

**TOWN OF HANNIBAL
BOARD AGENDA
ORGANIZATIONAL MEETING
JANUARY 4, 2023
6:00PM**

1. Regular Business
 - A. Call meeting to order/Pledge of Allegiance
 - B. Oaths of Office

Appointments:

Dog Control Officer shall be Theresa Penfield.
Assistant Clerk shall be Ellen Killecut.
Safety Coordinator shall be Chris Harris.
Code/Zoning Enforcement Officer shall be Carl Emmons Jr.
Court Clerk shall be Denise Hafner.
Planning Board member Carrie Deloff (12/31/2029)
Planning Board Chair shall be Ron Greenleaf
Planning and Zoning Secretary shall be Shelly Stanton.
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 Meyers.
Water Operators shall be Chris Harris and Ron Greenleaf.
Water Tester shall be Ron Greenleaf.
Liaison for the Bethel Cemetery shall be Town Supervisor
Liaison for the Highway Garage shall be Greg Hilton

Resolutions:

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 62.5 cents. (as per the IRS rate)
The Cell phone Stipend for Code & Zoning Enforcement officer & Dog Control officer shall be \$40/month
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.

Authorize the Town Supervisor to pay employees at the rates set forth in the 2023 Budget, Summarized on attachment A.

Members of the Planning Board and Zoning Board of Appeals are to be paid monthly as follows:

Chairperson \$100.00 per meeting, Secretary \$100 per meeting & \$14.20 hr for clerical work excluding meeting minutes, Members \$70.00 per meeting.

*Members must attend the meeting to be paid.

Members of the Board of Assessment Review are to be paid as follows:

Chairperson \$250.00/yr, Members \$200/yr

*Members must attend the meetings to be paid.

Court Constables shall be paid \$26.00 hr, 3hr min per court session or board meeting.

Official Website for the Town will be www.hannibalny.org.

Town Supervisor shall be the Website Administrator

Petty Cash for the Tax Collector shall be \$250; Petty Cash for the Town Clerk shall be \$100; Justice Court shall be \$50; Water Department \$50;

The Fee for a Returned Check shall be \$20.

The Maximum Purchase Rate for the Highway Superintendent shall be \$5000.

Accept 2023 Payroll Schedule.

Reaffirm the following policies: Wire Transfers and Online Banking Policy, Investment and Deposit Policy and Procedures, Procurement Policy, Fund Balance Policy, and Credit Card Policy.

Reaffirm the following policies: Workplace Violence Prevention Policy, Sexual Harassment Policy, and Code of Ethics Policy.

Authorize Supervisor to sign Intermunicipal agreement with Village.

Authorize the Supervisor to pay in advance of the audit of claims for: public utility services, postage, freight, express charges & credit card bill. All such claims shall be presented at the next regular meeting for audit.

Authorize the Supervisor to pay all bills such as utilities, credit cards and debt payments electronically.

Announcement of Appointments:

Announcement of appointments by Supervisor Calkins:

Deputy Town Supervisor shall be Tara Clark.

Town Historian shall be Dawn Combes.

Town Bookkeeper shall be Patricia Craine.

Supervisor's Clerk shall be Sheri Meyers

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.

2. Any Other Business

3. Adjourn Meeting

Attachment A: Town of Hannibal

Employee Salaries by Position 2023						
	Account	Name	2023 Rate			
	A1010.1	Town Board (4 members, \$3,300ea)	\$13,200	YR		
	A1110.1	Justice	\$12,000	YR		
	A1110.1	Justice	\$12,000	YR		
	A1110.12	Court Clerk	\$13,989	YR		
	A1110.13	Constables	\$26.00	HR		
	A1220.1	Supervisor	\$13,300	YR		
	A1220.12	Deputy Supervisor	\$450	YR		
	A1220.13	Bookkeeper	\$8,525	YR		
	A1220.14	Supervisor Secretary	\$3,500	YR		
	A1330.1	Tax Collector	\$4,250	YR		
	A1340.1	Budget Director	\$2,500	YR		
	A1355.1	Assessor	\$20,000	YR		
	A1355.405	Board of Assessment Review Chair	\$250.00	YR		
	A1355.405	Board of Assessment Review Member	\$200.00	YR		
	A1410.1	Town Clerk	\$17,677	YR		
	A1410.12	Deputy Clerk	\$12,688	YR		
	A1410.16	Assistant Clerk	\$7,878	YR		
	A3510.1	Dog Control Officer	\$8,400	YR		
	A5010.1	Highway Superintendent	\$58,000	YR		
	A5010.11	Highway Deputy	\$800	YR		
	A7410.4	Historian	\$350	YR		
	B8010.12	ZBA Secretary	\$100	MT		
	B8010.12	ZBA Secretary	\$14.20	HR		
	B8010.402	ZBA Chair	\$100	MT		
	B8010.403	ZBA Board Member	\$70	MT		
	B8020.12	Planning Secretary	\$100	MT		
	B8020.12	Planning Secretary	\$14.20	HR		
	B8020.402	Planning Chair	\$100	MT		
	B8020.403	Planning Board Member	\$70	MT		
	B8664.1	Code Enforcement Officer	\$13,000	YR		
*	SW*8310.11	Water Superintendent	\$22,900	YR		
SW2 = 36.5%	SW*8310.12	Water Operators	\$17.87	HR		
SW3 = 57%	SW*8310.13	Water Clerk	\$8,560	YR		
SW4 = 6.5%	SW*8310.14	Water Tester	\$4,800	YR		
	SW*8310.15	Water Seasonal Temp	\$14.20	HR	Thru	\$16.00
Oct-Mar	DA5142.1	Motor Equipment Operator	\$22.39	HR		
Apr-Sept	DB5110.1	Seasonal Employees	\$14.20	HR		