

**TOWN OF HANNIBAL
BOARD MEETING
March 18, 2020
7:00 PM**

Present: Supervisor Floyd Calkins
Councilwoman Brenda Wilson
Councilwoman Virginia Wilbur
Town Clerk Denise Hafner

Absent: Councilman Charles Reed
***Offsite:** Councilman Rick Shoults

Others Present: George Darling; Donna Whitcomb; Oswego County Legislator Terry Wilbur; and Jeremy Hotaling, Reporter for The Pall-Times.

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

Public Session: No comments.

Approval of February 2020 Board Meeting Minutes and 2020 March Workshop Minutes:

- Supervisor Floyd Calkins requested a motion be made to approve the above Board Minutes. Councilwoman Virginia Wilbur made a motion to accept the February 2020 Board Meeting Minutes and 2020 March Workshop Minutes; Councilwoman Brenda Wilson seconded the motion.

Ayes: 3 [Wilbur, Wilson, Calkins]

Nays: 0

Approval of Financial Report: February 2020 Report:

- To be approved at the next board meeting.

Correspondence & Notifications:

- New York Municipal Insurance Reciprocal (NYMIR) letter informing of an appraisal of buildings and Water Filtration operations
- Letter in response to William P. Havener Jr., M.S., P.E.; Public Health Engineer about the annual sanitary survey of the Town of Hannibal Water System.
- Letter to Oswego County Highway Department in reference to the Town of Hannibal Public Water Supply Water Hydrant Usage.
- Planning Board Resignation letter received from Randall Hall
- Zoning Board of Appeals Resignation letter received from Charles Stanton
- Board of Review Resignation letter received from Ellen deMey Malone

Departmental Reports: Written reports for the following departments were provided to and reviewed by all board members.

- **Town Clerk Report**
- **Highway Department Report**

- **Code Enforcement Report – No Report**
- **Assessor’s Report – No Report**
- **Dog Control Report**
- **Planning Board Report**
- **Zoning Board of Appeals Report – No Report**
- **Water Department Report**

Councilwoman Brenda Wilson made a motion to approve the above reports; seconded by Councilwoman Virginia Wilbur.

Ayes: 3 [Wilbur, Wilson, Calkins]

Nays: 0

Old Business: None

New Business:

- The Board Members discussed the current COVID-19 virus and its potential effect on the community along with the order to reduce the Town’s workforce by 50% with the exception of essential personnel. Legislator Terry Wilbur assisted in explaining which positions were considered essential, such as the Highway Superintendent/Highway Department and the Town Clerk position. The Board then discussed what measures could be taken to help prevent the possible spread of the virus while keeping the Municipal Building open to the public for necessary business. Suggestions were to lock the front door allowing only those with necessary business transactions enter one customer at a time or by appointment and encourage the use of the Drop Box and mail. Supervisor Floyd Calkins stated that the Code Enforcement Officer and Assessor will work from home and that the Water Clerk will hold limited hours. After further discussion, Supervisor Floyd Calkins asked for a motion to approve a resolution on the procedures to handle business at the Municipal Building during the COVID-19 pandemic. Councilwoman Virginia Wilbur made a motion to approve the following resolution; seconded by Councilwoman Brenda Wilson.

Resolution 38-2020

BE IT RESOLVED THAT the Hannibal Town Board in response to the COVID-19 virus pandemic approves the locking the front door of the Hannibal Municipal Building during business hours with signage explaining that necessary business, such as paying a transaction with cash, will be handled by appointment only. The Town Clerk’s Office hours of operation will remain the same. The phone number and extension for the Town Clerk’s Office and the Water Department will be posted.

Ayes: 3 [Wilbur, Wilson, Calkins]

Nays: 0

- Supervisor Floyd Calkins informed the Board Members that Resolution 32-2020 and Resolution 33-2020 need to be rescinded due to a change in the figures and asked for a motion to rescind the resolutions. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

Resolution 39-2020

BE IT RESOLVED THAT the Hannibal Town Board rescinds Resolution 32-2020 and Resolution 33-2020 due to a change in the figures listed in the resolutions.

Ayes: 3 [Wilbur, Wilson, Calkins]
Nays: 0

- Supervisor Floyd Calkins informed the Board Members that the corrected figure for Rescinded Resolution 32-2020 would be \$618.54 and that the figures for Rescinded Resolution 33-2020 would be \$569.84 transferred from the Trust and Agency Fund to the DA Fund, \$536.32 from the Trust and Agency Fund to the DB Fund and \$2,190.08 from the Trust and Agency Fund to the A Fund. He asked for a motion to approve two new resolutions using the corrected figures listed above. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

Resolution 40-2020

BE IT RESOLVED THAT the Hannibal Town Board approves to reimburse two employees (Rick Shoults and Ron Scott) the money deducted from their payroll, total amount \$618.54, due to deductions taken for Paul Revere Insurance which had been cancelled as of 2/15/2019.

Ayes: 3 [Wilbur, Wilson, Calkins]
Nays: 0

- Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

Resolution 41-2020

BE IT RESOLVED THAT the Hannibal Town Board approves to transfer \$569.84 from the Trust & Agency account to the DA account; \$536.32 from the Trust & Agency account to the DB account and \$2,190.08 from the Trust & Agency account to the A account for a total of \$3,296.24.24 in order to reimburse the funds originally deducted from incorrect accounts.

Ayes: 3 [Wilbur, Wilson, Calkins]
Nays: 0

- Discussion of the AmeriCorps Summer Youth Program and the Dog Enumeration is tabled for the next Board meeting.
- Supervisor Floyd Calkins asked for a motion to advertise for bids for the Mowing/Spring cleaning of the town cemeteries. Councilwoman Brenda Wilson made a motion to approve the following resolution; seconded by Councilwoman Virginia Wilbur.

Resolution 42-2020

BE IT RESOLVED THAT the Hannibal Town Board approves to advertise for bids for the mowing and spring cleaning of Bethel Cemetery and McCaussey Cemetery.

Ayes: 3 [Wilbur, Wilson, Calkins]
Nays: 0

- Supervisor Floyd Calkins asked for a motion to advertise for bids for the Town Hall cleaning position. Councilwoman Virginia Wilbur made a motion to approve the following resolution; seconded by Councilwoman Brenda Wilson.

Resolution 43-2020

BE IT RESOLVED THAT the Hannibal Town Board approves to advertise for bids for the Hannibal Town Hall cleaning position.

Ayes: 3 [Wilbur, Wilson, Calkins]

Nays: 0

- It was decided to table the discussion of the NYCLASS update.
- Supervisor Floyd Calkins announced that the March Tug Hill training and the April Town Clerk's training has been cancelled due to the Corona Virus.
- Supervisor Floyd Calkins stated that the Earth Day Clean-up had not yet been cancelled, but a decision will be made at a future date depending on how the COVID 19 pandemic progresses.

Other Business:

- Councilwoman Virginia Wilbur mentioned that she had spoken with DCO Theresa Penfield and was informed that the DCO cell phone is not holding its charge. Supervisor Floyd Calkins stated that he would speak with AT & T about it.
- Legislator Terry Wilbur gave an update on how the County was handling the COVID 19 pandemic. He mentioned that the County was reducing its workforce by 50% per the Governor's orders and they were in the process of working out a plan. He also encouraged the community to help the area's small businesses, such as local restaurants, by ordering takeout, etc.
- Supervisor Floyd Calkins suggested that the next Board Workshop be cancelled due to the current health crisis. Councilwoman Virginia Wilbur made a motion to approve the following resolution; seconded by Councilwoman Brenda Wilson.

Resolution 44-2020

BE IT RESOLVED THAT the Hannibal Town Board approves to cancel the Board Workshop scheduled for April 1st, 2020 due to the current COVID 19 pandemic.

Ayes: 3 [Wilbur, Wilson, Calkins]

Nays: 0

- The Board members discussed the current Town Hall hours of business and decided that due to the current COVID 19 pandemic, it would be best to change the hours from 9am to 6pm on Tuesdays to 9am to 3pm since limited staff would be working.

Approval to Pay Town Bills: Councilwoman Brenda Wilson made a motion to approve the payment of the following Town bills - Abstract #3; seconded by Councilwoman Virginia Wilbur.

- A. General A Fund Vouchers #39-#57; Total Claims \$5,538.10
 - B. General B Fund Vouchers #13-#18; Total Claims \$992.52
 - C. General SF Fund Vouchers #; Total Claims \$
 - D. General SL Fund Vouchers #2; Total Claims \$303.77
 - E. DA Highway Fund Vouchers #26-#36; Total Claims \$14,218.70
 - F. DB Highway Fund Vouchers #2-#3; Total Claims \$16,965.00
 - G. Water District SW-2 Vouchers #12-#17; Total Claims \$3,131.46
 - H. Water District SW-3 Vouchers #10-#14; Total Claims \$4,212.42
 - I. Water District SW-4 Vouchers #8-#11; Total Claims \$542.81
 - J. Trust & Agency Vouchers #1-#3; Total Claims \$806.54
- Grand Total of Claims: \$46,711.32

Ayes: 3 [Wilbur, Wilson, Calkins]
Nays: 0

Councilwoman Brenda Wilson made a motion to adjourn the meeting; seconded by Councilwoman Virginia Wilbur.

Ayes: 3 [Wilbur, Wilson, Calkins]
Nays: 0

The meeting was adjourned.

*I did not make note of what time the meeting was adjourned. I do apologize.

Respectfully submitted,

Denise J. Hafner
Denise J. Hafner, Hannibal Town Clerk