

**Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650
Town Board Meeting
March 11, 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 11th day of March 2025.

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

ABSENT: Lindsay Witmer --- Councilperson

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

MOTION

ENTER INTO EXECUTIVE SESSION

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 enter into executive session to discuss current contracts for professional services.

MOTION

EXIT EXECUTIVE SESSION

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 exit out of executive session.

Old Business Public Comments: Grayson Walter commented on a prior meeting when a previous Board Member asked the Town to pay for their legal fees for an ongoing legal case involving the Town when they served. Mr. Walter said the previous Board member

is only being served as a witness not a defendant. He was not sure if the Town has received legal advice on the matter but wants the Board to understand they do not have to pay for the former Board member's legal services.

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
 Abstains Richmond

Motion to approve minutes from February 11, 2025 Town Board Meeting/ Public Hearing.

MOTION
AUDIT OF CLAIM

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

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

Motion to authorize payment of abstract #2P including voucher 25-00137 for a total amount of \$810.00.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$810.00

MOTION
AUDIT OF CLAIM

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

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

Motion to authorize payment of abstract #3 include vouchers 25-00139– 25-00196 for a total amount of \$82,986.13.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$18,725.69
Highway	\$44,061.27

Water Dist. 1	\$4,350.07
Water Dist. 2	\$4,350.03
Special Lighting Dist.	\$665.95
Trust & Agency	\$1,066.12
Sewer Capital Fund	\$9,767.00

MOTION

SUPERVISOR REPORT

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

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

Motion to accept February 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 Board of Appeals Chair, Jerry Tackley and Enforcement Officer Eric Sheldon.

Sewer project update presented by Thomas from DANC

MOTION

DANC MOVE FORWARD ON SEWER DIST. #1

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

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

Motion to authorize DANC to move forward with sewer survey for District #1

MOTION

RFP FOR TOWN ENGINEER

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

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

Motion to authorize DANC to move forward with RFP for sewer engineering review and County Route 123 design in relation to sewer district #1.

MOTION

WAIVE 7 DAY NOTICE OF RESOLUTION

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

ADOPTED Ayes 3 Richmond, Poulin, Parker Lane
 Nays 1 Owen

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

RESOLUTION # 2025-03-11-036

ASSESSOR CHANGE AND ASSESSOR CLERK HIRED

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

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

Resolved to reduce the current assessor's, Mary Cornell, salary to half (1/2) to take effect as of March 1, 2025 as she is out on medical leave and working from home as needed. Hire Marlene Norfolk as the clerk to Assessor at rate of pay of \$50.00 per hour. To be reviewed in June.

MOTION

WAIVE 7 DAY NOTICE OF RESOLUTION

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

ADOPTED Ayes 3 Richmond, Poulin, Parker Lane
 Nays 1 Owen

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

RESOLUTION # 2025-03-11-037

UNAPPOINTMENT AND APPOINTMENT OF PLANNING AND ZBA CLERK

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

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

Resolved to unappoint Mary Cornell as Planning and ZBA clerk and appoint Wendy Flagg as clerk for Planning and ZBA Boards to take effect March 1, 2025. Town will advertise position.

MOTION

WAIVE 7 DAY NOTICE OF RESOLUTION

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

ADOPTED Ayes 3 Richmond, Poulin, Parker Lane
 Nays 1 Owen

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

RESOLUTION # 2025-03-11-038

GREIVANCE DAY MOVED MAY 28, 2025

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

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

Resolved to change Assessment Greivance Day from the traditional 4th Tuesday in May to Wednesday May 28, 2025 due to conflict with Clerk to the Assessor. This change will be advertised on the website and regular posting areas of the Town.

RESOLUTION # 2025-03-11-039

2025 284 HIGHWAY AGREEMENT

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

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

Resolved to accept the 2025 284 Highway Agreement as presented by Highway Superintendent Corey Bolton.

MOTION

CONTINUATION OF PUBLIC HEARING FOR CHAPTER 46A

APPOINTMENTS & HIRING POLICIES

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

ADOPTED Ayes 4 Richmond, Parker Lane, Poulin, Owen

Nays 0

Motion to continue public hearing for Chapter 46A appointments and hiring policies open at 7:30PM

MOTION

CLOSE PUBLIC HEARING FOR CHAPTER 46A APPOINTMENTS & HIRING POLICIES

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

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

Motion to close public hearing.

MOTION

ACCEPT CHAPTER 46A APPOINTMENTS & HIRING POLICIES

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

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

Motion to accept Chapter 46A Appointments & Hiring Policies as follows:

Chapter 46A APPOINTMENTS & HIRING POLICIES

Article 1: Appointments

Article 2: Hiring

Article 3: Miscellaneous

[Revision History: Initial issue March 11, 2025]

NOTE: This policy does not apply to the following positions as specific state laws apply:

- Deputy Town Supervisor
- Deputy Town Clerk
- Deputy Highway Superintendent

Article 1: Appointments

1.1 Appointed Positions on Planning Board, Zoning Board of Appeals, Board of Assessment Review, the Assessor Position, the Enforcement Officer, the Budget Officer, and appointments to other non-self-governing, boards, committees or commissions created and governed by the Town Board.

- a) All position openings will be posted and communicated to the residents via website, town email alerts, town social media, and hard copy postings
- b) A Letter of Intent will be submitted by all applicants
- c) When possible, an interview process will be used to determine the most appropriate candidate
- d) Appointments will be selected and voted upon by the Town Board

Article 2: Hiring

2.1 Permanent and Part-Time Hiring

- a) All positions openings will be posted and communicated to the residents via website, town email alerts, town social media, and hard copy postings
- b) An application will be submitted by all applicants. The Application form to use is the latest Jefferson County "Application for Examination/Employment" form.
- c) The Highway Superintendent is the hiring authority for all approved Highway Department positions.
- d) The Town Board is the hiring authority for all approved non-Highway positions.
- e) Nepotism. The Highway Superintendent and Town Board members shall follow the Nepotism policy, as set forth in Resolution #2024-07-09-041 or Local Law chapter 46(whichever is more current), in any decision to hire, promote, discipline, or discharge a relative.
- f) The provisions of the union contract take precedence over any conflict in wording contained between this local law and the union contract.

Article 3: Miscellaneous

- a) HIGHWAY DEPARTMENT & SANITATION - MOTOR VEHICLE RECORD REVIEW (NYMIR requirement, do not revise or remove without reviewing NYMIR recommendation report of July 2024)

It is a DOT regulation that the highway superintendent review and evaluate drivers' Motor Vehicle Record (MVR) at the time of hire and annually to ensure that the driver has a valid driver's license or CDL and exhibits a safe driving record. A convenient way to do this is to utilize a monitoring service such as the NYS DMV LENS (License Event Notification Service.) To register for LENS contact the NYS DMV at: <https://dmv.ny.gov/dmv-records/overview>. This service is free for government entities.

- b) All hired employees will have a criminal background check performed.

- a. Use Accurate Background Investigations, Inc. to perform background check prior to hiring. See Attachment A.

ATTACHMENT A CRIMINAL BACKGROUND CHECK
Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650

Name: _____

Address: _____

SSN: _____ DOB: _____

Drivers Licenses Number _____ State: _____

Do you authorize Accurate Background Investigations, Inc to do a background check and/or DMV check?

Yes: _____ No: _____

Applicants Signature: _____

All Information Obtained is held confidential.

Accurate Background Investigations, Inc.
1903 W. Genesee St.
Syracuse, NY 13204
Phone (315) 802-4528 Fax (315) 802-4531

MOTION

BOWERS CPA'S & ADVISORS FINANCIAL AUDIT

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

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

Motion to accept Bowers CPA's & Advisors to perform a financial audit on the 2024 Town Records for a cost of \$19,150.00.

RESOLUTION # 2025-03-11-040

NYS DOT AGREEMENT FOR ROUTE 3 BRIDGE

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

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

Resolves to allow Supervisor Richmond to enter into agreement with NYSDOT for the purchase and repair of Town of Henderson lands as it relates to the replacement and repair of Stoney Creek Bridge on NYS Route 3.

MOTION

LONG RANGE PLAN

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

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

Motion to accept Long Range Plan as presented by Councilperson Poulin.

PUBLIC COMMENTS: Judi Sanders McKee

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

March 19	(Wednesday)	Zoning Board Appeals Meeting	6:00PM
March 20	(Thursday)	Recreation Commission	6:00PM
April 02	(Wednesday)	Planning Board Meeting	5:00PM
April 08	(Tuesday)	Town Board Meeting	6:00PM
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