

The Theresa Town Board held a special meeting December 30, 2025, at 6:00 p.m. in the Town Office at 215 Riverside Ave. and the following were present:

Steven Marcinkowski	Supervisor
Timothy Busler	Councilman
Kristopher Ryder	Councilman
Jamie Papin	Councilman
Lynn Brown	Councilwoman
Vickie Karg	Town Clerk
Mark Savage	Highway Superintendent

Others present: Isabelle Savage, Rachel Roberts

The meeting was called to order by Supervisor Marcinkowski at 6 p.m.

Res. # 93

Motion by: Kristopher Ryder  
Seconded by: Lynn Brown

**Resolved**, that the minutes of December 10, 2025, be accepted as read.

VOTE: Steven Marcinkowski- aye, Timothy Busler- aye, Jamie Papin- aye, Kristopher Ryder- aye, Lynn Brown- aye  
Motion carried.

Res. # 94

Motion by: Steven Marcinkowski  
Seconded by: Timothy Busler

**Resolved**, that the following bills be paid:

Voucher # 604-605,610-627   **TOTAL: \$ 10,112.58**

General	\$ 8,718.80
General O/S	\$ 9.99
Highway	\$ 374.54
Highway O/S	\$ 1,009.25

VOTE: Steven Marcinkowski- aye, Timothy Busler- aye, Jamie Papin- aye, Kristopher Ryder- aye, Lynn Brown- aye  
Motion carried.

Res. # 95

Motion by: Steven Marcinkowski  
Seconded by: Lynn Brown

**Resolved**, that the Town Board re-appoint Daren Morgan to The Board of Assessment Review for a five-year term, retroactive to October 1, 2025 and ending September 30, 2030.

VOTE: Steven Marcinkowski- aye, Timothy Busler- aye, Jamie Papin- aye, Kristopher Ryder- aye, Lynn Brown- aye  
Motion carried.

Res. # 96

Motion by: Timothy Busler  
Seconded by: Jamie Papin

**Resolved**, that incoming Supervisor Kristopher Ryder be appointed as the Town of Theresa's Delegate/Representative at all official Town functions effective January 1<sup>st</sup>, 2026.

VOTE: Steven Marcinkowski- aye, Timothy Busler- aye, Jamie Papin- aye, Kristopher Ryder- aye, Lynn Brown- aye  
Motion carried.

Theresa Town Board Special meeting December 30, 2025 cont'd

Discussion:

Email, mail and correspondence:

Indian River Ambulance Service:

Lynn Brown states she has a couple of comments- Mr. Marcinkowski states that he was supposed to be here tonight but isn't. Councilwoman Brown states that when she reads it that it's as if we are co-insuring and she doesn't like that language, it's a little bit confusing. She thought it would be a contract for services, it sounds more like the Town would be co-paying for services, 990 should be available and hoping it would be on their website, but she was hoping for quarterly financials. Lynn Brown also states that they are supposed to have a certificate of insurance for three million, asking if we do? Keep on a tickler file so that if they are going to up our fees, they should have it submitted by August 1<sup>st</sup> and would like to keep track of that. Also, on the signature page it is the Town of Philadelphia not the Town of Theresa.

Lynn Brown thinks that the Town attorney should look at the contract and Mr. Marcinkowski states he thinks there should be a list of questions about what is being asked. She doesn't want to hold anything up. Councilwoman Brown will send an email of questions.

Rachel Roberts:

Supervisor Marcinkowski asked if the report was supposed to be signed, Justice Roberts says that the official one will be submitted in January and it's a little complicated.

Rachel Roberts states that the outgoing Judge and the incoming Judge are sitting there pleasantly with each other. She is not sure what time the office is open until tomorrow but has CAP court. Judge Roberts is asking if she is still supposed to turn everything in at noon? Councilman Ryder says yes. Rachel Roberts says she will turn them in but isn't planning to leave until 4 pm because she must go to Watertown for CAP court. Isabelle and Rachel will be in the office working on transition January 1<sup>st</sup>. Rachel Roberts states that Rebeca Oblender has cleaned her personal belongings out of the office and will return the keys and laptop on January 2<sup>nd</sup>. Mr. Marcinkowski asked Rachel what she needed to finish up, Rachel Roberts states that she needs to file with the comptroller and was in need to getting bank statements but went to the bank and got that figured out.

Councilman Ryder has a couple more things to discuss-

Digital keypad- from the alarm company will give access to be able to change and enter new and take out old FOBs for the new doors, access to control the alarm codes from the desktop. It is \$5 a month, Mr. Marcinkowski states that it wasn't budgeted but it's a good idea. Lynn Brown asks if there is a slush fund that can be taken from if it wasn't in the Budget and if not, she will make a donation for \$60 and Jamie Papin said he will split it.

Adobe- is currently shut down for non-payment. The Town clerk uses for everything that County sends and especially taxes, The Clerk worked on trying to get Adobe set up in a new account since Mr. Marcinkowski closed the credit cards and the adobe program can't renew and is set up in his email and there is no communication and he hasn't been in the office to be able to get information to renew current adobe reader. Mr. Marcinkowski states that he will help get things straightened out. Councilman Papin says to call Town of Alexandria Sandra Caputo as she had an issue with adobe as well. The Board has given the ok to open a new adobe and get things back on track.

Northshore- (per attached handout) Vickie was sent an email for new emails with the .gov, there are 4 options and the 3<sup>rd</sup> option is the one that is the best option after reading and going through each step we would like to migrate the current emails as there is stuff we will still use and need and have a forwarder from the old emails to the new emails. The migration cost is \$1000 for the 4 old emails, and 7 new emails- supervisor, clerk, bookkeeper, assessor, highway, building/codes, zoning. The Board gives permission to the approval of option 3 from Northshore Solutions. Lynn Brown hopes that the new email transition will be seamless. Clerk to ask questions about what the timeline is to have access to old email.

Councilman Ryder asked Mr. Marcinkowski when they would change over Supervisor stuff. Mr. Marcinkowski says what stuff, Councilman Ryder states keys, passwords, access to certain things. Mr. Marcinkowski says he will leave it tomorrow evening and passwords are right on top of the desk. Information for the website and the Facebook page, Mr. Marcinkowski has always gone through Matt Turcott. Vickie has access to the website, and Facebook was directly through Matt and will have to call and have whoever authorized to access it.

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Mr. Marcinkowski addressed Mr. Savage about an accident with one of the vehicles asking for details and to be explained. Mr. Savage states that it was December 13<sup>th</sup>, coming out of the north end and the other truck ran into him (David Ebbrecht) the Town truck was stopped, and the other truck ran into the side of him. Mark Savage states that the guy got a ticket and caused about \$14,000 in damage to the Town truck. Mr. Marcinkowski asked which truck and Mr. Savage stated the new one. It was drivable, got it back to the barn, got the police report, and have received a check from our insurance company for the damage. Beam Mack came out to do a written estimate. Mr. Marcinkowski states that we have had a lot of claims in the last five years, that the insurance is going to jump. Mr. Savage states that the insurance goes up every year. Mr. Savage expedited it as it's a truck he needs and uses almost daily so he needs to get the repairs done quickly. Mr. Savage has also ordered cameras for all the trucks, and it will save in the long run on the insurance. It will cost \$3200 a year but will be good to have in an incident that can go back and look, and it also has GPS. It helps with the NYMIR checklist.

Res. # 97

Motion by: Steven Marcinkowski  
Seconded by: Kristopher Ryder

**Resolved**, that the meeting be closed at 6:42 p.m.

VOTE: Steven Marcinkowski- aye, Timothy Busler- aye, Jamie Papin- aye, Kristopher Ryder- aye, Lynn Brown- aye  
Motion carried.

Respectfully submitted,

Vickie Karg  
Town Clerk