

**Town of Henderson  
12105 Town Barn Rd.  
Henderson, NY 13650  
Town Board Meeting  
December 9, 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 9<sup>th</sup> day of December 2025.

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

ABSENT:    Lindsay Witmer     ---     Councilperson

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

**Old Business Public Comments:** Ginger Cook – Website looks great w/improvements

MOTION

**MINUTES**

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

ADOPTED   Ayes 4           Richmond, Owen, Poulin  
              Nays 0  
              Abstains Parker Lane

Motion to accept minutes from November 12, 2025 Town Board meeting as written.

RESOLUTION 2025-12-09-057

**BUDGET TRANSFERS**

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

ADOPTED   Ayes 4           Richmond, Owen, Poulin, Parker Lane  
              Nays 0

Board resolves to accept the following Budget Transfers:

CR: A1110.41 Municipal Court; Justice Reports  
DB: A1110.40 Municipal Court; Contractual  
Amount \$700.00  
To Prevent over expenditure by year end.

CR: A1330.4 Tax Collection Contractual  
DB: A1355.12 Assessor, Clerk Payroll  
Amount \$825.00  
To balance over expenditure from 2026 Tax Bills mailing fees.

CR: A1620.4 Buildings; Operations  
DB: A1355.42 Assessor; Reval Contractual  
Amount \$12,000.00  
Transfer is to prevent over expenditure by year end.

CR: A8160.4 Refuse & Garbage; Recycle Containers Contractual  
DB: A8160.2 Refuse & Garbage; Equipment  
Amount \$3,000.00  
To prevent over expenditure by year end

CR: A8160.41 Refuse & Garbage; Solid Waste Fees  
DB: A8160.2 Refuse & Garbage; equipment  
Amount \$5,000.00  
To prevent over-expenditure by year end

CR: A8160.42 Refuse & Garbage; Contractual  
DB: A8160.2 Refuse & Garbage; Equipment  
Amount \$4,000.00  
To prevent over-expenditure by year end.

CR: DA1989.40 DANC; Asset Management Plan  
DB: DA5110.4 Maintenance of Roads; Contractual  
Amount \$1,000.00  
To balance over-expenditure and prevent over expenditure by year end

CR: DA5130.2 Small Equipment  
DB: DA 5130.21 Large Equipment  
Amount \$12,000.00  
To cover cost of Highway request to purchase sander for truck.

CR: DA5130.4 Machinery; Contractual  
DB: DA5110.4 Maintenance of roads; Contractual  
Amount \$10,000.00  
To prevent over-expenditure by year end.

CR: DA5132.4 Garaje; Contractual  
DB: DA5110.4 Maintenance of roads; Contractual  
Amount \$3,000.00  
To balance over-expenditure by year end.

CR: F8310.4 Water; Contractual  
DB :F8310.2 Water; Equipment  
Amount \$10,000.00  
To prevent over-expenditure by year end.

CR: FH8310.2 Water; Equipment

DB: FH8210.41 Water Testing; Admin  
Amount \$500.00  
To balance over-expenditure with additional for any year end expenditure.

CR: FH8310.4 Water; Contractual  
DB: FH1989.40 DANC; Asset Management Plan  
Amount \$4,000.00  
To prevent over-expenditure by year end.

MOTION

**AUDIT OF CLAIM**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to authorize payment of abstract #11P includes voucher 25-00759 for a total amount of \$1142.16.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
Highway	\$ 1142.16

MOTION

**AUDIT OF CLAIM**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to authorize payment of abstract #11PB includes voucher 25-00760 for a total amount of \$300.00.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
Highway	\$ 300.00

MOTION

**AUDIT OF CLAIM**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to authorize payment of abstract #12 includes vouchers 25-00761 – 25-00813 for a total amount of \$66,422.73.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 27,351.69
Highway	\$ 23,634.64
Water Dist. 1	\$ 4,323.49
Water Dist. 2	\$ 4,323.47
Special Lighting Dist.	\$ 682.34
Trust & Agency	\$ 1,114.60
Sewer Capital Fund	\$ 4,992.50

MOTION

**SUPERVISOR REPORT**

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

ADOPTED    Ayes 4            Richmond, Owen, Parker Lane, Poulin  
                 Nays 0

Motion to accept November 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 Zoning Enforcement Officer and Justice Dept.

B & L Engineers update Board on review of Sewer Dist. 1 close to finishing up review. Waiting for County to set up meeting. Vendors still providing information and data collection is ongoing. Tentative Q&A meeting for public to be held on January 20, 2026 at Community Hall.

DANC contract related to Sewer District #1: Should keep DANC involved to some extent but B&L Engineering are duplicating services. Possible reduce payment and certain services DANC covers.

Sealed Fuel Bids opened for Fuel for Heating/ propane and equipment/ gas and diesel:  
Christman Fuel Service: Gas 90 Oct - \$2.71per gallon Rack Rate, Diesel - \$2.60.8 per gallon Rack Rate, Propane for heat - \$123.5 per gallon rack rate  
Laflamme Fuels – Gas 90 Oct - \$2.49 per gallon current rate, Diesel \$2.55 per gallon current rate  
Hellers Gas – Propane for Heating \$1.52 per gallon Fixed rate  
Board wishes to table until December 30<sup>th</sup> meeting to research pricing

MOTION

**SANDER FOR PICK UP TRUCK**

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

ADOPTED    Ayes 4            Richmond, Poulin, Owen, Parker Lane  
                 Nays 0

Motion to approve purchase of 8' Fisher Tempest Stainless Steel 2.2-yard salter/sander for Highway Department pick up truck to use to salt and sand areas the plow trucks can not get in from Boondocker Equipment, Inc. for \$6,575.00.

Year End Meeting scheduled for December 30, 2025 at 4:00PM at Town Offices.

Organizational Meeting scheduled for January 2, 2026 at 4:00PM at Town Offices.

**REAPPOINTMENT OF PLANNING AND ZBA CLERK**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to reappoint Wendy Flagg as Planning Board and ZBA Clerk for the remainder of the 2025 year, November 26, 2025 to December 31, 2025 due to resignation of Mary Cornell as of November 25, 2025.

**MOTION**

**REAPPOINTMENT OF BAR MEMBER COREY MORRIS**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to reappoint Corey Morris as Board of Assessment Review Member term to be retroactive from October 1, 2025 to September 30, 2030.

**RESOLUTION #2025-12-09-058**

**JEFFERSON COUNTY SNOW & ICE AGREEMENT SUPPLEMENTAL**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Board resolves to allow Supervisor Richmond to enter into agreement with Jefferson County as it relates to the 2025 Snow and Ice Agreement Supplemental.

General Code is recommended over Civic plus to provide codification services for Town.

MOTION

**GENERAL CODE FOR CODIFICATION SERVICES**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to allow Supervisor Richmond to enter into agreement with General Code to provide services for codification of Town's Codes.

485-B Business investment tax exempt is something the Town should pursue more information on. Councilperson Owen will collaborate with Assessor on subject.

MOTION

**HEALTH INSURANCE FOR HIGHWAY SUPERINTENDENT AND TOWN CLERK**

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

ADOPTED    Ayes 4            Richmond, Owen, Poulin, Parker Lane  
                 Nays 0

Motion to allow Town of Henderson Highway Superintendent and Town Clerk to participate in the health insurance Plan offered by the Town of Henderson Teamster Union as a non-bargaining member to become effective January 1, 2026.

Grant writing company RFP looking to get more bids to be able to get comparable pricing. Bids will be accepted until January 5, 2026. Some bids have been received looking for more.

**BOARD COMMENTS:** Councilperson Poulin will follow up with Jenna, Town Board Clerk on actions for Board.

**PUBLIC COMMENTS:** Judi McKee Sanders-Nexamp came to review drainage issues on Cedarvale Rd. with Enforcement Officer Vance present as well. Colman McGann-Any conceptual designs available for Sewer Ginger Cook-concerned with Sewer Meeting being held in January, Rural Route Delivery Carrier issues, Board should & discuss Budget issues.

MOTION

**ENTER INTO EXECUTIVE SESSION**

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Parker Lane  
Nays 0

Motin to enter into executive session to discuss outstanding Legal Bills for Former Supervisor.

MOTION

**EXIT EXECUTIVE SESSION**

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Parker Lane  
Nays 0

Motion to exit executive session.

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

Dec 17	(Wednesday)	Zoning Board of Appeals
Meeting 6:00PM		
Dec 18	(Thursday)	Recreation Commission Meeting
7:00PM		
Dec 24	(Wednesday)	Town Offices Closing Noon
Dec 25		MERRY CHRISTMAS TO ALL!!!
Dec 31	(Wednesday)	Town Offices Closing Noon
Jan 01		HAPPY NEW YEAR
EVERYONE!!!!!!		
Jan 02	(Friday)	Organizational Meeting
4:00PM		
Jan 06	(Tuesday)	Planning Board Meeting
5:00PM		
Jan 20	(Tuesday)	Sewer Q&A and Town Board
Meeting 6:00PM		
		At
		Community Hall
Jan 21	(Wednesday)	ZBA Hearing
6:00PM		
Jan 22	(Thursday)	Recreation Commission
Meeting 7:00PM		

