0.0%
A5010 · Highway Superintendent - Other	12,763.75			
Total A5010 · Highway Superintendent	12,763.75	61,266.00	-48,502.25	20.83%
A5010.4 · Hwy Superintendent--CE	150.00	1,000.00	-850.00	15.0%
A5132.2 · Hwy Garage--Capital build	0.00	100,000.00	-100,000.00	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	0.00	500.00	-500.00	0.0%
A8810.4 · Cemeteries--CE	0.00	4,000.00	-4,000.00	0.0%
A9030.8 · Social Security & Medicare	1,497.64	7,500.00	-6,002.36	19.97%
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	713.74	1,000.00	-286.26	71.37%
A9089.8 · Other Employee Benefits--Retire	638.20	2,400.00	-1,761.80	26.59%
A99019 · Interfund Transfer	0.00	242,280.00	-242,280.00	0.0%
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.	1,725.00	1,725.00	0.00	100.0%
South Hornell Fire Services	11,730.00	23,460.00	-11,730.00	50.0%
Total SF3410 · Fire Protecton--CE	18,205.00	52,935.00	-34,730.00	34.39%
Total Expense	54,403.59	608,525.00	-554,121.41	8.94%
Net Ordinary Income	118,242.88	0.00	118,242.88	100.0%

TOWN OF HARTSVILLE/General Fund
Jan 1 - March 18 Actuals vs 2025 Budget

Net Income

Jan - March 18	2025 Budget	\$ Over Budget	% of Budget
118,242.88	0.00	118,242.88	100.0%

Highway report February 2025

- Serviced and maintained equipment as needed
- Sanded 15 times
- Plowed 10 times
- Hauled 29 loads of sand
- Ordered Salt
- Pushed snowbanks back on Acker
- Unplugged a frozen Crossover Pipe
- Put Barriers on Fall Creek
- Continued progress with Fema

A handwritten signature in black ink, appearing to read "Jeffrey Getman", with a stylized flourish at the end.

Jeffrey Getman

5-Year Strategic Plan - Committee Report

3/19/2025

- 1.) 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.
- 2.) SLFRF (COVID) funding planning is underway with a potential list of project claims. Tool opens in late March for us to make our entries.
- 3.) Closely watching political climate and any impacts that may be coming to CHIPs funding. Contacting CHIPs coordinator to determine if an impact is coming.
- 4.) All tax money has been collected.
- 5.) 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	Building Permit	N/A	\$240.00	\$0.00	\$240.00	\$240.00
4	Dog Licenese UnSpayed/UnNeutured	\$18.00	\$72.00	\$12.00	\$60.00	\$72.00
5	Dog Licenese Spayed/Neutured	\$10.00	\$50.00	\$5.00	\$45.00	\$50.00
	Totals	N/A	\$362.00	\$ 17.00	\$345.00	\$362.00

Total Fees Remitted to the Supervisor

Amount paid to Town for Death/ Marriage Copies

Amount paid to Town for Dog Lic.

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

Amount paid to State Health Dept. for Marriage Lic.

Amount paid for Marriage License

Amount Paid for Misc Items

Building Permits

Searches & Copies

Total

\$345.00
\$0.00
\$105.00
\$17.00
\$0.00
\$0.00
\$0.00
\$240.00
\$0.00
\$362.00

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
Ashley Gibson, Town Clerk