



TOWN OF HENDERSON ORGANIZATIONAL MEETING
12105 Town Barn Rd
Henderson, New York 13650
JANUARY 2, 2024

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 2nd day of January 2024

PRESENT:	Edwin Glaser	----	Supervisor
	Matthew Owen	----	Councilperson
	Torre Parker- Lane	----	Councilperson
	David Poulin	----	Councilperson
	Lindsay Witmer	----	Councilperson
	Wendy Flagg	----	Clerk

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

PROPOSED RESOLUTIONS

RESOLUTION 2024-01-02-001 (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, Water/ Sewer, Mooring & all things Harbor

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

David Poulin: Recreation, BAR, Park & Assessor

Lindsay Witmer: Library, Fire Dept and Ambulance, Historical Society

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

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was

ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-002 (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2024 Town of Henderson Budget and Appointments (Per Hour: ph; Per Meeting: pm; Hearings: h; No Salary-NS)

PAYROLL

SUPERVISOR

Town Supervisor Ed Glaser \$23,175.00

TOWN BOARD

Town Council Matthew Owen \$ 6,000.00

Town Council Torre Parker Lane \$ 6,000.00

Town Council David Poulin \$ 6,000.00

Town Council Lindsay Witmer \$ 6,000.00

Clerk to Town Supervisor and Budget Officer Donna Martel \$ 24,850.00

HIGHWAY DEPARTMENT

Highway Superintendent Stanley Hall, \$49,600.00

Highway Deputy Supt. Patrick Fitzgerald \$ 25.84 ph

Highway MEO Corey Bolton \$ 24.84 ph

Highway MEO Alan Fields \$ 24.84 ph

Highway MEO Christopher Lennox \$ 24.84 ph

Highway MEO Andrew Morris \$24.84 ph

Highway MEO Ashley Stoner \$21.84 ph

***1 yr. Anniversary 12/ /2023 \$23.84 ph

Highway Temp MEO \$ 18.80 ph

Highway Temp Laborer \$ 17.75 ph

TOWN CLERK DEPARTMENT

Town Clerk/Collector/Registrar Wendy Flagg \$ 39,000.00

Deputy Clerk Deborah Fargo \$ 17.50 ph

Asst. Clerk \$15.50 ph

JUSTICE DEPARTMENT

Justice Michael Yonkovig \$ 11,000.00

Justice David McCrea \$ 11,000.00

Justice Clerk Wendy Flagg \$7,000.00 p/yr

APPOINTED OFFICIALS

Assessor Mary Cornell \$ 25,000.00

Enforcement Officer Eric Sheldon \$ 14,500.00

Historian Eric Anderson \$ 500.00

Mooring Administrators James & Barbara Weber NS

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-002A (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2023 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 \$ 24.84 ph

Water District Laborer F/T Hunter Cobb \$ 24.84 ph

Water Clerk Wendy Flagg \$4,500.00 p/yr

RECYCLING/SANITATION

Sanitation Foreman Jason Williams \$ 24.84 ph

Sanitation Laborer F/T Hunter Cobb \$ 24.84 ph

Sanitation P/T Employee \$17.75 ph

BUILDING MAINTENANCE

Office Cleaner Wendy Flagg \$ 57.70 p/wk

Recreation Cleaner Contracted

PLANNING BOARD.

Term Ending – 2025 Robert Ashodian \$65.00 pm

Term Ending – 2026 Robert Whiteman \$ 65.00 pm

Term Ending - 2027 Kenneth Vance \$ 65.00 pm

Term Ending – 2028 TBA \$65.00 pm

Term Ending – 2024 John Treadwell \$ 65.00 pm

Clerk Mary Cornell \$ 2,500.00 p/yr

ZONING BOARD OF APPEALS.

Term Ending – 2025 Joan Treadwell Woods \$65.00 pm

Term Ending – 2026 Jerry Tackley \$ 65.00 pm

Term Ending - 2027 Julie West \$ 65.00 pm

Term Ending - 2028 Robert Aliasso \$ 65.00 pm

Term Ending – 2024 TBA \$65.00 pm

Clerk Mary Cornell \$ 2,000.00 p/yr

BOARD OF ASSESSMENT REVIEW

Term Ending – 2025 TBA \$ 100.00 Grievance Day and \$50.00 pm

Term Ending – 2026 Peter Price \$ 100.00 Grievance Day and \$50.00 pm

Term Ending – 2027 Lee Cagwin \$ 100.00 Grievance Day and \$50.00 pm

Term Ending – 2028 Michael Contino \$ 100.00 Grievance Day and \$50.00 pm

Term Ending – 2024 Robert Whiteman \$ 100.00 Grievance Day and \$50.00 pm

Clerk Eunice Wescott \$ 17.50 ph

RECREATION COMMISSION

Term ending 2025 Michelle Lawrence Chairperson NS

Term Ending 2024 Matthew Bettinger NS

Term Ending 2026 Judith Whitney NS

Term Ending 2025 Sarah Zehr Vice-Chairperson NS

Term Ending 2026 Jerrica White NS

Term Ending 2025 Tina Spencer NS

Term Ending 2026 Kathy Sidmore NS

OTHER CONTRACTUAL

Town Attorney Jim Burrows \$230.00 ph

Sue Wilcox paralegal \$160 .00 ph

Northshore Solutions Inc. (Web design and hosting): per contract plus 6 email accounts (Supervisor, Clerk, 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 Parker Lane, the resolution was ADOPTED Ayes Nays

RESOLUTION 2024-01-02-003 (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	2.0
Matthew Owen	1.24
Wendy Flagg	10
Eric Sheldon	4.10
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

Corey Bolton	10
Alan Fields	10
Patrick Fitzgerald	10

Christopher Lennox	10
Andrew Morris	10
Ashley Stoner	10
Gregory Ingerson	10
Jason Williams	10
Hunter Cobb	10
Thomas Waters	PT/ Temp

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-004 (TOWN BOARD: CONTRACTS/AGREEMENTS)

The following awards are as per the 2024 Town of Henderson budget:

Henderson Historical Society \$6,000 A-6410.44

Rhode Center: \$ 1,500 A-6772.40

Volunteer Transportation Center, Inc. \$450 A-6772.41

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-005 (BEAUTIFICATION) as per the 2024 Town of Henderson Budget establishes a fund of \$2,000 for use by the Henderson Garden Club for the beautification of the Town of Henderson. Funds to be awarded from account #A8510.41 upon prior approval from the Town Board of the Town of Henderson for each purchase.

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-005B (BEAUTIFICATION) as per the 2024 Town of Henderson Budget establishes a fund of \$850 for use by the Belleville Henderson Central School FFA for the beautification of the Town of Henderson. Funds to be awarded from account #A8510.40 upon prior approval from the Town Board of the Town of Henderson for each purchase.

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-006 (HENDERSON HARBOR PERFORMING ARTS) as per the 2024 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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-007 (HENDERSON BUSINESS & COMMUNITY COUNCIL) as per the 2024 Town of Henderson Budget establishes a fund of \$4,000 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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-008 (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 2024

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-009 (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 McCrea, Judge Yonkovig and the Town Clerk/Tax Collector Accounts, and Watertown Savings Bank for the Town Supervisor, Capital Fund for Water District #2, Capital Fund for Water District #1 and Capital Fund for Sewer District #1.

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-0010 (MILEAGE) to accept the mileage reimbursement rate of \$.67 cents per mile for approved town business by Town of Henderson officials as per IRS and NYS rates.

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-011 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-012 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-013 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-014 (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 Supervisor Glaser, second by Councilperson Parker Glaser, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-015 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-16 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-017 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-018 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-019 (NEWSPAPER) establishes the Watertown Daily Times as the official newspaper for the Town of Henderson.

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-020 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-021 (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. A Town Board member may with prior notice to the Board and Supervisor.

On a motion of Councilperson Witmer, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-022 (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, 2024 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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-023 (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 2024.

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-024 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-025 (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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-026 (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;

On a motion of Councilperson , second by Councilperson , the resolution was
ADOPTED Ayes Nays

No further business to discuss a motion by Councilperson Hall second by Councilperson Flagg the meeting was adjourned. Carried unanimously.

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 Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

RESOLUTION 2024-01-02-027 (APPOINTMENTS) appoints Town Clerk as Records Officer and FOIL Officer and Town Supervisor FOIL Appeals Officer

On a motion of Supervisor Glaser, second by Councilperson Parker Lane, the resolution was
ADOPTED Ayes 5 Nays 0

Appointment of Planning Board, Zoning Board of Appeals and Board of Assessment Review applicants where held off until January 9, 2024 meeting as Councilperson Witmer Poulin and Parker Lane would like to interview the interested applicants.

Town Attorney will be called about clarification if an executive session should be held to discuss applicants and appointments.

Discussions on Deputy Supervisor, Town Attorney and Town engineer were held as organization resolutions were reviewed. Pat Scordo, GYMO representative explained the process of how a contract comes into play vs. actual engineering services. Concerns of having a third party engineer review the sewer project were had and was explained that the project has already been reviewed by New York State

DEC and EFC engineers and having a third party engineer will add additional funds to project and will hold up project.

Councilperson Witmer would like to research the cost of having audiovisual equipment installed to have the Town meetings available on line. Board gives her permission to move forward and obtain quotes.

Councilperson Poulin discussed having two meetings each month with specific topics to discuss and possible hold Town Hall meetings to discuss general topics.

Public Hearing to be scheduled for the proposed zoning laws at February 13,2024 meeting.

Motion

PUBLIC HEARING PROPOSED ZONING LAWS

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

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

Motion to schedule Public Hearing to review proposed zoning laws at February 13, 2024 Town Board meeting.

Board Comments: None

PUBLIC COMMENTS: Carol Hall – Feels it’s important to keep current Town Attorney and Town Engineer due to the on going projects and issues happening in the Town.

Comprehensive Plan needs to be ready to start as soon as possible since Jefferson County Planning has scheduled the Town for this year to help them with the process.

Positive change website should either be opened to the public or shut down.

Councilperson Witmer explained that it can’t be made public but she no longer is posting on site and it will be shut down.

Robert Witmer – proposed zoning laws need to be modified as the text is difficult to follow.

Agrees that the Town needs to move forward with the Comprehensive Plan. We are putting the cart before the horse by doing the zoning laws first then the Comprehensive Plan.

No further business to discuss a motion by Councilperson Parker Lane 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

Jan 01	(Monday)	Town Offices Closed for Holiday	
Jan 02	(Tuesday)	Planning Board Meeting	5:00PM
Jan 02	(Tuesday)	Organizational Meeting	7:00PM
Jan 09	(Tuesday)	Town Board Meeting	7:00PM
Jan 10	(Wednesday)	Workshop/Town Board Meeting	7:00PM
Jan 15	(Monday)	Town Offices Closed for Holiday	
Jan 17	(Wednesday)	Zoning Board Meeting	6:00PM
Jan 18	(Thursday)	Recreation Commission Meeting	7:00PM
Feb 06	(Tuesday)	Planning Board Meeting	5:00PM
Feb 13	(Tuesday)	Town Board Meeting	7:00PM
Feb 19	(Monday)	Town Office Closed for Holiday	
Feb 21	(Wednesday)	Zoning Board Meeting	6:00PM
Feb 22	(Thursday)	Recreation Commission Meeting	7:00PM