

**Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650
Town Board Meeting
July 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 July 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.

Henderson Fire District had several representatives to discuss the ambulance services. Jodi White, Shane Morris and Eric Anderson explained to the Board that Eric Anderson will be retiring in August of 2026, and new personnel will be needed to replace him at a cost that needs to be discussed with the Town. The Fire District will be holding an informational meeting at the Community Room on July 29, 2025 at 6:00PM and request that representation from the Board be on hand. The three choices being put forth are no more services, staff the ambulance squad or creating a new entity with surrounding Towns. Flyers will be mailed to the public and word of mouth should help support the meeting attendance.

Old Business Public Comments: Ginger Cook old sewer petition, Town Hall meeting signs

MOTION

MINUTES

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

| | | |
|---------|--------|-----------------------------------|
| ADOPTED | Ayes 4 | Owen, Parker Lane, Poulin, Witmer |
| | Nays 0 | |
| | Absent | Richmond |

Motion to approve minutes from June 10, 2025 Town Board Meeting.

RESOLUTION #2025-07-08-049

BUDGET TRANSFERS

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

ADOPTED Ayes 5 Richmond, Owen, Parker Lane, Poulin, Witmer
 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: A3610.4 BAR; Contractual

DB: A1990.4 Contingency

Amount \$210.00

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

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: DA5112.2 Permanent Improvement; Road Building Capital

DB: DA9901.9 Interfund Transfers

Amount \$73,641.00

To lower highways Permanent Improvements line item for the work performed at Boat Launch and charged to A Fund A5720.2 so highway does not overspend accordingly. Place in interfund transfers so when CHIPS revenues come the town can transfer to A Fund amount of reimbursement received.

BUDGET AMENDMENTS

DB: A5031 Interfund Transfers

CR: A599 Appropriated Fund Balance

Amount \$73,641.00

Bringing in CHIPS revenues that will be transferred from Hwy DA Fund once received.

DB: A5720.20 Docks, Piers, & Wharves; Capital Outlay

CR: A599 Appropriated Fund Balance

Amount \$73,641.00

To balance over-expenditure for boat launch capital improvements which CHIPS will reimburse

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 #7 include vouchers 25-00414– 25-00494 for a total amount of \$167,990.55.

Summary by Payable Account

| <u>Payable Acct</u> | <u>Total Amount</u> |
|------------------------|---------------------|
| General | \$ 85,286.86 |
| Highway | \$ 72,676.46 |
| Water Dist. 1 | \$ 3,299.35 |
| Water Dist. 2 | \$ 3,299.32 |
| Special Lighting Dist. | \$ 549.44 |
| Trust & Agency | \$ 1,066.12 |
| Sewer Capital Fund | \$ 1,650.46 |

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 June 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 Zoning Officer.

Highway Superintendent Corey Bolton discussed sign survey data collection, tennis courts, failing equipment, water tower cleaning.

MOTION

SIGN SURVEY AGREEMENT

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

Motion to allow Highway Superintendent Bolton to enter into agreement with Claude Phelps to provide sign survey program not to exceed \$6,000.00.

Zoning Enforcement Officer Eric Sheldon discussed a clean up project, unsafe structures and process also that Henderson Community Improvement Group want to put up a

directional sign on Route 3 and County Rte. 72 showing food, marinas, and services are available downhill into harbor.

LWRP Grant to submitted in July. NY Forward Grant to begin process in August.

Community Development Commission will proceed with interview process to form commission. Councilperson Poulin and Parker Lane to represent Town Board on commission.

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

RESOLUTION # 2025-07-10-050

WQIP 2025 SUBMISSION OF GRANT

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:

**TOWN OF HENDERSON
Resolution #50 of 2025**

**TOWN BOARD RESOLUTION FOR THE SUBMISSION OF A 2025
Water Quality Improvement Project (WQIP) GRANT APPLICATION FOR THE
SEWER DISTRICT NO. 1 PROJECT**

WHEREAS, a notice of funding availability for the New York State Department of Environmental Conservation (NYSDEC) Water Quality Improvement Project (WQIP) grant application period was announced for the current round of funding; and

WHEREAS, the Town of Henderson is committed to pursuing funding opportunities that will benefit the Sewer District No. 1 infrastructure project and limit the overall financial burden placed on the Town and Town Residents; and

WHEREAS, the Town is eligible to apply for funding under the NYSDEC WQIP 2025 program and the application deadline is July 31, 2025; and

WHEREAS, an additional grant award from the WQIP program would supplement the funding desired to proceed with the Sewer District No. 1 infrastructure project, which will provide environmental benefits to the Town and immediate region;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Henderson hereby authorizes the Town Supervisor, or their designated representative, to

prepare and submit a grant application to the NYSDEC WQIP for funding for the purposes set forth herein; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Supervisor to execute any and all documents required to effectuate the application and to administer any grant award received, including entering into a grant agreement with the NYSDEC, subject to review by the Town Attorney;

MOTION

SEWER DISTRICT #1 PROJECT ENGINEER APPOINTMENT

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

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

Motion to accept Barton & Loguidice, D.P.C.as project engineers for sewer district #1that applied to RFP.

MOTION

WATER TREATMENT PLANT CONTRACTOR

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

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

Motion to accept P&T Supply and Services as Water Treatment Contractor as applied for under RFP.

Snowshoe Rd. speed limit concern has been overseen by Councilperson Witmer as she is in contact with Department of Transportation.

Changes to the Recreation Building Rental discussed to raise rentals to \$75.00

MOTION

CLEANER CONTRACT FOR RECREATION PAVILION

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

ADOPTED Ayes 3 Parker- Lane, Poulin, Witmer
 Nays 1 Owen
 Recues 1 Richmond

Board moves to approve Heather Richmond to clean recreation pavilion as needed for the summer of 2025 at \$75.00 per cleaning. To be paid extra for opening and closing of building.

Town Hall Meeting July 10, 2025 at 6:00PM to be held at Community Hall, Fire Hall.

BOARD COMMENTS:

Supervisor Richmond Board is in process of accepting letters of interest and applications for both Assessor and Enforcement Officer positions that end on September 30, 2025. Property revaluation will not be happening until 2027 Board needs to do a motion to get set on County agenda.

PUBLIC COMMENTS: Ginger Cook – port a john at recreation building, cleaner at recreation building should be covered by rental fees, appreciated being able to sit in on interviews of RFP applicants for sewer engineer.

MOTION

ENTER INTO EXECUTIVE SESSION

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

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

Motion to enter into executive session to discuss pending litigation against Town

MOTION

EXIT EXECUTIVE SESSION

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

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

Motion to exit out of executive session

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

July 10 (Thursday) Town Hall Meeting @ Fire Hall 6:00PM

| | | | |
|---------|-------------|---------------------------------|--------|
| July 16 | (Wednesday) | Zoning Board of Appeals Meeting | 6:00PM |
| July 17 | (Thursday) | Recreation Commission Meeting | 7:00PM |
| Aug 05 | (Tuesday) | Planning Board Meeting | 5:00PM |
| Aug 12 | (Tuesday) | Town Board (Community Hall) | 6:00PM |
| Aug 20 | (Wednesday) | Zoning Board of Appeals Meeting | 6:00PM |
| Aug 21 | (Thursday) | Recreation Commission Meeting | 7:00PM |