

**HORICON TOWN BOARD  
ORGANIZATIONAL MEETING**

**JANUARY 6, 2014  
3:00 PM**

Present at meeting            Matt Simpson            Supervisor  
   Frank Hill                Councilman  
   Kenneth Higgins        Councilman  
   Robert Olson            Councilman  
  
Krista Wood                    Town Clerk  
Mark Schachner              Town Counsel

Also: HS Paul Smith, Judy Simpson, Matthew Simpson, Sarah Simpson, Nancy and Steve Smith, Kathy Monroe, Chuck Hayes, Joe and Sandra Simpson, Tom Johansen, Doug and Maureen Wilson, Georgia McMeekin, Jane Smith, Bill McGhie, Dan Freebern, Harry Balz, Gary Frenz, Bob and Sylvia Smith, Ralph Bentley, Christine Hayes, Dorothy Johnson, and others.

Supervisor Simpson welcomed guests and noted the first order of business would be the administering of the Oath of Office to the newly elected Town Officials. Town Counselor Mark Schachner then administered the Oath of Office to:

Supervisor Matthew Simpson  
Town Clerk Krista Wood  
Councilman Frank Hill  
Councilman Robert Olson

Supervisor Simpson then opened the Organizational Meeting at 3:00 pm.

The Resolutions to organize the Town were then introduced. Councilman Olson asked for discussion on Resolution #12 and Resolution #13 which address the Town’s Procurement policy and Investment policy respectively. He suggested the Board have Counselor Schachner review these two policies to see if they should be updated. The Board agreed they should have them reviewed. Messrs. Olson and Hill introduced Resolutions 1-25 and moved their adoption, all Ayes:

**RESOLUTION NO. 1 OF 2014**

**RESOLUTION DESIGNATING COMMITTEES FOR 2014**

RESOLVED, that Supervisor Matt Simpson does hereby appoint the following Committees for 2014, first name being the Chairman:

RECYCLING & TRANSFER STATION	HIGGINS & HILL
FINANCE, INSURANCE, PERSONNEL, ELECTIONS & LEGISLATIVE	OLSON & HIGGINS
FACILITIES, GROUNDS, PUBLICITY, BEAUTIFICATION, CABLE	HILL & OLSON
HIGHWAY, TRAFFIC SAFETY, STREET LIGHTS, LAKE AFFAIRS, DAM	HILL & OLSON
FIRE & AMBULANCE	OLSON & HILL

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CEMETERY & LIBRARY

HILL & HIGGINS

RECREATION (YOUTH & SENIORS),  
HEALTH, INSECT CONTROL

HIGGINS & HILL

PLANNING, COMMUNITY/ECONOMIC  
DEVELOPMENT, ZONING, REAL PROPERTY  
ASSESSMENT, DATA PROCESSING,  
HORICON DAY

OLSON & HILL

MILFOIL COMMITTEE (SCHROON LAKE)

Olson, Hill, B. McGhie, Jane Smith

MILFOIL COMMITTEE (BRANT LAKE)

Higgins, Olson, D. Paton, W. Scidmore, Wayne Butler

STARBUCKVILLE DAM COMMITTEE

Hill, Higgins, J. Koch

**RESOLUTION NO. 2 OF 2014**

**RESOLUTION DESIGNATING SALARIES FOR 2014**

RESOLVED, that effective January 1, 2014 the following shall be the salary and compensation for the Town of Horicon:

Supervisor	Matt Simpson	\$25,928.00
Budget Officer	Matt Simpson	\$ 2,500.00
Town Clerk/Tax Collector	Krista Wood	\$36,938.00
Town Council	Frank Hill	\$ 5,006.00
	Kenneth Higgins	\$ 5,006.00
	Robert Olson	\$ 5,006.00
		\$ 5,006.00
Town Justice	John Stevens	\$11,000.00
Hwy. Supt.	Paul Smith	\$44,346.00
Sole Assessor	Christine Hayes	\$41,248.00
Assistant Tax Collector	Dawn Higgins	\$ 1,210.00
Library Clerk	Linda Hoyt	\$14,530.00
Dog Control	Darian Granger	\$ 4,450.00
Historian	Colleen Murtagh	\$ 1,500.00
Chairman ZBA & Planning Boards		\$ 750.00
Health Officer	Gary Scidmore	\$ 1,000.00
Zoning Officer	James Steen	\$ 19,124.00
Landfill Supt.	Robert Hayes	\$ 34,398.00

*Hourly Wages:*

Sec./Book	\$16.55	Justice Clerk	\$14.00	Library Sub	\$ 12.00
Cleaning Cust	\$14.60	Cemetery Cust	\$20.58	Bd of Review	\$267.00
Lifeguard	\$12.50	PL&ZBA Mtgs	\$25.00	Zoning/Planning Sec.	\$14.00
Museum Sec	\$13.30	Landfill Helper	\$13.05	Boat Launch Stewards	\$10.50
Beautification	\$15.00	Wingman	\$17.14		
T. Meade	\$21.03	J. Baker	\$20.93	S. Holland	\$20.73
D. Granger	\$20.83	M. Younes	\$20.68	B. Miller	\$20.33

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B. Donahue \$21.25 T. Peters \$20.58 Greg Hayes \$19.14

**RESOLUTION NO. 3 OF 2014**

**RESOLUTION DESIGNATING OFFICIAL BANKS**

RESOLVED, that Glens Falls National Bank is designated to be the official bank to deposit the Town of Horicon's monies during 2014.

**RESOLUTION NO. 4 OF 2014**

**RESOLUTION DESIGNATING TOWN NEWSPAPERS**

RESOLVED, that the Glens Falls Post Star shall be used for all legal notices of the Town of Horicon, BE IT FURTHER

RESOLVED, that the Adirondack Journal will be used for all other notices and advertising not considered to be a "legal notice".

**RESOLUTION NO. 5 OF 2014**

**RESOLUTION DESIGNATING MILEAGE ALLOWANCE**

RESOLVED, that Town Officials be compensated at 56 cents per mile for use of their personal vehicles in the performance of their official duties in 2014. This mileage rate follows the IRS standard mileage.

**RESOLUTION NO. 6 OF 2014**

**RESOLUTION SETTING DATE OF MONTHLY MEETINGS**

RESOLVED, that the Town Board of the Town of Horicon shall hold its monthly meeting on the third Thursday of each month at 7:00 PM at the Horicon Community Center.

**RESOLUTION NO. 7 OF 2014**

**RESOLUTION AUTHORIZING SUPERVISOR TO SEND REPORT**

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2013 no later than 60 days after the close of the year.

**RESOLUTION NO. 8 OF 2014**

**RESOLUTION TO RE-APPOINT TOWN HISTORIAN**

RESOLVED, that Colleen Murtagh be re-appointed to serve as Town Historian for 2014 at a salary of \$1,500.00.

**RESOLUTION NO. 9 OF 2014**

**RESOLUTION AUTHORIZING HIGHWAY SUPERINTENDENT TO EXPEND AMOUNTS UNDER \$1,000.00**

RESOLVED, that the Highway Superintendent be authorized to expend under \$1,000.00 per item for repairs. Any other expenditures shall be reviewed by the Highway Committee.

**RESOLUTION NO. 10 OF 2014**

**RESOLUTION TO RE-APPOINT DOG CONTROL OFFICER**

RESOLVED, that the Town Board does hereby re-appoint Darian Granger to serve as

Dog Control Officer for the Town of Horicon for 2014. Annual salary is \$4,450.00.

**RESOLUTION NO. 11 OF 2014**

**RESOLUTION AUTHORIZING SUPERVISOR TO PURCHASE CERTIFICATE OF DEPOSITS WITH SURPLUS MONEY**

RESOLVED, that the Supervisor is hereby authorized to place surplus monies in legal deposits, at the highest available interest for the Town of Horicon.

**RESOLUTION NO. 12 OF 2014**

**RESOLUTION TO ADOPT PROCUREMENT POLICY AND PROCEDURES PURSUANT TO S104B OF THE GENERAL MUNICIPAL LAW**

WHEREAS, the Town of Horicon adopted a Procurement Policy in Resolution 32 of 1992, AND WHEREAS, this policy needs to be reviewed and adopted each year, NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby adopts the Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law.

**RESOLUTION NO. 13 OF 2014**

**RESOLUTION TO ADOPT INVESTMENT POLICY FOR TOWN**

WHEREAS, the Town of Horicon adopted an Investment Policy in January, 1988, AND WHEREAS, this policy is reviewed and adopted each year, NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Horicon, hereby adopts the Investment Policy enacted in Resolution 21 of 1988. Banks used by the Town of Horicon are named in Resolution 3 at every Organization Meeting.

**RESOLUTION NO. 14 OF 2014**

**RESOLUTION ESTABLISHING BONDING FOR TOWN OF HORICON EMPLOYEES FOR THE YEAR 2014**

WHEREAS, under Sec. 25 of Town Law, the Town Board is required to set the amounts of a Blanket Bond for Town Officers & Employees by Resolution, AND WHEREAS, the Town of Horicon is insured for bonding of all its employees, NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Horicon establishes the following limits of insurance:

Public Employee dishonesty bond-per employee	\$10,000.00
Additional indemnity-specified positions	
Town Supervisor	\$ 30,000.00
Deputy Supervisor	\$ 30,000.00
Town Clerk	\$ 30,000.00
Tax Collector	\$310,000.00

Public Officials Liability Policy: Provides coverage for "errors or omissions" for which public officials are found liable:

Each Claim Limit	\$1,000,000.00
Annual Aggregate	\$1,000,000.00

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BE IT FURTHER RESOLVED, that the Town Clerk of the Town of Horicon is hereby instructed to file a copy of this Resolution with the Warren County Clerk.

**RESOLUTION NO. 15 OF 2014**

**RESOLUTION RE-APPOINTING TOWN COUNSELOR**

RESOLVED, that Mark Schachner, Esq. is hereby re-appointed as Town Counsel for the Town of Horicon. Counselor Schachner shall be compensated on an hourly basis of \$125.00.

**RESOLUTION NO. 16 OF 2014**

**RESOLUTION APPOINTING SUPERVISOR'S SECRETARY**

RESOLVED, that Supervisor Simpson does hereby appoint, with Town Board approval, Dawn Higgins as Secretary to the Supervisor at an hourly wage of \$16.55 per hour for a 40 hour week.

**RESOLUTION NO. 17 OF 2014**

**RESOLUTION APPOINTING DEPUTY SUPERVISOR**

RESOLVED, that Supervisor Simpson does hereby appoint Councilman Frank Hill to serve as Deputy Supervisor for the Town of Horicon for the year 2014.

**RESOLUTION NO. 18 OF 2014**

**RESOLUTION TO RE-APPOINT ZONING OFFICER**

RESOLVED, that the Town Board does hereby re-appoint James Steen to serve as Zoning Officer for the Town of Horicon for the annual salary of \$19,124.00.

**RESOLUTION NO. 19 OF 2014**

**RESOLUTION TO RE-APPOINT PLANNING BOARD MEMBER**

RESOLVED, that the Town Board does hereby wish to re-appoint Harry Balz to a five year term on the Town of Horicon Planning Board to commence January 1, 2014 and expire on December 31, 2018.

**RESOLUTION NO. 20 OF 2014**

**RESOLUTION TO RE-APPOINT ZONING BOARD OF APPEALS MEMBER**

RESOLVED, that the Town Board does hereby wish to re-appoint Charles Lewis to a five year term on the Town of Horicon Zoning Board of Appeals to commence January 1, 2014 and expire on December 31, 2018.

**RESOLUTION NO. 21 OF 2014**

**RESOLUTION TO RE-APPOINT ZONING BOARD OF APPEALS CHAIRMAN**

RESOLVED, that the Town Board does hereby re-appoint Gary Frenz as Chairman of the Zoning Board of Appeals for a one year term, expiring December 31, 2014 at an annual salary of \$750.00.

**RESOLUTION NO. 22 OF 2014**

**RESOLUTION TO RE-APPOINT PLANNING BOARD CHAIRMAN**

RESOLVED, that the Town Board does hereby appoint Harry Balz as Chairman of the Planning Board for a one year term, expiring December 31, 2014 at an annual salary of \$750.00.

**RESOLUTION NO. 23 OF 2014**

**RESOLUTION TO APPOINT REGISTRAR**

RESOLVED, that the Town Board does hereby re-appoint Krista Wood as Registrar and authorizes her to appoint Dawn Higgins as her Deputy Registrar.

**RESOLUTION NO. 24 OF 2014**

**RESOLUTION TO APPOINT DEPUTY TOWN CLERK AND DEPUTY TAX COLLECTOR**

RESOLVED, that Krista L. Wood, Town Clerk/Tax Collector, with the approval of the Horicon Town Board, does hereby appoint Dawn Higgins as her Deputy Town Clerk and Deputy Tax Collector.

**RESOLUTION NO. 25 OF 2014**

**RESOLUTION TO APPOINT BOARD OF ETHICS**

WHEREAS, the Town of Horicon Code of Ethics calls for the appointment of a Board of Ethics to serve at the pleasure of the Town Board, NOW, THEREFORE BE IT

RESOLVED, that the Town Board does hereby appoint the following people to the Town of Horicon Board of Ethics for the terms as specified:

David Iasevoli	1 year term	1/1/14-12/31/14
Jane Smith	2 year term	1/1/14-12/31/15
Edna Trumble	3 year term	1/1/14-12/31/16
Mike Erickson	4 year term	1/1/14-12/31/17
Jason Willette	5 year term	1/1/14-12/31/18
Sylvia Smith, Alternate	5 year term	1/1/14-12/31/18

**New Business:**

*Comprehensive Water Test for Landfill:* Supervisor Simpson said he has obtained a quote of \$500 - \$600 for a water test at the Landfill. Councilman Hill asked if that was the cost of testing one location or two; Supervisor Simpson said it was the cost for just one location. Councilman Hill said he feels the water should also be tested at the Highway Garage. The Board agreed that both locations should be tested.

**RESOLUTION NO. 26 OF 2014**

Messrs. Higgins and Hill introduced Resolution #26-2014 and moved for its adoption, all Ayes:

**RESOLUTION TO AUTHORIZE WATER TESTING**

RESOLVED, that the Town Board of the Town of Horicon does hereby authorize a comprehensive water test be performed at the Town Landfill and the Town Highway Garage. The cost per location will be approximately \$500.00 to \$600.00.

*Town Board Vacancy:* Supervisor Simpson asked the Board if they had a recommendation for someone to fill the vacant seat on the Town Board. Councilman Hill said that after reviewing

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everything he feels the Board should appoint Sylvia Smith. It was noted that Mrs. Smith will need to run in the upcoming November 2014 election and again the following year.

**RESOLUTION NO. 27 OF 2014**

Messrs. Hill and Olson introduced Resolution #27-2014 and moved for its adoption, all Ayes:

**RESOLUTION TO APPOINT SYLVIA SMITH TO TOWN BOARD**

WHEREAS, Matt Simpson vacated his seat on the Horicon Town Board effective December 31, 2013 in light of his election to Town Supervisor, and

WHEREAS, the Town Board advertised for anyone interested in serving on the Town Board and received several letters of interest, NOW, THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Horicon does hereby appoint Sylvia Smith to fill the vacant seat on the Town Board.

There being no further business, the meeting was adjourned at 3:10 PM by MOTION of Messrs. Higgins and Hill, all Ayes.

Respectfully submitted:

\_\_\_\_\_  
Town Clerk