

A duly noticed special meeting of the Town Board of the Town of Hornellsville, County of Steuben, State of New York, was held on December 29, 2025 at the Hornellsville Town Hall, 4 Park Avenue, Arkport, New York 14807 at 5:00 p.m. The meeting was called to order by Supervisor Broughton.

Present: Dan Broughton, Supervisor
James Giglio, Council Member
Robert Mauro, Council Member
David Oakes, Council Member
Trisha Yanni, Council Member
Recording Secretary: Jessica LaFrance, Town Clerk
Also Present: Debra Castle-Harvey, Bookkeeper
Robert Mooney, Code Enforcer

The Pledge of Allegiance was cited and the public hearing was opened, both led by Supervisor Dan Broughton.

Purpose:

The purpose of this special meeting was to review and approve year-end budget adjustments, and to conduct any other business that may come before the Board.

Resolution 153-2025: Amending the Fund Balance Policy Adopted by Resolution 41-2025

Motion by: Mauro Seconded by: Yanni

WHEREAS, the Hornellsville Town Board previously adopted a Fund Balance Policy on February 11, 2025, by Resolution 41-2025, to establish guidelines for the classification, use, and maintenance of fund balances in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54; and

WHEREAS, upon further review and in response to audit recommendations and the Town’s evolving financial management needs, the Town Board has determined that amendments to the policy are warranted to clarify fund balance thresholds and reserve fund guidance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Hornellsville hereby approves and adopts the amended Fund Balance Policy as presented at this meeting, which shall supersede the version adopted under Resolution 41-2025 and replace all prior policies relating to fund balance management.

Ayes 5 Broughton, Giglio, Mauro, Oakes, Yanni
Nays 0

Resolution 154-2025: Authorization to Prepare Reserve Fund Resolutions

Motion by: Yanni Seconded by: Mauro

RESOLVED, that the Hornellsville Town Board hereby authorizes the Bookkeeper, in coordination with the Town Supervisor and Town Clerk, to prepare draft resolutions for the establishment or amendment of reserve funds to be presented at the next regular meeting of the Town Board.

Ayes 5 Broughton, Giglio, Mauro, Oakes, Yanni
Nays 0

Resolution 155-2025: Ratifying Holiday Pay Disbursement

Motion by: Yanni

Seconded by: Mauro

WHEREAS, an employee of the Town of Hornellsville was eligible to receive 20 hours of holiday pay for official holidays occurring later in calendar year 2025, which under normal payroll practices would have been paid in 2026; and

WHEREAS, due to the employee's separation from service, final wages were processed in advance of those holidays, and it was necessary to issue payment as part of the employee’s final paycheck; and

WHEREAS, the total amount of the early holiday pay disbursement was \$665.00; and

WHEREAS, the Town Board has reviewed this matter and finds it appropriate to ratify the payment to ensure proper fiscal and audit documentation;

NOW, THEREFORE, BE IT RESOLVED, that the Hornellsville Town Board hereby ratifies the disbursement of 20 hours of holiday pay in the amount of \$665.00 as part of the employee’s final paycheck in 2025.

Ayes 5 Broughton, Giglio, Mauro, Oakes, Yanni
 Nays 0

Resolution 156-2025: Approval of Budget Amendments

Motion by: Mauro

Seconded by: Oakes

RESOLVED, that the Hornellsville Town Board hereby accepts the following budget amendments as presented by the Bookkeeper at this meeting, and directs that they be entered into the official financial records of the Town.

From		To		Amount
A599	Fund Balance	A1010.1	Town Board – Personnel	\$0.10
A599	Fund Balance	A1110.11	Justice – Personnel	\$0.01
A599	Fund Balance	A1330.1	Tax Collection – Personnel	\$0.13
A599	Fund Balance	A1410.12	Town Clerk – Deputy Personnel	\$777.92
A599	Fund Balance	A1620.1	Buildings – Personnel	\$8.69
A599	Fund Balance	A1220.4	Supervisor – Contractual	\$112.63
A599	Fund Balance	A1620.4	Buildings – Contractual	\$428.10
A599	Fund Balance	A1650.41	Communications – Public Ads	\$233.15
A599	Fund Balance	A1670.4	Central Print & Mailing – Contractual	\$23.99
A599	Fund Balance	A1910.4	Unallocated Insurance	\$693.00
A599	Fund Balance	A5132.4	Garage – Contractual	\$4,144.43
B599	Fund Balance	B4020.1	Registrar of Vital Stats – Personnel	\$0.02
B599	Fund Balance	B9030.8	Social Security	\$55.71
DA599	Fund Balance	DA5142.1	Snow Removal – Personal Services	\$19,532.00
DA599	Fund Balance	DA5142.11	Snow Removal – Overtime	\$7,331.46
DA599	Fund Balance	DA9030.8	Social Security	\$1,613.95
DA599	Fund Balance	DA5142.4	Snow Removal – Contractual	\$8,008.66
H2-599	Fund Balance	H2-1620.4	Operation of Plant	\$4,812.04
SL1-599	Fund Balance	SL1-5182.4	Street Lighting – Contractual	\$1,863.68
SW2-599	Fund Balance	SW2-8320.1	Administration – Personnel	\$0.04
SW2-599	Fund Balance	SW2-8310.4	Administration – Contractual	\$53.00

Adjournment:

With no further business, on a motion made by Mauro, seconded by Oakes, the meeting was adjourned at 6:23 p.m.

Ayes	5	Broughton, Giglio, Mauro, Oakes, Yanni
Nays	0	

Respectfully Submitted,

Jessica L. LaFrance
Town Clerk
January 8, 2025