

TOWN OF HENDERSON ORGANIZATIONAL MEETING

12105 Town Barn Rd

Henderson, New York 13650

JANUARY 10, 2018 – 7:00PM

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 10th day of January 2018.

PRESENT: John Culkin ---- Supervisor
 Edwin Glaser ---- Deputy Supervisor
 Torre Parker- Lane ---- Councilwoman
 Carol Hall ---- Councilwoman
 Wendy Flagg ---- Clerk
 Jay Whitney ---- Bookkeeper

ABSENT: Jeffrey Youngs ---- Councilman

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

PROPOSED RESOLUTIONS

RESOLUTION 2018-01-10-001 (SUPERVISOR APPOINTMENTS)

Ed Glaser as Deputy Supervisor

Jay and Jennifer Whitney as Town Bookkeepers; Jennifer Whitney as Budget Officer

Dave Renzi of Brown, Diedorf and Renzi as Town Attorney

Ed Olley and GYMO Engineering as Town Engineer except for issues w/ water system

Sets the following Liaison Areas:

John Culkin: Town Clerk, Town Court, Bookkeepers, Website, Inter-governmental, Public Health

Ed Glaser: Highway, Water, Mooring & all things Harbor

Torre Parker-Lane: Enforcement Officer, ZBA, Planning Board, Commerce & Economic Dev, Grants, Assessor/BAR, website

Carol Hall: Sanitation, Non-Profits, Library and Parks & Recreation

Jeffrey Youngs: Infrastructure, Fire Dept and Ambulance

On a motion of Councilwoman Hall, second by Councilwoman Parker-Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-002 (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2018 Town of Henderson Budget and Appointments (Per Hour: ph; Per Meeting: pm; Hearings: h; No Salary-NS)

PAYROLL

SUPERVISOR

Town Supervisor John Culkin \$15,000.00

TOWN BOARD

Town Council Carol Hall \$ 5,000.00

Town Council Edwin Glaser \$ 5,000.00

Town Council Torre Parker-Lane \$ 5,000.00

Town Council Jeff Youngs \$ 5,000.00

Town Bookkeeper Jay Whitney \$2,200.00

Town Bookkeeper and Budget Officer Jennifer Whitney \$ 16,300.00

HIGHWAY DEPARTMENT

Highway Superintendent Harold Nelson, Sr. \$45,000.00

Highway Deputy Supt. Kim Youngs \$ 22.30 ph

Highway MEO Jeffery Peterson \$ 21.30ph

Highway MEO David Williams \$ 21.30 ph

Highway MEO Jason Williams \$ 21.30 ph

Highway MEO Andy Morris \$ 21.30 ph

Highway MEO Ronald Fargo \$ 21.30 ph

Highway WD driver Russell Youngs \$ 17.00 ph

Highway Laborer SM/WW Joe Gruver \$ 16.00 ph

Highway Laborer WW Thomas Waters \$ 16.00 ph

Highway Laborer WW Robin Morris \$ 16.00 ph

Highway Laborer WW Steve Youngs \$ 16.00 ph

Highway Laborer SM/WW Ashley Stoner \$16.00 ph

Highway Laborer SM/WW Jeffrey Desrosiers \$16.00 ph

TOWN CLERK DEPARTMENT

Town Clerk/Collector/Registrar Wendy Flagg \$ 30,000.00

Deputy Clerk Eunice Wescott \$ 13.00 ph

JUSTICE DEPARTMENT

Justice Michael Yonkovig \$ 10,500.00

Justice James McGowan \$ 10,500.00

Justice Clerk Christina Schafer \$13.00 ph

APPOINTED OFFICIALS

Assessor Mary Cornell. \$ 22,000.00

Enforcement Officer Eric Sheldon \$ 13,000.00

Health Officer Thomas Boxberger \$ 500.00

Historian Eric Anderson \$500.00

Mooring Administrators James & Barbara Weber NS

Deputy Clerk Eunice Wescott \$13.00ph

Deputy Highway Superintendent Kim Youngs \$22.30 ph

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-002A (TOWN PAYROLL/RETIREMENT CREDITS) as per the 2018 Town of Henderson Budget and Appointments (Per Hour: ph; Per Meeting: pm; Hearings: h; No Salary-NS)

WATER DISTRICTS

Water Districts Distr. F/T Ricky Worthington \$ 24.30 ph

Water District F/T Stanley Hall \$ 21.30 ph

Water Districts Clerk Wendy Flagg \$ 3,000.00

RECYCLING/SANITATION

Sanitation Foreman Ricky Worthington \$ 24.30 ph

Sanitation Employee Stanley Hall \$ 21.30 ph

Sanitation P/T Employee Gerald Fletcher \$12.50 ph

BUILDING MAINTENANCE

Office Cleaner Debbie Forrester \$ 12.50 ph

Recreation Cleaner Debbie Forrester \$ 12.50 ph

PLANNING BOARD

Confirm that all new and reappointed Board members must sign acknowledgement form prior to being sworn in.

Term Ending - 2022 Ned Martelle \$ 50.00 pm

Term Ending – 2018 Michael Contino \$ 50.00 pm

Term Ending – 2019 John Treadwell \$50.00 pm

Term Ending – 2020 Robert Ashodian \$50.00 pm

Term Ending – 2021 Carol McGowan \$ 50.00 pm

Clerk Wendy Flagg \$ 2,000.00

ZONING BOARD OF APPEALS

Confirm that all new and reappointed Board members must sign acknowledgement form prior to being sworn in.

Term Ending - 2022 Steve Cote \$ 50.00 pm

Term Ending - 2018 Robert Aliasso \$ 50.00 pm

Term Ending – 2019 Fred Caswell \$50.00 pm

Term Ending - 2020 Dean Witmer (temporary) \$50.00 pm

Term Ending - 2021 Jerry Tackley \$ 50.00 pm

Clerk Wendy Flagg \$ 2,000.00

BOARD OF ASSESSMENT REVIEW

Confirm that all new and reappointed Board members must sign acknowledgement form prior to being

Term Ending - 2017 OPEN \$ 75.00 h and \$25.00 pm

Term Ending - 2018 Michael Contino \$ 75.00 h and \$25.00 pm

Term Ending - 2019 Claudia Dunk \$ 75.00 h and \$25.00 pm

Term Ending - 2020 OPEN \$ 75.00 h and \$25.00 pm

Term Ending - 2021 Peter Price \$ 75.00 h and \$25.00 pm

Clerk Eunice Wescott \$ 13.00 ph

RECREATION COMMISSION

Appoint Bryan Flagg to Recreation Commission to a term ending 2022 NS; Appoint as Chairperson

Term Ending 2021 Penny McCrea Co-chairperson NS

Term Ending 2024 Sara Slade Zehr NS

Term Ending 2018 Tina Spencer NS

Term Ending 2019 Kathy Sidmore NS

Term Ending 2020 Sara Treadwell NS

Term Ending 2023 Michelle Lawrence NS

OTHER CONTRACTUAL

Town Attorney David Renzi - Brown, Dierdorf, Renzi \$ 125.00 ph

Northshore Solutions Inc. (Web design and hosting): \$790.00 plus \$35.00 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)

RETIREMENT CREDITS

The following number of hours per pay period will 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
Carol Hall	3.1
Torre Parker-Lane	2.73
Wendy Flagg	10
Eric Sheldon	3.79
Jennifer Whitney	1.6
Edwin Glaser	2.39

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
Kim Youngs	10
David Williams	10
Jeffrey Peterson	10
Ricky Worthington	10
Jason Williams	10
Andrew Morris	10
Ronald Fargo	10
Harold Nelson	10
Thomas Waters	Hourly, Part-time
Ashley Stoner	Hourly, Part-time
Jeffrey Desrosiers	Hourly Part-time

On a motion of Deputy Supervisor Glaser, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 3 Culkin, Glaser, Parker- Lane Abstains- Hall

RESOLUTION 2018-01-10-003 (TOWN BOARD: CONTRACTS/AGREEMENTS)

The following awards are as per the 2018 Town Of Henderson budget:

Henderson Historical Society \$5,000 (Resident Services) A-6610.4

Rohde Center: \$ 3,000 (Program for Aging) A-6772.40

Volunteer Transportation Center, Inc. \$600 (Program for Aging) A-6772.41

Henderson Free Library: \$51,550 (Resident Services) A-7410.4

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-004 (BEAUTIFICATION) as per the 2018 Town of Henderson Budget establishes a fund of \$2,500 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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-005 (PROMOTIONAL/HENDERSON HARBOR PERFORMING ARTS) as per the 2018 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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-006 (DOG CONTROL) to continue the services of the Jefferson County Dog Warden as the Dog Control Officer for the Town of Henderson for the Year 2018.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-007 (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 and the Capital Fund for Water District #2.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-008 (MILEAGE) to accept the mileage reimbursement rate of \$.53.50 cents per mile for approved town business by Town of Henderson officials as per IRS and NYS rates.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-009 (MEETINGS) confirms that regular meetings of the Town Board of the Town of Henderson be held the second Wednesday of each month at 7:00 P.M. at 12105 Town Barn Road unless otherwise announced.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-010 (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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-011 (PROCUREMENT POLICY) gives authorization for the Highway Superintendent to make parts and/or equipment purchases of less than \$500 without prior approval. Parts and/or equipment purchases between \$500 and \$1499 must be pre-approved by the Town Supervisor, and purchases exceeding \$1499 must be pre-approved by the Town Board; and that the Town of Henderson Procurement Policy must always be followed.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-012 (PROCUREMENT POLICY) gives authorization for the Sanitation Department Foreman to make parts and/or equipment purchases of less than \$500 without prior approval. Parts and/or equipment purchases between \$500 and \$1499 must be pre-approved by the Town Supervisor, and purchases exceeding \$1499 must be pre-approved by the Town Board; and that the Town of Henderson Procurement Policy must always be followed.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-013 (RETURNED CHECKS) confirms that pursuant to General Municipal Law, Section 85, a fee in the amount of \$30.00 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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-014 (POLLING LOCATION) designates the Official Polling Location for the Town of Henderson to be the Town Office at 12103 Town Barn Road, Henderson, NY. All Town Offices will be closed that day including the transfer and recycling station.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-015 (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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-016 (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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-017 (NEWSPAPER) establishes the Watertown Daily Times as the official newspaper for the Town of Henderson.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-018 (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 web site at www.townofhendersonny.org be the official notice posting locations of all open meetings.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-019 (REPORTS) mandates all designated department heads, appointees, 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 first Town Board meeting of the month detailing information from the previous calendar month.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-020 (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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-021 (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, 2018 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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-022 (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 2018.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-023 (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 water systems.

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-024 (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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-025 (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 Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

RESOLUTION 2018-01-10-026 (APPOINTMENTS) appoints Town Clerk as FOIL Officer and Town Supervisor FOIL Appeals Officer

On a motion of Councilwoman Hall, second by Councilwoman Parker Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Hall, Glaser, Parker- Lane

Nothing will change on the Town’s procedures on how to handle recycling metals with Freon and Florissant bulbs after an investigation by Councilman Youngs and Councilwoman Hall.

Two Opening on The Board of Assessment review will be advertised

RESOLUTION 2018-01-10-027

FINANCIAL RESOLUTION

On a motion of Supervisor Culkin seconded by Councilwoman Hall the following resolution was

ADOPTED Ayes 4 Culkin, Glaser, Parker-Lane, Hall
 Nays 0

Resolved to transfer the following: Decrease Acct # A-1990.4 Contingent Acct- Contractual \$4,000.00 and Increase Parks – Contractual A7110.4 \$4,000.00. To adjust accounts for expenditures in excess of Budget amounts with funds from accounts under Budget.

RESOLUTION 2018-01-10-028

AUDIT OF CLAIMS

On a motion of Deputy Supervisor Glaser seconded by Councilwoman Parker- Lane, the following resolution was

ADOPTED Ayes 4 Culkin, Glaser, Parker-Lane, Hall
 Nays 0

Resolved to authorize payment of abstract #1 to include vouchers # 173193 to 173250 for a total of \$494,229.92.

MOTION

APPROVAL SUPERVISOR REPORT

On a motion of Councilwoman Parker- Lane, second by Deputy Supervisor Glaser the following motion was

ADOPTED Ayes 4 Culkin, Glaser, Parker-Lane, Hall
 Nays 0

Motioned that the Town Board accept the December 2017 Supervisor's report as presented.

MOTION

APPROVAL OF MINUTES

On a motion of Deputy Supervisor Glaser, second by Councilwoman Parker- Lane the following motion was

ADOPTED Ayes 4 Culkin, Youngs, Parker-Lane, Hall
 Nays 0

Motioned that the written revised minutes of December 13, 2017 Town Board meeting be accepted.

MOTION

APPROVAL OF MINUTES

On a motion of Councilwoman Parker-Lane, second by Councilwoman Hall the following motion was

ADOPTED Ayes 3 Culkin, Youngs, Parker-Lane
 Nays 0
 Abstains 1 Hall (absent)

Motioned that the written revised minutes of December 27, 2017 Town Board meeting be accepted.

FEMA conference call for municipalities with high water damage is coming up. All costs need to be gathered and submitted to Supervisor Culkin.

Sewer proposal update: scoring qualified for subsidized loan, a meeting with committee will be scheduled.

No further business to discuss a motion by Deputy Supervisor Glaser second by Councilwoman Hall the meeting was adjourned. Carried unanimously