

**TOWN OF HANNIBAL
ORGANIZATIONAL BOARD MEETING
January 8, 2025
6:00 PM**

Present: Deputy Supervisor Tara Clark
Councilwoman Kim Malone
Councilman Greg Hilton
Town Clerk Dawn Combes

Absent: Councilwoman Heather Ladd
Supervisor Andrew Holden

Others Present: Jake Malcott, Highway Superintendent; Duane Shepard, Water Superintendent; Virginia Wilbur, Missy Hoefler, Peggy Shepard

Deputy Supervisor Tara Clark called the meeting to order with the Pledge of Allegiance at 6pm

Public Session: No Comments

Deputy Supervisor Tara Clark announced she received Town Supervisor Andrew Holdens letter of resignation on January 7, 2025. Councilman Greg Hilton made a motion to accept Town Supervisor Andrew Holden's resignation; Seconded by Councilwoman Kim Malone

Resolution 01-2025

BE IT RESOLVED THAT the Hannibal Town Board accepts the resignation of Town Supervisor Andrew Holden on January 7, 2025.

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

Deputy Supervisor Tara Clark made a motion to appoint Councilwoman Kim Malone as Town Supervisor term ending 12/31/25; Seconded by Councilman Greg Hilton.

Resolution 02-2025

BE IT RESOLVED THAT the Hannibal Town Board accepts the appointment of Councilwoman Kim Malone to Town Supervisor; Term ending 12/31/25.

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

Deputy Supervisor Tara Clark announced that there will be an opening on the Town Board for a new Town Councilmember. Greg Hilton made a motion to advertise that the Town Board is accepting

applications for a Board member term ending 12/31/25 and to send a letter of interest by 2/7/25 with interviews being held on February 12, 2025 at 6:00pm; Seconded by Supervisor Kim Malone.

Resolution 03-2025

BE IT RESOLVED THAT the Hannibal Town Board approves to advertise that the Town Board is accepting applications for a Board member term ending 12/31/25 and to send a letter of interest by 2/7/25 with interviews being held on February 12, 2025 at 6:00pm

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

Appointments: Deputy Supervisor Tara Clark 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 Kim Malone.

Resolution 04-2025

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 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 Dawn Combes.

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, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

Deputy Supervisor Tara Clark asked for a motion to approve the following designations. Councilwoman Kim Malone made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 05-2025

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 70 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, Malone]

Nays: 0

Absent: 2 [Ladd, Holden,]

- Deputy Supervisor Tara Clark asked for a motion to authorize the Town Supervisor to pay employees at the rates set forth in the 2025 Town of Hannibal Budget and the current labor agreement as summarized on Attachment A (see attached). Supervisor Kim Malone made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 06-2025

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 2025 Town of Hannibal Budget as summarized on Attachment A (see attached).

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden,]

- Deputy Supervisor Tara Clark 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 Supervisor Kim Malone.

Resolution 07-2025

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, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

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

Resolution 08-2025

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, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

- Deputy Supervisor Tara Clark 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. Supervisor Kim Malone made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 09-2025

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.

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

The Town Board will discuss further at a future meeting the designation of a Website Administrator. This position was previously held by past Supervisor Floyd Calkins and is currently temporarily done by Town Clerk Dawn Combes

- Deputy Supervisor Tara Clark 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 Supervisor Kim Malone.

Resolution 10-2025

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, Malone]
Nays: 0
Absent: 2 [Ladd, Holden]

- Deputy Supervisor Tara Clark 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 Deputy Supervisor Tara Clark.

Resolution 11-2025

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, Malone]
Nays: 0
Absent: 2 [Ladd, Holden]

- The Town Board discussed the Intermunicipal Agreement between the Town & Village and would like to look it over before authorizing the Town Supervisor to sign the agreement at a future meeting.
- Deputy Supervisor Tara Clark 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. Supervisor Kim Malone made a motion to approve the following resolution; seconded by Councilman Greg Hilton.

Resolution 12-2025

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, Malone]
Nays: 0
Absent: 2 [Ladd, Holden]

Deputy Supervisor Tara Clark made the following announcements of positions:

Announcement of appointments by Supervisor Malone:

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.

Deputy Supervisor Tara Clark made a motion to approve and authorize the Supervisor to sign the 4 year contract between Oswego City Animal Shelter and the Town of Hannibal ending on 12/31/2028;
Seconded by Councilman Greg Hilton.

Resolution 13-2025

BE IT RESOLVED THAT the Hannibal Town Board approves and authorizes the Supervisor to sign the 4 year contract between Oswego City Animal Shelter and the Town of Hannibal ending on 12/31/28.

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

At 7:51pm, Deputy Supervisor Tara Clark made a motion to adjourn the meeting; seconded by Councilman Greg Hilton.

Ayes: 3 [Clark, Hilton, Malone]

Nays: 0

Absent: 2 [Ladd, Holden]

The meeting was adjourned at 7:51pm.

Respectfully submitted,

Dawn M. Combes

Dawn M. Combes, Hannibal Town Clerk

