

**TOWN OF HANNIBAL
REGULAR BOARD MEETING
DECEMBER 19, 2018
7:00 PM**

Present: Supervisor Virginia Wilbur
Councilman Floyd Calkins
Councilman Charles Reed
Councilman Rick Shoults
Councilwoman Brenda Wilson
Town Clerk Denise Hafner

Others Present: Kelly LaRock, Planning Board Member; Bob LaRock; Gregg Stupp, Sr., Planning Board Member; Cindy Flint, ZBA Member; Larry Flint; Jack Beckwith, Jr., Town Justice; Jake Malcott, Highway Superintendent; Bob Dilts, Planning Board Member; Donna Whitcomb, Planning Board/ZBA Secretary; Duane Shepard, Chief Water Operator; George & Carol Darling; Theresa Penfield, Dog Control Officer; Nelson Hawkins; Chris Harris; Jim Travis; Dan & Leslie Hoffman; Terry Wilbur, Oswego County Legislator; and several other members of the community.

Supervisor Virginia Wilbur called the meeting to order at 7:00pm with the Pledge of Allegiance to the Flag; Town Clerk Denise Hafner opened with a prayer.

Public Session:

- Supervisor Virginia Wilbur explained that a three minute limit will apply for those who wish to speak and a sign in sheet was provided. Kelly LaRock asked if anyone other than Carl Emmons, Jr. was authorized to act as the Code Enforcement Officer for the Town of Hannibal. Supervisor Virginia Wilbur stated that no one other than Carl Emmons, Jr. was authorized to act as the Code Enforcement Officer.
- Oswego County Legislator Terry Wilbur reported that the County Budget passed with the tax rate remaining the same. He gave an overview of the factors used to develop the budget. He also reported that he will be the Majority Leader beginning January 1, 2019 and that there will be a new Chairman for the Legislature in 2019 as Legislator Broadwell has decided not to run again. He invited the public to ask any questions they may have on the County budget after the meeting.
- Carol Darling asked Legislator Terry Wilbur how many Hannibal students attend Community College. Legislator Wilbur stated that there was a .15% increase in Hannibal students attending Community College.
- Supervisor Virginia Wilbur closed the Public Session.

Approval of the November Board Minutes and the December Workshop Minutes:

- Supervisor Virginia Wilbur requested a motion be made to approve the above Board Minutes. Councilman Charles Reed made a motion to accept the November Regular Board Minutes and the December Workshop Minutes; Councilman Rick Shoults seconded the motion.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

Approval of the October 2018 & November 2018 Financial Reports:

- Supervisor Virginia Wilbur requested a motion be made to approve the above Financial Reports. Councilman Floyd Calkins asked for an explanation of what it means for the Board to approve the Financial Reports. Supervisor Virginia Wilbur stated that the approval indicated that the Board had received the report and was able to review it. Councilman Floyd Calkins pointed out that there are a lot of negative lines showing in the report and at all of the trainings that he had attended the instruction was to set a budget and spend within that set budget. If more money is needed than what was budgeted, the Board should then first determine where the money will be taken from before it is spent. However, in the Town of Hannibal, it is handled in the opposite manner by spending the money, then trying to figure out where the money will be found to pay for the overage. He stated that he is finding it very discouraging that the Board does not apply the principles recommended in the training. He also stated that it is difficult to track the financial health of the Town when the Board receives several back financial reports instead of the current report.
- Councilman Rick Shoults made a motion to approve the September 2018 Financial Report; seconded by Councilman Charles Reed.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

Correspondence & Notifications:

- Supervisor Virginia Wilbur read a letter from the Hannibal Town Court reminding the Board that the 2018 Justice Reports and Books need to be audited and that they will be complete and ready for auditing after January 10, 2019. Supervisor Virginia Wilbur stated that the books be presented for audit at the January Workshop on January 23, 2019. The books may be inspected before the January 23rd meeting by making an appointment with the Court Clerk.
- Supervisor Virginia Wilbur read a letter from Bob Dilts stating that he will be retiring as the Chairman for the Planning Board but will remain as a Planning Board Member. Supervisor Virginia Wilbur asked that a motion be made to accept the retirement.
- Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

Resolution 77-2018

BE IT RESOLVED THAT the Hannibal Town Board accepts the retirement of Robert Dilts as the Chairman for the Town of Hannibal Planning Board.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

- Supervisor Virginia Wilbur stated that Vice Chair Gregg Stupp, Sr. will become the Acting Chairman for the Planning Board until a new Chairman is found.
- A letter from Oswego County about a Community Safety Forum was received and read by Supervisor Virginia Wilbur. The Forum will be held on January 8, 2019 and will focus on improving safety measures for schools, municipalities, libraries and other public areas. Legislator Terry Wilbur gave an overview of the forum and invited all of the Board members to attend the forum.

Department Reports:

Written reports for the following departments were provided to and reviewed by all board members.

- **Town Clerk Report**
- **Highway Department Report**
- **Code Enforcement Report**
- **Assessor's Report**
- **Dog Control Report**
- **Planning Board Report**
- **Zoning Board of Appeals Report**
- **Water Department Report**

Supervisor Virginia Wilbur stated that the Town received the CHIPS check for \$190,740.81. Councilman Floyd Calkins asked if the money that had been transferred from the DA accounts to the DB accounts to cover the negative lines would be reimbursed now that the check was received. Supervisor Virginia Wilbur stated that the money would be used to correct those accounts.

Supervisor Virginia Wilbur asked that a motion be made to accept the above reports.

- Councilman Rick Shoults made a motion to accept the above Department Reports; Councilman Charles Reed seconded the motion.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

Old Business:

- Supervisor Virginia Wilbur stated that the Comprehensive Plan and the proposed Zoning Law updates would be worked on after January 2019.

New Business:

- Supervisor Virginia Wilbur read a letter received from Cynthia Flint stating her intent to be re-appointed to the Zoning Board of Appeals, term to expire 12/31/2023. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Floyd Calkins.

Resolution 78-2018

BE IT RESOLVED THAT the Hannibal Town Board approves the appointment of Cynthia Flint to the Zoning Board of Appeals, term to expire 12/31/2023.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

- Supervisor Virginia Wilbur stated that Diane Miller expressed her interest in being re-appointed to the Board of Review, term to expire 9/30/2021. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Floyd Calkins.

Resolution 79-2018

BE IT RESOLVED THAT the Hannibal Town Board approves the appointment of Diane Miller to the Board of Review, term to expire 9/30/2021.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

- Supervisor Virginia Wilbur asked for a motion to appoint Brenda Wilson as the delegate to the Association of Towns Training/Meeting in February 2019. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

Resolution 80-2018

BE IT RESOLVED THAT the Hannibal Town Board approves the appointment of Brenda Wilson as the delegate for the Association of Towns NYC Training/Meeting in February 2019.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

- Supervisor Virginia Wilbur informed the Board that the deed for Bethel Cemetery had been recorded with the Oswego County Clerk's Office and that the money would soon be transferred over to the Town. She also stated that a sexton would need to be appointed.
- Supervisor Virginia Wilbur announced that the Town Clerk's Office would be open on Tuesdays until 6pm from January to March 2019 to collect taxes.
- Supervisor Virginia Wilbur informed the Board that the Village agreed to pay \$723.90 toward the cost of installing LED lights in the Municipal Building/Offices.
- Supervisor Virginia Wilbur stated that the Town has paid the \$5,372 National Grid bill for the street lights at Country Haven Trailer Park. The owner, Dario Stipisic, now has a contract with National Grid and as of January 1, 2019 the owner will be responsible for the bill. Councilman Floyd Calkins explained to the public that the situation occurred due to previous Town Boards failing to either create a lighting district for Country Haven, or to have the National Grid bill placed in the name of the owner of the park. Over the past twenty plus years, the bill was being paid by the previous owners, however, when the current owner bought the park in 2015, no agreement was mentioned for the owner to pay the bill. Unfortunately, the Board failed to recognize that the lighting bill was in the Town's name and was accruing monthly charges and late fees.
- Supervisor Virginia Wilbur presented the 2019 Town Board Meeting & Workshop schedule. (See attached).
- Councilman Floyd Calkins explained to the Town Board and the public that he had contacted the IT Department at Williamson Law Book (the Town's computer software provider) to discuss the current procedure of using a flash drive to share information entered on the program between the Town Clerk and the Bookkeeper. The information could be shared directly through the use of the Town's server enabling the information to be available for new entries and for editing directly rather than waiting for a flash drive to be passed back and forth. This would be a much more efficient way to post and pay the town bills. He further explained that he had asked Williamson Law Book to contact the Town Clerk and allow the IT Department to verify that the procedure would work on her computer. It was verified that the procedure was viable and would eliminate the need for a flash drive to be used. By using the Town's server, both the Town Clerk and the Bookkeeper would see each other's entries on the Abstract for the Town's bills immediately. If needed, the bills approved for pre-payment could be entered and paid during those times when the bookkeeper is unavailable to enter them. He stressed that too often late fees are accrued on bills such as the National Grid bill due to the work schedule of the bookkeeper. He also stated that this is the

procedure that many of the towns use. Councilman Floyd Calkins made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

Resolution 81-2018

BE IT RESOLVED THAT the Hannibal Town Board approves to change the procedure to create the Town's Abstract for the Town's bills from using a flash drive to share the information between the Town Clerk and the Town Bookkeeper to using the Town's server. Through Williamson Law Book, the Town Clerk will be authorized a username/password to the accounting program allowing access only to the entry and editing of vouchers for the Abstract of Town bills.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

- Councilman Floyd Calkins asked who was responsible to remove and retrieve the recent Blood Drive signs that are still posted. Supervisor Virginia Wilbur stated that she would collect the signs in the yard and in the Village.
- Supervisor Virginia Wilbur stated that the Board would enter into Executive Session to discuss the appointment of a cleaner for the Municipal Building and litigation. She stated that Highway Superintendent Jake Malcott and Dog Control Officer Theresa Penfield would be invited.

At 7:40pm, Councilman Charles Reed made a motion to enter into Executive Session to discuss the appointment of a cleaner for the Municipal Building and litigation; seconded by Councilman Rick Shoults.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

At 7:40 pm the Regular Town Board Meeting closed and the Town Board entered into Executive Session to discuss the appointment of a cleaner for the Municipal Building and litigation.

At 9:07pm Councilman Rick Shoults made a motion to close the Executive Session and reconvene the Regular Town Board Meeting; seconded by Councilman Charles Reed.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

At 9:07 pm the Executive Session closed and the Regular Town Board Meeting reconvened.

Other Business:

- A discussion ensued to purchase a plaque in honor of Lowell Newvine for his years of service to the Town as the Town Historian. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

Resolution 82-2018

BE IT RESOLVED THAT the Hannibal Town Board approves to purchase a plaque in honor of Lowell Newvine for his 28 years of service to the Town of Hannibal as the Town Historian.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

- Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

Resolution 83-2018

BE IT RESOLVED THAT the Hannibal Town Board approves to appoint Peggy Shepard as the cleaner for the Municipal Building.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

Approval to Pay Town Bills:

Councilman Charles Reed made a motion to approve the payment of the following Town bills - Abstract #12; seconded by Councilman Rick Shoults.

- A. General Fund Vouchers #342 - #378; Pre-paid Vouchers #1044 - #1054; Total Claims \$29,735.51
 - B. DA Highway Fund Vouchers #128 - #152; Pre-paid Voucher #1008 - #1011; Total Claims \$39,370.84
 - C. DB Highway Fund Vouchers #41; Pre-paid Vouchers # - #; Total Claims \$1,372.36
 - D. Water District SW-2 Vouchers #51 - #56; Pre-paid Vouchers #1019 - #1021; Total Claims \$4,051.71
 - E. Water District SW-3 Vouchers #46 - #50; Pre-paid Vouchers #1010 - #1011; Total Claims \$5,521.17
 - F. Water District SW-4 Vouchers #50 - #53; Pre-paid Vouchers #1009 - #1010; Total Claims \$712.43
- Total of Vouchers: \$50,699.12 Total of Pre-paid Vouchers: \$30,623.08
Grand Total of Claims: \$81,322.20

****Excluding Voucher #375 (General Fund) in the amount of \$300.00***

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

At 9:08 pm, Councilman Floyd Calkins made a motion to adjourn the meeting; seconded by Councilman Rick Shoults.

Ayes: 5 [Calkins, Reed, Shoults, Wilson, Wilbur]

Nays: 0

The meeting was adjourned at 9:08 pm.

Respectfully submitted,

Denise J. Hafner

Denise J. Hafner

Hannibal Town Clerk