



**HORICON TOWN BOARD  
ORGANIZATIONAL MEETING**

**JANUARY 4, 2021  
3:00 PM**

BRANT LAKE COMMITTEE ..... Palmer, Olson, Wayne Butler  
STARBUCKVILLE DAM COMMITTEE..... Hill, Palmer, Tom Luciano

**RESOLUTION NO. 3-2021  
RESOLUTION DESIGNATING SALARIES FOR 2021**

RESOLVED, that effective January 1, 2021 the following shall be the salary and compensation for the Town of Horicon:

Supervisor	Sylvia Smith	\$ 39,019.00
Budget Officer	Sylvia Smith	\$ 2,500.00
Town Clerk/Tax Collector	Krista Wood	\$ 46,510.00
Town Council	Frank Hill	\$ 6,150.00
	Robert Olson	\$ 6,150.00
	Peter Palmer	\$ 6,150.00
	TBD	\$ 6,150.00
Town Justice	Michael Geraci, Sr.	\$ 12,573.00
Hwy. Supt.	Darian Granger	\$ 53,895.00
Sole Assessor	Christine Hayes	\$ 69,700.00
Dog Control	Darian Granger	\$ 6,150.00
Historian	Colleen Murtagh	\$ 1,550.00
Chairman ZBA & Planning Boards		\$ 900.00
Health Officer	Lynn Keil	\$ 1,000.00
Zoning Officer	Scott Olson	\$ 23,125.00
Bookkeeper	Patty Monahan	\$ 15,143.25

*Hourly Wages:*

Superv. Secr.	\$ 21.12	Justice Clerk	\$ 16.23	Assessor Clerk	\$ 13.84
Bd of Review	\$267.00/mtg	Cleaning Cust	\$ 18.41	Library Clerk	\$ 15.85
Library Sub	\$ 14.15	Museum Sec	\$ 15.82	Lifeguard	\$ 14.57
PB Mtgs	\$ 35.00/mtg	ZBA Mtgs	\$ 35.00/mtg	Zoning/Planning Sec.	\$ 14.27
Landfill Attendant	\$ 15.53	Landfill Helper	\$ 15.07	Recycle P/T	\$ 14.77
Beautification	\$ 17.43	Beautif. Helper	\$ 14.35	Boat Launch Stewards	\$ 13.33
Wingman	\$ 17.14	Deputy Town Clerk/Tax Collector	\$ 15.00		
B. Donahue	\$ 24.82	M. Younes	\$ 24.29	A. D'Angelico	\$ 24.04
R. Otruba	\$ 23.44	J. Onjack	\$ 23.44	B. Johnson	\$ 22.44
J. Kennedy	\$ 21.44	B. Arnold	\$ 22.44	D. Holland	\$ 19.41

**RESOLUTION NO. 4-2021  
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 2021.

**RESOLUTION NO. 5-2021  
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 Sun will be used for all other notices and advertising not considered to be a "legal notice".

**RESOLUTION NO. 6-2021**

**RESOLUTION DESIGNATING MILEAGE ALLOWANCE**

RESOLVED, that Town Officials be compensated at the current rate of 56 cents per mile for use of their personal vehicles in the performance of their official duties in 2021. This mileage rate follows the IRS standard mileage.

**RESOLUTION NO. 7-2021**

**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. 8-2021**

**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 2020 no later than 60 days after the close of the year.

**RESOLUTION NO. 9-2021**

**RESOLUTION TO RE-APPOINT TOWN HISTORIAN**

RESOLVED, that Colleen Murtagh is re-appointed to serve as Town Historian for 2021 at a salary of \$1,550.00.

**RESOLUTION NO. 10-2021**

**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 expenditure shall be reviewed by the Highway Committee.

**RESOLUTION NO. 11-2021**

**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 2021. Annual salary is \$6,150.00.

**RESOLUTION NO. 12-2021**

**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. 13-2021**

**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 65 of 2014, 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. 14-2021**

**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. 15-2021**

**RESOLUTION ESTABLISHING BONDING FOR TOWN OF HORICON EMPLOYEES FOR THE YEAR 2021**

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

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. 16-2021**

**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 \$225.00.

**RESOLUTION NO. 17-2021**

**RESOLUTION APPOINTING SUPERVISOR'S SECRETARY**

RESOLVED, that Supervisor Smith does hereby appoint, with Town Board approval, Ann LaFond as Secretary to the Supervisor at an hourly wage of \$21.12 per hour for a 30 to 35 hour week.

**RESOLUTION NO. 18-2021**

**RESOLUTION APPOINTING DEPUTY SUPERVISOR**

RESOLVED, that Supervisor Smith does hereby appoint Councilperson Frank Hill to serve as Deputy Supervisor for the Town of Horicon for the year 2021.

**RESOLUTION NO. 19-2021**

**RESOLUTION TO RE-APPOINT ZONING BOARD OF APPEALS ALTERNATE MEMBER NEIL BRANDMAIER**

RESOLVED, that the Town Board does hereby wish to re-appoint Neil Brandmaier to a five-year term as alternate member on the Town of Horicon Zoning Board of Appeals to commence January 1, 2021 and expire on December 31, 2025.

**RESOLUTION NO. 20-2021**

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

RESOLVED, that the Town Board does hereby wish to re-appoint Steve Mullins to a five-year term on the Town of Horicon Planning Board to commence January 1, 2021 and expire on December 31, 2025.

**RESOLUTION NO. 21-2021**

**RESOLUTION TO RE-APPOINT PLANNING BOARD ALTERNATE MEMBER PHILLIP SMITH**

RESOLVED, that the Town Board does hereby wish to re-appoint Phillip Smith to a five-year term as alternate member on the Town of Horicon Planning Board to commence January 1, 2021 and expire on December 31, 2025.

**RESOLUTION NO. 22-2021**

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

RESOLVED, that the Town Board does hereby re-appoint Cheryl Erickson as Chair of the Zoning Board of Appeals for a one-year term expiring December 31, 2021 at an annual salary of \$900.00.

**RESOLUTION NO. 23-2021**

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

RESOLVED, that the Town Board does hereby re-appoint William McGhie as Chair of the Planning Board for a one-year term expiring December 31, 2021 at an annual salary of \$900.00.

**RESOLUTION NO. 24-2021**

**RESOLUTION TO RE-APPOINT BOARD OF ETHICS MEMBER**

RESOLVED, that the Town Board of the Town of Horicon does hereby re-appoint Joyce Greenidge to a five-year term on the Town of Horicon Board of Ethics to commence January 1, 2021 and expire on December 31, 2025.

**RESOLUTION NO. 25-2021**

**RESOLUTION TO RE-APPOINT LIBRARY BOARD OF TRUSTEE MEMBER**

RESOLVED, that the Town Board does hereby re-appoint Ann Murphy to a five-year term on the Board of Trustees of the Horicon Free Public Library to commence January 1, 2021 and expire on December 31, 2025.

**RESOLUTION NO. 26-2021**

**RESOLUTION TO RE-APPOINT NEIL BRANDMAIER AS ALTERNATE COMMISSIONER**

Resolved, that the Town Board of the Town of Horicon does hereby re-appoint Neil Brandmaier as Schroon Lake Park District Alternate Commissioner effective January 1, 2021 for a three-year term that will expire December 31, 2023.

**RESOLUTION NO. 27-2021**

**RESOLUTION TO RE-APPOINT LYNN KEIL AS HEALTH OFFICER**

Resolved, that the Town Board of the Town of Horicon does hereby re-appoint Lynn Keil as Health Officer effective January 1, 2021 for a four-year term that will expire December 31, 2024.

**RESOLUTION NO. 28-2021**

**RESOLUTION TO RE-APPOINT ZONING OFFICER**

RESOLVED, that the Town Board does hereby re-appoint Scott Olson to serve as Zoning Officer for the Town of Horicon for 2021 at the annual salary of \$23,125.00.

**RESOLUTION NO. 29-2021**

**RESOLUTION TO RE-APPOINT DEPUTY TOWN CLERK/TAX COLLECTOR**

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

**RESOLUTION NO. 30-2021**

**RESOLUTION TO AUTHORIZE BUDGET AMENDMENT**

RESOLVED, that the Town Board of the Town of Horicon does hereby authorize the Bookkeeper to add code 1410.102 for Personnel Services-Deputy Town Clerk/Tax Collector, and to make the following transfer in the General Fund:

<b>From:</b>	A1220.102 – Secretary-Pers. Svcs	\$ 3,000.00
<b>To:</b>	A1410.102 – Deputy - Pers. Svcs	\$ 3,000.00

***Other Business...***

Association of Towns Bootcamp Training: AOT is holding a bootcamp training on January 12<sup>th</sup> and January 19<sup>th</sup> and the cost is \$15.00 per person.

**RESOLUTION NO. 31-2021**

Councilperson Palmer and Councilperson Hill introduced Res. No. 31 and moved its adoption:

**RESOLUTION TO AUTHORIZE TRAINING**

RESOLVED, that the Town Board of the Town of Horicon does hereby authorize interested Town officials to register for the Association of Towns training January 12<sup>th</sup> and January 19<sup>th</sup> at a cost of \$15 per person.

Ayes: 4 (Palmer, Hill, Olson, Smith)      Nays: 0

Audit of Justice Court books: Supervisor Smith said the audit of the Justice Court books must be done prior to January 21<sup>st</sup>. Councilperson Olson said he will do the audit and he will set up a time with Ann LaFond to review the books. Councilperson Hill or Supervisor Smith will sit in on the audit also.

Temporary closing of Community Center: In light of the recent local surge in Covid cases the Town Board was in agreement that the Community Center should be closed to the public temporarily. The staff will continue to work normal schedules and will meet with people by appointment only. The Board also agreed that *everyone* who enters the building, including staff and Board members, must wear a mask; employees must wear a mask when they are not at their desk; and anyone, including Board members who enters the building must sign in for tracing purposes. The Board will decide at the January 21<sup>st</sup> meeting whether or not to extend the building closure.

There being no further business, the meeting was adjourned at 3:20 PM by MOTION of Councilperson Hill and Councilperson Olson, all Ayes.

Respectfully submitted:

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