

**TOWN OF HANNIBAL  
ORGANIZATIONAL BOARD MEETING  
January 3, 2024  
6:00 PM**

**Present:** Supervisor Floyd Calkins  
Councilwoman Tara Clark  
Councilman Greg Hilton  
Town Clerk Dawn Combes

**Absent:** Councilwoman Heather Ladd  
Councilman Andrew Holden

**Others Present:** Ellen Killecut, Deputy Town Clerk; Jake Malcott, Highway Superintendent;  
Jack Beckwith Jr., Town Justice

Supervisor Floyd Calkins called the meeting to order with the Pledge of Allegiance at 6pm

Prior to the meeting being called to order, Jack Beckwith Jr, Town Justice, administered the Oath of Office for Town Clerk, Dawn Combes; Councilwoman Tara Clark and Highway Superintendent; Jake Malcott.

**Public Session:** No Comments

**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 01-2024**

**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.**

**Planning Board member Brandon Scruton (12/31/2030)**

**Planning Board Chair shall be Ron Greenleaf.**

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

**The Court Constables shall be Kevin Berghorn, Thomas Brosch, Matt Kurimsky and Thomas Adessa.**

**Water Superintendent shall be Duane Shepard.**

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

**Water Tester shall be Ron Greenleaf.**

**Liaison for Bethel Cemetery shall be the Town Supervisor.**

**Liaison for the Highway Garage shall be Councilman Greg Hilton.**

**Court Clerk shall be Denise Hafner.**

**Water Clerk shall be Deborah Pulsifer**

**Code/Zoning Officer shall be Carl Emmons Jr.**

**Ayes: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

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

**Resolution 02-2024**

**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 67 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: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden,]**

- Supervisor Floyd Calkins asked for a motion to authorize the Town Supervisor to pay employees at the rates set forth in the 2024 Town of Hannibal Budget and the current labor agreement as summarized on Attachment A (see attached). Councilwoman Tara Clark made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

**Resolution 03-2024**

**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: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden,]**

- 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 04-2024**

**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 \$15.00/hr for clerical work excluding meeting minutes**
- **Members \$70.00 per meeting.**
- **Members must attend the meetings to be paid.**

**Ayes: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

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

**Resolution 05-2024**

**BE IT RESOLVED THAT THE Town Board approves 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: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

- 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 Greg Hilton.

**Resolution 06-2024**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Court Constables shall be paid \$27.30 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](http://www.hannibalny.org) and the Town Supervisor shall be the Website Administrator.**

**Ayes: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

- 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 Tara Clark.

**Resolution 07-2024**

**BE IT RESOLVED THAT the Hannibal Town Board sets the following Petty Cash amounts, Fees and Maximum Purchase Rate for 2024.**

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

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

- 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. Reaffirm the following policies: Workplace Violence Prevention Policy, Sexual Harassment Policy, and Code of Ethics Policy. Councilman Greg Hilton made a motion to approve the following resolutions seconded by Councilwoman Tara Clark.

#### **Resolution 08-2024**

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

**Ayes: 3 [Clark, Hilton, Holden, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

- Supervisor Floyd Calkins asked for a motion to Authorize the Town Supervisor to sign the Intermunicipal Agreement with the Village of Hannibal. Councilman Greg Hilton made a motion to approve the following resolutions seconded by Councilwoman Tara Clark.

#### **Resolution 09-2024**

**BE IT RESOLVED THAT the Town Board authorizes the Town Supervisor;**

- **To sign the Intermunicipal Agreement with the Village of Hannibal**

**Ayes: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

- Supervisor Floyd Calkins asked for a motion to 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 Greg Hilton.

**Resolution 10-2024**

**BE IT RESOLVED THAT the Hannibal Town Board reaffirms the following policies, agreements and authorizations:**

- **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: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

- 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.

Supervisor's clerk shall be Patricia Craine.

Announcement of appointments by Town Clerk/Collector Combes:

Deputy Town Clerk shall be Ellen Killecut.

Deputy Tax Collector shall be Ellen Killecut.

Deputy Registrar of Vital Records shall be Ellen Killecut.

Announcement of appointment by Highway Superintendent Malcott:

Deputy Highway Superintendent shall be Nelson Hawkins.

**Other Business:**

Discussion on any new updates from the Code Enforcer on Locust Grove Trailer Park

At 6:50pm, Councilwoman Tara Clark made a motion to adjourn the meeting; seconded by Councilman Greg Hilton.

**Ayes: 3 [Clark, Hilton, Calkins]**

**Nays: 0**

**Absent: 2 [Ladd, Holden]**

The meeting was adjourned at 6:50pm.

Respectfully submitted,

***Dawn M. Combes***

Dawn M. Combes, Hannibal Town Clerk