





Motion By: Gianni

Seconded by: Oakes

Whereas, the Town of Hornellsville recognizes the importance of efficient records management and the need to improve the preservation, accessibility, and organization of its records in compliance with New York State laws and regulations; and

Whereas, the New York State Archives administers the Local Government Records Management Improvement Fund (LGRMIF) to assist local governments in developing and implementing records management programs; and

Whereas, the Town of Hornellsville has identified a need to enhance its records management system through digitization, improved storage solutions, and compliance with the New York State Local Government Retention and Disposition Schedule (LGS-1); and

Whereas, the Town Clerk, as the Records Management Officer (RMO), has recommended that the Town apply for LGRMIF grant funding to support records management improvements, including but not limited to an inventory, proper storage, digitization of historical records, and modernization of filing systems; and be it

*Resolved*, that the Hornellsville Town Board authorizes the Town Clerk, to prepare and submit an application for the Local Government Records Management Improvement Fund (LGRMIF) grant in accordance with the requirements set forth by the New York State Archives; and be it

*Further Resolved*, that the Town Supervisor is authorized to execute all necessary documents related to the grant application and, if awarded, to enter into agreements and contracts required for the administration of the grant; and be it

*Further Resolved*, that the Town of Hornellsville commits to compliance with all terms and conditions of the LGRMIF grant, including financial reporting, project implementation, and adherence to records management best practices.

Ayes	4	Broughton, Giglio, Oakes, Gianni
Nays	0	
Absent	1	Mauro

**Resolution 54-2025: Authorizing the Execution of an Agreement between the Town of Hornellsville and Steuben County for the Sale of a 2023 Kubota Tractor**

Motion By: Oakes

Seconded by: Gianni

Whereas, the Town of Hornellsville owns a 2023 Kubota Tractor with a Boom Mower, which is no longer needed for municipal purposes; and

Whereas, Steuben County has expressed interest in purchasing said equipment from the Town under mutually agreed-upon terms; and

Whereas, the Town Board has determined that the sale of the 2023 Kubota Tractor with a Boom Mower to Steuben County is in the best interest of the Town and is in accordance with applicable laws and procurement policies governing municipal equipment sales; and

Whereas, the Town of Hornellsville wishes to enter into an agreement with Steuben County for the sale of the 2023 Kubota Tractor with Boom Mower, subject to the terms and conditions set forth by both parties; and be it

*Resolved*, that the Town of Hornellsville authorizes the Town Supervisor to execute an agreement with Steuben County for the sale of the 2023 Kubota Tractor with a Boom Mower; and be it

*Further Resolved*, that the Town Supervisor and any other necessary Town officials are authorized to take all steps necessary to carry out the terms of this agreement, including the transfer of ownership and delivery of the equipment.

Ayes 4 Broughton, Giglio, Oakes, Yanni  
Nays 0  
Absent 1 Mauro

**Resolution 55-2025: Authorizing the Closure of a Town Bank Account**

Motion By: Yanni Seconded by: Giglio

Whereas, the Town of Hornellsville maintains various bank accounts for municipal operations; and

Whereas, the Town Board has determined that the Five Star Bank account ending in 7974 previously used for Tax Collection is no longer needed for town purposes; and

Whereas, it is in the best interest of the Town to close this account and transfer any remaining funds to the appropriate municipal account; and be it

*Resolved*, that the Town Board of the Town of Hornellsville authorizes the Town Supervisor and Town Clerk to take all necessary steps to close the Five Star account ending in 7974; and be it

*Further Resolved*, that any remaining funds in said account shall be transferred to appropriate municipal fund.

Ayes 4 Broughton, Giglio, Oakes, Yanni  
Nays 0  
Absent 1 Mauro

**Resolution 56-2025: Authorizing the Opening of a Town Credit Card Account**

Motion By: Giglio Seconded by: Yanni

Whereas, the Town of Hornellsville occasionally incurs expenses for authorized municipal purchases, travel, training, and emergency expenditures that require immediate payment; and

Whereas, a Town credit card will provide an efficient and accountable means of making such purchases while maintaining proper financial oversight and controls; and

Whereas, the Town Board has determined that opening a credit card account is in the best interest of the Town, provided that strict usage policies are established to ensure compliance with General Municipal Law and Town financial policies; and be it

*Resolved*, that the Town of Hornellsville is authorized to open a credit card account with Community Bank, subject to the following conditions:

1. The credit card shall be issued in the name of the Town of Hornellsville and shall be used solely for official municipal purposes.
2. The Town Supervisor and/or designated Town officials shall be authorized users of the card.
3. A credit card use policy shall be established to govern transactions, approvals, and reporting requirements.
4. Any unauthorized use of the credit card shall result in disciplinary action and possible legal consequences.

*Further resolved*, that the Town Supervisor is authorized to execute all necessary documents to establish the credit card account and ensure compliance with financial policies.

Ayes 4 Broughton, Giglio, Oakes, Yanni



Motion By: Oakes

Seconded by: Yanni

Whereas, the Hornellsville Town Board previously adopted Resolution 37-2025, rescheduling a regular Town Board meeting that was originally set for November 11, 2025 due to a holiday; and

Whereas, since the adoption of Resolution 37-2025, the Town Board has changed the regular meeting time from 7:00 p.m. to 6:00 p.m. through Resolution 59-2025; and

Whereas, to ensure clarity, accuracy, and proper notification in compliance with the New York State Open Meetings Law, the Town Board wishes to amend Resolution 37-2025 to reflect the new regular meeting time for the rescheduled meeting; and be it

*Resolved*, that the Hornellsville Town Board hereby amends Resolution 37-2025 to state that the rescheduled Town Board meeting on November 13, 2025 shall commence at 6:00 p.m. at the Town Hall, 4 Park Avenue, Arkport, New York; and be it

*Further Resolved*, that the Town Clerk is hereby directed to issue public notice of this amendment and notify all relevant parties of the updated meeting time in accordance with applicable laws

Ayes 4 Broughton, Giglio, Oakes, Yanni  
Nays 0  
Absent 1 Mauro

**Resolution 60-2025: Budget Amendments**

Motion By: Yanni

Seconded by: Giglio

*Resolved*, that the following budget amendments are approved.

From		To		Amount
A599	Fund Balance	A1680.4	Central Service – Comp & Maint	\$584.96
A599	Fund Balance	A1910.4	Unallocated Insurance	\$74.46
A599	Fund Balance	A5132.4	Garage – Contractual	\$1,464.77
DA599	Fund Balance	DA5130.4	Machinery – Contractual	\$259,790.00

Ayes 4 Broughton, Giglio, Oakes, Yanni  
Nays 0  
Absent 1 Mauro

**Resolution 61-2025: To Correct the Spelling of Laine Road to Lain Road**

Motion By: Oakes

Seconded by: Giglio

Whereas, the Town Board of the Town of Hornellsville has received a request from a resident to correct the spelling of Laine Road to Lain Road to accurately reflect its proper name; and

Whereas, Laine Road commences at Upper Glen Avenue and runs approximately 1.21 miles to County Road 109, and then continues from County Road 109 to the Canisteo town line for approximately 2.13 miles; and

Whereas, pursuant to applicable provisions of New York State Town Law and any local ordinances governing road naming and renaming, the Town has the authority to enact such a change; and be it

*Resolved*, that the Hornellsville Town Board hereby authorizes and approves the correction of the spelling of Laine Road to Lain Road; and be it

*Further Resolved*, that appropriate signage shall be updated to reflect the corrected road name in accordance with all applicable regulations and standards; and be it

*Further Resolved*, that this resolution shall take effect immediately upon adoption and the Town Clerk is directed to notify all relevant agencies.

Ayes	4	Broughton, Giglio, Oakes, Yanni
Nays	0	
Absent	1	Mauro

**Resolution 62-2025: Authorizing an In-kind Contribution for Records Management**

Motion By: Giglio

Seconded by: Oakes

Whereas, the Hornellsville Town Board recognizes the importance of maintaining and improving records management practices to ensure compliance with the New York State Archives' retention and preservation guidelines; and

Whereas, the Town has identified the need for additional funding to support records management improvements, including but not limited to the inventory, reorganization, retention assessment, electronic indexing, and secure storage of municipal records; and

Whereas, Capital Project H2 has sufficient funds available to provide an in-kind contribution to support these records management initiatives; and

Whereas, the Town Board finds it in the best interest of the Town to allocate an in-kind contribution in the amount of \$5,000 from Capital Project H2 for the purpose of records management enhancements; and be it

*Resolved*, that the Hornellsville Town Board hereby authorizes an in-kind contribution of \$5,000.00 from Capital Project H2 to be used exclusively for records management improvements; and be it

*Further Resolved*, that the Town Supervisor is authorized to oversee the expenditure of these funds in accordance with all applicable financial regulations and reporting requirements.

Ayes	4	Broughton, Giglio, Oakes, Yanni
Nays	0	
Absent	1	Mauro

**Resolution 63-2025: Authorizing the Purchase and Installation of a Mitsubishi HVAC System**

Motion By: Yanni

Seconded by: Oakes

Whereas, the Hornellsville Town Board seeks to improve energy efficiency and climate control in municipal facilities; and

Whereas, the Town has received an estimate (Estimate No. 98) from Giglio's Plumbing, Heating, and Cooling for the purchase and installation of a Mitsubishi HVAC system; and

Whereas, the Town has applied for funding or approval from the New York State Energy Research and Development Authority (NYSERDA) to support this project; and

Whereas, the approval of this purchase and installation is contingent upon final authorization and funding approval from NYSERDA; and be it

*Resolved*, that the Hornellsville Town Board hereby conditionally authorizes the selection of Giglio’s Plumbing, Heating, and Cooling for the purchase and installation of the Mitsubishi HVAC system per Estimate No. 98, subject to final NYSERDA approval; and be it

*Further Resolved*, that the Town Supervisor is authorized to execute any necessary agreements or documents to facilitate the purchase and installation upon receipt of NYSERDA approval; and be it

*Further Resolved*, that the Town Clerk shall maintain records of this transaction and notify the Town Board upon receiving confirmation from NYSERDA.

Ayes	3	Broughton, Oakes, Yanni
Nays	0	
Absent	1	Mauro
Abstain	1	Giglio

**Adjournment:**

With no further business, on a motion made by Yanni, seconded by Mauro, the meeting was adjourned at 8:01 p.m.

Ayes	4	Broughton, Giglio, Oakes, Yanni
Nays	0	
Absent	1	Mauro

Respectfully Submitted,

Jessica L. LaFrance  
Town Clerk  
March 13, 2025