

**Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650
Town Board Meeting
January 20, 2026**

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 20th day of January 2026.

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: None

MOTION

MINUTES

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

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

Motion to accept minutes from December 9, 2025 Town Board meeting as written.

MOTION

MINUTES

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

ADOPTED Ayes 3 Richmond, Owen, Poulin,
 Nays 0
 Abstains Parker Lane

Motion to accept minutes from December 15, 2025 Town Board meeting as written.

MOTION

MINUTES

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

ADOPTED Ayes 3 Richmond, Owen, Parker Lane
Nays 0
Abstains Poulin

Motion to accept minutes from December 30, 2025 Town Board meeting as written.

RESOLUTION 2026-01-20-0030

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: A4089 Federal Aid – American Rescue Plan

DB: A0599 Appropriated Fund Balance

Amount \$18,733.68

To Expenditure to purchase the Highway Radio System for trucks with ARPA Funds. The ARPA Funds will be posted as anticipated revenue and applied to the appropriate fund balance.

CR: A9901.9 Interfund Transfers

DB: A0599 Appropriated Fund Balance

Amount \$18,733.68

To Entry is to post anticipated expenditure to transfer the ARPA Funds to the Highway Department for the actual expense to prevent over expenditure and applying fund balance

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 #1 includes vouchers 26-0002 – 26-00048 for a total amount of \$113,980.25.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 28,316.31
Highway	\$60,049.35
Water Dist. 1	\$ 2,826.77

Water Dist. 2	\$ 5,340.27
Special Lighting Dist.	\$ 725.55
Trust & Agency	\$ 1,409.00
Sewer Capital Fund	\$ 15,313.00

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 December 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 none due to weather conditions.

Sewer Meeting for Q&A will be moved to February 10,2026 at 6:00PM at Community Hall with B&L engineers offering presentation.

Town Board meeting to be moved to February 11, 2026 at 6:00PM at Town Office meeting room.

RESOLUTION 2026-01-20-
G&G INCOME SURVEY:

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

Resolved that Supervisor Richmond to enter contact with G&G Municipal Consulting & Grant Writing to perform Town income survey for Sewer Dist. 1 for a total of \$16,490.00.

Long range plan was explained by Councilperson Poulin and how to handle process by Board.

MOTION

LONG RANGE PLAN

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

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

Motion to approve long range plan as follows:

Harbor Revitalization

The proposed project is a planning *grant* to develop a Local Waterfront Revitalization Plan (LWRP).

Completion and implementation of the Program will be in future steps, after the LWRP is developed.

LWRP timeline

Jan/Feb 2026	NYS DOS LWRP grant award.
July/August 2026	NYS LWRP Contract signed.
Fall 2026	Solicit/Hire LWRP Land Planners
Late 2026/early 2027	Begin LWRP process. Establish the Waterfront Advisory Committee
2027-2028	LWRP Development
2029	Finalize and have LWRP approved by NYS DOS

Hamlet Revitalization

The Town of Henderson will be applying for funds from the “NY Forward” program.

NY Forward supports downtown recovery for New York’s smaller and rural communities, with a focus on hamlets and villages. NY Forward *awards* two \$4.5 million awards per region, our region is the North

Country. Cape Vincent and Alexandria Bay are two examples of previous winners in our area.

NY Fwd. timeline

Feb 2026 announced 2026	North Country REDC award Development of Strategic Investment Plans (SIP) by NYS planning consultants of proposed projects.
Feb 2027	Announcement of project funding
Spring 2028	First Projects construction starts.

2026

- Sewer District #1 Funding, Design, District Proceedings
- Town Revitalization
 - LWRP- Harbor & Hamlet Hire Planners, form Waterfront Advisory Committee
 - NY Forward- Hamlet Develop Strategic Investment Plans (SIP)
- Address one condemned structure

2027

- Sewer District #1 Construction start
- Town Revitalization
 - LWRP- Harbor & Hamlet Plan Development
 - NY Forward- Hamlet Project construction funding
- Water District #3 (Complete overlap with SD#1) Establishment, Funding, Design, District Proceedings
- Tax Reassessment (every 4 years)
- Address one condemned structure

2028

- Sewer District #1 Construction
- Water District #3 (Complete overlap with SD#1) Funding, Design, District Proceedings
- Town Revitalization
 - LWRP- Harbor & Hamlet Plan approval by NY DOS
 - NY Forward- Hamlet Project construction start
- NYMIR Assessment (Every 4 years)
- Insurance asset revaluation (every 3 years)
- Address one condemned structure

2029

- Water District #3 (Complete overlap with SD#1) Construction start
- Sewer District#2/Water District#4 (complete waterfront coverage out to the Cut) Establishment, Funding, Design, District Proceeding
- Town Revitalization
 - LWRP- Harbor & Hamlet Project Funding
- Externally performed comprehensive town financial audit (every 4 years)

2030

- Sewer District#2/Water District#4 (complete waterfront coverage out to the Cut) Funding, Design, District Proceeding
- Town Revitalization
 - LWRP- Harbor & Hamlet Project construction start

2031

- Sewer District#2/Water District#4 (complete waterfront coverage out to the Cut) Construction
- Tax Reassessment (every 4 years)
- Insurance asset revaluation (every 3 years)

2032

- Sewer District#2/Water District#4 (complete waterfront coverage out to the Cut) Construction
- NYMIR Assessment (Every 4 years)

2033

-Externally performed comprehensive town financial audit (every 4 years)

2034

-Insurance asset revaluation (every 3 years)

2035

-Comprehensive Land Use Plan Review/Revision (every 10 years)

Process

Identifying items out 10 to 20 years that the town needs or wants to accomplish. These would be big picture items that would provide directions for the town. These would be assigned to calendar years that we expect to have these implemented. The level of planning detail would increase as we get closer to the date. Adjustments are made as needed.

The Highway Department and Water district should have separate detailed long-range Capital (AMP) and Maintenance plans (and budgets) addressing their particular area of responsibility.

Oversight:

-Standard agenda item for updates at monthly town board meetings for current calendar year subject(s)

-Agenda item for updates at April & September town board meetings for following calendar year subject(s)

-Annual workshop in January to review and revise Long Range Plan

Potential Inputs

-Establish schedule for periodic Tax Reassessment (last performed 2014)

*NY State recommends every 4 years

* <https://www.tax.ny.gov/pit/property/learn/reassess.htm>

The *Aid for Cyclical Reassessments* program encourages localities to provide fair assessment to protect their initial investments in quality assessment roles. To be eligible, assessing units must commit to conducting reappraisals of all property at least once every four years. Up to \$5 per parcel is available in the year of a full reappraisal.

-Establish schedule for periodic Comprehensive Plan performance (in progress)
Recommend every 10 years.

Town Law Section 272-A Town comprehensive plan
10. Periodic review. The town board shall provide, as a component of such proposed comprehensive plan, the maximum intervals at which the adopted plan shall be reviewed.

-Establish schedule for externally performed comprehensive town financial audit
-last performed in 2025. School Districts are required every 5 years.
Town of Henderson has determined that every 4 years is appropriate since internal controls are not as regulated and staffed as a school district.

-NYMIR assessment- 4-year frequency
-Insurance re-evaluation-Last performed 3-year frequency
-Demolition of designated structures
-budget and progress on at least one structure per year

RESOLUTION 2026-01-20-031

SEWER SPENDING FROM GENERAL A FUND

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

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

Resolved the following:

Town of Henderson Sewer Project borrow from General A Fund

RESOLUTION No: # 2026-01-20-031

WHEREAS Municipal borrowing from a General Fund (often referred to as an "interfund loan" or "temporary advance") is a common administrative procedure used to address short-term cash flow needs without external financing.

WHEREAS the purpose of the loan is to cover anticipated expenses for the Sewer District #1 project until such time that the BAN (Bond Anticipation Note) can be extended.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson:
The maximum principal amount to be transferred from General A fund to Sewer District #1 is \$100,000.

The General A fund will be paid back upon renewal of the BAN or before the end of Fiscal Year 2026, whichever is sooner.

Sewer District #1 will pay interest to the General A fund at a rate comparable to what the money would have earned if it remained invested.

The Town Supervisor is authorized to execute the transfer.

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 Yes

Matthew Owen Yes

Torre Parker-Lane Yes

David Poulin Yes

Lindsay Witmer Absent

BOARD COMMENTS: Councilperson Owen Planning Board and ZBA Training, NY Planning Federation training.

PUBLIC COMMENTS: None.

Meeting to adjourn by Councilperson Parker Lane second by Councilperson Owen 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

Jan 21 (Wednesday)	ZBA Hearing	6:00PM
Jan 22 (Thursday)	Recreation Commission Meeting	7:00PM
Feb 03 (Tuesday)	Planning Board Meeting	5:30PM
Feb 10 (Tuesday)	Sewer Q&A at Community Hall	6:00PM
Feb 11 (Wednesday)	Town Board Meeting	6:00PM
Feb 16 (Monday)	Town Office Closed Holiday	
Feb18 (Wednesday)	ZBA Hearing	6:00PM
Feb 19 (Thursday)	Recreation Commission	7:00PM
March 3(Tuesday)	Planning Board Meeting	5:30PM