

TOWN OF HARTSVILLE

BOARD MEETING

November 20th, 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 20th day of November 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 October 16th Public Hearing, October 16th Board Meeting, October 22nd Special Meeting and October 30th Public Hearing . 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**- Previous complaint is being worked on and some progress has been made. Had a new complaint and talked to the landowner and they are going to work on getting cleaned up. Also left a violation letter at a property along with a business card.
- **Assessor** – Nothing to report
- **Five Year Planning** – See attached
- **Town Clerk** – See Attached
- **Historian** – Nothing to report
- **Grants** – Nothing to report
- **Cemetery Plots** – Nothing to report
- **Fire/EMS** – Nothing to report

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:

- New Website – working on and has contacted Ashley to start getting things on a flash drive for Courtney to start to start working on website. Brinette sending paperwork in to get the process started.
- QuickBooks migration from Desktop version to Online version – No updates
- Policy Cleanup – Misti is working on putting all the policies to PDF. Local laws have been completed.
- Clair Road – Jeff is going to give the resident a call
- Fall Creek Repair – no date at this time just said before winter

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 the 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:

- Renewal of Hornell Humane Society contract – Dave is working with the Humane Society on getting a new contract started to 2025.
- Selecting Date/Time for 13th meeting – Board has decided on December 23rd, 2024 at 6 p.m.

Closed Board Meeting at 7:30 p.m. motion made by David Gerhard and Seconded by Brinette Steffey

Town of Hartsville – Bank Account Review

November 19th, 2024

Cash: \$605,063.20

Debt: \$104,139.75

Trust & Agency Account - Payroll **0198	⋮	Dually Loan **8945	⋮
Available Balance	\$10,036.82	Current Balance	\$37,620.48
Current Balance	\$10,036.82	Next Payment Amount	\$0.00
General Fund Checking **0201	⋮	Tractor Loan **9043	⋮
Available Balance	\$296,335.02	Current Balance	\$37,091.00
Current Balance	\$296,335.02	Next Payment Amount	\$0.00
General Reserve Fund - Capital Improve **59	⋮	Roller Loan **9833	⋮
Available Balance	\$82,143.26	Current Balance	\$29,428.27
Current Balance	\$82,143.26	Next Payment Amount	\$0.00
Highway Fund Checking **0210	⋮		
Available Balance	\$193,894.87		
Current Balance	\$193,894.87		
Highway Reserve Fund - Equipment **5540	⋮		
Available Balance	\$22,653.23		
Current Balance	\$22,653.23		

Cash-to-debt ratio = 5.81

- We have 5.81 times the cash on hand vs our debt

Town Of Hartsville/General Fund
Jan 1 - Nov 20 Actuals vs. 2024 Budget

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	Jan 1 - Nov 20th 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 - AJM- Related Payment	3,416.00			
SF1001 - Real Property Taxes	52,458.00	52,458.00	0.00	100.0%
2401 - Interest	1,136.58	900.00	236.58	126.29%
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	85,229.41	70,000.00	15,229.41	121.76%
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	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	245.00	190.00	55.00	128.95%
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	687.00	450.00	237.00	152.67%
A2555 - Building Permits Revenue	1,162.00	1,000.00	162.00	116.2%
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	316,064.61	330,889.00	-14,824.39	95.52%
Transfer From General To Reserv	0.00	0.00	0.00	0.0%
Total Income	390,930.61	573,169.00	-182,238.39	68.21%
Gross Profit	390,930.61	573,169.00	-182,238.39	68.21%
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	2,916.70	3,500.00	-583.30	83.33%
A1110.4 - Justice-CE				
A1110.3 - Ball 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				
A12201a - Deputy Supervisor	4,909.99	4,000.00	909.99	122.75%
A1220.1 - Supervisor-PS - Other	2,365.02	4,730.00	-2,364.98	50.0%
Total A1220.1 - Supervisor-PS	7,275.01	8,730.00	-1,454.99	83.33%
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 - Nov 20 Actuals vs. 2024 Budget

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	Jan 1 - Nov 20th Actuals	2024 Budget	\$ Over Budget	% of Budget
A12204b .Bookkeeper CE	3,161.86	3,400.00	-238.14	93.0%
A1330.1 · Tax Collector–PS	1,125.00	1,350.00	-225.00	83.33%
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	6,041.70	7,250.00	-1,208.30	83.33%
Total A1355.1 · Assessor–PS	6,566.70	7,700.00	-1,133.30	85.28%
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	5,250.00	6,300.00	-1,050.00	83.33%
Total A1410.1 · Town Clerk–PS	5,250.00	6,500.00	-1,250.00	80.77%
A1410.4 · Town Clerk–CE	446.67	1,200.00	-753.33	37.22%
A1420.4 · Attorney–PS	740.00	6,000.00	-5,260.00	12.33%
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	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	1,474.29	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	2,413.53	2,600.00	-186.47	92.83%
A1620.4 · Buildings–CE - Other	7,801.51	51,493.00	-43,691.49	15.15%
Total A1620.4 · Buildings–CE	12,919.01	58,293.00	-45,373.99	22.16%
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	4,420.00	5,304.00	-884.00	83.33%
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	31,930.36	37,035.00	-5,104.64	86.22%
Total A5010 · Highway Superintendent	40,930.36	46,035.00	-5,104.64	88.91%
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	5,847.14	7,500.00	-1,652.86	77.96%
A9040.8 · Workman's Compensation	2,941.35	3,600.00	-658.65	81.7%
A9050.8 · NY Unemployment Ins.	840.27	1,000.00	-159.73	84.03%
A9060.8 Hospital & Medical Ins	0.00	0.00	0.00	0.0%

Town Of Hartsville/General Fund
 Jan 1 - Nov 20 Actuals vs. 2024 Budget

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	<u>Jan 1 - Nov 20th Actuals</u>	<u>2024 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
A9089.8 · Other Employee Benefits—Retire	2,056.68	2,400.00	-343.32	85.7%
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.	4,860.87	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 Protecton—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	309,473.54	565,603.00	-256,129.46	54.72%
Net Ordinary Income	81,457.07	7,566.00	73,891.07	1,076.62%
Net Income	81,457.07	7,566.00	73,891.07	1,076.62%

TOWN OF HARTSVILLE/Highway Fund
Jan 1 - Nov 20th Actuals vs. 2024 Budget

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	<u>Jan 1 - Nov 20th Actuals</u>	<u>2024 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	<u>700.80</u>	<u>700.00</u>	<u>0.80</u>	<u>100.11%</u>
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	640.34	700.00	-59.66	91.48%
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	<u>214,054.34</u>	<u>343,925.00</u>	<u>-129,870.66</u>	<u>62.24%</u>
Total Income	<u>256,622.14</u>	<u>415,752.00</u>	<u>-159,129.86</u>	<u>61.73%</u>
Gross Profit	256,622.14	415,752.00	-159,129.86	61.73%
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.	72,217.00	72,127.00	90.00	100.13%
D9785.7 - Installment Debt Payment - Int.	9,217.82	11,200.00	-1,982.18	82.3%
D5120.2 - Equip & Capital Bridges	0.00	0.00	0.00	0.0%
D5110.1 - Maintenance of Streets-PS	48,020.86	50,000.00	-1,979.14	96.04%
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	3,116.58	1,000.00	2,116.58	311.68%
Total D5110.4 - General Repairs-CE	<u>3,138.16</u>	<u>1,000.00</u>	<u>2,138.16</u>	<u>313.82%</u>
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%
D5112.4 - CHIPS-Perm Improv-CE - Other	904.20			
Total D5112.4 - CHIPS-Perm Improv-CE	<u>36,077.52</u>	<u>46,200.00</u>	<u>-10,122.48</u>	<u>78.09%</u>
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	25,421.90	30,000.00	-4,578.10	84.74%
Total D5130.4 - Machinery-CE	<u>25,421.90</u>	<u>30,000.00</u>	<u>-4,578.10</u>	<u>84.74%</u>
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	4,267.30	6,000.00	-1,732.70	71.12%

TOWN OF HARTSVILLE/Highway Fund
Jan 1 - Nov 20th Actuals vs. 2024 Budget

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	<u>Jan 1 - Nov 20th Actuals</u>	<u>2024 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
D5142.4 · Snow Removal—CE - Other	0.00			
Total D5142.4 · Snow Removal—CE	15,822.75	22,500.00	-6,677.25	70.32%
D9030.8 · Social Security & FICA Employee	7,246.25	10,000.00	-2,753.75	72.46%
D9040.8 · Workers Comp Employee	4,775.85	4,776.00	-0.35	99.99%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	28.68	0.00	28.68	100.0%
D9050.8 · Unemployment Insurance - Other	1,636.15	3,400.00	-1,763.85	48.12%
Total D9050.8 · Unemployment Insurance	1,664.83	3,400.00	-1,735.17	48.97%
D9060.8 · Hospital, Medical, Dental Ins	14,122.92	15,161.00	-1,038.08	93.15%
D9089.8 · Other Employee Benefit -specify	4,124.59	4,500.00	-375.41	91.66%
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	270,558.33	317,079.00	-46,520.67	85.33%
Total Expense	270,558.33	317,079.00	-46,520.67	85.33%
Net Ordinary Income	-13,936.19	98,673.00	-112,609.19	-14.12%
Net Income	-13,936.19	98,673.00	-112,609.19	-14.12%

Highway report October 2024

- Serviced and maintained equipment as needed
- Graded
 - Woodworth
 - Clair
 - Mullen
 - Post
- Ditched
 - Acker
 - Fall Creak
 - Dunham
 - Bearlick
- Hauled 16 loads of item 4 to Fall Creak
- Installed Plow Frames on H2 & H4
- Installed sanders in H1 & the Ram
- Submitted Chips for December reimbursement



Jeffrey Getman

5-Year Strategic Plan - Committee Report

11/20/2024

- 1.) 2025 budget done and submitted. Pilot program money starts in 2025 (\$30,750) which will lower our resident's town taxes a little.
- 2.) 2024 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 continues to be in question. Need to obligate funds by 12/31/24. Webinar next week to go over "obligating." \$59K in jeopardy. We will utilize the generators, town barn furnace, and AED devices as well in support of the next disaster or pandemic.
- 4.) Funding our Capital Improvement Fund and Equipment Fund.
 - a. Need to add more money for lean to.
 - b. Need to add more money for loan payments and excavator.
- 5.) We are focusing on other pieces outside of the finances.
 - a. New web page underway
 - b. Second newsletter under development. Need input by 12/1

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 October 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
1	Dog Licenese Unspayed/Unneutered	\$18.00	\$18.00	\$3.00	\$15.00	\$18.00
6	Dog Licenese Spayed/Neutered	\$10.00	\$60.00	\$6.00	\$54.00	\$60.00
3	Death Certificate	\$10.00	\$30.00	N/A	\$30.00	\$30.00
1	Building Permits	N/A	\$100.00	N/A	\$100.00	\$100.00
	Totals	N/A	\$208.00	\$ 9.00	\$199.00	\$208.00

Total Fees Remitted to the Supervisor

\$199.00

Total Fees Remitted to the Supervisor for Taxes

Amount paid to Town for Death/ Marriage Copies

\$ 30.00

Amount paid to Town for Dog Lic.

\$69.00

Amount paid to State Health Dept. for Marriage Lic.

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

\$9.00

Amount paid for Marriage License

Amount Paid for Misc Items

Building Permits

\$100.00

Searches & Copies

Total

\$208.00

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