TOWN OF HENDERSON ORGANIZATIONAL MEETING
12105 Town Barn Rd
Henderson, New York 13650
JANUARY 2, 2026

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 2026

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

Supervisor Richmond called meeting to order at 4:00 P.M. with the Pledge to the flag.

OLD PUBLIC COMMENTS: Ginger Cook – Abstract for YE going to be placed on website
Debbie Griffith – resolutions for Organization Meeting going to be placed on website

PROPOSED RESOLUTIONS

RESOLUTION 2026-01-02-001 (SUPERVISOR APPOINTMENTS)

David Poulin as Deputy Supervisor

Donna Martel as Clerk to Town Supervisor and Budget Officer

John Langey as Town Attorney from Costello, Cooney & Fearon, PLLC

Development Authority of the North Country (DANC) will serve as the Town's source for any engineering projects. The Town will use DANC's resources to guide them as projects develop.

Barton & Loguidice, DPC as Town Engineer as well as Sewer District #1 Engineer

Liaison Areas

Karen Richmond: Town Clerk, Bookkeeper, Sanitation

Torre Parker-Lane: Non-profit Organizations

David Poulin: Highway, moorings, water, Sewer

Lindsay Witmer: Recreation & Parks , Fire Dept and Ambulance, Financial Oversight

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

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

ADOPTED 3 Ayes 0 Nays

RESOLUTION 20260-01-02-002 (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2026 Town of Henderson Budget and Appointments (Per Hour: ph; Per Meeting: pm; Hearings: h; No Salary-NS) **PAYROLL**

SUPERVISOR

Town Supervisor Karen Richmond $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 $ 28,200.00

HIGHWAY DEPARTMENT

Highway Superintendent Corey Bolton, $49,800.00

Highway Deputy Supt. Christopher Lennox $ 27.61 ph

Highway MEO Scott Aubin $25.61 ph

Highway MEO Alan Fields $ 26.61 ph

Highway MEO Andrew Morris $26.61 ph

Highway MEO Ashley Stoner $27.61 ph

Highway MEO Michael Houghton $26.61

Highway Temp MEO $ 19.94 ph

Highway Temp Laborer $ 18.82 ph

TOWN CLERK DEPARTMENT

Town Clerk/Collector/Registrar Wendy Flagg $ 41,000.00

Deputy Clerk Deborah Fargo $ 17.94 ph

JUSTICE DEPARTMENT

Justice Michael Yonkovig $ 11,275.00

Justice David McCrea $ 11,275.00

Justice Clerk Wendy Flagg $7,500.00 p/yr

APPOINTED OFFICIALS

Assessor Serena Beach $ 26,395.00

Enforcement Officer Kenneth Vance $14,865.00

Historian Eric Anderson $ 513.00

Mooring Administrators James & Barbara Weber NS

WATER DISTRICTS

Water Districts Distr. F/T Jason Williams $ 26.61 ph

Water District Laborer F/T Hunter Cobb $ 27.61 ph

Water Clerk Wendy Flagg $4,620.00 p/yr

RECYCLING/SANITATION

Sanitation Foreman Jason Williams $ 25.71 ph

Satiation Laborer F/T Hunter Cobb $ 26.71 ph

Sanitation P/T Employee $18.37 ph

BUILDING MAINTENANCE

Office Cleaner Wendy Flagg $ 59.13 p/wk

Recreation Cleaner Contracted

PLANNING BOARD.

Term Ending – 2026 Francis Walter $ 65.00 pm

Term Ending - 2027 Brian Zumbach $ 65.00 pm

Term Ending – 2028 Daniel Queri $65.00 pm

Term Ending – 2029 Judi McKee Sanders $ 65.00 pm

Term Ending – 2030 Peter Kip $65.00 pm

Clerk Marlene Norfolk $ 3,075.00 p/yr

ZONING BOARD OF APPEALS.

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 – 2029 Colman McGann $65.00 pm

Term Ending – 2030 TBA

Clerk Marlene Norfolk $ 2,563.00 p/yr

BOARD OF ASSESSMENT REVIEW

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 – 2029 Judi McKee Sanders $ 100.00 Grievance Day and $50.00 pm

Term Ending – 2030 Corey Morris $ 100.00 Grievance Day and $50.00 pm

Clerk Eunice Wescott $ 20.00 ph

RECREATION COMMISSION

Term ending 2026 Kathy Sidmore Chairperson NS

Term Ending 2027 Matthew Bettinger NS

Term Ending 2026 Judith Whitney Vice-Chairperson NS

Term Ending 2028 Melanie O'Brien NS

Term Ending 2026 Linda Zehr NS

Term Ending 2028 Nancy Curtiss NS

Term Ending 2026 TBA NS

COMMUNITY DEVELOPMENT COMMISSION

Term ending 2027 David Poulin NS

Term ending 2027 Colman McGann NS

Term ending 2027 John Batemen NS

Term ending 2029 Torre Parker Lane NS

Term ending 2029 Dana Keefer NS

Term ending 2029 Martin Clement NS

OTHER CONTRACTUAL

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) $3950.00 p/m $125.00 ph service calls (see contract)

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was
ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-003 (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
Donna Martell	17.92
Torre Parker-Lane	2.0
Matthew Owen	1.24
Wendy Flagg	10.00

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
Scott Aubin	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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-004 (TOWN BOARD: CONTRACTS/AGREEMENTS)

The following awards are as per the 2025 Town of Henderson budget:

Henderson Historical Society $6,000 A-6410.44

Rhode Center: $ 1,500 A-6772.40

Volunteer Transportation Center, Inc. $600.00 A-6772.41

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-005 (BEAUTIFICATION) as per the 2026 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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-005B (BEAUTIFICATION) as per the 2026 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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-006 (HENDERSON HARBOR PERFORMING ARTS) as per the 2026 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 Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-007 (HENDERSON BUSINESS & COMMUNITY COUNCIL) as per the 2025 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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-008 (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 2026

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-009 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-0010 (MILEAGE) to accept the mileage reimbursement rate of $.72.5 cents per mile for approved town business by Town of Henderson officials as per IRS and NYS rates.

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-011 (MEETINGS) confirms that regular meetings of the Town Board of the Town of Henderson be held the second Tuesday of each month at 6:00 P.M. at 12105 Town Barn Road unless otherwise announced. January Town Board Meeting moved from 13th to 20th and April Town Board Meeting moved from April 7th to 21st . Town Hall Meeting will be scheduled for July date to be announced.

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-012 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was
ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-013 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-014 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-015 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was
ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-016 (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 Witmer, the resolution was
ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-017 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-018 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-019 (NEWSPAPER) establishes the Watertown Daily Times as the official newspaper for the Town of Henderson.

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-020 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-021 (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 followed up with a summary of findings to each.

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-022 (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, 2026 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 Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-023 (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 2026.
On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-024 (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 Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-025 (**FINANCIAL)** confirms approval for petty cash funds for the following depts: Town Clerk - $200; Sanitation/Recycling Dept. - $50; Court Clerk - $80

On a motion of Councilperson Owen, second by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-026 (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;

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 Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-027 (**APPOINTMENTS)** appoints Town Clerk as Records Officer and FOIL Officer and Town Supervisor FOIL Appeals Officer

On a motion of Councilperson Owen, second by Councilperson Witmer the resolution was ADOPTED 3 Ayes 0 Nays

RESOLUTION 2026-01-02-028 (**ALTERNATES)** Planning Board and Zoning Board of Appeals alternate members will be allowed to participate in decisions, discussions and allowed to vote in all aspects of the process of the hearings presented to the Boards. Alternate Members will be paid the same rate as permanent Board members.

On a motion of Councilperson Owen, seconded by Councilperson Witmer, the resolution was ADOPTED 3 Ayes 0 Nays

Public Comments: NONE

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

Respectfully submitted,

Wendy Flagg / Town Clerk/Collector