The Theresa Town Board held a regular meeting July 8, 2026 at 6:00 p.m. in the Town Office at 215 Riverside Ave. and the following were present:

Kristopher Ryder	Supervisor
Timothy Busler-absent	Councilman
Jamie Papin	Councilman
Lynn Brown	Councilwoman
Aimee Martini	Councilwoman
Vickie Karg	Town Clerk
Mark Savage	Highway Superintendent

Others present: Greg Parmes, Isabelle Savage

The meeting was called to order by Supervisor Ryder at 6 pm.

Reports received and placed on file:

Town Clerk's & Building & Zoning June 2026 report
Transfer Site June 2026 report
Supervisor's June 2026 report
Judge Savage's June 2026 report- glitch in the system will have tomorrow.

Res. # 44

Motion by: Kristopher Ryder
Seconded by: Jamie Papin

Resolved, that the minutes of June 10, 2026 be accepted as read.

VOTE: Kristopher Ryder-aye, Timothy Busler-absent, Jamie Papin-aye, Lynn Brown-abstain, Aimee Martini-aye Motion carried.

Res. # 45

Motion by: Lynn Brown
Seconded by: Jamie Papin

Resolved, that the following bills be paid:

Voucher # 282-290,292-294,296-327,329-332,339 **Total $ 90,933.20**

General	$ 21,301.98
General O/S	$ 1,231.09
Highway	$ 60,478.38
Highway O/S	$ 7,921.75

VOTE: Kristopher Ryder-aye, Timothy Busler-absent, Jamie Papin-aye, Lynn Brown-aye, Aimee Martini-aye Motion carried.

Discussion:

Email/Mail/Correspondences: Annual statement for State Police Sub-Station share of $986.19.

Transfer site- may open a new account so that the Point-of-Sale terminal doesn't affect the Town Clerk account.

Village of Theresa parking tickets- coded different- village, ordinances and parking. The bookkeeper will cut a check to the village for their portion before sending it to the Comptroller.

Sign inventory- Is it worth it? Mark states that he can do it and has been doing it. It is a nice system, but he would rather spend taxpayer money wisely.

Comprehensive Plan-

Pushing forward later this month with a smaller group.

Employee Handbook-

Jim Burrows is still reviewing.

Library-

Lynn Brown stated that Pam Brown would like to let everyone know that they have a volunteer working with Tim Minnick; going through all the historical data and artifacts and logging them for free. She loves to do this kind of stuff.

Mark states that they will be going up to do some work at the library.

Celebration for Theresa Leeson on July 14th, 1-2 pm- 32 years

Manufactured Homes in the CAR-

Information was brought to Building and Codes officer Tom Johnston, State law that would override the Town Law, Daren Morgan looked at it and doesn't feel the language needs to be changed, but Thomas Johnston suggested adding manufactured home in the language. It is under review. Supervisor Ryder suggests inviting Daren Morgan, Thomas Johnston and Michael Trickey to the next meeting in August. Variances have been granted.

Update of Highway Dept.

- The guys have done a great job
- The storms set us back, but the guys have stepped up.
- Paving is going well and scheduled for end of the month or beginning of August
- Started on next year's projects: Silver St, Eddy Rd corridor
- Silver St. road needs to be redone, rebuilt in spots.

Update Park & Rec.

- Summer Rec is going well.
- See flyer for Chapman Day's- August 22, 2026, starting at 11am., several children's activities, face painting, petting zoo, softball tournament same day and chicken BBQ. Theresa Fire Dept will bring out trucks so kids can explore.
- Kevin Towsend- it is $175 to write a separate insurance policy for 1 day to cover the Town. Town Board approves.
- Mr. Parmes asked if children would be able to use chalk art on the new courts during Chapman Day's. The Town Board says no because they aren't sealed.
- Kris and Mark suggest putting the basketball hoops first then sealing it. The TYC received an anonymous donation and will have a meeting on Sunday to vote on the purchase of the basketball hoops.
- Once basketball hoops are in move to the next phase, once courts are finished would like to get moveable equipment for courts. Would like to get the fences done and striping in spring.
- Lynn Brown is advocating for more collaboration for community betterment.

Court

Is eligible for JCAP grant; up to $30,000 per court. Isabelle is going to put in for a new chair for the clerk, raised chair for the Judge, copy machine and a good shredder. Kris suggests new lighting in the Court room. Table and chairs for little meeting room, postage machine and video surveillance, ideas and estimates need to be submitted by September 22, 2026.

Clerk is working non-stop, may need to budget 5 or so more hours at budget time. Training time is cutting into her actual work time. She is just able to get to vehicle and traffic.

Organizing and retention to get the basement back in order and cleaned up will start this year and filing by retention rate. Lynn Brown states that there are companies that come and shred.

Isabelle would like to know where personnel files are kept, Eileen just wanted to make sure it was under lock and key. Kris stated that they are locked in his office.

Res. # 46

Motion by: Kristopher Ryder
Seconded by: Lynn Brown

WHEREAS, New York State Town Law 64(1a) authorizes the Town Board to establish petty cash funds for specific officers or departments to pay for materials, supplies, or services in advance of audit, subject to maximum limits of $500; and
WHEREAS, the Town Board of Theresa has identified the need for such funds to facilitate efficient, minor, and authorized operational transactions;
NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the establishment of the following petty cash funds, appointing the listed individuals as custodians:

Court Justice- Isabelle Savage
Court Clerk- Eileen Ruggiero

BE IT FURTHER RESOLVED, that all disbursements require proper documentation (receipts) and must comply with Office of State Comptroller regulations, with individual expenditure not to exceed $90.00 without prior approval; and
BE IT FURTHER RESOLVED, that these funds shall be secured in a locked, separate location and shall not be used for personal/payroll checks.
NOW BE IT RESOLVED, that the Town Board authorizes the Supervisor to transfer $90.00 from General Fund Appropriation Justice, Contractual Account A-1110.4 to General Fund Appropriation Justice, Petty Cash, A-211. With a total of $150 petty cash.

VOTE: Kristopher Ryder-aye, Timothy Busler-absent, Jamie Papin-aye, Lynn Brown-aye, Aimee Martini-aye Motion carried.

Res. # 47

Motion by: Kristopher Ryder
Seconded by: Timothy Busler

Resolved, that the Town Board go into executive session to address personnel issues at 7:35 p.m.

VOTE: Kristopher Ryder- aye, Timothy Busler- absent, Jamie Papin- aye, Lynn Brown- aye, Aimee Martini- aye Motion carried.

Res. # 48

Motion by: Kristopher Ryder
Seconded by: Aimee Martini

Resolved, that the Town Board ends executive session at 8:05 p.m.

VOTE: Kristopher Ryder- aye, Timothy Busler- absent, Jamie Papin- aye, Lynn Brown- aye, Aimee Martini- aye Motion carried.

Res. # 49

Motion by: Kristopher Ryder
Seconded by: Lynn Brown

Resolved, that the meeting be closed at 8:06 pm.

VOTE: Kristopher Ryder- aye, Timothy Busler- absent, Jamie Papin- aye, Lynn Brown- aye, Aimee Martini- aye Motion carried.

Respectfully submitted,

Vickie Karg, Town Clerk