

**TOWN OF CORINTH, REGULAR TOWN BOARD MEETING
December 29, 2025, AT 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
Matt Fogarty, EMS Coordinator
Shawn Eggleston, Highway Superintendent
Brenda Peris, Town Clerk
Derrick Briner, EMS Deputy Director
Anders Olsen, EMS Deputy Director

EXCUSED: Melanie Denno, Councilwoman
Carey Mann, Councilman
Albert Brooks, Building/Code Officer

PLEDGE:

RESOLUTION #218
APPROVAL OF MINUTES

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

ADOPTED	Ayes	3 Butler, Clothier, Crooks
	Nays	0
	Excused	2 Denno, Mann

RESOLVED, that the Town Board Meeting Minutes dated December 11, 2025, be approved.

RESOLUTION #219
APPROVAL OF ABSTRACT

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

RESOLUTION #220
TRANSFER OF FUNDS

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

ADOPTED	Ayes	3 Butler, Clothier, Crooks
	Nays	0
	Excused	2 Denno, Mann

RESOLVED, to approve the following transfers:

*To move \$30,312.50 from CM Fund Balance to CM 90108.03 State Retirement

*To Move \$2500, received as a donation for "Youth Boxing" in 2025 and increase 73144.02 Youth Program Boxing for 2026 as much.

*To Move \$200 from B Contingency acct. 19904.02 to Data Processing 16804.02 for a mid-year increase.

*To Move \$10,675.27 from B Fund Balance to Judgments & Claims 19304.02.

*To Move \$4,664.16 to Garage 51324.02 from Garage 51342.02.

*To Move \$1,136.85 from 51104.04 to General Repairs 51101.04 to cover addl. Part time employee salary.

*To Move \$13,330.22 from Salt Reserve DB231 to Snow Removal 51424.04 for addl. Road salt purchase.

*To Move \$11,284.75 from A Contingency 19904.01 to CM and Increase Ambulance budget line 45404.03 by \$9,327.31 and Multi-Med fees budget line 45464.03 by \$1,957.44.

*To Move \$818.85 from A Contingency #19904.01 to Refuse and Garbage 81604.01.

*To Move \$213 from A Contingency #19904.01 to Unallocated Ins. 19104.01

*To Move \$8,802.26 from DB Fund Balance to 51122.04 Permanent Improvements)had matching CHIPS funds)

*Rename DB237 HWY Equipment Reserve to Paver Repair Reserve. Move all collected funds from other municipalities into this account in the amount of \$26,263.72.

*Accept a Saratoga County Economic Dev. grant for \$9,507 for Senior Center Improvements and increase Budget Line 67722.02 Program for the Aging by as much.

*To Move \$5790.10 from A Contingency Account 19904.01 to Dog Control #35101.01 to compensate for Hadley Contract in Feb. 2025.

*To Move \$304,172. From B Fund Balance to DB General Fund.(2025 Budget Move)

*To Move \$661.32 from A Contingency 19904.01 to 51824.01 General Street Lighting.

Procurement Policy Update:

Changes were made to the procurement policy:

All Departments: (Page 3) Increase from 1500 to 2500 for department heads without approval required. \$2500-\$9999 require 3 quotes with Budget Officer/Town Supervisor approval. \$10,000 to \$20,000 require 3 quotes or written request for proposals-with approval from the Town Board. More than \$20,000 Compliance with GML Section 103.

Public Works: (Page 3)Up to \$3999 department head approval. \$4000 to \$9999 3 quotes with approval by Budget Officer/Town Supervisor. \$10,000 to \$35,000 3 Quotes with the approval by the Town Board. More than \$35,000 Compliance with GML Section 103

RESOLUTION #221

APPROVAL OF PROCUREMENT POLICY

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

ADOPTED	Ayes	3 Butler, Clothier, Crooks
	Nays	0
	Excused	2 Denno, Mann

RESOLVED, to approve the Procurement Policy below effective January 1, 2026.

TOWN OF CORINTH
PROCUREMENT POLICY

1. PURPOSE

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law §103 or of any other general, special, or local law and also details when meeting competitive bidding requirements are necessary. In addition, General Municipal Law §103 authorizes the Town to utilize certain alternative methods of awarding contracts which the Town Board has determined could result in lower costs to the Town, and these methods are also included in this Procurement Policy.

2. EVALUATION OF PROSPECTIVE PURCHASES; EXCEPTIONS TO FORMAL BID.

- A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

- B. The following items are not subject to competitive bidding pursuant to §103 of the General Municipal Law (GML):
 - (1) Purchase contracts under \$20,000;
 - (2) Public works contracts under \$35,000;
 - (3) Emergency purchases;
 - (4) Certain municipal hospital purchases;
 - (5) Goods purchased from preferred sources;

- (7) Purchases under state and county contracts; and
 - (8) Surplus and secondhand purchases from another governmental entity.
- C. The decision that a purchase is not subject to competitive bidding will be documented, in writing, by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

3. PURCHASE AT LOWEST PRICE WITHOUT FAVORITISM; EXCEPTIONS.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:

- A. Purchase contracts over \$20,000 and public works contracts over \$35,000;
- B. Goods purchased from preferred sources pursuant to §162 of the State Finance Law.
- C. Goods purchased from correctional institutions pursuant to §§184 and 186 of the Correction Law;
- D. Purchases under state contracts pursuant to § 104 of the General Municipal Law;
- E. Purchases under county contracts pursuant to § 103, Subdivision 3, of the General Municipal Law;
- F. Purchases under authorized “piggyback” contracts pursuant to General Municipal Law Section 103(16);
- G. Purchases pursuant to Section 8 of this Procurement Policy; and
- H. Purchases pursuant to “Best Value” local law adopted by the Town pursuant to State Finance Law Section 163.

4. PURCHASES REQUIRING WRITTEN OR ORAL QUOTES OR PROPOSALS.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

ESTIMATED AMOUNT OF PURCHASE CONTRACT	METHOD
\$2,500 to \$9,999	3 quotations – with approval by Budget Officer/Town Supervisor
\$10,000 to \$20,000	3 quotations or written request for proposals – with approval by Town Board
More than \$20,000	Compliance with GML Section 103

ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT	METHOD
\$4,000 to \$9,999	3 quotations – with approval by Budget Officer/Town Supervisor
\$10,000 to \$35,000	3 quotations – with approval by Town Board
More than \$35,000	Compliance with GML Section 103

5. EXCEPTION TO PURCHASES AND CONTRACTS SUBJECT TO WRITTEN OR ORAL QUOTES OR PROPOSALS FOR HIGHWAY SUPERINTENDENT

The Highway Superintendent will be allowed to spend up to \$5,000.00 for tires only, and other purchases amounting up to \$4,000.00. Any tire purchase of more than \$5,000.00 and other purchases of more than \$4,000.00 must be approved by the Town Board in advance. However, all qualifying purchases and/or Contracts are still subject to compliance with GML Section 103. In the case of an emergency situation the Highway

Superintendent may obtain approval from the Town Supervisor or any single Board Member. Exceptions are purchases of bulk operating material routinely delivered such as fuel and heating fuel, or materials for approved highway projects. Claims will be processed through normal channels and audited by the Town Board.

6. OBTAINING REQUIRED NUMBER OF PROPOSALS.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

7. REQUIRED DOCUMENTATION.

- A. Documentation is required of each action taken in connection with each procurement.
- B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible.

8. EXCEPTIONS TO FORMAL BID REQUIREMENTS.

Pursuant to General Municipal Law §104-b, Subdivision 2[g], the procurement policy may contain circumstances when or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interests of the Town of Corinth to solicit quotations or document the basis for not accepting the lowest bid:

- A. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Town Board shall take into consideration the following guidelines:
 - (1) Whether the services are subject to state licensing or testing requirements.

- (2) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.
 - (3) Whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include, but not be limited to, the following:
 - (a) Services of an attorney;
 - (b) Services of a physician;
 - (c) Technical services of an engineer engaged to prepare plans, maps and estimates;
 - (d) Securing insurance coverage and/or services of an insurance broker;
 - (e) Services of a certified public accountant;
 - (f) Investment management services;
 - (g) Printing services involving extensive writing, editing or art work;
 - (h) Management of municipally owned property; and
 - (i) Computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.
- B. Emergency purchases pursuant to §103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This subsection does not preclude alternate proposals if time permits.
- C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- D. Goods or services under \$2,500 and public works under \$4,000. The time and documentation required to purchase through this policy may be more

costly than the item itself and would, therefore, not be in the best interests of the taxpayer. Such purchases must be authorized by the appropriate department head or the Budget Officer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

9. “PIGGYBACKING” ALTERNATIVE

Under General Municipal Law §103(16), the Town may purchase apparatus, materials, equipment and supplies, and contract for services related to the installation, maintenance or repair of those items, under a Contract let by the United States or any agency thereof, any State or any other political subdivision or district without going through its own competitive bidding process if the Contract has been let in a manner that is consistent with those procedures and meets certain other requirements. This method is hereby authorized to be utilized for procurements which are not subject to competitive bidding in lieu of the

SUPERVISOR ITEMS:

Holiday Decorating Contest: Would like to Thank participants and judges. It went very well and Look forward to doing it again next year.

HIGHWAY:

Notice to bidders: 10’ Stainless Steel combination Body, Hydraulics, and Mounting Hardware

RESOLUTION #222

NOTICE TO BIDDERS

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

ADOPTED	Ayes	3 Butler, Clothier, Crooks
	Nays	0
	Excused	2 Denno, Mann

RESOLVED, to approve a Notice to Bidders for a 10’ Stainless Steel combination Body, Hydraulics, and Mounting Hardware with a bid opening date of February 12, 2026.

EMS:

EMS Deputy Directors, Derrick & Anders:

- *Put bids out for full time position- Paramedics are good, EMT are short
- *Derrick has report for the board
- *Harassment Class –95% have completed

PUBLIC COMMENT:

James Murray:

*Have a safe and Happy New Year

*Village is considering speed cameras in the school zones and thinks the Town should consider doing the same.

TOWN BOARD:

Councilman Clothier:

*Thanks to Highway Superintendent Eggleston and his crew for the storm clean-up—keeping the roads safe.

RESOLUTION#223

TO ADJOURN

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

ADOPTED	Ayes	3 Butler, Clothier, Crooks
	Nays	0
	Excused	2 Denno, Mann

RESOLVED, to adjourn the Town Board meeting to Executive Session on personnel with no decision at 6:30pm.

Respectfully Submitted by
Brenda L Peris, Town Clerk