

**Town of Henderson  
12105 Town Barn Rd.  
Henderson, NY 13650  
Public Hearing / Town Board Meeting  
May 13, 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 13<sup>th</sup> day of May 2025.

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

Town Board held an executive session from 4:00PM to 6:00PM to discuss pending litigation and Town Officials Indemnity Law with Town council.

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

Public Hearing opened at 6:01PM for Defend & Indemnify Officers & Employees by Supervisor Richmond.

Public Comments: Ed Glaser asked Board to have his legal fees covered by Town as they are related to Hovey Island legal cases.

Dave Cornell – Town should cover ex Supervisor’s legal fees as they are related to Town business.

Don Peters – If law is passed will it cover Ed Glaser’s legal fees

Gail Smith – When will be decision be made. Board should cover Ed Glaser's legal fees

Bill Griffith – Spoke in support of Town paying Ed Glaser’s legal fees

Greyson Walter – believes law is in compliance with existing Towns laws

**MOTION**

**CLOSE PUBLIC HEARING**

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

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

Motion to close public hearing for Defend & Indemnify Officers & Employees.

**Old Business Public Comments:** Ginger Cook question on water tower inspection?

MOTION

**MINUTES**

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

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

Motion to approve minutes from April 8, 2025 Town Board Meeting.

MOTION

**BUDGET TRANSFERS**

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

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

Motion to approve budget transfers as follows:

**BUDGET TRANSFERS**

CR: A1355.12 Assessor's Clerk; Payroll

DB: A1990.4 Contingency

Amount \$16,800.00

To balance over-expenditure in appropriations for unanticipated Assessor Clerk position.

CR: A8160.42 Refuse & Garbage; Contractual

DB: A8160.4 Refuse & Garbage; Contractual Container Fees

Amount \$6,000.00

To place appropriations to spend on the town's recycle center new expense account. This new expenditure account will contain all operating expenses such as spectrum, supplies, and all other things not related to recycling container fees and waste fees.

CR: DA5130.2 Hwy Small Equipment Capital Outlay

DB: DA5130.21 Hwy Large Equipment Capital Outlay

Amount \$4,000.00

To balance over-expenditure on recent purchases. Hand-held radios, 2024 Ford, and Ferris mower.

CR: DA5148.1 Hwy Payroll Services

DB: DA5110.1 Hwy Payroll Services

Amount \$7,300.00

To balance over-expenditure from Jan-Mar Snow & Ice period of payroll.

DB: A4089 ARPA Revenue

CR: A599 Appropriated Fund Balance Amount

\$48,243.00 Bringing in ARPA revenues to budget to allocate as a transfer to Hwy DA Fund.

CR: A9901.9 Internal Fund Transfers

CR: A599 Appropriated Fund Balance

Amount \$48,243.00

To balance the transfer of ARPA Funds to the highway DA fund.

MOTION

**AUDIT OF CLAIM**

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

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

Motion to authorize payment of abstract #4P include vouchers 25-00264– 25-00266 for a total amount of \$98,685.39.

**Summary by Payable Account**

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 49,039.89
Highway	\$ 49,345.50

MOTION

**AUDIT OF CLAIM**

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

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

Motion to authorize payment of abstract #5 include vouchers 25-00267– 25-00347 for a total amount of \$86,143.72.

**Summary by Payable Account**

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 49,967.24
Highway	\$ 27,924.30
Water Dist. 1	\$ 2,358.19
Water Dist. 2	\$ 2,358.18
Special Lighting Dist.	\$ 597.19

Trust & Agency	\$ 1,066.12
Sewer Capital Fund	\$ 1,872.50

MOTION

**SUPERVISOR REPORT**

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 accept April 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 Mooring and Highway Department.

Gail Smith-Carman from Henderson Business Community Council Reviewed the events the organization has planned for summer

Dana Keefer from Henderson Community Improvement Group spoke of the grant that was awarded to organization how it would be spent on signage, history walk and requested permission to build a bocce ball court near the recreation area.

REPORTS:

Highway Superintendent Corey Bolton discussed the bids received on the request to stabilize the Game Club Road bridge. Bid was advertised but only one bid was received from RDI Construction for \$82,000.00 to stabilize the bridge.

Board will hold special meeting to discuss projects and funds available.

Water Dept. read by Councilperson Poulin the RFP for the water plant operation has been advertised. Two proposals have been received, and interviews will be scheduled.

DANC representatives discussed sewer survey results out of 402 connections 194 responses were received about 50%. Option 2 received the most responses. Discussions on what the next steps for the Board to proceed with were discussed.

Gill House Sewer update was presented by Barton & Loguidice Board reviewed both Part II & III of SEQRA for the formation of Route 123 Sewage – Works Corp.

RESOLUTION # 2025-05-13-045

**RTE 123 TRANSPORTATION CORP SEQRA NEGATIVE DECLARATION**

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

ADOPTED Ayes 5  
Nays 0

Richmond, Owen, Parker- Lane, Poulin, Witmer

Resolved the following:

**RESOLUTION NO. 2025-05-13-045**

**Proposed Action: ROUTE 123 TRANSPORTATION CORPORATION AND SEWER MAIN PROJECT**

**RESOLUTION DETERMINING THAT THE PROPOSED ROUTE 123 TRANSPORTATION CORPORATION AND SEWER MAIN PROJECT IS AN UNLISTED ACTION AND WILL NOT HAVE A SIGNIFICANT ADVERSE IMPACT ON THE ENVIRONMENT**

**WHEREAS**, The Town of Henderson (Town) is proposing the Route 123 Transportation Corporation and Sewer Main Project (Project), located in the Town of Henderson, Jefferson County, New York; and

**WHEREAS**, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6 NYCRR Part 617 (the “Regulations”), the Town of Henderson Town Board desires to comply with SEQRA and the Regulations; and

**WHEREAS**, the Project has been classified as an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; and

**WHEREAS**, the Town of Henderson Town Board sent a letter and Part 1 of a Short Environmental Assessment Form (SEAF) to other potentially “Interested Agencies” and “Involved Agencies” (as these terms are defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating the Town of Henderson Town Board’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the Project (in accordance with 6 NYCRR Part 617.6); and

**WHEREAS**, responses from Interested and Involved Agencies were requested, and each of the potentially Interested and Involved Agencies has agreed to, or raised no objections to, the Town of Henderson Town Board serving as Lead Agency for the Project; and

**WHEREAS**, pursuant to the SEQRA Regulations, the Town of Henderson Town Board has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the SEAF for the Project, including the facts and conclusions in Parts 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Henderson Town Board hereby establishes itself as Lead Agency for the Project; and

**BE IT FURTHER RESOLVED**, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the Town of Henderson Town Board's knowledge of the area surrounding the Project, the Town of Henderson Town Board makes the determination that the Project will not have a significant adverse environmental impact and that the Project will not require the preparation of a Draft Environmental Impact Statement; and

**BE IT FURTHER RESOLVED**, that as a consequence of such findings and declaration, and in compliance with the requirements of SEQRA, the Town of Henderson Town Board, as Lead Agency, hereby directs the Town of Henderson Town Supervisor to sign the SEAF Part 3 – Determination of Significance indicating that the project will not result in one or more potentially large or significant adverse impacts (negative declaration); this Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

The foregoing resolution was thereupon declared duly adopted.

Dated: May 13, 2025

I hereby certify that this resolution was adopted on May 13, 2025 and is recorded in the Meeting Minutes of the Town of Henderson Town Board.

**MOTION**

**CONSENT TO FORMATION OF RTE 123 SEWAGE WORKS CORP**

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

Motioned to authorize Supervisor Richmond to sign consent of Town Board to the incorporation of a sewage works corporation to form Route 123 Sewage-Works Corporation.

Councilperson Poulin updated Board on NYMIR Report

Henderson Community Development Charter was discussed, and members are being sought.

Resolution # 2025-05-13-046

**HENDERSON COMMUNITY DEVELOPMENT CHARTER**

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 resolved to accept the following:

**Town of Henderson Community Development Charter**

**RESOLUTION No: # 2025-05-13-046**

WHEREAS one of the key duties of the Town board is to provide strategic direction and big-picture planning.

WHEREAS the Town Board has limited capabilities and resources.

WHEREAS The Town Board of Henderson believes in the power of collaboration and teamwork.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson:  
Approves the attached charter creating the Town of Henderson Community Development Commission.

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 Yes

**Town of Henderson, New York  
Community Development Commission Charter**



**Message from the Town Board of Henderson**

The Town Board of Henderson believes in the power of collaboration and teamwork and welcomes members of the community to serve on the Community Development Commission. The Town Board is looking for dedicated volunteers who are passionate about restoring and preserving the harbor and hamlet of Henderson. We are fortunate that Henderson has so many talented residents with a variety of skills and talents that can

bring positive changes to our town. If you are passionate about Henderson and our community, please consider volunteering for this worthy cause.

#### Mission

The Community Development Commission's mission is to bring together the local residents of Henderson to identify, obtain funding, and oversee community and economic development projects that will help both the town become stronger and more resilient into the future.

#### Overview

The Community Development Commission shall determine the needs, possibilities, and resources of the Town regarding community restoration and preservation. All commission actions and plans will be in alignment with the town's latest Comprehensive Plan information. The Community Development Commission will then work jointly with the Town Board to develop a long-term restoration and preservation plan for the Town. Once the plan is developed, the Community Development Commission will lead implementation of the plan, jointly with the Town Board.

The purpose of the Commission is to facilitate the coordination of recommendations and initiatives resulting from the Town of Henderson Comprehensive Plan, revitalization plans, Pro Housing Community initiatives, Climate Smart Community initiatives, etc.

The Commission can also serve in an advisory capacity to the Town Board as requested. The commission shall consult with the town board, the planning board and other local organizations including the Henderson Historical Society, Henderson Business & Community Council, Henderson Performing Arts, Henderson Community Improvement Group and others.

#### Committee Structure

The Community Development Commission consists of nine voting members. The desired committee makeup is a diverse mix of residents, town board members (maximum of two), members of existing committees and organizations, and local business owners. All members will be appointed by the Town Board in accordance with Local Law #46A. A quorum will consist of at least 5 members.

The Committee will meet regularly with suggested frequency of monthly. Additional meetings may be scheduled on an as needed basis. The meeting can be held remotely if desired. The Committee is to conduct its proceedings in compliance with the Open Meetings Law (Public Officers Law sections 100-111) and maintain minutes of the meetings.

Resolution #2025-05-13-047

#### **SEQRA FOR LOCAL LAWS NEGATIVE DECLARATION**

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

Board resolved to accept the following:

SEQR for Local Law Revisions  
 RESOLUTION No: # 2025-05-13-047

WHEREAS NY law 6 NYCRR 617.2 *STATE ENVIRONMENTAL QUALITY REVIEW*

Requires a consideration of environmental factors into the existing planning, review and decision-making processes of local government agencies.

WHEREAS the following local laws were processed without documentation of an environmental review:

Local Law	Brief description of rev	Revision or New approval date
#37 Meetings	Added admin items for monthly meetings and conduct of meetings	3/12/2024
#27 Investments	Change from Key bank to as determined at Organizational meeting	7/9/2024
#73 Boating	Removed the No Fishing provision and removed the no use in nighttime hours	7/9/2024
#23 Harassment Policy	Full rewrite to correspond with NYS requirements	12/10/2024
#4 Water Use Law	Extensive, including technical aspects of piping requirements for new builds	1/14/2025
46A Hiring & Appointment Policy	New policy	3/11/2025

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson considered the environmental impact of the following local laws and dispositioned as listed:

Local Law	SEQR Resolution
#37 Meetings	NA, strictly admin related, not an Action that could affect the environment
#27 Investments	NA, strictly admin related, not an Action that could affect the environment
#73 Boating	Type II, are not subject to review due to official acts of a ministerial nature
#23 Harassment Policy	NA, strictly admin related, not an Action that could affect the environment

#4 Water Use Law	Type II, are not subject to review due to official acts of a ministerial nature
46A Hiring & Appointment Policy	NA, strictly admin related, not an Action that could affect the environment

The foregoing Resolution was offered by Board Member, Witmer, and seconded by Board Member, Owen, 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 Yes

Resolution #2025-05-13-048

**LOCAL LAWS REVISIONS**

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

Board resolved to accept the following:

**Resolution for Local Law Revisions**

RESOLUTION No: # 2025-05-13-048

WHEREAS NY Municipal Home Rule (MHR) CHAPTER 36-A, ARTICLE 3 para 27

Requires that 20 DAYS after adoption, Local Law certified copies must be filed with Secretary of State and in Town Office.

WHEREAS the following local laws have not been processed with the NY Department of State (DOS):

Local Law not on file	Brief description of rev	Public hearing held	SEQR disposition on 5/13/2025
#37 Meetings	Added admin items for monthly meetings and conduct of meetings	3/12/2024	NA, strictly admin related, not an Action
#27 Investments	Change from Key bank to as determined at Organizational meeting	7/9/2024	NA, strictly admin related, not an Action
#73 Boating	Removed the No Fishing provision and removed the no use in nighttime hours	7/9/2024	Type II

#23 Harassment Policy	Full rewrite to correspond with NYS requirements	12/10/2024	NA, strictly admin related, not an Action
#4 Water Use Law	Extensive, including technical aspects of piping requirements for new builds	12/10/2024-1/14/2025	Type II
46A Hiring & Appointment Policy	New policy	3/11/2025	NA, strictly admin related, not an Action

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson Town Board approves the following local law revisions or new issuance as denoted in the following table:

Local Law not on file	Brief description of rev	Public hearing held	SEQR disposition on 5/13/2025
#37 Meetings	Added admin items for monthly meetings and conduct of meetings	3/12/2024	NA, strictly admin related, not an Action
#27 Investments	Change from Key bank to as determined at Organizational meeting	7/9/2024	NA, strictly admin related, not an Action
#73 Boating	Removed the No Fishing provision and removed the no use in nighttime hours	7/9/2024	Type II
#23 Harassment Policy	Full rewrite to correspond with NYS requirements	12/10/2024	NA, strictly admin related, not an Action
#4 Water Use Law	Extensive, including technical aspects of piping requirements for new builds	12/10/2024-1/14/2025	Type II
46A Hiring & Appointment Policy	New policy	3/11/2025	NA, strictly admin related, not an Action

The foregoing Resolution was offered by Board Member, Witmer, and seconded by Board Member, Owen, 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 Yes

GYMO Engineering submitted letter of resignation to Town of Henderson concerning sewer project and any other business with Town and will not be pursuing RFP regarding sewer project for sewer district no. 1.

**BOARD COMMENTS:**

Councilperson Owen comments on Indemnity Law, new public participation, and scheduling special meeting for Game Club Rd. bridge and Indemnity law

Special Meeting scheduled for May 20, 2025 at 7:00PM to discuss Game Club Rd bridge & Indemnity Law.

Councilperson Poulin informs Board that DEC will not be performing Invasive species program at Town Boat Launch due to lack of funding.

PUBLIC COMMENTS: Ginger Cook – GYMO Resignation, Parking in Harbor, sewer , survey, port a john for derbies.

Steve Carbone - request public restrooms at his marina

Sally Jones – GYMO resignation

Bonnie Yonkovicg – Garden Club needs post painted

Andrew Moore – Lighting on NYS Rte. 178 insufficient

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

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
June 03	(Tuesday)	Planning Board Meeting	5:00PM
June 10	(Tuesday)	Town Board Meeting	6:00PM
June 18	(Wednesday)	Zoning Board of Appeals	6:00PM
June 19	(Thursday)	JUNETEENTH TOWN OFFICES CLOSED	
June 19	(Thursday)	Recreation Commission Meeting	6:00PM