

TOWN OF HARTSVILLE

BOARD MEETING

July 16th, 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 16th day of July 2025.

PRESENT: Leon Woodworth Jr – Councilman

Brinette Steffey – Councilman

Misti Carbone - Councilman

David Gerhard – Supervisor

Heidi Margeson- Councilman

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

Minutes accepted for June 18th, 2025 , Board Meeting. Motion made by David Gerhard and Seconded by Brinette Steffey Minutes taken by Ashley Gibson.

Financial Review/Vouchers – Board approved no questions.

Committee Reports:

Highway – See Attached

Code Enforcement- See Report

Assessor – Nothing to Report

Five Year Planning – See Report

Town Clerk – See Report

Historian – Had a phone inquiry about some old pictures and also helped a resident with a genealogy report

Grants – Nothing to Report

Closed Business:

- Solar Project – no contact or communication since February. Closing this item for now
- Wind Project – no contact or communication since February. Closing this item for now
- IT Improvements – all planned items, including connecting the Town Barn via LAN hookup vs. WIFI are now complete

Old Business (Working):

- Annual Finance Report (AFR) – 2022 and 2023 have been accepted now just have to complete 2024
- Fall Creek Repair – our part that can be done by the Highway workers has been completed
- FEMA Filing – waiting on the Fall Creek Payment
- Collective Bargaining Agreement – going over rules and regulations and then will be complete
- Road Preservation Law/Road Use Agreement – No updates
- Muni-Con – Still waiting for the lawyer to call back
- Electronic Payments – See Resolution #12
- Email Changeover – everyone is now using the new .gov emails
- Disposal of Yellow Dump Truck – Ian and Jeff are going to start to come up with a plan to get rid of so we can remove from insurance
- Road Grader – Dave has figured out how to purchase with the new CHIPS regulations See Resolution 11
- Dry Storage – 2 companies have been with Jeff this morning waiting to hear back from them. Dave would like to extend the deadline to August 1st. Board agreed

Old Business (Delayed or on hold)

- Clair Road – Has been placed on the Highway Departments work list

New Business

- Assessor Appointment – Laura would like to reapply and will start getting the paperwork started

RESOLUTION # 11 FOR 2025

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

Whereas the Town of Hartsville has the need for a new road grader and,

Whereas we have since learned that rules for CHIPs reimbursement have changed where we can only be reimbursed for equipment we purchase outright or the down payment amount (i.e. can no longer submit debt installment payments for reimbursement) and,

Whereas an analysis has been done and provided to the board indicating how the town has enough money in the Equipment Reserve Fund plus money received from FEMA for last year's flooding plus a positive running balance in the Highway Fund indicating we can absorb approximately \$29K not covered by the Equipment Reserve and FEMA money to purchase the road grader for a cost of \$234,842.06,

Let it be resolved on this 16th day of July 2025 that the board approves the outright purchase of the new grader such that we are complying with the new rules for CHIPs reimbursement and can fully maximize the money reimbursed for future equipment purchases by restocking the Equipment Reserve Fund.

This resolution and moving forward with the purchase are subject to pre-approval by the state of our purchase

This resolution supersedes and nullifies CY25 Resolution #10 approved last month

Second presented by: Brinette Steffey

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: 7/16/2025

By Ashley Gibson Position: Town Clerk

RESOLUTION # 12 FOR 2025

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

Whereas the Town of Hartsville believes the residents would benefit from being able to pay for certain fees online and with a credit card and,

Whereas the research has indicated the best option is through out C&N bank for \$27.95 per month, \$335.40 per year with no other fees if the transactions are restricted to credit cards only (i.e. no debit cards)and with all credit card fees being passed onto the consumer.

Let it be resolved on this 16th day of July 2025 that the board approves the establishment of credit card payments through C&N bank.

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

David Gerhard, Supervisor: yes

By Ashley Gibson Position: Town Clerk

Closed Board Meeting at 7:25 p.m. motion made by David Gerhard and Seconded by Leon Woodworth Jr.

Town of Hartsville – Bank Account Review

July 15th, 2025

Cash: \$1,003,860.95

Debt: \$32,844.48

Trust & Agency Account - Payroll **0198	:	Dualy Loan **8945	:
Available Balance	\$14,492.38	Current Balance	\$16,450.48
Current Balance	\$14,492.38	Next Payment Amount	\$0.00
General Fund Checking **0201	:	Tractor Loan **9042	:
Available Balance	\$519,335.14	Current Balance	\$16,394.00
Current Balance	\$519,335.14	Next Payment Amount	\$0.00
General Reserve Fund - Capital Improvement **53	:		
Available Balance	\$115,129.28		
Current Balance	\$115,129.28		
Highway Fund Checking **0210	:		
Available Balance	\$204,691.44		
Current Balance	\$204,691.44		
Highway Reserve Fund - Equipment **5540	:		
Available Balance	\$150,212.71		
Current Balance	\$150,212.71		

Cash-to-debt ratio = 30.56 (last month = 30.13)

- We have 30.56 times cash on hand vs our debt

Town Of Hartsville/General Fund
Jan 1 - July 15 Actuals vs 2025 Budget

Ordinary Income/Expense	Actuals			% of Budget
	Jan 1 - Jul 15	2025 Budget	\$ Over 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)	49,947.54	207,280.00	-157,332.46	24.1%
GENERAL FUND REVENUE				
A1089 - Other Tax Items	7.71			
A1081 - Other Payments in Lieu of Taxes	30,750.00	30,750.00	0.00	100.0%
SF1001 - Real Property Taxes	52,935.00	52,935.00	0.00	100.0%
2401 - Interest	673.16	500.00	173.16	134.63%
A1001 - Real Property Taxes	105,745.33	104,470.00	1,275.33	101.22%
A1090 - Int-Penalties on Real Prop Taxes	0.00	1,200.00	-1,200.00	0.0%
A1120 - Sales Tax Revenue	60,038.28	70,000.00	-9,961.72	85.77%
A1225 - Clerk Fees Revenue				
Searches & Certified Copies	0.00	35.00	-35.00	0.0%
Marriage License	347.50	35.00	312.50	992.86%
FOIL-copy charges	0.00	20.00	-20.00	0.0%
Death Certificates	154.00	100.00	54.00	154.0%
Total A1225 - Clerk Fees Revenue	501.50	190.00	311.50	263.95%
A2544 - Dog Licenses Revenue	495.00	450.00	45.00	110.0%
A2555 - Building Permits Revenue	240.00	1,000.00	-760.00	24.0%
A2610 - Fines & Bail Revenue	445.00	450.00	-5.00	98.89%
A3001 - General Purpose State Aid	170,071.84			
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	421,902.82	266,245.00	155,657.82	158.46%
A2650 - Sales of Scrap & Excess Materia	50.00			
Total Income	471,900.36	608,525.00	-136,624.64	77.55%
Gross Profit	471,900.36	608,525.00	-136,624.64	77.55%
Expense				
FEMA reimbursement				

Town Of Hartsville/General Fund

Jan 1 - July 15 Actuals vs 2025 Budget

	Actuals Jan 1 - Jul 15	2025 Budget	\$ Over Budget	% of Budget
A1010.1 · Town Board--PS	4,800.00	9,600.00	-4,800.00	50.0%
A1010.4 · Town Board--CE	821.49	1,300.00	-478.51	63.19%
A1110.1 · Justice--PS				
A1110.2 · Justice Clerk	45.00	540.00	-495.00	8.33%
A1110.1 · Justice--PS - Other	1,750.02	3,500.00	-1,749.98	50.0%
Total A1110.1 · Justice--PS	1,795.02	4,040.00	-2,244.98	44.43%
A1110.4 · Justice--CE				
A1110.3 · Bail and Fines	180.00	350.00	-170.00	51.43%
A1110.4 · Justice--CE - Other	25.00	300.00	-275.00	8.33%
Total A1110.4 · Justice--CE	205.00	650.00	-445.00	31.54%
A1220.1 · Supervisor--PS				
A12201a · Deputy Supervisor	2,500.02	5,000.00	-2,499.98	50.0%
A1220.1 · Supervisor--PS - Other	4,249.98	8,500.00	-4,250.02	50.0%
Total A1220.1 · Supervisor--PS	6,750.00	13,500.00	-6,750.00	50.0%
A1220.4 · Supervisor--CE	2,458.50	4,500.00	-2,041.50	54.63%
A12204b · Bookkeeper CE	2,284.00			
A1330.1 · Tax Collector--PS	675.00	1,350.00	-675.00	50.0%
A1330.4 · Tax Collector--CE	0.00	500.00	-500.00	0.0%
A1355.1 · Assessor--PS				
A13551a · Review Board--PS	200.00	300.00	-100.00	66.67%
A1355.1 · Assessor--PS - Other	3,700.02	7,400.00	-3,699.98	50.0%
Total A1355.1 · Assessor--PS	3,900.02	7,700.00	-3,799.98	50.65%
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	3,296.00	6,300.00	-3,004.00	52.32%

Town Of Hartsville/General Fund

Jan 1 - July 15 Actuals vs 2025 Budget

	Actuals			% of Budget	
	Jan 1 - Jul 15	2025 Budget	\$ Over Budget		
Total A1410.1 · Town Clerk--PS	3,296.00	6,500.00	-3,204.00	50.71%	
A1410.4 · Town Clerk--CE	250.16	1,200.00	-949.84	20.85%	
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%	Larger than anticipated
A1620.1 · Building--Cleaning--PS	50.00	1,200.00	-1,150.00	4.17%	
A1620.4 · Buildings--CE					
A81604 · Refuse and Garbage - Contractua	420.00				
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%	Should slow down in summer
1620.4E · Electric Service	747.95	1,500.00	-752.05	49.86%	
1620.4G · Phone Service	1,589.92	2,600.00	-1,010.08	61.15%	
A1620.4 · Buildings--CE - Other	490.20				
Total A1620.4 · Buildings--CE	5,169.38	6,800.00	-1,630.62	76.02%	
A1640.4 · Hwy Garage--CE					
A1640.4c Hwy--Propane	7,277.33	9,000.00	-1,722.67	80.86%	Should slow down in summer
A1640.4b Hwy--Electric	914.57	1,500.00	-585.43	60.97%	
A1640.4 · Hwy Garage--CE - Other	0.00	200.00	-200.00	0.0%	
Total A1640.4 · Hwy Garage--CE	8,191.90	10,700.00	-2,508.10	76.56%	
A1910.4 · Unallocated Insurance	212.00	21,000.00	-20,788.00	1.01%	
A1920.4 · Municipal Association Dues	500.00	500.00	0.00	100.0%	
A1989.4 · Gen Gov't Support-Contingency	29,640.18				
A3510.4 · Dog Control--CE	1,000.00	1,600.00	-600.00	62.5%	
A3620.1 · Building Inspector--PS	2,500.02	5,000.00	-2,499.98	50.0%	
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	33,410.75	61,266.00	-27,855.25	54.53%	
Total A5010 · Highway Superintendent	33,410.75	61,266.00	-27,855.25	54.53%	
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%	

Town Of Hartsville/General Fund

Jan 1 - July 15 Actuals vs 2025 Budget

	Actuals Jan 1 - Jul 15	2025 Budget	\$ Over Budget	% of Budget
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	3,000.00	4,000.00	-1,000.00	75.0%
A9030.8 · Social Security & Medicare	4,470.66	7,500.00	-3,029.34	59.61%
A9040.8 · Workman's Compensation	0.00	3,600.00	-3,600.00	0.0%
A9050.8 · NY Unemployment Ins.	1,011.06	1,000.00	11.06	101.11% Need to investigate this
A9089.8 · Other Employee Benefits--Retire	1,659.32	2,400.00	-740.68	69.14%
A99019 · Interfund Transfer	45,000.00	242,280.00	-197,280.00	18.57%
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	185,443.46	608,525.00	-423,081.54	30.47%
Net Ordinary Income	286,456.90	0.00	286,456.90	100.0%
Net Income	286,456.90	0.00	286,456.90	100.0%

Town of Hartsville/Highway Fund
Jan 1 - Jul 15 Actuals vs. 2025 Budget

	Actuals		2025		\$ Over Budget	% of Budget
	Jan 1 - Jul 15		Budget			
Ordinary Income/Expense						
Income						
Transfer from Highway Reserves	0.00		71,127.00		-71,127.00	0.0%
						Will not happen. Loan payments were made directly from the Equipment Fund account
REVENUES						
DA3501 - State Aid PAVE	0.00		30,000.00		-30,000.00	0.0%
						Transferred in FEMA money to pay for the water truck
DA2801 - Interfund Transfers	45,000.00					
DA1001 - Real Property Highway	154,980.00		154,980.00		0.00	100.0%
DA2401 - Interest and Earnings	437.20		500.00		-62.80	87.44%
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	200,417.20		276,167.00		-75,749.80	72.57%
Total Income	200,417.20		347,294.00		-146,876.80	57.71%
Gross Profit	200,417.20		347,294.00		-146,876.80	57.71%
Expense						
EXPENSES						
D5132.4 - Garage	12.42		15.00		-2.58	82.8%
D9785.6 - Installment Debt Payment -Prin.	71,511.91		71,127.00		384.91	100.54%
D9785.7 - Installment Debt Payment - Int.	2,413.43		11,200.00		-8,786.57	21.55%
D5110.1 - Maintenance of Streets-PS	27,498.38		73,500.00		-46,000.62	37.41%
D5110.4 - General Repairs--CE	3,633.91		1,000.00		2,633.91	363.39%
						Need to examine this one to see if expenses were coded incorrectly
D5112.4 - CHIPS-Perm Improv--CE						
DA5112b - Diesel	3,548.11		10,000.00		-6,451.89	35.48%

Town of Hartsville/Highway Fund
Jan 1 - Jul 15 Actuals vs. 2025 Budget

	Actuals Jan 1 - Jul 15	2025 Budget	\$ Over Budget	% of Budget	
DA5112d · Gasoline	1,510.96	1,200.00	310.96	125.91%	Watch item. Already spent the budget for the year
DA5112e · Gravel	6,364.19	35,000.00	-28,635.81	18.18%	
DA5112f · Road Infrastructure	25,542.69				Charges for FEMA work. Will transfer FEMA money to cover this unexpected expense
D5112.4 · CHIPS-Perm Improv--CE - Other	5,052.97				
Total D5112.4 · CHIPS-Perm Improv--CE	42,018.92	46,200.00	-4,181.08	90.95%	
D5130.2 · Machinery Equipment Capital	45,000.00				Purchase of Water Tanker
D5130.4 · Machinery--CE	31,566.54	30,000.00	1,566.54	105.22%	Watch item. Already spent the budget for the year
D5142.1 · Snow Removal--PS	18,018.20	46,200.00	-28,181.80	39.0%	
D5142.4 · Snow Removal--CE					
5242.a · diesel fuel	6,003.79	6,000.00	3.79	100.06%	Watch item. Already spent the budget for the year
5242.b · gasoline	1,025.69	4,500.00	-3,474.31	22.79%	
5242.c · road salt	1,742.69	6,000.00	-4,257.31	29.05%	
5242.d · road sand	9,568.61	6,000.00	3,568.61	159.48%	Watch item. Already spent the budget for the year
D5142.4 · Snow Removal--CE - Other	0.00				
Total D5142.4 · Snow Removal--CE	18,340.78	22,500.00	-4,159.22	81.52%	
D9030.8 · Social Security & FICA Employee	4,278.82	10,000.00	-5,721.18	42.79%	
D9040.8 · Workers Comp Employee	0.00	5,000.00	-5,000.00	0.0%	
D9050.8 · Unemployment Insurance					
D9050.81-Re-unemployment	23.49	40.00	-16.51	58.73%	
D9050.8 · Unemployment Insurance - Other	1,074.39	3,400.00	-2,325.61	31.6%	
Total D9050.8 · Unemployment Insurance	1,097.88	3,440.00	-2,342.12	31.92%	
D9060.8 · Hospital, Medical, Dental Ins	8,099.91	21,600.00	-13,500.09	37.5%	

Town of Hartsville/Highway Fund
Jan 1 - Jul 15 Actuals vs. 2025 Budget

	Actuals	2025	\$ Over Budget	% of Budget
	Jan 1 - Jul 15	Budget		
D9089.8 - Other Employee Benefit -specify	2,610.79	5,512.00	-2,901.21	47.37%
Total EXPENSES	276,102.89	347,294.00	-71,191.11	79.5%
Total Expense	276,102.89	347,294.00	-71,191.11	79.5%
Net Ordinary Income	-75,685.69	0.00	-75,685.69	100.0%
Net Income	-75,685.69	0.00	-75,685.69	100.0%

Highway report June 2025

- Serviced and maintained equipment as needed
- Finished Fall Creek repair
- All licensed vehicles are inspected
- Mowed all road sides
- Changed 3 crossover pipes and a driveway pipe on Fall creek
- Changed 4 crossover pipes on Slate creek
- Changed a crossover pipe on Acker
- Changed a crossover pipe on Donaldson
- Spread 4 loads of item 4
- Filled in ditch on Bearlick
- Ditched
 - Acker
 - Fall creek
- Continued progress with Fema

A handwritten signature in black ink, appearing to read 'Jeffrey Getman', written in a cursive style.

Jeffrey Getman

Code Enforcement Report:

- Evans Place on Woodworth Rd looks acceptable to code and is making good improvements on the house as well
- Gene Garrisons grandson is transitioning jobs and doesn't have available funds at the time and is waiting on help from a guy to help clean up the scrap metal
- Visited campers and tents on Ashbaugh Hill there seems to be someone living in the camper assuming they are going into the house for sanitary needs. Lots of cats. Everything seemed clean. No one has called back yet
- Certified Letter has been sent to the Clair residence

5-Year Strategic Plan - Committee Report

7/16/2025

- 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. (No news).
- 3.) Closely watching political climate and any impacts that may be coming to CHIPS funding. CHIPS funding remains but tighter guidelines about reimbursements and using it for debt installments. Have to more carefully plan future purchases to make sure they are in alignment with the rules and pre-approval is provided by the state.
- 4.) Focusing on other pieces outside of the finances.
 - a. New web page complete
 - b. New .gov email addresses
 - c. New server and backups
 - d. Hardwire hookup to the town barn.
 - e. Acceptance of credit cards for payments if approved by the board tonight.
 - f. 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 June 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
2	Building Permits	N/A	\$175.00	\$0.00	\$175.00	\$175.00
2	Marriage License Copies	\$10.00	\$20.00	\$0.00	\$20.00	\$20.00
1	Pipe Purchase	N/A	\$428.88	\$0.00	\$428.88	\$428.88
4	Dog Licenses Spayed/Neutered	\$10.00	\$40.00	\$4.00	\$36.00	\$40.00
	Totals	N/A	\$663.88	\$ 4.00	\$659.88	\$663.88

Total Fees Remitted to the Supervisor	\$659.88
Amount paid to Town for Death/ Marriage Copies	\$20.00
Amount paid to Town for Dog Lic.	\$36.00
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	\$428.88
Building Permits	\$175.00
Searches & Copies	\$0.00
Total	\$663.88

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