

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

Present: Supervisor Floyd Calkins
Councilwoman Tara Clark
Councilman Greg Hilton
Councilman Andrew Holden
Town Clerk Denise Hafner

Absent: Councilwoman Heather Ladd

Others Present: None

Supervisor Floyd Calkins called the meeting to order with the Pledge of Allegiance at 7pm.

Public Session: No Comments

Supervisor Floyd Calkins administered the Oath of Office for Councilman Andrew Holden and Councilwoman Tara Clark.

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

Resolution 01-2023

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 Ellen Killecut.**
- Safety Coordinator shall be Chris Harris.**
- Court Clerk shall be Denise Hafner.**

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Councilman Greg Hilton made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 02-2023

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

- Planning Board member Carrie Deloff (12/31/2029)**
- Planning Board Chair shall be Ron Greenleaf.**

Planning and Zoning Secretary shall be Shelly Stanton.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Councilman Andrew Holden made a motion to approve the following resolution; seconded by Councilwoman Tara Clark.

Resolution 03-2023

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.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Councilman Greg Hilton made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 04-2023

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

Water Operators shall be Chris Harris and Ron Greenleaf.

Water Tester shall be Ron Greenleaf.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Councilwoman Tara Clark made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 05-2023

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

Liaison for Bethel Cemetery shall be the Town Supervisor.

Liaison for the Highway Department shall be Councilman Greg Hilton.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

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

Resolution 06-2023

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 62.5 cents (as per the IRS rate).

The Cell Phone Stipend for the Code & Zoning Enforcement Officer and the 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.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Supervisor Floyd Calkins asked for a motion to authorize the Town Supervisor to pay employees at the rates set forth in the 2023 Town of Hannibal Budget as summarized on Attachment A (see attached). Councilman Greg Hilton made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 07-2023

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 2023 Town of Hannibal Budget as summarized on Attachment A (see attached).

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

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

Resolution 08-2023

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 \$100 per meeting and \$14.20/hr for clerical work excluding meeting minutes**
- **Members \$70.00 per meeting.**
- ***Members must attend the meetings to be paid.**

AND

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

- **Chairperson \$250.00/year**
- **Members \$200.00/year**
- ***Members must attend the meetings to be paid.**

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Supervisor Floyd Calkins asked for a motion to approve the following resolution for the rates for payment for the Court Constables and for the designation of the Town Website and Website Administrator. Councilwoman Tara Clark made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 09-2023

BE IT RESOLVED THAT the Hannibal Town Board approves that the Court Constables shall be paid \$26.00 per hour (3 hour minimum) per court session or board meeting and the Official Website for the Town of Hannibal shall be www.hannibalny.org and the Town Supervisor shall be the Website Administrator .

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

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

Resolution 10-2023

BE IT RESOLVED THAT the Hannibal Town Board sets the following Petty Cash amounts, Fees and Maximum Purchase Rate for 2023.

- **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 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Supervisor Floyd Calkins asked for a motion to approve the 2023 Payroll Schedule. Councilwoman Tara Clark made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 11-2023

BE IT RESOLVED THAT the Hannibal Town Board approves the attached 2023 Payroll Schedule.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Supervisor Floyd Calkins asked for a motion to reaffirm the following policies, agreements and authorizations:
 - Wire Transfers and Online Banking Policy, Investment and Deposit Policy and Procedures, Procurement Policy, Fund Balance Policy, and Credit Card Policy.
 - Workplace Violence Prevention Policy, Sexual Harassment Policy, and Code of Ethics Policy.
 - Authorize the Town Supervisor to sign the Intermunicipal Agreement with the Village of Hannibal
 - Authorize the Town Supervisor to pay in advance of the audit of claims for public utility services, postage, freight, express charges and credit card bill.
 - Authorize the Town Supervisor to pay all bills such as utilities, credit cards and debt payments electronically. Councilwoman Tara Clark made a motion to approve the following resolution; seconded by Councilman Andrew Holden.

Resolution 12-2023

- **BE IT RESOLVED THAT the Hannibal Town Board reaffirms the following policies, agreements and authorizations:**
 - **Wire Transfers and Online Banking Policy, Investment and Deposit Policy and Procedures, Procurement Policy, Fund Balance Policy, and Credit Card Policy.**
 - **Workplace Violence Prevention Policy, Sexual Harassment Policy, and Code of Ethics Policy.**
 - **Authorize the Town Supervisor to sign the Intermunicipal Agreement with the Village of Hannibal**
 - **Authorize the Town Supervisor to pay in advance of the 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.**
 - **Authorize the Town Supervisor to pay all bills such as utilities, credit cards and debt payments electronically.**

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

- Supervisor Floyd Calkins made the following announcements of positions:
 - 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.

 - 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:

- Councilman Greg Hilton informed the board that the grant was approved for \$72,000 to update the Comprehensive Plan with the balance of \$8,000 to be shared by the Town and Village. He stated that a core committee of 6-8 members will need to be formed and that he would draft an advertisement to be placed on the Town website.
- Supervisor Floyd Calkins met with the Security Company for a review of the building to give a quote. They will also review the Highway Garage.
- Councilman Andrew Holden stated that he was still looking into possible charging stations to be placed in the Town parking lot for access to residents.
- The board discussed the Bulk Water project and possible locations for the station to be placed.
- Councilwoman Tara Clark suggested that the Town hold a Public Hearing for residents to share ideas and input on the Community Park.
- Councilman Andrew Holden mentioned that he was asked about the possibility of the Town holding a Farmer's Market.

At 6:58pm, Councilman Andrew Holden made a motion to adjourn the meeting; seconded by Councilwoman Tara Clark.

Ayes: 4 [Clark, Hilton, Holden, Calkins]

Nays: 0

Absent: 1 [Ladd]

The meeting was adjourned at 6:58pm.

Respectfully submitted,

Denise J. Hafner

Denise J. Hafner, Hannibal Town Clerk