

**Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650
Town Board Meeting
November 12, 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 12th day of November 2025.

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

ABSENT: Torre Parker Lane --- 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 Owen, seconded by Councilperson Witmer, The following motion was

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
Nays 0

Motion to accept minutes from September 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 Witmer (Absent from workshop)

Motion to accept minutes from September 23, 2025 Town Board Budget Workshop as written.

MOTION

MINUTES

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

ADOPTED Ayes 3 Richmond, Owen, Witmer
 Nays 0
 Abstains Poulin (Absent form Meeting)

Motion to accept minutes from October 14, 2025 Town Board meeting as written.

RESOLUTION 2025-11-12-056

BUDGET TRANSFERS

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
 Nays 0

Board resolves to accept the following Budget Transfers:

CR: A1620.4 Operations of Plants/Bldings; Contractual
DB: A1620.2 Operations of Plants/Bldings; Equipment
Amount \$5,000.00
Transfer is to make sure appropriation does not over expend by year end.

CR: A1670.4 Printing/Mailing
DB: A1910.4 Unallocated Insurance
Amount \$1,500.00
Transfer is to make sure appropriation does not over expend by year end.

CR: A4020.41 Registrar of Vital Statistics; Contractual
DB: A1910.4 Unallocated Insurance
Amount \$400.00
Transfer is to make sure appropriation does not over expend by year end.

CR: A5720.20 Docks, Piers, & Wharves; Capital Equip
DB: A1620.2 Operations of Plants/Bldings; Contractual
Amount \$67,400.00
To balance over-expenditure from Rod & Gun Club Road repairs.

CR: A5720.40 Docks, Piers, & Wharves; Contractual
DB: A1320.4 Auditor; Contractual
Amount \$5,000.00
To balance over-expenditure with additional for any year end expenditure.

CR: A7140.1 Recreation; Payroll
DB: A1320.4 Auditor; Contractual
Amount \$60.00
To balance over-expenditure in appropriations.

CR: A8010.2 Zoning; Equipment
DB: A1330.4 Tax Collection; Contractual

Amount \$1,225.00

To balance over-expenditure from computer upgrade.

CR: A8160.42 Refuse & Garbage; Contractual

DB: A1440.40 Engineer; Contractual

Amount \$4,000.00

To balance over-expenditure with additional for any year end expenditure.

CR: A9060.8 Health Insurance

DB: A9050.8 Unemployment

Amount \$5,000.00

To prevent over-expenditure by year end.

CR: DA5110.1 Payroll

DB: DA5142.21 Large Equipment

Amount \$14,800.00

To balance over-expenditure.

CR: DA5130.2 Small Equipment

DB: DA5130.21 Large Equipment

Amount \$25,700.00

To balance over-expenditure for board approved sanders purchased.

CR: DA5132.4 Garage; Contractual

DB: DA5130.21 Large Equipment

Amount \$3,000.00

To balance over-expenditure with additional for any year end expenditure.

CR: DA5140.1 Payroll

DB: DA5130.21 Large Equipment

Amount \$3,000.00

To balance over-expenditure.

CR: F8310.4 Operations; contractual

DB: F8310.2 Equipment

Amount \$8,000.00

To prevent line-item becoming over-expended by year end expenses.

CR: F9010.8 State Retirement

DB: F8310.2 Equipment

Amount \$3,500.00

To balance over-expenditure; NYS annual contributions to retirement invoice.

CR: FH8310.4 Operations; contractual

DB: FH8310.2 Equipment

Amount \$4,000.00

To prevent line-item becoming over-expended by year end expenses.

CR: FH9010.8 State Retirement

DB: FH8310.2 Equipment

Amount \$3,500.00

To balance over-expenditure; NYS annual contributions to retirement invoice.

MOTION

AUDIT OF CLAIM

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
 Nays 0

Motion to authorize payment of abstract #10P includes voucher 25-00681 for a total amount of \$240.00.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
Highway	\$ 240.00

MOTION

AUDIT OF CLAIM

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
 Nays 0

Motion to authorize payment of abstract #11 includes vouchers 25-00682 – 25-00757 for a total amount of \$168,054.34.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 48,400.33
Highway	\$ 89,274.73
Water Dist. 1	\$ 6,768.05
Water Dist. 2	\$ 6,768.03
Special Lighting Dist.	\$ 674.08
Trust & Agency	\$ 1,066.12
Sewer Capital Fund	\$ 15,103.00

MOTION

SUPERVISOR REPORT

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
 Nays 0

Motion to accept October 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 Town Clerk and Water Dept.

Ron Elmer from P&T Supply, our water management company, discussed the water treatment plant upcoming changes, challenges and upgrades.

B & L Engineers update Board on review of Sewer Dist. 1 still reviewing data, have meetings with DEC and EFC this week. Plan on holding a workshop in December with Board.

Construction of New York State Route #3 at Stoney Creek Bridge will begin in Spring/Summer 2026.

MOTION

2026 BUDGET

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

ADOPTED Ayes 4 Richmond, Poulin, Owen, Witmer
 Nays 0

Motion to approve and enact the 2026 Annual Budget at a Town tax rate of \$1.21 per thousand of assessed value and a Library tax rate of \$0.15 per thousand of assessed value keeping the Town over the 2% Tax Cap Levy Limit by \$60,299.00.

MOTION

2026 TRIATHLON

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
 Nays 0

Motion to approve 2026 Triathlon to be held on July 11, 2026 at Town Boat Launch with the understanding that launch will be closed to public during morning hours until early afternoon approximately 2:00PM on the day of event.

MOTION

LEGAL FEES FORMER SUPERVISOR

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
Nays 0

Motion to approve payment of \$5,500.00 to former Supervisor, Edwin Glaser, for legal fees incurred as advised by Town's Legal Counsel.

Organizational Meeting date set for January 2, 2026 at 3:00PM

MOTION

APPOINTMENT

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

ADOPTED Ayes 4 Richmond, Owen, Poulin, Witmer
Nays 0

Motion to appoint John Bateman to Community Development Commission

Grant writing firm was interviewed and would cost Town \$28,800.00 per year for services to find and write grants as Town's needs arise. Hoping to possibly share with other local organizations through out Town. Table until December meeting.

Financial quarterly audits are to be reviewed by each Board member per Comptroller direction.

Assessor to provide monthly report to Board Members

BOARD COMMENTS: None

PUBLIC COMMENTS: Janet Mc Millan – Bond insurance cheaper than paying legal fees/ Judy McKee Sanders – Any properties not up to code with zoning violations

Meeting to adjourn by Councilperson Owen second by Councilperson Witmer 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

Nov 19	(Wednesday)	Zoning Board of Appeals Hearing	6:00PM
Nov 20	(Thursday)	Recreation Commission Meeting	7:00PM
Nov 26	(Wednesday)	Town Offices Closing at NOON	
Nov 27	(Thursday)	HAPPY THANKSGIVING EVERYONE!!!!	

Dec 02	(Tuesday) Planning Board Meeting	5:00PM
Dec 09	(Tuesday)Town Board Meeting	6:00PM
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!!!!!!	