

**Town of Henderson
12105 Town Barn Rd.
Henderson, NY 13650
Town Board Meeting
September 9, 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 4:00PM, on the 9th day of September 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 4:00PM with Supervisor Richmond leading the Pledge of Allegiance.

MOTION

ENTER INTO EXECUTIVE SESSION

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

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

Motion to enter into Executive session to perform interviews for both Zoning Enforcement Officer and Assessor positions.

MOTION

EXIT EXECUTIVE SESSION

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

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

Motion to exit Executive Session.

Regular Meeting begins at 6:00PM as opened by Supervisor Richmond

Old Business Public Comments: Ginger Cook questions funds for B&L are coming from. Sally Jones CAD Information from GYMO / easement revocation

MOTION

MINUTES

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

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

Motion to approve minutes from August 12, 2025 Town Board meeting

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 #9 include vouchers 25-00558 – 25-00620 for a total amount of \$108,018.39.

Summary by Payable Account

<u>Payable Acct</u>	<u>Total Amount</u>
General	\$ 36,755.02
Highway	\$ 64,072.33
Water Dist. 1	\$ 2,810.97
Water Dist. 2	\$ 2,810.93
Special Lighting Dist.	\$ 458.52
Trust & Agency	\$ 1,066.12
Sewer Capital Fund	\$ 44.50

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 September 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 Enforcement Officer and Zoning Board of Appeals

Jerry Tackley represented Rhode Center and did annual report to Board of the success of the program thanking the Town for their continued support of the program.

Jefferson County Real Property Office is not able to provide assessing services for the Town. Town will have to provide their own internally.

MOTION

ASSESSMENT REEVALUATION

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 submit request to Jefferson County Real Property Office to be put on docket for 2027 season for assessment reevaluation.

B & L representatives updated public on sewer Dist #1 review.

MOTION

BARTON & LOGUIDICE ENGINEERS CONTRACT

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 Supervisor Richmond to enter into contract with Barton & Loguidice Engineers to review Sewer District #1.

RESOLUTION #2025-09-09-053

2025 JEFFERSON COUNTY HAZARD MIGRATION PLAN

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

Resolved as follows:

Henderson New York
RESOLUTION NO. 2025-0-0-053

A RESOLUTION OF THE HENDERSON ADOPTING THE 2025 Jefferson County Hazard Mitigation Plan

WHEREAS the Town of Henderson Town Board recognizes the threat that hazards pose to people and property within Henderson; and

WHEREAS the Town of Henderson has prepared a multi-hazard mitigation plan, hereby known as 2025 Jefferson County Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS 2025 Jefferson County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Henderson from the impacts of future hazards and disasters; and

WHEREAS adoption by the Town Board demonstrates their commitment to hazard mitigation and achieving the goals outlined in the 2025 Jefferson County Hazard Mitigation Plan.

NOW THEREFORE, BE IT RESOLVED BY THE Town Board of Henderson, New York, THAT:

Section 1. In accordance with subdivision 3 of section 20 of the Municipal Home Rule Law, the Town of Henderson Town Board adopts the 2025 Jefferson County Hazard Mitigation Plan. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

ADOPTED by a vote of 5 in favor, 0 against, and 0 abstaining, on 09/09/2025.

RESOLUTION #2025-09-09-054

FINANCIAL OVERSIGHT

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

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

Resolved as follows:

Town of Henderson -Liaison for Financial Oversight

RESOLUTION No: # 2025-09-09-054

WHEREAS Town Law Section 123 states *On or before the twentieth day of January, each town officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the town board for such moneys and shall produce all supporting books, records, receipts, warrants, vouchers, and cancelled checks or check images as authorized by General Municipal Law Section 99-b.*

WHEREAS No member of the town board is allowed to participate in the audit of their own records (i.e., town supervisor).

WHEREAS Uniform Justice Court Act Section 2019-a applies to annual audit of Town Justice's financial records.

WHEREAS The responsibility for the performance of mandated audits is the unique and sole responsibility of the Town Board members (excluding the Town Supervisor).

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Henderson: Establish one Town Board member as a Liaison area for Financial Oversight. Oversight responsibilities include tracking the performance of the Annual Audit requirements and ensuring the audit is performed.

Develop expertise in the requirements for financial audits and implement best practices for its performance.

MOTION

LIASON FINANCIAL OVERSITE

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

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

Motion to appoint Councilperson Witmer as liaison for financial oversight.

Grant writer to be interviewed by Councilperson Poulin and Councilperson Parker Lane on September 23rd.

Public Hearing for 2026 Budget Hearing to be held on October 14, 2025 at 6:00PM at 12105 Town Board Rd., Henderson, NY.

Past Supervisor's attorney bills are currently being reviewed.

BOARD COMMENTS: None

PUBLIC COMMENTS: Ginger Cook – Sewer project concerns, easements, permissive referendum, GYMO Audit, Chris Bennett – Sewer project should be voted on, Sally Jones – GYMO audited, Judi Sanders – What guidance does Zoning officer use to review zoning projects Stephanie Quick – Cornell Ext. Program / 4H program at Belleville Henderson School

MOTION

ENTER INTO EXECUTIVE SESSION

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

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

Motion to enter into Executive session to discuss personnel positions for both Zoning Enforcement Officer and Assessor positions.

MOTION

EXIT EXECUTIVE SESSION

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

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

Motion to exit Executive Session.

Meeting to adjourn by Councilperson Witmer 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

Sept 23	(Tuesday)	Town Board Budget Workshop	6:00PM
Oct 07	(Tuesday)	Planning Board Meeting	5:00PM
Oct 13	(Monday)	COLUMBUS DAY TOWN OFFICES CLOSED	
Oct 14	(Tuesday)	Town Board Meeting	6:00PM
Oct 15	(Wednesday)	Zoning Board of Appeals Meeting	6:00PM
Oct 16	(Thursday)	Recreation Commission Meeting	7:00PM
Nov 04	(Tuesday)	ELECTION DAY TOWN OFFICES CLOSED VOTING	
6AM – 9PM			
Nov 05	(Wednesday)	Planning Board Meeting	5:00PM
Nov 11	(Tuesday)	Veterans Day Town Offices Closed	
Nov 12	(Wednesday)	Town Board Meeting	6:00PM
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!!!!	