



TOWN OF HENDERSON ORGANIZATIONAL MEETING
12105 Town Barn Rd
Henderson, New York 13650
JANUARY 3, 2022

Organizational meeting of the Town Board of the Town of Henderson, County of Jefferson and the State of New York was held at the Town office, 12105 Town Barn Rd, Henderson, NY on the 3rd day of January 2022.

PRESENT:	Edwin Glaser	----	Supervisor
	Carol Hall	----	Councilperson
	Torre Parker- Lane	----	Councilperson
	Bryan Flagg	----	Councilperson
	Matthew Owen	----	Councilperson
	Wendy Flagg	----	Clerk

Supervisor Glaser called meeting to order at 7:00 P.M. with the Pledge to the flag.

PROPOSED RESOLUTIONS

RESOLUTION 2022-01-03-001 (SUPERVISOR APPOINTMENTS)

Carol Hall as Deputy Supervisor

Donna Martel as Clerk to Town Supervisor and Budget Officer

James Burrows as Town Attorney from Kendall, Walton & Burrows Law Firm

GYMO Engineering as Town Engineer except for issues w/ existing water system #1 & #2

Liaison Areas

Ed Glaser: Town Clerk, Bookkeeper, Inter-governmental, Highway, Sewer, Mooring & all things Harbor

Torre Parker-Lane: Commerce & Economic Dev, Grants, Non-profits excluding Historical Society & Library

Carol Hall: Sanitation, Library, Recreation, Historical Society & Assessor

Bryan Flagg: Infrastructure, Water, BAR, Fire Dept and Ambulance, Public Health and Parks

Matthew Owen: ZBA, Planning Board, ZEO, Town Court

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-002 (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2022 Town of Henderson Budget and Appointments (Per Hour: ph; Per Meeting: pm; Hearings: h; No Salary-NS)

PAYROLL

SUPERVISOR

Town Supervisor Ed Glaser \$22,500.00

TOWN BOARD

Town Council Carol Hall \$ 6,000.00

Town Council Matthew Owen \$ 6,000.00

Town Council Torre Parker-Lane \$ 6,000.00

Town Council Bryan Flagg \$ 6,000.00

Clerk to Town Supervisor and Budget Officer Donna Martel \$ 21,500

HIGHWAY DEPARTMENT

Highway Superintendent Stanley Hall, \$47,600.00

Highway Deputy Supt. Jeffrey Peterson \$ 24.45 ph*

Highway MEO Jeffery Peterson \$ 23.45 ph

Highway MEO Andrew Morris \$ 23.45 ph

Highway MEO Mathieu Corron \$ 23.45 ph

Highway MEO Christopher Lennox \$ 22.45 ph

**18 Month Anniversary (1/27/2022) \$23.45 ph

Highway MEO Patrick Fitzgerald \$21.45 ph

***1 yr. Anniversary 5/3/2022 \$22.45 ph

***18 mo. Anniversary 11/3/2022 \$23.45 ph

Highway MEO Paul Perry \$21.45 ph

****1 yr Anniversary 12/13/2022

Highway Temp MEO \$ 18.00 ph

Highway Temp Laborer \$ 17.00 ph

*Dept. Supt increase in pay only when acting in the place of the Supt.

TOWN CLERK DEPARTMENT

Town Clerk/Collector/Registrar Wendy Flagg \$ 36,500.00

Deputy Clerk Eunice Wescott \$ 14.50 ph

Asst. Clerk \$13.50 ph

JUSTICE DEPARTMENT

Justice Michael Yonkovig \$ 10,500.00

Justice James McGowan \$ 10,500.00

Justice Clerk Wendy Flagg \$6,500.00 p/yr

APPOINTED OFFICIALS

Assessor Mary Cornell \$ 25,000.00

Enforcement Officer Eric Sheldon \$ 14,000.00

Health Officer Vacant \$ 500.00

Historian Eric Anderson \$ 500.00

Mooring Administrators James & Barbara Weber NS

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-002A (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2021 Town of Henderson Budget and Appointments (Per Hour: ph; Per Meeting: pm; Hearings: h; No Salary-NS)

WATER DISTRICTS

Water Districts Distr. F/T Jason Williams \$ 23.45 ph

Water District Laborer F/T Gregory Ingerson \$ 22.45 ph

Water Clerk Wendy Flagg \$4,000.00 p/yr

RECYCLING/SANITATION

Sanitation Foreman Jason Williams \$ 23.45 ph

Sanitation Laborer F/T Gregory Ingerson \$ 22.45 ph

Sanitation P/T Employee \$16.00 ph

BUILDING MAINTENANCE

Office Cleaner Wendy Flagg \$ 50.00 p/wk

Recreation Cleaner Contracted

PLANNING BOARD.

Term Ending – 2025 Robert Ashodian \$60.00 pm

Term Ending – 2026 Carol McGowan \$ 60.00 pm

Term Ending - 2022 Ned Martelle \$ 60.00 pm

Term Ending – 2023 John Treadwell \$60.00 pm

Term Ending – 2024 Michael Contino \$ 60.00 pm

Clerk Mary Cornell \$ 2,500.00 p/yr

ZONING BOARD OF APPEALS.

Term Ending – 2025 Joan Treadwell Woods \$60.00 pm

Term Ending – 2026 Jerry Tackley \$ 60.00 pm

Term Ending - 2022 Julie West \$ 60.00 pm

Term Ending - 2023 Robert Aliasso \$ 60.00 pm

Term Ending – 2024 Fred Caswell \$60.00 pm

Clerk Mary Cornell \$ 2,000.00 p/yr

BOARD OF ASSESSMENT REVIEW

Term Ending – 2026 Peter Price \$ 75.00 Grievance Day and \$25.00 pm

Term Ending - 2022 Lee Cagwin \$ 75.00 Grievance Day and \$25.00 pm

Term Ending - 2023 Michael Contino \$ 75.00 Grievance Day and \$25.00 pm

Term Ending - 2024 Robert Whiteman \$ 75.00 Grievance Day and \$25.00 pm

Term Ending - 2025 Alice Fisher \$ 75.00 Grievance Day and \$25.00 pm

Clerk Eunice Wescott \$ 14.50 ph

RECREATION COMMISSION

Term ending 2022 Sara Zehr Chairperson NS

Term Ending 2021 Vacant NS

Term Ending 2020 Judith Whitney NS

Term Ending 2023 Michelle Lawrence Co-Chairperson NS

Term Ending 2024 Jerrica White NS

Term Ending 2025 Tina Spencer NS

Term Ending 2026 Kathy Sidmore NS

OTHER CONTRACTUAL

Town Attorney Jim Burrows \$185.00 ph

Sue Wilcox paralegal \$120.00 ph

Northshore Solutions Inc. (Web design and hosting): \$845.00 plus \$36.00 ea. for 7 email accounts (Supervisor, Clerk, Court, Highway, Assessor, Enforcement Officer and Recreation Commission)

P & T Supply Co. (water system operator) \$2085.00 p/m \$75.00 ph service calls (see contract)

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-003 (RETIREMENT CREDITS)

The following number of hours per pay period will credited toward the NYS Employees Retirement System for the employees listed below:

Days worked are based on a six-hour day for a bi-weekly pay period and were calculated from a 3-month reported time keeping system. Individuals newly hired are reported based on the history of the position and its function and will be adjusted as necessary after the appropriate resolution is passed.

Six-hour Day Employees	Days Worked
Torre Parker-Lane	5.92
Wendy Flagg	10
Eric Sheldon	4.09
Donna Martel	17.92
Edwin Glaser	5.12

Days worked are based on an eight-hour day for a bi-weekly pay period and were calculated from a 3-month reported time keeping system.

Eight-hour Day Employees	Days Worked
Jeffrey Peterson	10
Paul Perry	10
Andrew Morris	10
Mathieu Corron	10
Christopher Lennox	10
Patrick Fitzgerald	10
Gregory Ingerson	10
Jason Williams	10
Thomas Waters	PT/ Temp

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-004 (TOWN BOARD: CONTRACTS/AGREEMENTS)

The following awards are as per the 2022 Town of Henderson budget:

Henderson Historical Society \$5,000 A-6410.44

Rhode Center: \$ 1,500 A-6772.40

Volunteer Transportation Center, Inc. \$300 A-6772.41

Henderson Free Library: \$50,000 A-7410.4

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-005 (BEAUTIFICATION) as per the 2022 Town of Henderson Budget establishes a fund of \$1,800 for use by the Henderson Garden Club for the beautification of the Town of Henderson. Funds to be awarded from account #A8570.41 upon prior approval from the Town Board of the Town of Henderson for each purchase.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-005B (BEAUTIFICATION) as per the 2021 Town of Henderson Budget establishes a fund of \$750 for use by the Belleville Henderson Central School FFA for the beautification of the Town of Henderson. Funds to be awarded from account #A8570.40 upon prior approval from the Town Board of the Town of Henderson for each purchase.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-006 (HENDERSON HARBOR PERFORMING ARTS) as per the 2022 Town of Henderson Budget establishes a fund of \$2,500 for use by the Henderson Harbor Performing Arts Association for the purpose of holding arts and other activities for the Town of Henderson. Funds to be awarded from account #A6410.42.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-007 (HENDERSON BUSINESS & COMMUNITY COUNCIL) as per the 2022 Town of Henderson Budget establishes a fund of \$2,000 for use by the Henderson Business & Community Council for the purpose of promoting tourism and non-profit organizations for the Town of Henderson. Funds to be awarded from account #A6410.40

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-008 (DOG CONTROL) to continue the services of the Jefferson County Dog Control as the Dog Control Officer for the Town of Henderson for the Year 2022

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-009 (CODIFICATION-DEPOSITORIES) to approve and accept the Investment Policy for the Town of Henderson as it appears in the Town of Henderson Codification and designates the Official Depositories to be Community Bank for Judge McGowan, Judge Yonkovig and the Town Clerk/Tax Collector Accounts, and Watertown Savings Bank for the Town Supervisor, Capital Fund for Water District #2 and Capital Fund for Sewer District #1.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-0010 (MILEAGE) to accept the mileage reimbursement rate of \$.58.5 cents per mile for approved town business by Town of Henderson officials as per IRS and NYS rates.

On a motion of Councilwoman Owen, second by Councilman Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-011 (MEETINGS) confirms that regular meetings of the Town Board of the Town of Henderson be held the second Tuesday of each month at 7:00 P.M. at 12105 Town Barn Road unless otherwise announced.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-012 (PROCUREMENT POLICY) to accept the existing Procurement Policy as it appears in the Town of Henderson Codification Book with the exceptions described in the next two resolutions.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-013 (PROCUREMENT POLICY) gives authorization for the Highway Superintendent to make parts and/or equipment purchases of less than \$1,000 without prior approval. Parts and/or equipment purchases between \$1,000 and \$10,000 must be pre-approved by the Town Supervisor with two quotes, and purchases exceeding \$10,000 must be pre-approved by the Town Board along with 3 written quotes; and that the Town of Henderson Procurement Policy must always be followed.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-014 (PROCUREMENT POLICY) gives authorization for the Sanitation Department Foreman to make parts and/or equipment purchases of less than \$1,000 without prior approval. Parts and/or equipment purchases between \$1,000 and \$10,000 must be pre-approved by the Town Supervisor with two quotes, and purchases exceeding \$10,000 must be pre-approved by the Town Board along with three written quotes; and that the Town of Henderson Procurement Policy must always be followed.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-015 (RETURNED CHECKS) confirms that pursuant to General Municipal Law, Section 85, a fee in the amount of \$25.00 be levied for any check made payable to the Town of Henderson, or to any Official acting on behalf of the Town of Henderson, when such check is returned for "Insufficient Funds." This fee will cover the charges imposed by the bank, to the Town of Henderson, from which that check was drafted.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-16 (POLLING LOCATION) designates the Official Polling Location for the Town of Henderson to be the Town Office at 12105 Town Barn Road, Henderson, NY. All Town Offices will be closed that day including the transfer and recycling station.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-017 (FINANCIAL) authorizes the payment in advance of claims for public utilities, (which include electric, fuel and telephone) and insurance, postage and or freight when it appears these bills would not be paid on a timely basis if held until the next regular Town Board Meeting. Such advance payments will appear on the next meeting's abstract.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-018 (REPORTS) authorizes the Town Clerk to certify to the Jefferson County Clerk, the Association of Towns, Jefferson County Real Property, NYS Real Property, a list of all elected, appointed, and/or hired employees and their names and phone numbers upon request.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-019 (NEWSPAPER) establishes the Watertown Daily Times as the official newspaper for the Town of Henderson.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-020 (MEETINGS) pursuant to the Open Meetings Law, Section 106, that the designated official newspaper, the town clerk's office, the sanitation department bulletin board and the Town of Henderson website at www.townofhendersonny.org be the official notice posting locations of all open meetings.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-021 (REPORTS) mandates all designated department heads, commissions and committee chairpersons submit monthly reports in a standardized format to be determined to both the Town Board and the Town Clerk prior to the regular Town Board meeting detailing information from the previous calendar month.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-022 (Town Attorney) states that no one will conduct any form of town business with the Town of Henderson attorney without prior approval from the Supervisor.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-023 (CONTINUING EDUCATION) as all Planning Board and Zoning Board of Appeals members attend at least four hours of continuing education per year to keep them abreast of the changing requirements necessary to perform their duties, the Town Board of the Town of Henderson approves the attendance of each of them, plus the Town Supervisor, Town Board Members, Highway Superintendent, Town Clerk, Town Bookkeeper and/or Budget Officer, Assessor, and EO to attend the Local Government Conferences sponsored by the Tug Hill Commission in March, 2021 as a qualifying CE session assuming there are appropriate items on that conferences agenda formally approved for CE credits. If a member of the Planning Board and/or ZBA is unable to attend this conference, they must request to obtain their four credit hours in another approved manner such as the Land Use Planning Workshops at JCC or approved on-line courses offered by the NYPF.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-024 (APPOINTMENTS) appoints the Town Board of the Town of Henderson to function as the Town of Henderson Board of Health for the Town of Henderson for the year 2021.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-025 (ENGINEERING) continues authorization of Bernier, Carr & Associates to be the Authorized Representative for the Town of Henderson regarding the Decentralized Collection and Treatment Engineering Study (EFC, CWSRF Grant #16649 of \$30,000.00) as well as the existing water systems and equipment.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-026 (FINANCIAL) confirms approval for petty cash funds for the following depts: Town Clerk - \$200; Sanitation/Recycling Dept. - \$50; Court Clerk - \$80; Recreation \$ 600

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-027 (TOWN COURT)

Whereas, newly-elected Town Judges must take an “Oath of Office”, which must be filed with the New York State Office of Court Administrators;

Whereas, Town Judges for the Town of Henderson must also file a Bond or obtain a “Blanket Undertaking”, which shall be filed with the Jefferson County Clerk;

Whereas, pursuant to Section 11(2) of the New York State Public Officers Law, it is permissible to authorize a “Blanket Undertaking” from the existing Town of Henderson surety which indemnifies Town Officers and covers Town Judges;

Whereas, said “Blanket Undertaking” requires that the pledge shall faithfully discharge the duties of his offices and promptly pay over all monies received by him in accordance with the law;

Now, therefore, be it resolved that the blanket undertaking bond shall cover all Town of Henderson employees, as required by Section 25 of the New York Town Law; and

Also, be it further resolved that the Town of Henderson Town Judges are specifically covered under said blanket undertaking, as authorized by Section 11(2) of the New York State Public Officers Law.

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2022-01-03-028 (APPOINTMENTS) appoints Town Clerk as FOIL Officer and Town Supervisor FOIL Appeals Officer

On a motion of Councilperson Owen, second by Councilperson Flagg, the resolution was
ADOPTED Ayes 5 Nays 0
Adjournment by Councilperson Owen second by Councilperson Flagg

