

**TOWN OF HANNIBAL
ORGANIZATIONAL BOARD MEETING
January 5, 2022
6:00 PM**

Present: Supervisor Floyd Calkins
Councilwoman Heather Ladd
Councilman Greg Hilton
Councilwoman Brenda Wilson
Town Clerk Denise Hafner

Absent: Councilwoman Tara Clark

Others Present: Jack Beckwith, Jr., Town Justice; Greg Caster, Palladium Times Reporter

Supervisor Floyd Calkins called the meeting to order at 6:25pm.

Prior to the meeting being call to order, Jack Beckwith, Jr., Town Justice, administered the Oath of Office to the Town Officials present.

- Supervisor Floyd Calkins asked for a motion to approve the announcement of Department & Employee Appointments. Councilwoman Heather Ladd made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 01-2022

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.
Code/Zoning Enforcement Officer shall be Carl Emmons, Jr.
Court Clerk shall be Denise Hafner.**

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

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

Resolution 02-2022

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

Planning Board Member Ron Greenleaf (term to expire 12/31/2026)
Planning Board Member Nancy Adamy (term to expire 12/31/2027)
Planning Board Chair shall be Ron Greenleaf
Planning and Zoning Secretary shall be Shelly Stanton.
Zoning Board of Appeals Member Ryan Green (term to expire 12/31/2026)

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]
Nays: 0
Absent: 1 [Clark]

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

Resolution 03-2022

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

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 Ron Greenleaf.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]
Nays: 0
Absent: 1 [Clark]

- Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilwoman Heather Ladd.

Resolution 04-2022

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

The Liaison for the Bethel Cemetery shall be Brenda Wilson.
The Liaison for the Highway Garage shall be Greg Hilton.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]
Nays: 0
Absent: 1 [Clark]

- Supervisor Floyd Calkins asked for a motion to approve the following designations. Councilwoman Heather Ladd made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 05-2022

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 58.5 cents. (as per the IRS rate)

The Palladium Times shall be the Official Newspaper.

The Town Attorney shall be Seiter Law Firm.

NYMIR shall be the designated Insurance Carrier for the Town.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- Supervisor Floyd Calkins asked for a motion to approve the following rates and table of hourly employees. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 06-2022

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 2022 Budget, summarized on Attachment A.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment of the Planning Board and Zoning Board of Appeals. Councilwoman Heather Ladd made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 07-2022

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 \$13.20/hr. for clerical work excluding meeting minutes**
- **Members \$70.00 per meeting.**
- ***Members must attend the meeting to be paid.**

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment of the Board of Assessment Review. Councilman Greg Hilton made a motion to approve the following resolution; seconded by Councilwoman Heather Ladd.

Resolution 08-2022

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 \$250.00/year**
- **Members \$200.00/year**
- ***Members must attend the meeting to be paid**

And the Court Constables shall be paid \$70.00 per court session or board meeting.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- 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 Greg Hilton made a motion to approve the following resolution; seconded by Councilwoman Heather Ladd.

Resolution 09-2022

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: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

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

Resolution 10-2022

BE IT RESOLVED THAT the Hannibal Town Board sets the following Petty Cash amounts, Fees and Maximum Purchase Rate for 2022.

- **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: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- Supervisor Floyd Calkins asked for a motion to approve the 2022 Payroll Schedule and reaffirm the following policies: Wire Transfers and Online Banking Policy; Investment and Deposit Policy and

Procedures; Procurement Policy; Fund Balance Policy; Credit Card Policy; Workplace Violence Prevention Policy; Sexual Harassment Policy; and Ethics Policy. Councilwoman Heather Ladd made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 11-2022

BE IT RESOLVED THAT the Hannibal Town Board approves the attached 2022 Payroll Schedule and reaffirms the following policies: Wire Transfers and Online Banking Policy; Investment and Deposit Policy and Procedures; Procurement Policy; Fund Balance Policy; Credit Card Policy; Workplace Violence Prevention Policy; Sexual Harassment Policy; and Ethics Policy.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- Supervisor Floyd Calkins asked for a motion to authorize the Town Supervisor to sign the Inter-municipal Agreement with the Village of Hannibal and to approve the following authorization for the Town Supervisor to pay in advance of audit of claims for public utility services, postage, freight, express charges and credit card bill. 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 Greg Hilton made a motion to approve the following resolution; seconded by Councilwoman Heather Ladd.

Resolution 12-2022

BE IT RESOLVED THAT the Hannibal Town Board authorizes the Town Supervisor to sign the Inter-municipal Agreement with the Village of Hannibal and to approve the following authorization for the Town Supervisor to pay in advance of audit of claims for public utility services, postage, freight, express charges and credit card bill. 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: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- 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:

- Supervisor Floyd Calkins reminded the Board that the Court Records need to be audited and suggested doing toward the end of January.
- Supervisor Floyd Calkins stated that the Hannibal Library asked if they could borrow the popcorn machine that was used for the youth program that has been discontinued. He suggested that the Town donate it to the library. Councilwoman Heather Ladd made a motion to approve the following resolution to donate the popcorn machine to the library; seconded by Councilman Greg Hilton.

Resolution 13-2022

BE IT RESOLVED THAT the Hannibal Town Board approves to donate the popcorn machine to the Hannibal Library.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

- The Board discussed the ARPA Spreadsheet provided by Supervisor Floyd Calkins showing the estimated revenue loss and using the state growth rate figure of 4.1%. Several projects suggested to use the money for were a) improving the Town's infrastructure; b) replace the Municipal Building's roof and siding; c) seal & stripe the Municipal Building's parking lot; d) install better lighting in the Municipal Building's parking lot; e) install a new Drop Box (possibly a separate Drop Box for the Town/Village and a separate one for the Town Court); f) explore possible extensions of the Water Department; etc.
- Supervisor Floyd Calkins stated that one resident on Muck Drive contacted him about the project to connect into the Granby Water District on Muck Drive and informed him that she had not received the survey or mailing from the Town.
- The Board briefly discussed the Village Youth Program.

At 6:55pm, Councilman Greg Hilton made a motion to adjourn the meeting; seconded by Councilwoman Heather Ladd.

Ayes: 4 [Ladd, Hilton, Wilson, Calkins]

Nays: 0

Absent: 1 [Clark]

The meeting was adjourned at 6:55pm.

Respectfully submitted,

Denise J. Hafner

Denise J. Hafner, Hannibal Town Clerk