

Sue Galbraith-Deputy Village Clerk/Treasurer

The Deputy Clerk/Treasurer Village Clerk's Office is responsible for recording activities of the Village Board and is responsible for keeping a complete and accurate record of the proceedings of each meeting. The Deputy Clerk/Treasurer Village Clerk is also responsible for maintaining custody of the Village seal, books, records and papers of the village and all the official reports and communications of the board of trustees.

The Deputy Clerk/Treasurer Village Clerk is also the Records Management and Freedom of Information Officer of the Village.

Contact Information

13336 Broadway
Alden, NY 14004
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E-mail: smgalbraith@rochester.rr.com

Deborah Crist - Registrar of Vital Statics
(716) 937-6969 Ext. 2

Office Hours

Monday - Friday
9:00am - 4:30pm

- [Downloadable Forms](#)

Notary Public

The Village Clerk/Treasurers are Notary Publics. This service is available during normal business hours. Proper identification must be submitted and the person must sign their document in our presence. This service is free.

Village Board Meetings

The Village Clerk attends all meetings of the Village Board and must keep a complete and accurate record of the proceedings of each meeting. Meetings are held the 1st and 3rd Thursday of each month, unless otherwise advertised. The work session begins @ 6:30pm and the regular meeting begins @ 7:30pm. The agenda is prepared on the Monday preceding the meeting. Any person wishing to be placed on the agenda must notify the Village Clerk by the Friday prior.

Freedom of Information Office

The Freedom of Information Law (Public Officers Law, Article 6) provides that all records are accessible to the public, except records or portions of records that fall within a specific exempt category. [Request forms](#) may be obtained from the Village Clerk. The FOIL officer has 5 days to answer the request or notify the person when the request will be available. A written explanation is prepared for any request that is denied. A fee of \$.25 per page may be charged.

Elections

Elections are held on a rotating schedule. Terms of office are 4 years for the Mayor and Trustees. Legal notices are publicized in November prior to the March election. Elections are always held on the third Tuesday in March. Polling place is the Village Hall located at 13336 Broadway, Alden, NY 14004. There are 2 election districts: District #1 is the North side of Broadway and District #6 is the South side of Broadway.