

**TOWN OF HANNIBAL  
BOARD MEETING  
FEBRUARY 17, 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, present  
Councilman Rick Shoults, present  
Councilwoman Brenda Wilson, present  
Councilwoman Virginia Wilbur, present

**Public Session:** Heather Ladd asked for clarification on the budget modification approved transferring the money for the down payment on the snow plow. Supervisor Floyd Calkins explained that the truck had not yet been delivered to the Town and that the money had been approved in 2020 but was placed in the wrong account line. The budget modification was approved to place the money in the correct account designated for equipment.

**Approval of 2021 January Board Meeting Minutes:**

- Supervisor Floyd Calkins requested that a motion be made to approve the above Board Minutes. Councilman Rick Shoults made a motion to accept the January 2021 Board Meeting Minutes; Councilman Greg Hilton seconded the motion.

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

Nays: 0

**Approval of Financial Report: January 2021 Report:**

- Supervisor Floyd Calkins requested that a motion be made to approve the January 2021 Financial Report. Councilman Greg Hilton made a motion to accept the January 2021 Financial Report; Councilman Rick Shoults seconded the motion.

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

Nays: 0

**Correspondence & Notifications:**

- Blood Drive scheduled for March 15<sup>th</sup>, 2021 from noon to 5pm.
- High School National Honor Society Blood Drive scheduled for March 22<sup>nd</sup>, 2021 from noon to 5pm.

- The 2021 level of assessment will be 87.5%, an increase from 86.8%.
- Nodine's completed the installation of a vent in the Utility Room to prevent overheating.
- The equipment sold on Auction's International has all been picked up with the exception of the small sander, weed-eater and generator. The remaining equipment should be picked up shortly.

**Departmental 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 – No Report**
- **Assessor's Report – No Report**
- **Dog Control Report**
- **Planning Board Report**
- **Zoning Board of Appeals Report – No Report**
- **Water Department Report**

Councilman Greg Hilton asked why a monthly report was not submitted by the Code Enforcement Officer. The Board discussed requiring that all Department Heads submit monthly reports for the Board meetings. Supervisor Floyd Calkins will discuss the matter with the Code Enforcement Officer and the Board will discuss again at the next Board meeting.

Councilwoman Virginia Wilbur made a motion to approve the above reports; seconded by Councilman Rick Shoults.

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

**New Business:**

- Supervisor Floyd Calkins asked the Board for a motion to adopt the Town of Hannibal Health Emergency Plan. Councilman Greg Hilton made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 20 -2021**

**BE IT RESOLVED THAT the Hannibal Town Board adopts the Town of Hannibal Health Emergency Plan.**

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

- Town Supervisor Floyd Calkins informed the Board of the following new operating office hours for the Town Clerk's Office: Monday 9am-3pm; Tuesday 11am-6pm; Wednesday-Thursday 9am-4pm. This change is to ensure the safety and security of the employees by preventing working in the office alone.
- Town Supervisor Floyd Calkins asked the Board members their opinions for holding the Board meetings. Councilman Greg Hilton stated that he would not oppose meeting in person but would support continuing to hold meeting virtually if there were still concerns about in-person meetings. Councilman Rick Shoults stated that he would be more comfortable holding virtual meetings at least through March. The Board members agreed to continue meeting virtually until further notice.

- The Board discussed the current policy of keeping the Municipal Building closed to the public. Since the installation of the utility room vent, transactions are currently handled inside the vestibule. Councilwoman Virginia Wilbur suggested continuing to keep the building closed to the public until further notice.

**Other Business:**

- Councilman Greg Hilton stated that he would like to discuss the 284 Agreement further. Town Supervisor Floyd Calkins suggested inviting Highway Superintendent Jake Malcott to the next workshop to discuss the agreement.

**Approval to Pay Town Bills:** Councilwoman Virginia Wilbur made a motion to approve the payment of the following Town bills - Abstract #2; seconded by Councilman Greg Hilton.

- A. General A Fund Vouchers #23-#37; Total Claims: \$3,279.62
  - B. General B Fund Vouchers #5-#9; Total Claims: \$372.93
  - C. General SF Fund Vouchers #1; Total Claims: \$276,278.00
  - D. General SL Fund Vouchers #2; Total Claims: \$315.24
  - E. DA Highway Fund Vouchers #9-#17; Total Claims: \$14,747.90
  - F. DB Highway Fund Vouchers #4; Total Claims: \$2,000.00
  - G. Water District SW-1 Vouchers #; Total Claims: \$
  - H. Water District SW-2 Vouchers #8-#12; Total Claims: \$3,546.51
  - I. Water District SW-3 Vouchers #8-#10; Total Claims \$2,050.33
  - J. Water District SW-4 Vouchers #10-#11; Total Claims \$227.31
  - K. Trust & Agency Vouchers #3; Total Claims \$188.00
- Grand Total of Claims: \$303,005.84

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

Nays: 0

At 7:23pm, Councilwoman Virginia Wilbur made a motion to adjourn the meeting; seconded by Councilman Greg Hilton.

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

Nays: 0

The meeting was adjourned at 7:23pm.

Respectfully submitted,

*Denise J. Hafner*

Denise J. Hafner, Hannibal Town Clerk