

**TOWN OF HANNIBAL  
ORGANIZATIONAL BOARD MEETING  
January 8, 2020  
7:00 PM**

**Present:** Supervisor Floyd Calkins  
Councilman Charles Reed  
Councilman Rick Shoults  
Councilwoman Brenda Wilson  
Town Clerk Denise Hafner

**Others Present:** Jake Malcott, Highway Superintendent; Jack Beckwith, Jr., Town Justice; Gregg Stupp, Sr.; Marian, Owen & Austin Calkins

Supervisor Floyd Calkins called the meeting to order at 7:00pm with the Pledge of Allegiance to the Flag.

Floyd Calkins was sworn into office as the Hannibal Town Supervisor by Town Justice Jack Beckwith, Jr. with his family (wife Marian Calkins and sons, Owen & Austin Calkins) at his side.

Town Justice Jack Beckwith, Jr. also gave the Oath of Office to Denise Hafner as the Hannibal Town Clerk, term to expire 12/31/2023; Rick Shoults as Hannibal Town Councilman, term to expire 12/31/2023; Brenda Wilson as Hannibal Town Councilwoman, term to expire 12/31/2023; and Jake Malcott as Hannibal Town Highway Superintendent, term to expire 12/31/2021.

**Public Session:** No Comments

**Approval of December 2019 Board Meeting Minutes:** No Report

**Approval of Financial Report:** No Report

**Correspondence & Notifications:**

- Supervisor Floyd Calkins announced that the Town Justice Court Records are ready for audit by the Town Board per a letter submitted by the Justices.
- Supervisor Floyd Calkins announced that the Tug Hill Training will be held in Watertown on March 26, 2020 and that the NYC Training will be held in February.

**Departmental Reports:** No Reports

**Old Business:** None

**New Business:**

- Supervisor Floyd Calkins asked for a motion to approve the announcement of Department & Employee Appointments. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 01-2020**

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

- The Sole Assessor shall be Susan Gentile.**
- The Code Enforcement Officer shall be Carl Emmons, Jr.**
- The Dog Control Officer shall be Theresa Penfield.**
- The Assistant Clerk shall be Donna Whitcomb.**
- The Safety Coordinator shall be Chris Harris.**
- The Court Clerk shall be Denise Hafner.**
- The Planning and Zoning Secretary shall be Donna Whitcomb.**
- The Registrar of Vital Records shall be Denise Hafner.**
- The Court Constables shall be Robert Dalton, Thomas Brosch, Matt Kurimsky and Thomas Adessa.**
- The Water Superintendent shall be Duane Shepard.**
- The Water Clerk shall be Sheri Meyers.**
- The Water Operators shall be Chris Harris and Ron Greenleaf.**
- The Water Tester shall be John Congdon.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following designations. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 02-2020**

**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 57.5 cents. (as per the IRS rate)**
- The Palladium Times shall be the Official Newspaper.**
- The Town Attorney shall be Prosachik Law Firm.**
- NYMIR shall be the designated Insurance Carrier for the Town.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- 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 Rick Shoults.

**Resolution 03-2020**

**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 2020 Budget and the table of hourly employees as follows:**

- **Deputy Clerk \$12.80/hr.**

- Assistant Clerk \$12.00/hr.
- Water Clerk \$14.00/hr.
- Cleaner \$12.00/hr.
- Water Operator \$16.00/hr.
- Water Tester \$16.00/hr.
- Seasonal Highway Employees \$11.80/hr.

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment of the Planning Board and Zoning Board of Appeals. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Charles Reed.

**Resolution 04-2020**

**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
- Members \$70.00 per meeting.
- \*Members must attend the meeting to be paid.

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment of the Board of Assessment Review. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Charles Reed.

**Resolution 05-2020**

**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 \$100.00 per meeting
- Members \$70.00 per meeting
- \*Members must attend the meeting to be paid.

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following rates for payment for the Court Constables. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 06-2020**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Court Constables shall be paid \$60.00 per court session or board meeting.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**  
**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the official town website address and website administrator. A discussion ensued about having a Co-administrator allowing a second person with the website password. Supervisor Floyd Calkins asked Councilwoman Brenda Wilson to be the Co-administrator. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Charles Reed.

**Resolution 07-2020**

**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 [Reed, Shoults, Wilson, Calkins]**  
**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following petty cash amounts, fees, and purchase rate for the Highway Superintendent. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 08-2020**

**BE IT RESOLVED THAT the Hannibal Town Board sets the following Petty Cash amounts, Fees and Maximum Purchase Rate for 2020.**

- **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.**
- **The Fee for a Returned Check shall be \$20.**
- **The 2020 Duplicate Tax Bill Fee shall be \$2.00.**
- **The Maximum Purchase Rate for the Highway Superintendent shall be \$5000.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**  
**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the Town Clerk's Office closing on Fridays from Memorial Day to Labor Day. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

**Resolution 09-2020**

**BE IT RESOLVED THAT the Hannibal Town Board approves that the Town Clerk's Office will be closed on Fridays from Memorial Day to Labor Day.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**  
**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the attached Wire Transfers and Online Banking Policy. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Charles Reed.

#### **Resolution 10-2020**

**BE IT RESOLVED THAT the Hannibal Town Board approves attached Wire Transfers and Online Banking Policy.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the 2020 Holiday Schedule and 2020 Payroll Schedule. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Charles Reed.

#### **Resolution 11-2020**

**BE IT RESOLVED THAT the Hannibal Town Board approves the attached 2020 Holiday Schedule and 2020 Payroll Schedule.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following authorization for the Town Supervisor to pay public utility services, postage, freight and express charges prior to the Board audit of claims. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

#### **Resolution 12-2020**

**BE IT RESOLVED THAT the Hannibal Town Board authorizes the Town Supervisor to pay in advance of the Board audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next Regular Board meeting for audit.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the following authorization for the Town Supervisor to pay essential bills and debt payments electronically. Councilman Rick Shoults made a motion to approve the following resolution; seconded by Councilman Charles Reed.

#### **Resolution 13-2020**

**BE IT RESOLVED THAT the Hannibal Town Board authorizes the Town Supervisor to pay essential bills, such as utilities and debt payments electronically.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to approve the acceptance of credit card payments for 2020 Tax Bills. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

#### **Resolution 14-2020**

**BE IT RESOLVED THAT the Hannibal Town Board authorizes the acceptance of credit card payments for the 2020 Property Tax Bills.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- 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.
  - 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.
- Supervisor Floyd Calkins asked for a motion to approve a board liaison for the Highway Garage and recommended Councilman Charles Reed for the position. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilman Charles Reed.

#### **Resolution 15-2020**

**BE IT RESOLVED THAT the Hannibal Town Board appoints Councilman Charles Reed as the Town Board Liaison for the Hannibal Highway Garage.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

- Supervisor Floyd Calkins asked for a motion to advertise the open positions in the newspaper. Councilman Charles Reed made a motion to approve the following resolution; seconded by Councilman Rick Shoults.

#### **Resolution 16-2020**

**BE IT RESOLVED THAT the Hannibal Town Board approves to advertise the following open positions in the newspaper:**

- **Town Board Position**
- **Cleaner for the Town Municipal Building**
- **Hannibal Planning Board Member Position**
- **Hannibal Planning Board Alternate Member Position**

- **Member of the Zoning Board Appeals – 2 positions**  
**\*Letters of Interest to be submitted to the Town Clerk by January 31, 2020.**

**Ayes: 4 [Reed, Shoults, Wilson, Calkins]**

**Nays: 0**

**Other Business:** None

At 7:30pm, Councilman Charles Reed made a motion to adjourn the meeting; seconded by Councilman Rick Shoults.

Ayes: 4 [Reed, Shoults, Wilson, Calkins]

Nays: 0

The meeting was adjourned at 7:30pm.

Respectfully submitted,

*Denise J. Hafner*

Denise J. Hafner, Hannibal Town Clerk