

**Town of Henderson  
12105 Town Barn Rd.  
Henderson, NY 13650  
Public Hearing / Town Board Meeting  
February 11, 2025 6:00PM**

1. Pledge
2. Public Hearing Proposed revisions to Chapter 46A Appointment & Hiring Policies
3. Public Hearing on Local Water Use Laws continued.
4. Public Comments “Old Business”
5. Minutes
6. Pay The Bills
7. Supervisors Report
8. Monthly Reports -Highway
9. NYMIR Report and Corrective action
10. Comprehensive Plan Update
11. 2025 Financial Audit update
12. ARPA reallocate of Funds
13. NYS DOT Resolution
14. Long range meeting reminder Feb 12<sup>th</sup> @ 6:00PM
15. NY Climate Smart certification
16. DANC AMP Proposal
17. DANC Sewer Update

18. Public Comments

19. Executive Session to discuss contracts & personnel

**Town of Henderson**  
**Notice of Public Hearing**

RE: Proposed Local Law Revisions to Water Use  
Laws and Local Law Chapter 46A Appointments &  
Hiring Policies

Please take notice that a Public Hearing for proposed  
Local Law Revisions to Water Use Laws and  
Chapter 46A Appointments & Hiring Policies will be  
held at the Town Offices 12105 Town Barn Rd.,  
Henderson, NY 13650 on Tuesday February 11,  
2025 at 6:00PM and that an opportunity to be heard  
in regard thereto will then and there be given to all  
persons. Copies of changes are available online on  
Town website, [www.townofhendersonny.org](http://www.townofhendersonny.org) or by  
request.

Dated February 4, 2025

Wendy Flagg, Town Clerk

CHAPTER 4  
TOWN OF HENDERSON CODIFICATION  
Water District No.1 and No. 2 Rules and Regulations

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Revised June 2, 2012 by resolution; Revised September 6, 2012 by resolution to change Water District #2 EDU's & O & M Charges; Revised August 14, 2013; Revised water use rates, NYMIR recommendation, and general upgrade February 11, 2025

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1. Establishment of Rules, Definitions

The following rules and regulations are established by the Town Board of the Town of Henderson and every person who shall be supplied or whose property shall be supplied automatically accepts said rules and the same shall constitute a part of the contract between such persons and the Town. The word "consumer" shall be used in these rules and regulations. It shall mean the owner of the property. EDU means "equivalent dwelling unit". A single family house equals one (1) EDU. Other EDU's are assigned according to land use, building use and customer type, see Exhibit A.

2. Issuance of Bills: Quarterly collection

Water bills shall be issued quarterly. Water bills shall be addressed to the tax billing address for the parcel.

3. Current Water and Connection Charges

Water and connection charges may be changed by resolution passed by the Town Board of the Town of Henderson. All obligations of any nature due the water district which remain unpaid as of October 1 of each year may be charged by the Town as special assessments and collected as the same.

4. Permits/Request for New Service

Applications for any new water service, including from the street main to the curb stop (where the shut off valve is located) can be obtained at the town clerk's office. Work shall not commence until it is properly approved by the Zoning Enforcement Officer (ZEO) and meets all DOH requirements.

#### 5. Taps

A separate tap in to the main is to be required for each lot supplied with water. The tap is the responsibility of the consumer and all costs will be borne by the consumer. The District personnel will only oversee and inspect the tap process. Tapping can only be done by an experienced contractor, which shall be verified by District personnel. Completed tapping shall be inspected by District personnel.

#### 6. Cost of Installation

The cost of new installations will be paid entirely by the owner. The meter, touchpad, and MXU must be purchased from the Town of Henderson and will be billed on the first water bill. The cost of these items will be the same cost incurred by the Town of Henderson when such items are purchased.

#### 7. Pipe Specifications

The pipe from the curb stop to the consumer meter shall be 3/4" Type K copper, 3/4" 150 PSIHDPE or other approved material with compression fittings. All new services utilizing non-metallic pipe will be required to have a tracer wire buried with the pipe with one end ending at the water meter and the other end wrapped around the top of the curb stop. The tracer wire will be #10 solid copper with blue coating. The Town Board may hereafter revise such pipe specifications.

#### 8. Laying of Service Pipes & Notification to the District

Service pipes shall be laid not less than sixty (60") inches below the surface of the earth unless equivalent frost protection is provided which is acceptable to the District. This applies to the established grade where it has been fixed. No trench shall be backfilled in any manner before a representative of the District makes inspection for leaks and clearances. Approval of as-built configuration needs to be documented on the building permit.

#### 9. Trench Openings and Backfilling

The trench opening by the owner or contractor for tapping onto the service shutoff for the installation of the water line shall be of sufficient size and have the proper safety precaution to accommodate the work to be accomplished. The owner or pre-approved contractor shall make alterations to the opening as instructed only by the District representative. The backfilling of the trench shall be made by the owner or the contractor. The material used shall be sand in the immediate area around the pipe

to a depth of one (1) foot. The remainder of the trench will be original material, tamped every eight (8) inches until the trench is backfilled to original grade.

10. Maintenance of Service Pipes

The district will maintain all the service piping from the main to each structure as long as the property is within the District or if installation was inspected when installed after the close of construction in that district. The owner within the District is only responsible for what is inside their building. Outside District users are responsible for maintenance on all piping. Only District personnel are allowed to service, shut off/on at curb stop. All requests for turn on/off of water supply will be by submitting Exhibit C form, see paragraph 33

11. Backflow Preventers

Where required by the New York State Department of Health Sanitary Code, Part 5, or local ordinance, a backflow preventer of a suitable type that is currently approved by the Health Department must be installed and periodically tested.

A. Well Separation Inspection: Should the records indicate that at the time of connection to the public water supply a choice is made to retain the existing well on a property, the NYS Department of Health requires an inspection of the operation of both water supplies which is required to verify that the well is still in operation and remains separate from the public water supply. An inactive well must be abandoned per NYS Department of Health regulations. There is no charge for the first inspection and a fee of \$40 is due for each subsequent inspection. If there is maintenance of an active well, an access easement shall be granted by owner to the District to permit entrance to inspect the well and to make future owners aware of the easement associated with a private well. New York State Sanitary Code, Part 5 ensures the safety of public water through the enforcement of the said code. An inspection shall be done every three (3) years and shall be logged in records by the district representative. An inspection shall also occur whenever ownership of such premises changes and logged. Town representatives will need to recheck for inspection.

12. Cross-connection Control

No consumer is allowed any cross-connection from any other source of water under the rules and regulations, Part 5, of the NYS Department of Health. When such cross-connections are found, the water from the District water system shall be turned off immediately to prevent contamination of the district water system. The consumer shall

be requested to provide a cross-connection control device as required by District upon discovery.

13. Operation of Curb Stop Water Shutoff

No curb stop shall be operated by anyone other than a representative of the District.

14. Operation of Fire Hydrants

No fire hydrant shall be operated by anyone other than a representative of the District. The fire department may however, use the hydrants for the purpose of fighting fires, announced fire fighter training exercises or to assist the District. Fire Department non-emergency use shall be approved by District personnel.

District employees should inventory all of their fire hydrants and document the date of flushing or testing to serve as proof of the activity and to ensure that no hydrants are overlooked. Documentation of this flushing should include information on a form similar to Exhibit B. (Do not revise without referencing NYMIR report to Town of Henderson dated August 19, 2024)

15. Meters

A. All water services except those used exclusively for fire purposes shall be metered. Meters shall be obtained from the District and all repairs and testing must be made by the District.

B. All meters at the time of initial construction of the water system shall be provided by and maintained by the District at no cost to the consumer. Damage to the meter not caused by the District is the responsibility of the owner, including all cost for its removal,

C. Meters shall be as specified by the District. The consumer is responsible for the costs of any meters required after the initial construction of the system.

D. Meters removed for seasonal purposes will be billed at a minimal of \$90.00 per hour at the time of removal and charge shall however include both the time incurred for the removal and re-connection process. Additional charges may also be incurred which may be, but not limited to: requested turn on and/or turn off at curb or in home; service, repair and/or replacement of meters and/or parts; and inspections necessary for new and/or old installations. All requests for turn on/off of water supply will be by submitting Exhibit C form, see paragraph 33. This will be done by District personnel only.

16. Testing and Repair of Meters

The District shall conduct periodic tests on all meters so as to maintain the meter in proper working condition. The District will pay all costs for routine testing, maintenance, repairs and replacements. The District will have all meters larger than two (2) inches in size tested every four (4) years or as needed.

17. Location of Meters

All water meters shall be placed in an accessible part of the building or basement so that they may be read or removed. When placed in a pit such a pit shall comply with specifications established by the District. Just inside of the basement or pit wall into which the service pipe extends, a shutoff valve shall be placed ahead of the meter. On all water meters two (2) inches and larger, a backflow preventer shall be installed when connecting equipment to a building which has a potential of back feeding contaminants into the system as determined under the District specifications. (All new, repaired, or replaced services, two inches (2") or larger shall have a Department of Health approved backflow prevention device after the water meters.) All water meters not in a heated environment or meter pit shall be removed annually to eliminate freezing. All new pits will be approved by the District.

18. Breaking of Seals

All water meters, when set, shall be sealed to prevent tampering. No person other than an authorized employee of the District shall break said seals or remove said meter. Seasonal removal or installation of Meters MUST be done by the District. All requests for turn on/off of water supply will be by submitting Exhibit C form, see paragraph 33. Homeowners shall be responsible and liable for any unauthorized tampering of meters. Homeowners, as well as other persons, involved in unauthorized tampering, shall be subject to penalties, costs, and restitution, as defined in paragraph 26.

19. Inspections

Any employee of the District, upon proper identification, shall have the right to enter any premises where municipal water is being supplied for the purpose of inspecting, installing, removing or reading a meter, plumbing and fixtures of the water service and all work in connection with the service.

20. Liability

In the event of an emergency, including but not limited to breaks in a water main, the District shall not be liable for any damages which may result to any person or premises from the shutting off of the water from any main or service for any purpose whatsoever, even in cases where notification is not given.

21. Fire Prevention Services (Sprinkler Systems)

Where on-premises fire prevention services are permitted, the entire cost of materials, installation and maintenance of the service from the main to the premises and within the limits of the premises shall be borne by the consumer. The consumer shall pay a connection charge as listed. Failure to make proper repairs of the system, after due notice, shall result in the water service being turned off. When the consumer desires to conduct flow tests or to make repairs to the fire service system, except in emergencies, the consumer or the representative of the consumer shall give the District forty-eight (48) hours advance notice before commencing such testing or repairs. The charges per billing are as follows:

A. SCHEDULE OF QUARTERLY FEES FOR SPRINKLER SYSTEMS

Size of System (by inches)

1 1/2 and 2 .....	\$ 6.00
4 .....	\$11.00
6 .....	\$16.00
8 .....	\$21.00
10 .....	\$26.00

B. SPRINKLER SYSTEM MALFUNCTIONS

Any time a malfunction occurs in a sprinkler system, and any Town of Henderson Water District employee has to be on premises for turn off/turn on, repairs, replacements, etc., the owner shall be billed at the rate of \$45.00 per hour for any and all services as well as the cost of any and all parts required to fix the system.

C. SPRINKLER SYSTEM WATER USAGE

When a sprinkler system malfunctions, and unmetered water is discharged, the Water District Operator will provide the Water Clerk with an "estimated usage figure" which will

determine the fee to be charged the customer based on a cost of \$5.00 per 1,000 gallons of water consumed.

#### 22. Abandonment of Services

When a building is torn down and water service is no longer required, the owner of the property shall contact the District to terminate the water service.

#### 23. Estimated Use

If a meter fails to accurately record the amount of water used, or the meter cannot be read, the consumer shall be charged at the average daily consumption of the last 4 quarters.

#### 24. Responsibility For Water Rents

The owner of any premises which is supplied with district water shall be liable for charges of the water used or other expenses in connection with such water service as provided herein. When there are two (2) or more tenants occupying a property equipped with only one (1) meter, the water rent shall be billed and collected directly from the property owner and in no case from the tenant.

#### 25. Buildings With Multiple Meters

In any building with multiple meters, there shall be a main water shutoff just inside the wall and individual shutoffs for each meter in the building. It shall be the responsibility of the owner to provide access to read meters.

#### 26. Penalties For Offenses

Any persons or person, firm or corporation violating any of the provisions of these rules, regulations and ordinances hereby enacted, shall be guilty of a violation. Conviction of this violation, carries a Sentence of a minimum of two hundred and fifty dollars (\$250) and a maximum of five hundred dollars (\$500) or imprisoned in the county jail for not more than fifteen (15) days, or be both so fined and imprisoned. These rules and regulations and any ordinances pertaining thereto may also be enforced by injunction or by any other remedy permitted by law.

Violators shall be prosecuted to the fullest extent of the law. Full restitution for repair, costs, labor, legal enforcement of these "Water District Rules" shall be sought in both Criminal and possibly Civil Courts.

#### 27: Enlargement of Service

When an owner or tenant requires more water than the existing water pipe can deliver the property owner shall pay the cost of the enlargement, modification or replacement of said waterline from the water main to the building. This will be approved and inspected by the District before and after commencing.

#### 28: Repair and Maintenance of Lines

No person or entity, other than Water District authorized personnel, shall attempt to dig up or repair any waterline at any time. Inspection will be done by District personnel. Pre-approved contractors will be used after notification to the District.

#### 29: Filling of Swimming Pools

No swimming pools shall be filled from any hydrant within the water district.

#### 30: Water Shortage Measures

In the event of a major break in a water main or drought condition that depletes the district water levels, the Town of Henderson Town Board may in its discretion order a declaration of water conservation. The Town Board shall establish times for restrictions on the use of water and may among other restrictions prohibit the use of water to wash cars, driveways, homes or to water gardens, shrubs, and flowers or restrict the filling of swimming pools, etc. The Town may for proper cause issue a "boil water" advisory through the media which "boil water" advisory may stay in effect until such time as the County/State Department of Health has declared the water safe to use.

#### 31: Schedule of Charges

In addition to any and all other fees and charges, every person who shall be supplied or whose property shall be supplied water by the District shall pay water rent for the water supplied. The water rents shall be as listed in "Exhibit A".

A. Outside District rates shall be the same as Inside District Rates.

B. Water bills which remain unpaid for thirty (30) days after the billing date shall have an additional 10% interest charge assessed on the balance due for the current quarter. Bills that remain unpaid as of October 1 of each year may be charged by the Town as special assessments and collected as same.

C. Where meters are removed and service terminated at request of owner, no re-installation of meter and/or restoration of service shall be made until all unpaid water bills or charges, which have not been levied as a special assessment pursuant to Sub-section (B) above, have been paid in full to the Town.

### 32: Lease Agreements and Truck Fill Station

Per Resolution 2012-05-02-53 ... Water District #1 and Water District #2 shall share equally any revenue obtained from renting space on the water tower and any revenue obtained from the truck station.

### 33: Non-emergency service turn off/on

Water service turn off/on request shall be on a form similar to Exhibit C submitted to the District. (Do not revise without referencing NYMIR report to Town of Henderson dated August 19, 2024)

### 34. Repealer

These Rules and Regulations shall supersede all prior Local Laws, Ordinances, Rules, and Regulations relative to the Town of Henderson Water District Regulations, and they shall be upon the effectiveness of this Rules and Regulations, null and void.

### 35. Severability

If any part of this Chapter shall be found to be void, voidable, or unenforceable for any reason whatsoever, it shall not affect the validity or enforceability of any of the remaining article or provision of this Chapter.

## EXHIBIT A

Town of Henderson

Water District 1 and 2

This page was modified on June 15, 2010, September 6, 2012, February 11, 2025

Water rates are based on one (1) Equivalent Dwelling Unit.

Water District 1

Beginning March 15, 2010 – Quarterly

1) Metered services

\$92.00 – Loan Charge (1 EDU)

\$38.00 – Operation and Management Charge (O & M)

\$130.00 - Total for up to 12,500 gallons of water

If exceed 12,500 gallons of water, additional charge is \$6.00 per 1,000 gallons

2) Unmetered parcels

\$92.00 – Loan Charge (1 EDU)

3) Vacant

\$46.00 – Loan Charge (50% of an EDU)

Water District 2

Beginning September 6, 2012 – Quarterly Charges

1) Metered services

\$107.00 - Loan Charge (1 EDU)

\$48.00– Operation and Management Charge (O & M)

\$155.00- Total for up to 12,500 gallons of water

If exceed 12,500 gallons of water, additional charge is \$6.00 per 1,000 gallons

2) Unmetered parcels

\$107.00 - Loan Charge (1 EDU)

3) Vacant and Boat Houses



(Do not revise without referencing NYMIR report to Town of Henderson dated August 19, 2024)

Exhibit C

## Town of Henderson Request for On/Off Service

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

I hereby request that a representative of the Town of Henderson turn my water service **OFF/ON** at the curb stop on (date) \_\_\_\_\_ at (time)\_\_\_\_\_.

I hereby certify that I am the property owner or his/her representative and have authority to request this service.

I also agree to hold harmless the Town of Henderson for any resulting problems or damage due to this request.

\_\_\_\_\_

Signature

It is required that the property owner or representative be present when water is to be turned on.

(Do not revise without referencing NYMIR report to Town of Henderson dated August 19, 2024)

#### Exhibit D

#### Water Dispenser Rates

(Resolution 2014-06-25-069 set rate at \$0.25 per 5 gallons)

The water dispenser located at the Town Office shall have the rate set at \$0.25 per 5 gallons.

# Chapter 46A

## APPOINTMENTS & HIRING POLICIES

Article 1: Appointments

Article 2: Hiring

Article 3: Miscellaneous

[Revision History: Initial issue February 11, 2025]

NOTE: This policy does not apply to the following positions as specific state laws apply:

- Deputy Town Supervisor
- Deputy Town Clerk
- Deputy Highway Superintendent

Article 1: Appointments

### 1.1 Appointed Positions on Boards, Committees, & Commissions

- a) All position openings will be posted and communicated to the residents via website, town email alerts, town social media, and hard copy postings
- b) A Letter of Intent will be submitted by all applicants
- c) When possible, an interview process will be used to determine the most appropriate candidate
- d) Appointments will be selected and voted upon by the Town Board

Article 2: Hiring

### 2.1 Permanent and Part-Time Hiring

- a) All positions openings will be posted and communicated to the residents via website, town email alerts, town social media, and hard copy postings
- b) An application will be submitted by all applicants. The Application form to use is the latest Jefferson County "Application for Examination/Employment" form.
- c) The Highway Superintendent is the hiring authority for all approved Highway Department positions.
- d) The Town Supervisor is the hiring authority for all approved non-Highway positions.

- e) Nepotism. The Highway Superintendent and Town Supervisor shall not participate in any decision to hire, promote, discipline, or discharge a relative.

Article 3: Miscellaneous

- a) HIGHWAY DEPARTMENT & SANITATION - MOTOR VEHICLE RECORD REVIEW (NYMIR requirement, do not revise or remove without reviewing NYMIR recommendation report of July 2024)

It is a DOT regulation that the highway superintendent review and evaluate drivers' Motor Vehicle Record (MVR) at the time of hire and annually to ensure that the driver has a valid driver's license or CDL and exhibits a safe driving record. A convenient way to do this is to utilize a monitoring service such as the NYS DMV LENS (License Event Notification Service.) To register for LENS contact the NYS DMV at: <https://dmv.ny.gov/dmv-records/overview>. This service is free for government entities.

- b) All hired employees will have a criminal background check performed.
  - a. Use Accurate Background Investigations, Inc. to perform background check prior to hiring. See Attachment A.

ATTACHMENT A CRIMINAL BACKGROUND CHECK

**Town of Henderson**  
**12105 Town Barn Rd.**  
**Henderson, NY 13650**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Drivers Licenses Number \_\_\_\_\_ State: \_\_\_\_\_

Do you authorize Accurate Background Investigations, Inc to do a background check and/or DMV check?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

All Information Obtained is held confidential.

Accurate Background Investigations, Inc.  
1903 W. Genesee St.  
Syracuse, NY 13204  
Phone (315) 802-4528 Fax (315) 802-4531



**RESOLUTION OF THE GOVERNING BODY OF THE**  
**Town of Henderson**  
**RATIFYING AN AGREEMENT FOR ADVANCE PAYMENT**  
**AND**  
**AUTHORIZING Karen Richmond (OFFICER'S NAME) TO EXECUTE**  
**CLOSING PAPERS ON BEHALF OF Town of Henderson**

WHEREAS, the State of New York has taken or is in the process of taking a portion of the land owned by Town of Henderson through the process of eminent domain for the purposes of improving NYS Route 3;

WHEREAS, the State has offered to pay Town of Henderson the sum of \$800.00 for a portion of Town of Henderson's property along NYS Route 3 as depicted on Map(s) 41, as Parcel(s) 41;

WHEREAS, an agreement to accept said money (an Agreement for Advance Payment) has been signed on behalf of Town of Henderson by Karen Richmond, Town Supervisor (OFFICER'S NAME);

WHEREAS, the Town Board (NAME OF GOVERNING BODY (i.e. Board of Directors)) of the Town of Henderson is the governing body of the Town of Henderson; and

WHEREAS, the Town Board (NAME OF GOVERNING BODY (i.e. Board of Directors)) is meeting on this 11<sup>th</sup> day of February, 2025 after proper notice to consider this matter; and

WHEREAS, the Town of Henderson wishes to ratify the Agreement for Advance Payment and to appoint Karen Richmond (OFFICER'S NAME), as Town Supervisor (OFFICER'S TITLE), as the person to execute closing papers on behalf of the Town of Henderson;

**IT IS, UPON MOTION DULY MADE AND SECONDED,**  
**RESOLVED THIS 11 DAY OF February, 2025;**

THAT, the Agreement for Advance Payment is hereby accepted and ratified;

THAT, Karen Richmond (OFFICER'S NAME) is hereby designated as the person to execute any and all closing papers with regard to this transfer to the State of New York.

Certification of the Secretary of the Town Board (NAME OF GOVERNING BODY (i.e. Board of Directors))  
of the Town of Henderson

The undersigned Secretary of the Town Board (NAME OF GOVERNING BODY (i.e. Board of Directors)) hereby certifies that the foregoing resolution was made, seconded and approved by a vote of the Town Board (NAME OF GOVERNING BODY (i.e. Board of Directors)) at a meeting held at 12105 Town Barn Rd. Henderson, NY (MEETING LOCATION) on the 11<sup>th</sup> day of February, 2025,

Signed this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(SIGNATURE)

By: \_\_\_\_\_  
(PRINT NAME)

Secretary of the \_\_\_\_\_  
(NAME OF GOVERNING BODY (i.e. Board of Directors))

Of Town of Henderson