

**Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650
Town Board Meeting
April 8, 2025**

A regular meeting of the Town Board of the Town of Henderson, County of Jefferson and the State of New York was held at 12105 Town Barn Rd. at 6:00PM, on the 8th day of April 2025.

PRESENT: Matthew Owen --- Councilperson
Torre Parker Lane --- Councilperson
David Poulin --- Councilperson
Wendy Flagg --- Town Clerk

ABSENT: Lindsay Witmer --- Councilperson
Karen Richmond --- Supervisor

Town Board meeting opened at 6:00PM with Deputy Supervisor Poulin leading the Pledge of Allegiance.

Old Business Public Comments: Lee Cagwin questions on sewer survey

MOTION

MINUTES

On a motion of Councilperson Parker Lane, second by Councilperson Owen following motion was.

ADOPTED Ayes 3 Owen, Parker Lane, Poulin
Nays 0

Motion to approve minutes from March 11, 2025 Town Board Meeting.

MOTION

AUDIT OF CLAIM

On a motion by Councilperson Owen, seconded by Councilperson Parker Lane, the following motion was

ADOPTED Ayes 3 Owen, Parker- Lane, Poulin
Nays 0

Motion to authorize payment of abstract #4 include vouchers 25-00198– 25-00263 for a total amount of \$81,750.92.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$22,741.63
Highway	\$48,136.70
Water Dist. 1	\$3,631.50
Water Dist. 2	\$3,631.47
Special Lighting Dist.	\$600.50
Trust & Agency	\$1,066.12
Sewer Capital Fund	\$1,943.00

MOTION

SUPERVISOR REPORT

On a motion by Councilperson Parker Lane, second by Councilperson Owen the following motion was

ADOPTED Ayes 3 Owen, Parker- Lane, Poulin
 Nays 0

Motion to accept March Supervisor's report as presented by Supervisor Richmond.

Town Board members were provided with a copy of the monthly revenues and appropriations report.

Monthly report presented by Mooring and Highway Department.

MOTION

MOWER PURCHASE AND 3/4TON PICK UP

On a motion by Councilperson Poulin, second by Councilperson Owen the following motion was

ADOPTED Ayes 3 Owen, Parker- Lane, Poulin
 Nays 0

Motion to accept State bid for Ford Super Duty ¾ Ton 4 wheel drive pick up truck with plow for a total of \$36,737.50 after trade in and Ferris pro cut 61" deck riding mower for \$11,148.00. As funds were budgeted in 2025 budget for items.

Sewer project update survey has been mailed out, DANC will provide survey results at May Meeting, working on hiring an Engineer and having an analysis report completed.

NYMIR Report & corrective action are still being monitored

Comprehensive plan group to continue with monthly meetings and work on project

Community Development Commission idea was well received by Henderson Business Council.

Financial audit update waiting for CPA to set up date

Town of Henderson CSC Coordinator

RESOLUTION No: # 2025-04-08-041

WHEREAS The Town Board passed resolution #2025-02-11-034 to adopt the NY State Climate Smart Community (CSC) Pledge

WHEREAS Establishing a CSC Coordinator supports steady progress on local climate mitigation and adaptation.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson: Appoint Councilman Poulin as the Town of Henderson Climate Smart Community (CSC) Coordinator.

The CSC Coordinator has the following responsibilities and duties:

- serve as a point of contact for the Climate Smart Communities (CSC) program
- responsible for coordinating the activities of the CSC task force
- facilitate project implementation
- regular communication to the Town Board of the status and progress in obtaining certification as a CSC.

The foregoing Resolution was offered by Board Member, Owen, and seconded by Board Member, Parker Lane, and upon roll call vote of the Board was duly adopted as follows:

YES NO

Karen Richmond, Supervisor Absent

Matthew Owen Yes

Torre Parker-Lane Yes

David Poulin Yes

Lindsay Witmer Absent

New York State Department of Conservation offered to include the Town Boat Launch in their invasive species program at no charge this year.

Town of Henderson: Watercraft Inspection Steward Program (WISP)

RESOLUTION No: # 2025-04-08-042

WHEREAS The Watercraft Inspection Steward Program is a state-wide effort aimed to prevent the spread of aquatic invasive species.

WHEREAS Through this program, stewards are positioned at boat launches across New York State. Stewards empower boaters to reduce the spread of aquatic invasive species (AIS) by sharing educational information and teaching boaters how to properly inspect their boats.

WHEREAS During the inspections, which usually last less than 3 minutes, stewards collect important data on where boaters are coming from, headed to

next, and if they're aware of invasive species issues. This information helps to inform state-wide programming and enhances the efficiency and effectiveness of the Watercraft Inspection Steward Program.

WHEREAS The best management strategy is prevention through education and stewardship. As invasive species are most commonly spread through fishing and boating equipment, it is important to use precautions such as cleaning, draining, and drying a boat and trailer before moving to another water body.

WHEREAS for 2025 season, the NYS DEC will provide a steward at no cost to the town. The NYS DEC will handle all the training, equipment and provide the appropriate signage for the boat launch area.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson: Authorizes the Highway Department to construct an AIS Disposal Station to be located at the Town Boat Launch. Labor and materials will be provided by the Town.

Authorizes the Highway Department to mount AIS information signs at the Town Boat Launch.

Approves the NYS DEC to have permission to use the boat launch for the St. Lawrence-Eastern Lake Ontario (SLELO) Watercraft Inspection Steward Program (WISP) and will allow a steward be stationed at the Town of Henderson Boat Launch to conduct the program.

The foregoing Resolution was offered by Board Member, Owen, and seconded by Board Member, Parker Lane, and upon roll call vote of the Board was duly adopted as follows:

YES NO

Karen Richmond, Supervisor Absent

Matthew Owen Yes

Torre Parker-Lane Yes

David Poulin Yes

Lindsay Witmer Absent

Review of Town's Fund Balance and renewal of existing CD's

MOTION

RESERVE FUND MOVES

On a motion of Councilperson Owen, second by Councilperson Parker Lane, the following motion was

ADOPTED Ayes 3 Parker Lane, Poulin, Owen
 Nays 0

Motion to move \$181,000.00 from Highway DA fund balance to highway reserve fund account. Move \$20,000.00 from Water District 1 fund balance to Water District 1 reserve fund account. Move \$15,000.00 from Water District 2 fund balance to Water District 2 reserve fund account.

MOTION

RENEW CD #1

On a motion of Councilperson Poulin, second by Councilperson Parker Lane, the following motion was

ADOPTED Ayes 3 Parker Lane, Poulin, Owen
 Nays 0

Motion to take \$100,000.00 from savings of Fund A and \$300,000.00 from savings of Fund DA and add to CD #1 and renew at an interest rate of 3.65% for 12 (twelve) months with Watertown Savings Bank.

MOTION

CREATE CD #2

On a motion of Councilperson Poulin, second by Councilperson Parker Lane, the following motion was

ADOPTED Ayes 3 Parker Lane, Poulin, Owen
 Nays 0

Motion to take \$181,000.00 from Highway DA reserve Fund, \$20,000.00 from Water District #1 reserve Fund and \$15,000.00 from Water District #2 reserve fund totaling \$216,000.00 and add to CD #2 and renew at an interest rate of 3.65% for 12 (twelve) months with Watertown Savings Bank.

Gill House has hired Barton & Loguidice Engineers to put in their sewer connection so they can open for business. Their plan is to hook into the wastewater system that Waterside currently uses. A sewer works corporation must be formed with the stipulation that the Town of Henderson needs to provide consent to corporation. The Town must declare themselves Lead Agent for the project and must perform a SEQR. Part 1 of SEQR will be reviewed by Board and Engineer.

MOTION

WAIVE 7 DAY NOTICE OF RESOLUTION

On a motion by Councilperson Owen, second by Councilperson Parker Lane the following motion was.

ADOPTED Ayes 3 Poulin, Parker Lane, Owen
 Nays 0

Motion to waive written notification of resolution without 7 -day notice prior to Town Board meeting

RESOLUTION NO. 2025-04-08-043

Proposed Action: ROUTE 123 TRANSPORTATION CORPORATION AND SEWER MAIN PROJECT

RESOLUTION DETERMINING THAT THE PROPOSED ROUTE 123 TRANSPORTATION CORPORATION AND SEWER MAIN PROJECT IS AN UNLISTED ACTION AND WILL NOT HAVE A SIGNIFICANT ADVERSE IMPACT ON THE ENVIRONMENT

WHEREAS, The Town of Henderson (Town) is proposing the Route 123 Transportation Corporation and Sewer Main Project (Project), located in the Town of Henderson, Jefferson County, New York; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6 NYCRR Part 617 (the “Regulations”), the Town of Henderson Town Board desires to comply with SEQRA and the Regulations; and

WHEREAS, the Project has been classified as an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; and

WHEREAS, the Town of Henderson Town Board sent a letter and Part 1 of a Short Environmental Assessment Form (SEAF) to other potentially “Interested Agencies” and “Involved Agencies” (as these terms are defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating the Town of Henderson Town Board’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the Project (in accordance with 6 NYCRR Part 617.6); and

WHEREAS, responses from Interested and Involved Agencies were requested, and each of the potentially Interested and Involved Agencies has agreed to, or raised no objections to, the Town of Henderson Town Board serving as Lead Agency for the Project; and

WHEREAS, pursuant to the SEQRA Regulations, the Town of Henderson Town Board has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the SEAF for the Project, including the facts and conclusions in Parts 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Henderson Town Board hereby establishes itself as Lead Agency for the Project; and

BE IT FURTHER RESOLVED, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each

relevant area of environmental concern, and based further upon the Town of Henderson Town Board's knowledge of the area surrounding the Project, the Town of Henderson Town Board makes the determination that the Project will not have a significant adverse environmental impact and that the Project will not require the preparation of a Draft Environmental Impact Statement; and

BE IT FURTHER RESOLVED, that as a consequence of such findings and declaration, and in compliance with the requirements of SEQRA, the Town of Henderson Town Board, as Lead Agency, hereby directs the Town of Henderson Town Supervisor to sign the SEAF Part 3 – Determination of Significance indicating that the project will not result in one or more potentially large or significant adverse impacts (negative declaration); this Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Karen Richmond Absent

Matthew Owen Yes

David Poulin Yes

Torre Parker Lane Yes

Lindsay Witmer Absent

The foregoing resolution was thereupon declared duly adopted.

Dated: April 8, 2025

I hereby certify that this resolution was adopted on April 8, 2025 and is recorded in the Meeting Minutes of the Town of Henderson Town Board.

Wendy Flagg
Town Clerk

Town issued RFP for Engineering Service for Zoning and Planning Board services and received 3(three) applicants, Councilperson Owen and Parker Lane interviewed each.

MOTION

ENGINEERING SERVICES FOR ZBA AND PLANNING BOARDS

On a motion by Councilperson Owen, second by Councilperson Parker Lane the following motion was.

ADOPTED Ayes 3 Poulin, Parker Lane, Owen
 Nays 0

Motion to accept RFP proposal for engineering services from Barton & Loguidice as Town projects arise for ZBA and Planning Board needs.

MOTION

PORT A JOHN FOR LITTLE LEAGUE SEASON

On a motion by Councilperson Owen, second by Councilperson Parker Lane the following motion was.

ADOPTED Ayes 3 Poulin, Parker Lane, Owen
 Nays 0

Motion to place a port a john near Town baseball field for use during Little League Baseball season.

PUBLIC COMMENTS: Ginger Cook radios for highway, mower purchase, DANC analysis plan report progress
Andrew Moore lighting concerns on NYS Route 178

Meeting to adjourn by Councilperson Owen second by Councilperson Parker Lane the meeting was adjourned. Carried unanimously.

Respectfully submitted,
Wendy Flagg / Town Clerk/Collector

All Town meetings held at
12105 Town Barn Rd., Henderson, NY 13650

April 16	(Wednesday)	Zoning board of Appeals Meeting	6:00PM
April 17	(Wednesday)	Recreation Commission Meeting	6:00PM
May 06	(Tuesday)	Planning Board Meeting	5:00PM
May 13	(Tuesday)	Town Board Meeting	6:00PM
May 21	(Wednesday)	Zoning Board of Appeals	6:00PM
May 22	(Thursday)	Recreation Commission Meeting	6:00PM
May 26	(Monday)	Memorial Day Town Offices CLOSED	
May 28	(Wednesday)	Greivance Day 10:00AM – NOON & 6-8PM	
June 03	(Tuesday)	Planning Board Meeting	5:00PM
June 10	(Tuesday)	Town Board Meeting	6:00PM
June 18	(Wednesday)	Zoning Board of Appeals	6:00PM
June 19	(Thursday)	JUNETEENTH TOWN OFFICES CLOSED	
June 19	(Thursday)	Recreation Commission Meeting	6:00PM