

**Town of Henderson  
12105 Town Barn Rd.  
Henderson, NY 13650  
Town Board Meeting  
August 12, 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 8939 NYS Rte. 178, at 6:00PM, on the 12<sup>th</sup> day of August 2025.

PRESENT:	Karen Richmond	---	Supervisor
	Matthew Owen	---	Councilperson
	Torre Parker Lane	---	Councilperson
	David Poulin	---	Councilperson
	Lindsay Witmer	---	Councilperson
	Wendy Flagg	---	Town Clerk

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

Barton & Loguidice D.P.C. and Development Associates of the North Country (DANC) reviewed Sewer District #1 project overview and responded to questions from the public until 8:10 PM. A short break was taken, and regular Town Board meeting was held at 8:15 PM.

**Old Business Public Comments:** Ginger Cook transparency issues

MOTION

**MINUTES**

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

ADOPTED	Ayes 5	Richmond, Owen, Parker Lane, Poulin, Witmer
	Nays	

Motion to approve minutes from July 2, and July 22, 2025 Special Town Board Meeting and July 8, 2025 Town Board meeting

**RESOLUTION #2025-08-12-051**

**BUDGET TRANSFERS**

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

ADOPTED	Ayes 5	Richmond, Owen, Parker Lane, Poulin, Witmer
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Nays 0

Resolved to accept the following:

**BUDGET TRANSFER**

CR: A1410.12 Deputy Town Clerk; Payroll

DB: A1990.4 Contingency

Amount \$8,500.00

To balance over-expenditure in appropriations with additional for year-end based on current years expenditure amount.

CR: A; Contractua1420.42 law/legal – Swr Dist 1

DB: A1990.4 Contingency

Amount \$10,00.00

To balance expenditures in new line-item expense account to separate town's legal expenses for Swr Dist #1.

CR: A5010.41 Hwy Admin; Drug Testing

DB: A1990.4 Contingency

Amount \$1,000.00

To balance over-expenditure with additional for all other year-end expenditures.

CR: A3610.4 BAR; Contractual

DB: A1990.4 Contingency

Amount \$1,000.00

To balance over-expenditure in line item; BAR secretary hours

**MOTION**

**AUDIT OF CLAIM**

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

ADOPTED    Ayes 5                    Richmond, Owen, Parker- Lane, Poulin, Witmer  
                  Nays 0

Motion to authorize payment of abstract #7P include vouchers 25-00495 for a total amount of \$250.00.

**Summary by Payable Account**

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 250.00

**MOTION**

**AUDIT OF CLAIM**

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

ADOPTED    Ayes 5                    Richmond, Owen, Parker- Lane, Poulin, Witmer  
                  Nays 0

Motion to authorize payment of abstract #8 include vouchers 25-00496 – 25-00555 for a total amount of \$181,494.87.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 29,570.00
Highway	\$ 140,646.48
Water Dist. 1	\$ 3,449.34
Water Dist. 2	\$ 3,449.30
Special Lighting Dist.	\$ 457.63
Trust & Agency	\$ 1,066.12
Sewer Capital Fund	\$ 2,856.00

MOTION

**SUPERVISOR REPORT**

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

ADOPTED    Ayes 5            Richmond, Owen, Parker- Lane, Poulin, Witmer  
                 Nays 0

Motion to accept July 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 Highway and Water Dept.

MOTION

**SANDER PURCHASE FOR PLOWS**

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

ADOPTED    Ayes 5            Richmond, Owen, Parker- Lane, Poulin, Witmer  
                 Nays 0

Motion to allow Highway Superintendent Bolton to purchase two sanders for the snowplows not to exceed \$6,000.00.

Water report submitted by Councilperson Poulin.

MOTION

**COMMUNITY DEVELOPMENT COMMISSION APPOINTMENTS**

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

ADOPTED Ayes 5 Richmond, Owen, Parker- Lane, Poulin, Witmer  
Nays 0

Motion to accept members Martin Clement, Dana Keefer and Colman McGann to Community Development Commission.

MOTION

**PENN POWER MAINTENANCE AGREEMENT**

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

ADOPTED Ayes 5 Richmond, Owen, Parker- Lane, Poulin, Witmer  
Nays 0

Motion to allow Supervisor Richmond to enter into agreement with Penn Power for maintenance of generator(s) used at water plant and portable unit.

Interviews for Assessor and Zoning Enforcement Officer will be held before September 9, 2025 Town Board Meeting.

Climate Smart Commission has been registered and moving forward on 4 or 5 projects to save energy within Town buildings.

Budget Workshop will be scheduled for September 23, 2025 at 6:00PM meeting at Town Offices.

Jefferson County Hazard Migration Plan tabled due to Board not being comfortable with what it said. Board is to review and act at September meeting.

MOTION

**MOORING MAINTENANCE HIRE**

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

ADOPTED Ayes 5 Richmond, Owen, Parker- Lane, Poulin, Witmer  
Nays 0

Motion to approve John Church, Maritime Mechanical, to maintain the Town owned moorings as Cornell's Marina submitted resignation from position.

August 21, 2025 at Community Hall, Fire Hall, a Comprehensive Plan public meeting will be held at 6:30 PM.

RESOLUTION # 2025-07-10-052

**NYSLRS TOWN CLERK UPDATED**

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

ADOPTED    Ayes 5            Richmond, Owen, Parker- Lane, Poulin, Witmer  
                 Nays 0

Board resolves the following: BE IT RESOLVED, that the Town of Henderson / 30665 hereby established the following standard workdays for these titles and will report the officials to the New York State and Local Retirement based on their record of activities Wendy Flagg, Town Clerk/Tax Collector current term 01/01/2024-12/31/2025 standard workday 6, records of activities result 17.98, bi-weekly.

September meeting do motion for revaluation of assessed property and have Real Property Dept. representative explain the process.

**BOARD COMMENTS:** None

PUBLIC COMMENTS: Ginger Cook – request for meeting packets, sewer meeting project, advertising well received  
Greyson Walter – sewer meeting comments

Meeting to adjourn by Councilperson Witmer 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**

Aug 20	(Wednesday)	Zoning Board of Appeals Meeting	6:00PM
Aug 21	(Thursday)	Recreation Commission Meeting	7:00PM
Sept 01	(Monday)	LABOR DAY TOWN OFFICES CLOSED	
Sept 02	(Tuesday)	Planning Board Meeting	5:00PM
Sept 09	(Tuesday)	Town Board Meeting	6:00PM
Sept 17	(Wednesday)	Zoning Board of Appeals Meeting	6:00PM
Sept 18	(Thursday)	Recreation Commission Meeting	7:00PM
Sept 23	(Tuesday)	Town Board Budget Workshop	6:00PM
Oct 07	(Tuesday)	Planning Board Meeting	5:00PM
Oct 13	(Monday)	COLUMBUS DAY TOWN OFFICES CLOSED	
Oct 14	(Tuesday)	Town Board Meeting	6:00PM
Oct 15	(Wednesday)	Zoning Board of Appeals Meeting	6:00PM
Oct 16	(Thursday)	Recreation Commission Meeting	7:00PM

