

**HORICON TOWN BOARD
REGULAR MEETING**

**FEBRUARY 15, 2024
6:00 PM**

Present at meeting:	Michael Geraci	Supervisor
	Kayla Carlozzi	Councilmember
	Robert Olson	Councilmember
	Peter Palmer	Councilmember
	Krista Wood	Town Clerk
Absent:	John Francisco	Councilmember

Also: Matt Fuller, Tom Hutchins, Jim Ventura and Janet Early, Scott Olson, Barb French, Becky Ross, Craig Leggett, Christine Hayes, and Drew Cappabianca.

Supervisor Geraci opened the regular meeting at 6:00pm.

Approval of Minutes... Minutes of the January 18, 2024 regular meeting and the February 12, 2024 special emergency meeting were approved by Motion of Councilmember Carlozzi and Councilmember Olson.

Ayes: 4 (Carlozzi, Olson, Palmer, Geraci) Nays: 0 Absent: 1 (Francisco)

Presentation... Matt Fuller / Mead's HOA, Inc. Septic System Improvements

Matt Fuller, of Meyer, Fuller & Stockwell, explained that Mead's HOA is in the process of making improvements to their septic system. He said he and Tom Hutchins, P.E. are working with the HOA to help them update the plans and specifications with NYS DEC for their SPDES (NY State Pollution Discharge Elimination System) permit. Mr. Fuller said DEC can only issue a SPDES permit to an SDC (sewage disposal corporation). He explained the purpose of the SDC is so that if the corporation, in this case Mead's HOA, does not maintain the septic system then the Town would end up managing the septic system. He said the HOA does not want to form another corporation, so they are applying to DEC for a waiver of this requirement, and this waiver requires input from the Town. Mr. Fuller said the HOA hopes the Town is not interested in the formation of an SDC since the HOA has managed their current system for over 40 years with no issues and feel they can continue to do so. Mr. Fuller said if the Board is not interested in the formation of an SDC then the HOA needs a resolution from the Town Board stating they feel Mead's HOA is managing their system very well. Mr. Fuller asked the Board for their consideration of this matter.

Supervisor Geraci said he is personally not interested in getting involved in managing a corporation; the Board agreed. Supervisor Geraci asked Mr. Fuller if he has a sample resolution he could provide; Mr. Fuller said he does and will forward a copy to the Clerk. Supervisor Geraci asked Mr. Fuller what the timeframe for the Board response is on this. Mr. Fuller said, being that this project is dependent on DEC's decision, it would be optimal if the Board could have a decision at the March meeting so the HOA can move forward with the process as soon as possible. Supervisor Geraci also asked Mr. Fuller if he would provide a document showing the HOA members are in support of this.

ZA Craig Leggett asked Mr. Hutchins if they would need a variance for the new system; Mr. Hutchins said the new system will be compliant so they will apply for a permit but will not need any variances.

Financial Report - February 2024 Vouchers and Abstracts...

RESOLUTION #37-2024

Councilmember Olson and Councilmember Palmer introduced Res. No. 37 and moved its adoption:

RESOLUTION TO AUTHORIZE PAYMENT OF FEBRUARY 2024 ABSTRACTS

RESOLVED, that the Town Board does hereby authorize the payment of the February 15, 2024 Vouchers and Abstracts as follows:

General Vouchers	2	\$ 66,952.78
Highway Vouchers	2	\$ 44,141.80
SA	2	\$ 103,500.00

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Ayes: 4 (Olson, Palmer, Carlozzi, Geraci) Nays: 0 Absent: 1 (Francisco)

Reports... Town Clerk, Justice, Assessor, Tax Collector, NWEMS, Landfill, Library, Historian, Historical Society, and Facilities.

Supervisor's Report – see copy attached

Additional comments: Supervisor Geraci noted he has met with Spectrum about the new phone system and that project is moving along. He said he also met with Cedarwood Engineering regarding the exterior work needed on the Museum Annex in Adirondack, and they will put together a report of their findings.

Town Board Liaison Reports – see copies attached

Resolutions:

Councilmember Olson and Councilmember Palmer introduced Resolutions #38 to #46 and moved their adoption:

Ayes: 4 (Olson, Palmer, Carlozzi, Geraci) Nays: 0 Absent: 1 (Francisco)

RESOLUTION #38-2024

RESOLUTION TO AUTHORIZE POSTING OF ROADS

RESOLVED, that the Town Board of the Town of Horicon does hereby authorize the Highway Superintendent to advertise and post the Town roads for spring conditions when warranted.

RESOLUTION #39-2024

RESOLUTION TO DESIGNATE POLLING PLACES

WHEREAS, Pursuant to Article 4-104 of the New York State Election Law, the Town Board of the Town of Horicon must submit to the Warren County Board of Elections a listing of the polling places in the Town of Horicon in each Election District in which Elections are held, NOW THEREFORE BE IT

RESOLVED, that the following handicapped accessible locations be and are hereby designated as the respective polling places in the Districts as enumerated:

Election District #1	Horicon Community Center, 6604 State Rt. 8, Brant Lake, NY 12815
Election District #2	Horicon Community Center, 6604 State Rt. 8, Brant Lake, NY 12815

RESOLUTION #40-2024

RESOLUTION TO APPOINT CRAIG LEGGETT AS PART-TIME HORICON ZONING ADMINISTRATOR

WHEREAS, at the January 18, 2024 Town Board meeting the Board passed a resolution authorizing the Supervisor to make an offer to the selected candidate, at the agreed upon salary, for the position of Zoning Administrator, and

WHEREAS, the Supervisor made an offer to the selected candidate who accepted the position, now, therefore be it

RESOLVED that the Town Board of the Town of Horicon does hereby appoint Craig Leggett as part-time Horicon Zoning Administrator at a pay rate of \$25.00 per hour.

RESOLUTION #41-2024

RESOLUTION AUTHORIZING HOME RULE REQUEST AND SUPPORT OF NEW YORK STATE SENATE BILL #7696 AND ASSEMBLY BILL #8183

WHEREAS, there is currently pending legislation before the State Legislature, Senate Bill No. 7696 and Assembly Bill No. 8183, entitled, "An Act to amend the real property tax law and the real property law, in relation to the taxation of property owned by a cooperative corporation," and

WHEREAS, there is a need for the enactment of the requested legislation because the New York State Real Property Tax Law does not currently allow the Town Assessor to alter the methodology for assessing

condominiums, and the Town does not have any express statutory authority allowing it to do so by Local Law, now, therefore be it

RESOLVED, that the Town Board of the Town of Horicon does hereby express its support for this legislation, and be it

FURTHER RESOLVED, that the Town Board hereby authorizes and directs the Town Clerk to prepare and execute all needed Home Rule forms in the form presented and forward the completed Home Rule Forms with eight (8) embossed copies of this Resolution to New York State Senator Daniel G. Stec, 5 Warren Street, Glens Falls, New York 12801, along with any other documents needed.

RESOLUTION #42-2024

RESOLUTION TO APPROVE 2023 FIREFIGHTER RECORDS LISTING

RESOLVED, that the Town Board of the Town of Horicon has reviewed, and does hereby approve, the 2023 Service Award Program Firefighter Records listing for the Horicon Fire Department.

RESOLUTION #43-2024

RESOLUTION TO AUTHORIZE RENTAL OF RESTROOM TRAILER FROM MIKE’S PORTABLES

RESOLVED, that the Town Board of the Town of Horicon does hereby authorize Supervisor Geraci to sign the rental contract with, and authorize payment to, Mike’s Portables for the rental of a restroom trailer at a cost of \$8,335.00. Funding for this will be taken from the Publicity Fund (A6410.4).

RESOLUTION #44-2024

RESOLUTION TO AUTHORIZE 2024 OCCUPANCY TAX FUNDS

RESOLVED, that the Town Board of the Town of Horicon does hereby authorize a total of \$28,290.00 in Occupancy Tax funds, code A6410.4 - Publicity, to be awarded to the following as listed:

<u>Group/Individual:</u>	<u>Purpose/Event:</u>	<u>Amount:</u>
Tri-Lakes Community Alliance	8 th Annual Adirondack Woofstock	\$ 5,000.00
Matt Strickland	Brant Lake Canoe Race	\$ 5,000.00
Joel Friedman	Adirondack Marathon	\$ 3,500.00
Food Truck Fridays Committee	Food Truck Fridays on the Pond	\$ 11,790.00
The Hub	Flannel Fest	\$ 3,000.00

RESOLUTION #45-2024

RESOLUTION TO ADOPT THE UPDATED EMPLOYMENT POLICIES AND PRACTICES MANUAL

WHEREAS, over the past two years there has been an extensive review of the Town’s Employee Handbook, and the Town Board is now ready to adopt an updated manual, now therefore be it

RESOLVED, that the Town Board of the Town of Horicon does hereby adopt the “Town of Horicon Employment Policies and Practices Manual” to be effective February 15, 2024.

** Regarding the Employee Policies and Practices Manual, Supervisor Geraci said it has taken a long time to get to this point. He acknowledged Becky Ross, along with Debbie Bell and Amanda Bell of Hometown Solutions, for the great amount of work they have put into this.*

RESOLUTION #46-2024

RESOLUTION TO AUTHORIZE NEW COUNTERTOP FOR TOWN CLERK’S OFFICE

RESOLVED, that the Town Board authorizes Johnson Construction to install a new countertop in the Town Clerk’s office at a price not to exceed \$1,550.00.

Old Business...

Sand bids: The Town Clerk opened the single bid that was received from Berness Bolton Exc., Co. for the bid price of \$5.50 per yard.

RESOLUTION #47-2024

Councilmember Carlozzi and Councilmember Palmer introduced Res. No. 47 and moved its adoption:

RESOLUTION TO AWARD SAND BID

WHEREAS, the Town Board legally advertised for bids for processed sand for highway use, and one bid was received and publicly opened on February 15th at 6:10 PM, NOW, THEREFORE BE IT

RESOLVED, that the Town Board does hereby award the 2024 sand bid to Berness Bolton Excavating Co, Inc. for a bid of \$5.50 per yard for processed and loaded sand.

Ayes: 4 (Carlozzi, Palmer, Olson, Geraci) Nays: 0 Absent: 1 (Francisco)

New Business... none

Privilege of the Floor...

Scott Olson said when County Route 11 was closed for culvert repairs, all the traffic was detoured onto Alder Brook Road which was already in rough shape. He said when the County did the second culvert, they diverted all the truck traffic from the construction site of the first culvert up and down Alder brook Road and that made it very rough. He asked if there is any way the County can remedy this.

Supervisor Geraci said he met with HS Granger and a representative from the County today and this was one of the things they discussed. He said the Town is applying for new culverts in that area and noted this will take some time. Supervisor Geraci said he also asked the County Highway Superintendent about any relief that is possible on that road.

Craig Leggett said he has been elected President of the North Warren Chamber of Commerce. He said the Chamber is looking to strengthen ties with Johnsburg, Schroon Lake and Warrensburg. Mr. Leggett said the chamber is going to be hosting a Builder’s Breakfast next month to discuss ideas that can help create local housing. He asked the Board if the Chamber sponsored breakfast could be held at the Community Center; the Board felt this would be fine.

Drew Cappabianca said the Chamber is also thinking of a branding campaign for the entire area, and they are prepared to apply to Warren County for Occupancy Tax money to create and implement this re-branding effort. He noted they will need a letter of support from the Town when the time comes.

Adjourn... There being no further business to attend to the meeting was adjourned at 6:38 PM by MOTION of Councilmember Carlozzi and Councilmember Palmer all in favor.

Respectfully Submitted:

Town Clerk

**Supervisor's Significant Meetings / Activities Report
January 19, 2024 – February 15, 2024**

January 19	Warren County Board of Supervisors meeting
January 23	Warren County Committee meetings
January 24	Warren County Committee meetings
January 25	Meeting with Rodger Freidman ref lake water quality and stewards responsibilities
January 29	Town Board Training by legal counsel, 24 other Warren County municipal leaders in attendance
January 29	Meeting with Spectrum ref progress of new telephone system
January 30	Mandatory Warren County Cyber Security training
January 30	Zoning Administrator interview
January 31	Monthly Town Hall staff meeting
February 1	Warren County Committee meetings
February 1	NYS Connect All webinar
February 7	Warren County Internet Security training
February 7	Procurement Policy research and draft revisions
February 12	Final edits / review of Employee Policies and practices Manual
February 12	Emergency Town Board Meeting
February 15	CSEA contract prep meeting
February 15	Meeting with Cedarwood Engineering rep ref refurbishment of the exterior of the Adirondack Annex Museum
February 15	Town Board meeting

Town Board Member Kayla Carlozzi
Activity Report January 18 – Feb 15, 2024

DATE	ACTIVITY
Monday, January 22, 2024	Warren County 2040
Monday, January 29, 2024	Town Board Training
Thursday, February 15, 2024	Town Board Meeting/Prep for Meeting

TOWN BOARD MEMBER ROBERT E. OLSON

ACTIVITY REPORT

01/19/2024 02/15/2024

DATE	ACTIVITY
01/23	Attended Library Board Meeting
01/23	Attended ZBA Meeting
01/29	Attended Training Session
02/12	Attended Emergency Meeting Re: Town Shed Heat Fail
02/14	Audit bills
02/15	Attended Town Board meeting

Town Board Member – Peter Palmer

Activity Report 1/18-2/15

DATE	ACTIVITY
zo1/18	ZONING INTERVIEWS
1/23	TOWN SHED HEAT ISSUES
1/26	TOWN SHED FURNACE ESTIMATE
1/29	TOWN HALL TRAINING MEETING
2/8	TOWN SHED FURNACE ISSUES
2/9	TOWN SHED MET WITH BPI CANT FIX FURNACE
2/12	TOWN HALL SPECIAL EMERGENCY MEETING TOWN SHED FURNACE REPLACEMENT