

# TOWN OF HARTSVILLE

## BOARD MEETING

### April 16<sup>th</sup>, 2025

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 16<sup>TH</sup> day of April 2025.

**PRESENT:** Heidi Margeson – Councilman  
Leon Woodworth Jr – Councilman  
Misti Carbone– Councilman  
David Gerhard – Supervisor

**ABSENT:** Brinette Steffey - Councilman

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

Minutes accepted for March 19<sup>th</sup>, 2025, Board Meeting. Motion made by David Gerhard 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**- 1 permit, end of the year report done, many phone calls and will be sending out clean up letters.

**Assessor** – Nothing to Report

**Five Year Planning** – Nothing to Report

**Town Clerk** – See attached

**Historian** – Planning to attend the Chicken BBQ and help out the Hartsville Historical Society

**Grants** – In the process of researching some more grants and have everything ready for the Covid money filing just waiting for the filing date to process

#### **Closed Business:**

- MEO Search – Ian Henderson will be starting April 28<sup>th</sup>, 2025
- Quarterly Newsletter – has been posted on the website
- Gabby Cleanup Day – has been complete and very little turn out

- City of Hornell Ambulance Contract Renewal – completed and executed
- 2025 Lawn Care/Cemetery Care – Staying with KPR Landscaping
- Old Oil Furnace Tank – Selling for scrap
- Annual Department Audits – have been completed
- Annual Code Enforcement Report – Sam has completed

#### **Old Business:**

- IT Improvements – working with Ed to get Jeff and Lauras computer set up
- Annual Financial Report – Dave is working on
- Fall Creek Repair – top on the list for the highway department. Flashers will be placed on the road
- FEMA Filing – Jeff got an email with some questions and has answered the email. Jeff and Dave are continuing to have weekly meetings.
- Collective Bargaining Agreements – Union representative would like to meet May 20<sup>th</sup>. The meeting will be held with Lee, Heidi and Dave
- Solar Project – No updates
- Wind Project – No updates
- Web Page Redo – working on final touches
- Road Preservation Law/Road Use Agreement – No updates
- Muni-Con Update – working on with the county lawyer. We may need to get our own
- SLFRF (Covid) Spending – Alice is working on
- Voting Location Change – came to look at location, now waiting to hear from the County about possible move
- Annual Sexual Harassment Training – working on to complete

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

- Dry Storage – need to revise statement of work and start getting quotes
- Clair Road – Waiting for weather to break but highway department has it on the high priority list

#### **New Business:**

- Loan Payments – See Resolution #8
- Cleaning – Going to have Brinette talk to Mary to see if she still wants to continue the cleaning for the Town
- New Employee Setup – need paperwork from Ian to be able to get set up in QuickBooks

## RESOLUTION # 8 FOR 2025

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 16<sup>th</sup> day of April 2025 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas the Town of Hartsville has the upcoming auto draft 2025 loan payments for the Dually Pickup (\$21,170.00) and Tractor (\$21,093.69) on May 15<sup>th</sup> and the Roller (\$29,350.00) on October 15<sup>th</sup> and,

Whereas the tentative cutoff date for submitting claims to the State for June reimbursed through the CHIPs program is May 17<sup>th</sup> and,

Whereas the turnaround time from the auto drafts on May 15<sup>th</sup> for the Dually and Tractor are to tight to process by May 17<sup>th</sup> for CHIPs reimbursement in June and,

Whereas there is enough money in the Highway Reserve Fund to make an early payment on the Roller in advance,

Let it be resolved on the 16<sup>th</sup> day of April 2025 that the Board approves to make the standard payments on the Dually (\$21,170.00) and Tractor (\$21,093.69) and to pay off the roller in full (\$29,428.27) on or around May 5<sup>th</sup>, 2025.

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: Yes

Brinette Steffey, Councilperson: Absent

David Gerhard, Supervisor: Yes

Resolution declared: X Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: 4/16/2025

By Ashley Gibson Position: Town Clerk

Closed Board Meeting at 7:45 p.m.. motion made by David Gerhard and Seconded by Leon Woodworth Jr.

# Town of Hartsville – Bank Account Review

April 15<sup>th</sup>, 2025

**Cash: \$925,836.73**

**Debt: \$104,139.75**

Trust & Agency Account - Payroll **0198	⋮	Debtly Loan **8945	⋮
Available Balance	\$9,772.71	Current Balance	\$37,620.48
Current Balance	\$9,772.71	Next Payment Amount	\$0.00
General Fund Checking **0201	⋮	Tractor Loan **9040	⋮
Available Balance	\$309,441.65	Current Balance	\$37,091.00
Current Balance	\$309,441.65	Next Payment Amount	\$0.00
General Reserve Fund - Capital Improvement **59	⋮	Roller Loan **9833	⋮
Available Balance	\$115,071.89	Current Balance	\$29,428.27
Current Balance	\$115,071.89	Next Payment Amount	\$0.00
Highway Fund Checking **0210	⋮		
Available Balance	\$269,867.81		
Current Balance	\$269,867.81		
Highway Reserve Fund - Equipment **5540	⋮		
Available Balance	\$221,682.67		
Current Balance	\$221,682.67		

**Cash-to-debt ratio = 8.89 (last month = 9.31)**

- We have 8.89 times the cash on hand vs our debt

# Town of Hartsville

## General Fund Actual vs. Budget Review

	Actuals Jan 1 - Apr 15	2025 Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<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	52,935.00	52,935.00	0.00	100.0%
2401 - Interest	251.69	500.00	-248.31	50.34%
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	462.00	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	172,740.41	266,245.00	-93,504.59	64.88%
Total Income	172,740.41	608,525.00	-435,784.59	28.39%

4/15/2025

Town of Hartsville

General Fund Actual vs. Budget Review

Gross Profit	172,740.41	608,525.00	-435,784.59	28.39%
Expense				
A1010.1 · Town Board--PS	2,400.00	9,600.00	-7,200.00	25.0%
A1010.4 · Town Board--CE	121.49	1,300.00	-1,178.51	9.35%
A1110.1 · Justice--PS	875.01	3,500.00	-2,624.99	25.0%
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	1,250.01	5,000.00	-3,749.99	25.0%
A1220.1 · Supervisor--PS - Other	2,124.99	8,500.00	-6,375.01	25.0%
Total A1220.1 · Supervisor--PS	3,375.00	13,500.00	-10,125.00	25.0%
A1220.4 · Supervisor--CE	1,347.82	4,500.00	-3,152.18	29.95%
A12204b .Bookkeeper CE	1,771.50			
A1330.1 · Tax Collector--PS	337.50	1,350.00	-1,012.50	25.0%
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	1,850.01	7,400.00	-5,549.99	25.0%
Total A1355.1 · Assessor--PS	1,850.01	7,700.00	-5,849.99	24.03%
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%
A1410.1 · Town Clerk--PS				
A14101a · Deputy Town Clerk--PS	0.00	200.00	-200.00	0.0%
A1410.1 · Town Clerk--PS - Other	1,575.00	6,300.00	-4,725.00	25.0%

## Town of Hartsville

## General Fund Actual vs. Budget Review

Total A1410.1 · Town Clerk--PS	1,575.00	6,500.00	-4,925.00	24.23%
A1410.4 · Town Clerk--CE	86.93	1,200.00	-1,113.07	7.24%
A1420.4 · Attorney--PS	0.00	10,000.00	-10,000.00	0.0%
A1450.4 · Elections--CE	3,588.00	2,504.00	1,084.00	143.29%
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	1,805.90	2,500.00	-694.10	72.24%
1620.4E · Electric Service	498.03	1,500.00	-1,001.97	33.2%
1620.4G · Phone Service	899.92	2,600.00	-1,700.08	34.61%
A1620.4 · Buildings--CE - Other	910.20			
Total A1620.4 · Buildings--CE	4,114.05	6,800.00	-2,685.95	60.5%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	6,419.07	9,000.00	-2,580.93	71.32%
A1640.4b Hwy--Electric	648.64	1,500.00	-851.36	43.24%
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%
Total A1640.4 · Hwy Garage--CE	7,067.71	10,700.00	-3,632.29	66.05%
A1910.4 · Unallocated Insurance	0.00	21,000.00	-21,000.00	0.0%
A1920.4 · Municipal Association Dues	500.00	500.00	0.00	100.0%
A3510.4 · Dog Control--CE	1,000.00	1,600.00	-600.00	62.5%
A3620.1 · Building Inspector--PS	1,250.01	5,000.00	-3,749.99	25.0%
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	17,869.25			
Total A5010 · Highway Superintendent	17,869.25	61,266.00	-43,396.75	29.17%
A5010.4 · Hwy Superintendent--CE	400.00	1,000.00	-600.00	40.0%

Town of Hartsville

	General Fund Actual vs. Budget Review			
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	2,327.55	7,500.00	-5,172.45	31.03%
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	782.34	1,000.00	-217.66	78.23%
A9089.8 · Other Employee Benefits--Retire	893.48	2,400.00	-1,506.52	37.23%
A99019 · Interfund Transfer	0.00	242,280.00	-242,280.00	0.0%
SF3410 · Fire Protection--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 Protection--CE	18,205.00	52,935.00	-34,730.00	34.39%
	71,762.65	608,525.00	-536,762.35	11.79%
	100,977.76	0.00	100,977.76	100.0%
	100,977.76	0.00	100,977.76	100.0%



# TOWN OF HARTSVILLE Highway Fund

## Actuals vs. Budget

	Actuals Jan 1 - Apr 15	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	235.94	500.00	-264.06	47.19%
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	155,215.94	276,167.00	-120,951.06	56.2%
Total Income	155,215.94	347,294.00	-192,078.06	44.69%
Gross Profit	155,215.94	347,294.00	-192,078.06	44.69%
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.	2,223.35	11,200.00	-8,976.65	19.85%
D5110.1 - Maintenance of Streets--PS	19,025.14	73,500.00	-54,474.86	25.89%
D5110.4 - General Repairs--CE				
DA5110.4b - Gasoline	1,025.69			
DA5110.4a - Diesel fuel	6,411.81			
D5110.4 - General Repairs--CE - Other	1,050.55	1,000.00	50.55	105.06%
Total D5110.4 - General Repairs--CE	8,488.05	1,000.00	7,488.05	848.81%
D5112.4 - CHIPS-Perm Improv--CE				
DA5112b - Diesel	0.00	10,000.00	-10,000.00	0.0%


# TOWN OF HARTSVILLE Highway Fund

## Actuals vs. Budget

	Actuals Jan 1 - Apr 15	2025 Budget	\$ Over Budget	% of Budget
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	12,348.77	30,000.00	-17,651.23	41.16%
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	0.00	4,902.27	100.0%
Total D5142.4 · Snow Removal--CE	13,846.88	22,500.00	-8,653.12	61.54%
D9030.8 · Social Security & FICA Employee	1,749.63	10,000.00	-8,250.37	17.5%
D9040.8 · Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 · Unemployment Insurance				
D9050.81-Re-unemployment	11.19	40.00	-28.81	27.98%
D9050.8 · Unemployment Insurance - Other	612.63	3,400.00	-2,787.37	18.02%
Total D9050.8 · Unemployment Insurance	623.82	3,440.00	-2,816.18	18.13%
D9060.8 · Hospital, Medical, Dental Ins	2,907.66	21,600.00	-18,692.34	13.46%
D9089.8 · Other Employee Benefit -specify	1,234.14	5,512.00	-4,277.86	22.39%
Total EXPENSES	62,447.44	347,294.00	-284,846.56	17.98%
Total Expense	62,447.44	347,294.00	-284,846.56	17.98%
Net Ordinary Income	92,768.50	0.00	92,768.50	100.0%
Net Income	92,768.50	0.00	92,768.50	100.0%

# Highway report March 2025

- Serviced and maintained equipment as needed
- Push Snowbanks back on
  - Ells
  - Landis
  - Clark
- Repaired bus turnaround on Henrey Jankins
- Repaired road shoulder on Fall Creek
- Repaired Seasonal Part of bearlick
- Took plow wings off of H2 & H4
- Serviced
  - Grader
  - Excuvator
  - Roller
  - H2&H4
- Mailed Brine Permit
- Continued progress with Fema



Jeffrey Getman

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

**4/16/2025**

- 1.) 2025 Five-Year Capital Improvement and Equipment review. We 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. A new (or used) grader is one of the major pieces of equipment we should pursue along with the capital improvement of the dry storage addition off the salt shed.
- 2.) SLFRF (COVID) funding claims have been entered into the online tool. If all goes well, we should be able to retain the full \$59K received.
- 3.) Closely watching political climate and any impacts that may be coming to CHIPs funding. Contacted the CHIPs coordinator and the State budget has not been approved yet. She will keep us informed.
- 4.) Focusing on other pieces outside of the finances.
  - a. New web page development continues.
  - b. Second newsletter completed and posted.

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  
March 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	Dog Licenese UnSpayed/UnNeutured	\$18.00	\$18.00	\$3.00	\$15.00	\$18.00
1	Dog Licenese Spayed/Neutured	\$10.00	\$10.00	\$1.00	\$9.00	\$10.00
	<b>Totals</b>	N/A	\$28.00	\$ 4.00	\$24.00	\$28.00

**Total Fees Remitted to the Supervisor**

\$24.00

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

\$0.00

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

\$24.00

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

\$4.00

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

\$0.00

**Amount paid for Marriage License**

\$0.00

**Amount Paid for Misc Items**

\$0.00

**Building Permits**

\$0.00

**Searches & Copies**

\$0.00

**Total**

\$28.00

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