

# **TOWN OF CORINTH, REGULAR TOWN BOARD MEETING DECEMBER 11, 2025 @ 6:00PM**

**CALL MEETING TO ORDER:** Supervisor Butler Called the meeting to order at 6:00pm

**ROLL CALL:** Eric Butler, Supervisor  
Patrick Clothier, Councilman  
Kiley Crooks, Councilwoman  
Melanie Denno, Councilwoman  
Carey Mann, Councilman  
Matt Fogarty, EMS Coordinator  
Shawn Eggleston, Highway Superintendent  
Brenda Peris, Town Clerk

**EXCUSED:** Albert Brooks, Building/Code Officer

**PLEDGE:**

## **RESOLUTION #207**

### **APPROVAL OF MINUTES**

A motion was made by Councilman Mann and seconded by Councilman Clothier the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, that the Town Board Meeting Minutes dated November 13, 2025, be approved.

## **RESOLUTION#208**

### **APPROVAL OF ABSTRACT**

A motion was made by Councilwoman Crooks and seconded by Councilman Mann the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, the abstracts of December 11, 2025, be approved as follows:

ABSTRACT  
Abstracts for 12/11/2025

Voucher A – 250651 - 250695 (voided 250650)

Voucher B – 252425 - 252447

Voucher CM – 257294 - 257311

Voucher DB – 253328 - 253342

General Fund A	\$ 178,417.01
General Fund/Outside Village – B	\$ 60,930.81
Highway/Part Town – DB	\$ 60,479.76
Medical – CM	\$ 172,103.86

Fire Protection	\$
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SW Consolidated	225019	\$ 50,646.70
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Lighting

Eastern Avenue	255013	\$ 399.73
Eggleston Street	256013	\$ 207.60
South Corinth	254013	\$ 267.83

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**TOTAL \$523,453.30**

**REPORTS:** The following reports given to the Town Board for review:

- Sales tax
- Mortgage Tax
- Bldg. Dept.
- Clerk
- Assessor
- Senior Center
- Highway Fuel & work
- Sheriff
- Overtime

TOWN OF CORINTH, NEW YORK

**RESOLUTION #209**

**A RESOLUTION OF THE TOWN OF CORINTH ADOPTING THE SARATOGA COUNTY HAZARD MITIGATION ACTION PLAN UPDATE 2025**

A motion by Councilwoman Denno & Seconded by Councilman Clothier

WHEREAS the Town of Corinth recognizes the threat that natural hazards pose to people and property within the Town of Corinth; and

WHEREAS the County of Saratoga has prepared a multi-hazard mitigation plan, hereby known as Saratoga County Hazard Mitigation Action Plan Update 2025, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS Saratoga County Hazard Mitigation Action Plan Update 2025, identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town of Corinth from the impacts of future hazards and disasters; and

WHEREAS adoption by the Town Board demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Saratoga County Hazard Mitigation Action Plan Update 2025.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF CORINTH, NEW YORK, THAT:

Section 1. In accordance with (local rule for adopting resolutions), the Town Board adopts the Saratoga County Hazard Mitigation Action Plan Update 2025. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

ADOPTED by a vote of 5 in favor Butler, Clothier, Crooks, Denno, Mann and

0 against, and

0 abstaining,

this 11th day of December 2025.

**RESOLUTION # 210**

**TRANSFER OF FUNDS**

A motion was made by Councilman Mann and seconded by Councilwoman Denno the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED, to approve the following transfers:**

To move \$6,700. from ARPA fund A9439 to Econ. Dev. fund #69894.01 to cover LA Group invoice 44362 for 9N park APA and NYS DOT Coordination.

To move \$1,600. From Museum #74504.01 to Museum #74501.01 This is to cover compensation for the 2024 stipend that was paid in Jan. 2025.

To move \$1,600. From A Fund Contingency acct. 19904.01 to Historian acct.# 75101.01 to cover compensation for the 2024 stipend that was paid in Jan. 2025.

To move \$432. From Contingency acct. #19904.01 to Data Processing #16804.01 due to a mid-year increase.

To move \$19,877. From DB Fund balance to Machinery #51302.04 to pay for the balance of truck purchase.(reminder \$10,500. Of this fund balance is covered from the auction sales)

To move \$37,625.08 from CM Fund balance to Paramedics EQ line 49892.03 to pay Zoll invoice for the new heart monitor.

To move \$21,201.33 from DB Fund balance to DB #90108.04 State Retirement.

To move \$23,228.01 from B Fund balance to B #90108.02 State Retirement.

To Move \$6,944.50 from Contingency #19904.01 to Unallocated Insurance #19104.01 to pay an increase for general coverage.

**RESOLUTION #211**

**ADOPTING MVP HEALTH INSURANCE**

A motion was made by Councilwoman Crooks and seconded by Councilman Clothier the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Mann
	Nays	0
	Excused	0
	Abstained	1 Denno-due to association with Insurance Company

**RESOLVED,** to adopt MVP as our Health Care Provider for 2026 and allow Supervisor Butler to sign the agreement.

**ATTORNEY ITEMS:**

**Procurement Policy Update:** Attorney Hafner discussed the final version of the updated procurement policy. The changes if approved would be effective Jan. 1, 2026. The Town Board is going to review the updated procurement policy and will make a decision at a later date.

**Consolidating Lighting Districts:** Attorney Hafner stated that there are two ways to change the lighting districts. One would be to create a consolidated district that would show separately on taxes or to dissolve the 3 districts which would be included in the regular budget calculation. To dissolve it would take a public hearing & dissolution agreement. Street lighting is considered beneficial to all residents. This decision would take place in 2026, and change would affect the 2027 budget.

**SUPERVISOR ITEMS:**

\*Home Decorating Contest Judges: Boards Choice Town/Village judging will take place Dec. 19 through 21<sup>st</sup>. The Board will be given a list and map of all entries. The list will also be placed on the Town Facebook page.

**TOWN CLERK:**

\*Home Improvement Grant disbursement approval:

**RESOLUTION #212****TO APPROVE CDBG 281HR-310-24 ABSTRACT #1**

A motion was made by Councilwoman Crooks and seconded by Councilman Clothier the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, to approve paying invoices for CDBG 281HR310-24 Abstract#1 of 2025 totaling \$32,075.00 at the time deposit is made to the CDBG checking account.

**\*Reappointment of Registrar and Deputy Registrar of Vital Statistics:**

**RESOLUTION #213****Registrar & Deputy Registrar of Vital Statistics Reappointment:**

A motion was made by Councilwoman Denno and seconded by Councilwoman Crooks the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, to reappoint Brenda Peris as Registrar of Vital Statistics and Barbara Sirchia as Deputy Registrar of Vital Statistics for the term beginning January 1, 2026, to December 31, 2028, and allow Supervisor Butler to sign the Notification of Appointment.

**\*Retention and Disposition Schedule for New York Local Government Records:**

**RESOLUTION #214**

**RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS(LGS-1)**

A motion was made by Councilman Mann and seconded by Councilman Clothier the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, To adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

That in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**\*FREEDOM OF INFORMATION POLICY:**

Town Clerk would like to adopt an updated Freedom of Information Policy. This aligns with New York State Law and the clerk's office is currently abiding by these procedures.

## **RESOLUTION #215**

### **ADOPTING THE FREEDOM OF INFORMATION POLICY**

A motion was made by Councilwoman Crooks and seconded by Councilman Mann the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, to adopt the Freedom of Information Policy as attached:

#### **Section 1 Purpose and Scope:**

1. The People's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
2. These regulations provide information concerning the procedures by which records may be obtained.
3. Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
4. Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

#### **Section 2 Designation of records access officer:**

1. Town of Corinth Town Board is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Town Clerk  
Deputy Town Clerk  
Town of Corinth  
600 Palmer Avenue  
Corinth NY 12822

Or email

[clerk@townofcorinthny.com](mailto:clerk@townofcorinthny.com)

[deputyclerk@townofcorinthny.com](mailto:deputyclerk@townofcorinthny.com)

2. The records access officer is responsible for insuring appropriate agency response to public request for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- a. Maintain an up-to-date subject matter list.
- b. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- c. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- d. Upon locating the records, take one of the following actions:
  - i. Make records available for inspection; or
  - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- e. Upon request for copies of records:
  - i. Make a copy of available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
  - ii. Permit the requester to copy those records
- f. Upon request, certify that a record is a true copy; and
- g. Upon failure to locate records, certify that;
  - i. Town of Corinth is not the custodian for such records, or
  - ii. The records of which the Town of Corinth is a custodian cannot be found after diligent search.

### **Section 3 Location:**

Records shall be available for public inspection and copying at:

Town of Corinth  
600 Palmer Avenue  
Corinth NY 12822



**Section 4 Hours for public inspection:**

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

These hours are:

Monday through Thursday 8:00am to 4:00pm

**Section 5 Requests for public access to records:**

1. A written request may be required, but oral requests may be accepted when records are readily available.
2. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
3. A response shall be given within five business days of receipt of a request by:
  - a. informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
  - b. granting or denying access to records in whole or in part;
  - c. acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgement, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgement, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part;  
or
  - d. if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgement, but circumstances prevent disclosure with that time, providing a statement in writing within twenty business days of such acknowledgement specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

4. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
5. A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
  - a. fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
  - b. acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
  - c. furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
  - d. fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
  - e. determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
  - f. does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
  - g. responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

**Section 6 Subject matter list:**

1. The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers' Law.

2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

**Section 7 Denial of access to records:**

1. Denial of access to records shall be in writing stating the reason therefor, and advising the requester of the right to appeal to the individual or body established to determine appeals, who or which shall be identified by name, title, business address and business phone number.
2. If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.
3. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Town Supervisor  
Town of Corinth  
600 Palmer Avenue  
Corinth NY 12822  
518-654-9232

4. Any Person denied access to records may appeal within thirty days of a denial.
5. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
  - a. the date and location of requests for records;
  - b. a description, to the extent possible, of the records that were denied; and
  - c. the name and return address of the person denied access.
6. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
7. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
One commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231

8. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee of Open Government in the same manner as set forth subdivision (f) of this section.

**Section 8 Fees:**

1. There shall be no fee charged for:
  - a. Inspection of records;
  - b. Search for records; or
  - c. Any certification pursuant to this part.
2. Copies may be provided without charging a fee.
3. Fees for copies may be charged, provided that:
  - a. the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
  - b. the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
  - c. an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
4. The fee an agency may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
  - a. An amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
  - b. The actual cost of the storage devices or media provided to the person making the request in complying with such request; or
  - c. The actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.
5. When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or reactions from non-electronic records, the agency shall be required to retrieve or extract such record or data

electronically. In such case, the agency may charge a fee in accordance with paragraph (4)(1) and (2) above.

6. An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
7. An agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
8. An agency may waive a fee in whole or in part when making copies of records available.

#### **Section 9 Public notice:**

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

#### **Section 10 Severability:**

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

### **TOWN OF CORINTH FREEDOM OF INFORMATION LAW PUBLIC NOTICE**

#### **YOU HAVE A RIGHT TO SEE PUBLIC RECORDS**

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

Town of Corinth has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at :

Town of Corinth  
600 Palmer Avenue  
Corinth NY 12822

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available.
2. Records Access Officer(s)

Town Clerk  
Deputy Town Clerk  
Town of Corinth  
600 Palmer Avenue

Corinth NY 12822  
518-654-9232 x4

If you are denied access to a record, you may appeal to the following person(s) or body:

Town Supervisor  
Town of Corinth  
600 Palmer Avenue  
Corinth NY 12822

**HIGHWAY:**

**November 2025 Bid Opening:** Highway Superintendent Eggleston asked that we reject the bid from November 2025 and put out a bid for the body only.

**RESOLUTION #216**

**REJECT PREVIOUS BID AND PUT OUT BID FOR TRUCK BODY ONLY**

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED,** to reject the plow assembly bid from Steel Sales Inc. Dated November 4, 2025, and put out a bid for the truck body only.

**PUBLIC COMMENT:**

**James Murray:** Suggested the rail bridge on 9N be cleaned up and painted. Supervisor Butler stated that they will look into it.

**TOWN BOARD:**

**Councilwoman Denno:** The trunk or treat had over 500 people and the depot could use a restroom. A discussion was held. The board is going to ask the grant writer to apply for a grant or come up with other ways to work on this.

**RESOLUTION #217**

**ADJOURN TO EXECUTIVE SESSION**

A motion was made by Councilman Mann and seconded by Councilwoman Denno the following resolution was

<b>ADOPTED</b>	Ayes	5 Butler, Clothier, Crooks, Denno, Mann
	Nays	0
	Excused	0

**RESOLVED**, to adjourn the Town Board Meeting to executive session on personnel with no decision at 6:45pm.

Respectfully Submitted by  
Brenda L Peris, Town Clerk