

TOWN OF HARTSVILLE

BOARD MEETING

May 21st, 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 21st day of May 2025.

PRESENT: Leon Woodworth Jr – Councilman

Brinette Steffey – Councilman

Misti Carbone - Councilman

David Gerhard – Supervisor

ABSENT: Heidi Margeson- Councilman

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

Minutes accepted for April 16th, 2025, Board Meeting. Motion made by Lee 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- doing follow ups with residents about land clean up

Assessor – Nothing to Report

Five Year Planning – would like to set up meeting to go over equipment list

Town Clerk – See attached

Historian – Nothing to Report

Grants – Working on researching a grant on digital filing

Old Business:

- Web Page Redo – New web page has been launched
- SLFRF (Covid) Spending – Project submitted. Waiting to hear if accepted
- Loan Payments – Paid early for CHIPS claims per Resolution #8
- New Employee Setup – Ian Henderson established in QuickBooks
- Annual Sexual Harassment Training – Brinette has this organized and under control. Will working with remaining people

- Cleaning – Brinette talked to cleaning service, and we are giving them a chance to correct the situation.

Old Business (Working):

- IT Improvements – Ed still needs to meet with Jeff and Laura to get them set up
- Annual Finance Report (AFR) – Dave is continuing to work on this
- Fall Creek Repair – Highway department is going to do as much of the work as possible to get the project moving
- FEMA Filing – We are still continuing to work on this
- Collective Bargaining Agreement (Union Contract) – had first meeting with the union and employees, will have another meeting in about a month
- Solar Project – no updates
- Wind Project – no update
- Road Preservation Law/Road Use Agreement – Tom has sent changes to Dave and Dave will review and then give to the board to take a look at
- Muni-Con Update (Municipal Certificate of Need) – Dave has been trying to reach the lawyer for Steuben County but has been unsuccessful
- Voting Location – County has responded that they will not be moving the location at this time.

Old Business (Delayed or on hold)

- Dry Storage – Would like to post on website and shopper to start getting bids for this project
- Clair Road – Has been placed on the Highway Departments work list

New Business

- Electronic Payments – Alice has been doing some research on this and has provided a printout for the board members. The Board will read over and discuss it at a later meeting
- Water Tanker Truck – Highway department has found a tanker truck that they could use for brine board has agreed to the purchase see resolution #9
- Email Changeover – need to get officials to start using new email
- Disposal of yellow dump truck – Jeff is going to list the truck and tank to see if any bids if no bids they will look into scrapping
- Road Grader – Jeff is going to start looking into this

RESOLUTION # 9 FOR 2025

I, Supervisor David Gerhard, do hereby present the following resolution: Be it resolved this 21st day of May 2025 by the Town Board of Hartsville, Steuben County, New York as follows:

Whereas the Town of Hartsville has a yellow dump truck we use for brine that needs repairs to make it reliable and road worthy and,

Whereas the Highway Department and Town Board do not feel it is cost effective to keep putting money into this truck and,

Whereas we have found a used water tanker truck with low miles (85,000) selling for a price of \$45,000.00 that we can use as a brine vehicle and,

Whereas the town has been reimbursed by FEMA for \$77,126 that we will use to pay for this used water tanker truck,

Let it be resolved on the 21st day of May 2025 that the Board approves the purchase of the used water tanker truck for \$45,000.00 using funds received from FEMA reimbursement.

Second presented by: Leon Woodworth Jr

After discussion, the Roll is to be called by Town Clerk: How do you vote?

Heidi Margeson, Councilperson: Absent

Leon Woodworth Jr, Councilperson: Yes

Misti Carbone, Councilperson: Yes

Brinette Steffey, Councilperson: Yes

David Gerhard, Supervisor: Yes

Resolution declared: X Approved Denied

Date: 5-21-2025

By Ashley Gibson Position: Town Clerk

Closed Board Meeting at 7:49 p.m. motion made by David Gerhard and Seconded by Leon Woodworth Jr.

Town of Hartsville – Bank Account Review

May 18th, 2025

Cash: \$965,945.88

Debt: \$32,844.48

Trust & Agency Account - Payroll **0198	:
Available Balance	\$6,008.97
Current Balance	\$6,008.97
General Fund Checking **0201	:
Available Balance	\$440,680.47
Current Balance	\$440,680.47
General Reserve Fund - Capital Improvement **59	:
Available Balance	\$115,090.81
Current Balance	\$115,090.81
Highway Fund Checking **0210	:
Available Balance	\$253,994.87
Current Balance	\$253,994.87
Highway Reserve Fund - Equipment **5540	:
Available Balance	\$150,170.76
Current Balance	\$150,170.76

Dualy Loan **8945	:
Current Balance	\$16,450.48
Next Payment Amount	\$0.00
Tractor Loan **9042	:
Current Balance	\$16,394.00
Next Payment Amount	\$0.00

Cash-to-debt ratio = 29.41 (last month = 8.89)

- We have 29.41 times cash on hand vs our debt

Town Of Hartsville/General Fund
Jan 1-May 19 Actuals vs 2025 Budget

Ordinary Income/Expense	Jan 1 - May 19	2025 Budget	\$ Over Budget	% of Budget
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	369.67	500.00	-130.33	73.93%
Misc	30,757.71			
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	51,543.24	70,000.00	-18,456.76	73.63%
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	486.00	450.00	36.00	108.0%
A2555 - Building Permits Revenue	240.00	1,000.00	-760.00	24.0%
A2610 - Fines & Bail Revenue	425.00	450.00	-25.00	94.44%
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	241,298.12	266,245.00	-24,946.88	90.63%
Total Income	241,298.12	608,525.00	-367,226.88	39.65%
Gross Profit	241,298.12	608,525.00	-367,226.88	39.65%
Expense				
A1010.1 - Town Board--PS	2,400.00	9,600.00	-7,200.00	25.0%
A1010.4 - Town Board--CE	821.49	1,300.00	-478.51	63.19%
A1110.1 - Justice--PS				
A1110.2 - Justice Clerk	0.00	540.00	-540.00	0.0%
A1110.1 - Justice--PS - Other	1,166.68	3,500.00	-2,333.32	33.33%
Total A1110.1 - Justice--PS	1,166.68	4,040.00	-2,873.32	28.88%
A1110.4 - Justice--CE				
A1110.3 - Bail and Fines	160.00	350.00	-190.00	45.71%
A1110.4 - Justice--CE - Other	25.00	300.00	-275.00	8.33%
Total A1110.4 - Justice--CE	185.00	650.00	-465.00	28.46%
A1220.1 - Supervisor--PS				
A1220.1a - Deputy Supervisor	1,666.68	5,000.00	-3,333.32	33.33%
A1220.1 - Supervisor--PS - Other	2,833.32	8,500.00	-5,666.68	33.33%
Total A1220.1 - Supervisor--PS	4,500.00	13,500.00	-9,000.00	33.33%
A1220.4 - Supervisor--CE	2,279.30	4,500.00	-2,220.70	50.65%
A1220.4b -Bookkeeper CE	1,931.50			
A1330.1 - Tax Collector--PS	450.00	1,350.00	-900.00	33.33%
A1330.4 - Tax Collector--CE	0.00	500.00	-500.00	0.0%
A1355.1 - Assessor--PS				
A1355.1a - Review Board--PS	0.00	300.00	-300.00	0.0%
A1355.1 - Assessor--PS - Other	2,466.68	7,400.00	-4,933.32	33.33%
Total A1355.1 - Assessor--PS	2,466.68	7,700.00	-5,233.32	32.04%

Town Of Hartsville/General Fund
Jan 1-May 19 Actuals vs 2025 Budget

	Jan 1 - May 19	2025 Budget	\$ Over Budget	% of Budget
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	2,246.00	6,300.00	-4,054.00	35.65%
Total A1410.1 · Town Clerk--PS	2,246.00	6,500.00	-4,254.00	34.55%
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	50.00	1,200.00	-1,150.00	4.17%
A1620.4 · Buildings--CE				
Cleaning supplies	0.00	200.00	-200.00	0.0%
1620.4D · Town Hall Propane Heating	1,921.31	2,500.00	-578.69	76.85%
1620.4E · Electric Service	498.03	1,500.00	-1,001.97	33.2%
1620.4G · Phone Service	1,129.92	2,600.00	-1,470.08	43.46%
A1620.4 · Buildings--CE - Other	910.20			
Total A1620.4 · Buildings--CE	4,459.46	6,800.00	-2,340.54	65.58%
A1640.4 · Hwy Garage--CE				
A1640.4c Hwy--Shop Heating Oil	7,277.33	9,000.00	-1,722.67	80.86%
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	7,925.97	10,700.00	-2,774.03	74.07%
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	1,666.68	5,000.00	-3,333.32	33.33%
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	22,974.75			
Total A5010 · Highway Superintendent	22,974.75	61,266.00	-38,291.25	37.5%
A5010.4 · Hwy Superintendent--CE	600.00	1,000.00	-400.00	60.0%
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	1,000.00	4,000.00	-3,000.00	25.0%
A9030.8 · Social Security & Medicare	2,973.83	7,500.00	-4,526.17	39.65%
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	833.41	1,000.00	-166.59	83.34%
A9089.8 · Other Employee Benefits--Retire	1,148.76	2,400.00	-1,251.24	47.87%
A99019 · Interfund Transfer	45,000.00	242,280.00	-197,280.00	18.57%
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%

**Town Of Hartsville/General Fund
Jan 1-May 19 Actuals vs 2025 Budget**

	Jan 1 - May 19	2025 Budget	\$ Over Budget	% of Budget
Total SF3410 · Fire Protecton--CE	18,205.00	52,935.00	-34,730.00	34.39%
Total Expense	130,459.44	608,525.00	-478,065.56	21.44%
Net Ordinary Income	110,838.68	0.00	110,838.68	100.0%
Net Income	110,838.68	0.00	110,838.68	100.0%

TOWN OF HARTSVILLE/Highway Fund
Jan 1 - May 19 Actuals vs 2025 Budget

	Jan 1 - May 19	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%
DA2801 - Interfund Transfers	45,000.00			
DA1001 - Real Property Highway	154,980.00	154,980.00	0.00	100.0%
DA2401 - Interest and Earnings	294.57	500.00	-205.43	58.91%
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	200,274.57	276,167.00	-75,892.43	72.52%
Total Income	200,274.57	347,294.00	-147,019.43	57.67%
Gross Profit	200,274.57	347,294.00	-147,019.43	57.67%
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	28,451.72	73,500.00	-45,048.28	38.71%
D5110.4 - General Repairs--CE				
DA5110.4b - Gasoline	1,823.69			
DA5110.4a - Diesel fuel	6,934.36			
D5110.4 - General Repairs--CE - Other	3,573.47	1,000.00	2,573.47	357.35%
Total D5110.4 - General Repairs--CE	12,331.52	1,000.00	11,331.52	1,233.15%
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	748.71	35,000.00	-34,251.29	2.14%
Total D5112.4 - CHIPS-Perm Improv--CE	748.71	46,200.00	-45,451.29	1.62%
D5130.2 - Machinery Equipment Capital	45,000.00			
D5130.4 - Machinery--CE	15,960.78	30,000.00	-14,039.22	53.2%
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	9,568.61	6,000.00	3,568.61	159.48%
D5142.4 - Snow Removal--CE - Other	4,902.27			
Total D5142.4 - Snow Removal--CE	14,470.88	22,500.00	-8,029.12	64.32%
D9030.8 - Social Security & FICA Employee	2,651.77	10,000.00	-7,348.23	26.52%
D9040.8 - Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%
D9050.8 - Unemployment Insurance				
D9050.81-Re-unemployment	14.75	40.00	-25.25	36.88%
D9050.8 - Unemployment Insurance - Other	744.88	3,400.00	-2,655.12	21.91%
Total D9050.8 - Unemployment Insurance	759.63	3,440.00	-2,680.37	22.08%
D9060.8 - Hospital, Medical, Dental Ins	4,776.87	21,600.00	-16,823.13	22.12%
D9089.8 - Other Employee Benefit -specify	1,730.90	5,512.00	-3,781.10	31.4%
Total EXPENSES	129,106.13	347,294.00	-218,187.87	37.18%
Total Expense	129,106.13	347,294.00	-218,187.87	37.18%

TOWN OF HARTSVILLE/Highway Fund
Jan 1 - May 19 Actuals vs 2025 Budget

Net Ordinary Income
Net Income

Jan 1 - May 19	2025 Budget	\$ Over Budget	% of Budget
71,168.44	0.00	71,168.44	100.0%
71,168.44	0.00	71,168.44	100.0%

Highway report April 2025

- Serviced and maintained equipment as needed
- Took sanders out of H1 and Ram
- Did our Osha Training
- Serviced Tractor
- Ditched slate creek
- Mounted lights on the barriers on fall Creek
- Spot Graded
 - Ells
 - Landis
 - Woodworth
 - Alfred Station
 - Call
 - Slate
 - Fall Creek
- Continued progress with Fema



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 April 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	Furnance Purchase	N/A	\$50.00	\$0.00	\$50.00	\$50.00
10	Death Certificate Copy	\$10.00	\$100.00	\$0.00	\$100.00	\$100.00
1	Dog Licenese Spayed/Neutured	\$10.00	\$10.00	\$1.00	\$9.00	\$10.00
	Totals	N/A	\$160.00	\$ 1.00	\$159.00	\$160.00

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

\$159.00
\$100.00
\$9.00
\$1.00
\$0.00
\$0.00
\$50.00
\$0.00
\$0.00
\$159.00

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