

**TOWN OF HANNIBAL  
ORGANIZATIONAL BOARD MEETING  
January 6, 2021  
7:00 PM**

**Present via Phone Conference:** Supervisor Floyd Calkins  
Councilman Greg Hilton  
Councilman Rick Shoults  
Councilwoman Virginia Wilbur  
Councilwoman Brenda Wilson  
Town Clerk Denise Hafner

**Others Present via Phone Conference:** Heather Ladd; (Others members of the community may have been on the call that were not named)

Supervisor Floyd Calkins called the meeting to order at 7pm.

Town Clerk Denise Hafner took a roll call of Board members present:

Supervisor Floyd Calkins, present  
Councilman Greg Hilton  
Councilman Rick Shoults, present  
Councilwoman Brenda Wilson, present  
Councilwoman Virginia Wilbur, present

**Public Session:** No Comments

**Correspondence & Notifications:**

- Supervisor Floyd Calkins announced that the Town Justice Court Records are ready for audit by the Town Board per a letter submitted by the Justices. Supervisor Floyd Calkins and Councilman Greg Hilton will meet with the Court Clerk to review the records on Tuesday, January 12, 2021.
  
- Supervisor Floyd Calkins announced that the Association of Towns Annual Meeting/Training will be held virtually February 14-17, 2021. Councilman Greg Hilton, Councilman Rick Shoults and Councilwoman Brenda Wilson stated they would be attending some of the meetings. Supervisor Floyd Calkins stated that a delegate and alternate delegate needed to be appointed. Supervisor Floyd Calkins made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 01-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves the appointment of Greg Hilton as the delegate for the 2021 Association of Towns Annual meeting.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Councilwoman Virginia Wilbur made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

**Resolution 02-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves the appointment of Brenda Wilson as the alternate delegate for the 2021 Association of Towns Annual meeting.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the announcement of Department & Employee Appointments. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 03-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves the announcement of the following appointments for the following positions:**

**Dog Control Officer shall be Theresa Penfield.**

**Assistant Clerk shall be Donna Whitcomb.**

**Safety Coordinator shall be Chris Harris.**

**Court Clerk shall be Denise Hafner.**

**Reappoint Charles Fadden to Board of Assessment Review term 10/01/20 - 9/30/2025**

**Planning and Zoning Secretary shall be Shelly Stanton.**

**Planning Board member Charles Thomas (12/31/2027)**

**ZBA Member Deborah Pulsifer (12/31/2025)**

**The Court Constables shall be Robert Dalton, Thomas Brosch, Matt Kurimsky and Thomas Adessa.**

**Water Superintendent shall be Duane Shepard.**

**Water Clerk shall be Sheri Meyer.**

**Water Operators shall be Chris Harris and Ron Greenleaf.**

**Water Tester shall be John Congdon.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the appointment of a liaison to the Highway Department. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 04-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves the appointment of Virginia Wilbur as the Liaison to the Hannibal Highway Department.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following designations. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 05-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves the following:**

- The Monthly Board Meeting shall be held on the third Wednesday of the month at 7pm.**
- The Monthly Board Workshops shall be held two weeks prior to the Board Meeting (Wednesday) at 6pm.**
- The Official Depository shall be Community Bank.**
- The Mileage Rate for approved travel shall be 56 cents. (as per the IRS rate)**
- The Palladium Times shall be the Official Newspaper.**
- The Town Attorney shall be Prosachik Law Firm.**
- NYMIR shall be the designated Insurance Carrier for the Town.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates and table of hourly employees. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 06-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Town Supervisor is authorized to pay employees at the rates set forth in the 2020 Budget and the table of hourly employees as follows:**

- **Deputy Clerk \$12.80/hr.**
- **Assistant Clerk \$12.50/hr.**
- **Water Clerk \$14.00/hr.**
- **Water Operator \$16.00/hr.**
- **Seasonal Water Employees \$12.50**
- **Seasonal Highway Employees \$12.50/hr.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment of the Planning Board and Zoning Board of Appeals. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 07-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Members of the Planning Board and Zoning Board of Appeals are to be paid monthly as follows:**

- **Chairperson \$100.00 per meeting**
- **Secretary \$70 per meeting and \$12.50/hr. for clerical work excluding meeting minutes**
- **Members \$70.00 per meeting.**
- **\*Members must attend the meeting to be paid.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment of the Board of Assessment Review. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

#### **Resolution 08-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Members of the Board of Assessment Review are to be paid as follows:**

- Chairperson \$100.00 per meeting
- Members \$70.00 per meeting
- \*Members must attend the meeting to be paid.

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]  
Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment for the Court Constables. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

#### **Resolution 09-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Court Constables shall be paid \$60.00 per court session or board meeting.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]  
Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the official town website address and website administrator. Supervisor Floyd Calkins asked Councilwoman Brenda Wilson to be the Co-administrator. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

#### **Resolution 10-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Official Website for the Town of Hannibal shall be hannibalny.org and the Town Supervisor shall be the Website Administrator with Councilwoman Brenda Wilson as the Website Co-administrator.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]  
Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following petty cash amounts, fees, and purchase rate for the Highway Superintendent. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

#### **Resolution 11-2021**

**BE IT RESOLVED THAT the Hannibal Town Board sets the following Petty Cash amounts, Fees and Maximum Purchase Rate for 2021.**

- Petty Cash for the Tax Collector shall be \$250;

- **Petty Cash for the Town Clerk shall be \$100.**
- **Petty Cash for the Justice Court shall be \$50.**
- **Petty Cash for the Water Department shall be \$50.**
- **The Fee for a Returned Check shall be \$20.**
- **The Maximum Purchase Rate for the Highway Superintendent shall be \$5000.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the Town Clerk’s Office closing on Fridays from Memorial Day to Labor Day and to approve the 2021 Payroll Schedule. Councilwoman Virginia Wilbur made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

**Resolution 12-2021**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Town Clerk’s Office will be closed on Fridays from Memorial Day to Labor Day and the attached 2021 Payroll Schedule.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to reaffirm the Wire Transfers and Online Banking Policy, Investment and Deposit Policy and Procedures, Fund Balance Policy, Credit Card Policy, Workplace Violence Prevention Policy, Sexual Harassment Policy, and Ethics Policy. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 13-2021**

**BE IT RESOLVED THAT the Hannibal Town Board reaffirms the Wire Transfers and Online Banking Policy, Investment and Deposit Policy and Procedures, Fund Balance Policy, Credit Card Policy, Workplace Violence Prevention Policy, Sexual Harassment Policy, and Ethics Policy.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to authorize the Town Supervisor to sign the Inter-municipal Agreement with the Village of Hannibal. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 14-2021**

**BE IT RESOLVED THAT the Hannibal Town Board authorizes the Town Supervisor to sign the Inter-municipal Agreement with the Village of Hannibal.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following authorization for the Town Supervisor to pay in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit, and to authorize the

Town Supervisor to pay all bills such as utilities, credit cards and debt payments electronically. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

**Resolution 15-2021**

**BE IT RESOLVED THAT the Hannibal Town Board authorizes the Town Supervisor to pay in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit, and to authorize the Town Supervisor to pay all bills such as utilities, credit cards and debt payments electronically.**

**Ayes: 5 [Hilton, Shoults, Wilbur, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins made the following announcements of positions:

Announcement of appointments by Supervisor Calkins:

Deputy Town Supervisor shall be Brenda Wilson.

Town Historian shall be Dawn Combes.

Town Bookkeeper shall be Patricia Craine.

Supervisor's Clerk shall be Sheri Meyer.

Announcement of appointments by Town Clerk/Collector Hafner:

Deputy Town Clerk shall be Dawn Combes.

Deputy Tax Collector shall be Dawn Combes.

Deputy Registrar of Vital Records shall be Dawn Combes.

Announcement of appointment by Highway Superintendent Malcott:

Deputy Highway Superintendent shall be Nelson Hawkins.

**Other Business:** It was recommended that any Board Members who wish to review the Court records make an appointment with the Court Clerk. It was also recommended that Board meetings continue to be held remotely until further notice.

At 7:31pm, Councilwoman Virginia Wilbur made a motion to adjourn the meeting; seconded by Councilwoman Brenda Wilson.

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

Nays: 0

The meeting was adjourned at 7:31pm.

Respectfully submitted,

**Denise J. Hafner**

Denise J. Hafner, Hannibal Town Clerk