

**HORICON TOWN BOARD
ORGANIZATIONAL MEETING**

**JANUARY 7, 2016
3:00 PM**

Present at meeting Matt Simpson Supervisor
 Frank Hill Councilperson
 Kenneth Higgins Councilperson
 Robert Olson Councilperson
 Sylvia Smith Councilperson

Krista Wood Town Clerk

Also: Tom Johansen, Thad and Jane Smith.

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. The Town Clerk administered the Oath of Office to:

- Supervisor Matthew Simpson
- Councilperson Sylvia Smith
- Councilperson Ken Higgins

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

The Resolutions to organize the Town were then introduced. Councilpersons Olson and Hill introduced Resolutions 1-25 and moved their adoption, Ayes: 5 (Olson, Hill, Higgins, Smith, Simpson) Nays: 0 :

RESOLUTION NO. 1 OF 2016

RESOLUTION DESIGNATING COMMITTEES FOR 2016

RESOLVED, that Supervisor Matt Simpson does hereby appoint the following Committees for 2016, first name being the Chairman:

| | |
|--|------------------------------------|
| RECYCLING & TRANSFER STATION..... | OLSON & HIGGINS |
| FINANCE, INSURANCE, PERSONNEL, ELECTIONS & LEGISLATIVE..... | OLSON & HIGGINS |
| FACILITIES, GROUNDS, PUBLICITY, OCCUPANCY TAX, BEAUTIFICATION, CABLE..... | SMITH & HILL |
| HIGHWAY, TRAFFIC SAFETY, STREET LIGHTS, LAKE AFFAIRS, DAM..... | HILL & OLSON |
| FIRE & AMBULANCE..... | OLSON & SMITH |
| CEMETERY & LIBRARY..... | SMITH & HILL |
| RECREATION (YOUTH & SENIORS), HEALTH, INSECT CONTROL..... | HIGGINS & HILL |
| PLANNING, COMMUNITY/ECONOMIC DEVELOPMENT, ZONING, REAL PROPERTY ASSESSMENT, DATA PROCESSING..... | OLSON & SMITH |
| HORICON DAY..... | SMITH |
| SCHROON LAKE COMMITTEE | Olson, Hill, B. McGhie, Jane Smith |
| BRANT LAKE COMMITTEE | Higgins, Olson, Wayne Butler |
| STARBUCKVILLE DAM COMMITTEE..... | Hill, Higgins, J. Koch |

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RESOLUTION NO. 2 OF 2016

RESOLUTION DESIGNATING SALARIES FOR 2016

RESOLVED, that effective January 1, 2016 the following shall be the salary and compensation for the Town of Horicon:

| | | |
|--------------------------------|-----------------|--------------|
| Supervisor | Matt Simpson | \$ 26,976.00 |
| Budget Officer | Matt Simpson | \$ 2,500.00 |
| Town Clerk/Tax Collector | Krista Wood | \$ 38,807.00 |
| Town Council | Frank Hill | \$ 5,208.00 |
| | Kenneth Higgins | \$ 5,208.00 |
| | Robert Olson | \$ 5,208.00 |
| | Sylvia Smith | \$ 5,208.00 |
| Town Justice | John Stevens | \$ 11,445.00 |
| Hwy. Supt. | Paul Smith | \$ 46,138.00 |
| Sole Assessor | Christine Hayes | \$ 28,560.00 |
| Library Clerk | Linda Hoyt | \$ 15,265.32 |
| Dog Control | Darian Granger | \$ 4,540.00 |
| Historian | Colleen Murtagh | \$ 1,500.00 |
| Chairman ZBA & Planning Boards | | \$ 750.00 |
| Health Officer | Gary Scidmore | \$ 1,000.00 |
| Zoning Officer | James Steen | \$ 20,092.00 |
| Bookkeeper | Patty Monahan | \$ 9,180.00 |

Hourly Wages:

| | | | | | |
|----------------|----------|-----------------|----------|----------------------|----------|
| Superv. Secr. | \$ 18.00 | Justice Clerk | \$ 14.71 | Library Clerk | \$ 10.97 |
| Library Sub | \$ 12.00 | Cleaning Cust | \$ 15.34 | Museum Sec | \$ 13.97 |
| Bd of Review | \$302.00 | PL&ZBA Mtgs | \$ 25.00 | Zoning/Planning Sec. | \$ 12.61 |
| Lifeguard | \$ 13.14 | Beautification | \$ 15.30 | Beautif. Helper | \$ 11.22 |
| Landfill Supt | \$ 17.37 | Landfill Helper | \$ 13.72 | Recycle P/T | \$ 13.31 |
| Assessor Clerk | \$ 12.24 | Wingman | \$ 17.14 | Boat Launch Stewards | \$ 10.50 |
| T. Meade | \$ 22.13 | J. Baker | \$ 21.93 | D. Granger | \$ 21.83 |
| M. Younes | \$ 21.83 | B. Donahue | \$ 22.25 | B. Miller | \$ 21.13 |
| A. D'Angelico | \$ 19.13 | H. Maxam | \$ 19.13 | Greg Hayes | \$ 19.14 |

RESOLUTION NO. 3 OF 2016

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 2016.

RESOLUTION NO. 4 OF 2016

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 2016

RESOLUTION DESIGNATING MILEAGE ALLOWANCE

RESOLVED, that Town Officials be compensated at 54 cents per mile for use of their personal vehicles in the performance of their official duties in 2016. This mileage rate follows the IRS standard mileage.

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RESOLUTION NO. 6 OF 2016

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 2016

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 2015 no later than 60 days after the close of the year.

RESOLUTION NO. 8 OF 2016

RESOLUTION TO RE-APPOINT TOWN HISTORIAN

RESOLVED, that Colleen Murtagh is re-appointed to serve as Town Historian for 2016 at a salary of \$1,500.00.

RESOLUTION NO. 9 OF 2016

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. 10 OF 2016

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 2015. Annual salary is \$4,540.00.

RESOLUTION NO. 11 OF 2016

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 2016

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. 13 OF 2016

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 2016

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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

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 2016

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 \$190.00.

RESOLUTION NO. 16 OF 2016

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 \$18.00 per hour for a 40 hour week.

RESOLUTION NO. 17 OF 2016

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 2016.

RESOLUTION NO. 18 OF 2016

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 \$20,092.00.

RESOLUTION NO. 19 OF 2016

RESOLUTION TO RE-APPOINT ZONING BOARD OF APPEALS ALTERNATE MEMBER SCOTT OLSON

RESOLVED, that the Town Board does hereby wish to re-appoint Scott Olson to a five year term as Town of Horicon Zoning Board of Appeals Alternate member for a term that will commence January 1, 2016 and expire on December 31, 2020.

RESOLUTION NO. 20 OF 2016

RESOLUTION TO APPOINT ZONING BOARD OF APPEALS CHAIRMAN

RESOLVED, that the Town Board does hereby appoint Thad Smith as Chairman of the Zoning Board of Appeals for a one year term expiring December 31, 2016 at an annual salary of \$750.00.

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RESOLUTION NO. 21 OF 2016

RESOLUTION TO RE-APPOINT PLANNING BOARD MEMBER MIKE RAYMOND

RESOLVED, that the Town Board does hereby wish to re-appoint Mike Raymond to a five year term on the Town of Horicon Planning Board to commence January 1, 2016 and expire on December 31, 2020.

RESOLUTION NO. 22 OF 2016

RESOLUTION TO RE-APPOINT PLANNING BOARD ALTERNATE MEMBER JOE TURCOTTE

RESOLVED, that the Town Board does hereby wish to re-appoint Joe Turcotte to a five year term as Town of Horicon Planning Board Alternate member for a term that will commence January 1, 2016 and expire on December 31, 2020.

RESOLUTION NO. 23 OF 2016

RESOLUTION TO RE-APPOINT PLANNING BOARD CHAIRMAN

RESOLVED, that the Town Board does hereby re-appoint William McGhie as Chairman of the Planning Board for a one year term expiring December 31, 2016 at an annual salary of \$750.00.

RESOLUTION NO. 24 OF 2016

RESOLUTION TO RE-APPOINT BOARD OF ETHICS MEMBER

RESOLVED, that the Town Board does hereby appoint Jane Smith to a five year term on the Town of Horicon Board of Ethics to commence January 1, 2016 and expire on December 31, 2020.

RESOLUTION NO. 25 OF 2016

RESOLUTION TO RE-APPOINT LIBRARY BOARD OF TRUSTEES MEMBERS

RESOLVED, that the Town Board does hereby re-appoint Joanne McGhie to a five year term on the Board of Trustees of the Horicon Free Public Library to commence January 1, 2016 and expire on December 31, 2020.

Councilperson Smith noted that the Board is now receiving quarterly reports from the Historian and it is working well. She suggested the Board ask for reports from the Dog Control Officer, Museum, etc. to know what is happening with the other appointed employees as well. The Board felt this was a good idea.

There being no further business, the meeting was adjourned at 3:08 PM by MOTION of Messrs. Olson and Smith, all Ayes.

Respectfully submitted:

Town Clerk