

Town Board Meeting December 8, 2025

Supv. Crossen called the monthly meeting of the Alabama Town Board to order at 7:00 p.m. Roll Call was taken, Councilperson Fisher, Klotzbach and Supv. Crossen were present. Absent: Councilperson LaGrou. Also present were Supt. Covell, Attorney Boylan, Dave Bencic, Mark Masse, Red Robinson, Anne & Gerald Bacon, Travis Warner, Heather Shultz and Katie Weaver.

Privilege of the Floor

Dave Bencic – at the last meeting there was some concern about the noise from STAMP. Don't count on the Town to do anything. He had an issue with sound and the Town wouldn't do anything. FYI the windmill is getting noisy again.

Anne & Gerald Bacon – Is there anything new on getting a draft of the minutes on the website? Can we get the agenda on the website prior to the meeting? Any update on STAMP tonight?

Dave Bencic – Is there anything in Town Law about a business on STAMP being abandoned that says it has to be torn down?

Katie Weaver, EDP – welcome to Travis and Heather.

Highway – Supt. Covell gave update:

Snow fence is 95% put up.

Equipment has been steam cleaned and rust kote applied.

Mowed some deep ditches on a few roads.

Shared service with the City of Batavia, Byron and Alexander. Helping them set up their salt controls.

Salt barn grant – nothing new.

Put in an order for more salt so we don't get caught like we did last year.

Lockport/Lewiston hedgerow has been moved back.

Jeff was asked to serve on a committee, Safe Streets, through the County.

Kevin Veazey has been with us for a year, he fits in and is a good worker. Have a great crew right now.

Ben Falker is retiring this month. He has been with the Town since 1981. He will still fill in part time.

Town Hall generator – needs a new battery. Will get it installed this week.

STAMP – Mark Masse gave update:

Hammerhead road is done. Disc. on naming the road.

PR Valve job has been completed.

Basis of Design report for sewer – Oakfield approved it. Waiting on Alabama.

Edwards has begun to move equipment in.

Infrastructure for Edwards has been completed.

Edwards has suggested that the hammerhead be named Edwards Lane.

Edwards temporary C of O possibly by January 6th.

Plug Power – nothing new

Stream Data – waiting for their application.

Water District #2 – EDC minutes to be sent to the Town for accepting the valve replacement project.

Water District #1 Loan

WHEREAS, Water District #1, due to the increasing cost of operation, the increasing cost and frequency of required testing, and the increasing cost of water purchased, has insufficient margins to pay its ongoing expenses, and

WHEREAS Water District #1 currently has inadequate funds to pay its current obligations, and

WHEREAS, it will take several months to raise the water rate so as to provide sufficient margin to fund the district.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Alabama duly convened as follows:

1. The Supervisor is hereby authorized to pay interest from the Water District #1 account (\$10,000 principle, 365 days, at a 2% rate, \$200.00, plus \$2,000 principle @ 2%, 258 days, \$28.27, plus \$3,000 principle 113 days @ 2% \$18.58) a total of \$246.85 to General Fund for the previous year's loans.
2. The Supervisor is hereby is authorized to repay from and temporarily readvance from surplus General Funds of the Town the sum of \$15,000.00 to Water District #1 Fund pursuant to provisions of section 9-a of the General Municipal Law of the State of New York.
3. Such temporary advance shall be repaid with interest at two (2) percent by Water District #1 to the General Fund as soon as monies are available, but in any event not later than December 31, 2026.
4. This resolution shall take effect at the transition point between 12/31/2025 and 1/1/2026.

Councilperson Fisher offered the resolution which was seconded by Councilperson Klotzbach and approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Water District #1 Water Rate Increase

Supv. Crossen informed the Board that the district continues to lose money, Erie Co. meter rates continue to go up. Disc. held on rates.

MOTION by Councilperson Fisher, seconded by Supv. Crossen to increase the water rate for Water District #1 from \$9.25 to \$9.75 per thousand gallons, effective January 1, 2026. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Executive Session

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to go into executive session at 7:35 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and/or Negotiations and updates subject to NDAs regarding the IZA; and/or Negotiations regarding the Teamsters Contract with Attorney Boylan, Supt. Covell, Travis Warner and Heather Shultz. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to come out of executive session at 7:50 p.m. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Solar – nothing new

Battery Storage Law – will have draft next month.

Town Hall – nothing new

Court – nothing new

Artificial Intelligence Policy

TOWN OF ALABAMA

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

1. Purpose

The purpose of this policy is to guide the responsible, transparent, and ethical use of Artificial Intelligence (AI) tools by the Town of Alabama, New York. AI may improve efficiency and service delivery, but it must be used in a manner that protects resident privacy, ensures accuracy, and complies with all applicable federal and New York State laws.

2. Scope

This policy applies to:

1. All Town of Alabama employees, elected officials, contractors, consultants, and volunteers who use AI for Town business.
2. All AI systems or services used for Town operations, including generative AI, data-analysis tools, and automated decision-making systems.

3. Definitions

Artificial Intelligence (AI): Software capable of performing tasks that typically require human intelligence, such as content creation, prediction, analysis, or decision assistance.

Generative AI: AI tools that create new content, including text, images, audio, and code, based on user input.

Automated Decision System: Software that makes, or meaningfully assists in making, decisions impacting individuals, services, or the allocation of Town resources.

4. Allowable Uses

Town personnel may use AI tools for:

- Drafting or summarizing letters, reports, memos, agendas, announcements, and general communications.
- Generating templates, outlines, or first drafts of documents.
- Conducting non-sensitive research or data analysis.

- Supporting public communication or information access (such as website FAQs), provided human supervision is maintained.

All AI-generated content must be reviewed and approved by a Town employee before publication, distribution, or official use.

5. Prohibited Uses

AI may **not** be used for:

- Making final decisions that affect an individual's rights, services, property, or benefits (e.g., hiring, zoning, code enforcement, permit approvals).
- Creating, distributing, or amplifying political, defamatory, biased, or misleading content.
- Processing, storing, or transmitting sensitive or confidential Town data without explicit approval.
- Monitoring or surveilling residents or employees without legal authorization.
- Any purpose that violates federal law, New York State law, FOIL, cybersecurity regulations, or municipal procurement rules.
- Replacing human judgment in areas where officials are legally responsible for decision-making.

6. Human Oversight

- AI may assist Town work but does not replace human responsibility.
- Employees must verify the accuracy and appropriateness of all AI-generated information.
- Public-facing materials drafted with AI assistance must be reviewed by a Town official before release.
- Final decisions remain the responsibility of Town officials or authorized staff.

7. Data Privacy and Security

Employees must not upload or input into AI systems any of the following without written approval from the Town Supervisor or their designee:

- Social Security numbers
- Driver's license or state ID numbers
- Financial or banking information
- Medical or mental health information
- Law enforcement or court-related data
- Attorney client privileged material
- Personnel records
- Any information protected under New York State Technology Law or other privacy statutes

AI use must comply with:

- New York State cybersecurity standards
- NYS Technology Law §§ 201–208
- FOIL (Public Officers Law, Article 6)
- Records retention requirements established by the New York State Archives

Cloud-based AI tools require review and approval prior to use by the Town Board.

8. Procurement

- All AI tools or subscriptions must be purchased or licensed according to the Town of Alabama Procurement Policy and applicable New York State procurement laws.
- Free online AI tools may be used only for non-sensitive tasks and only with approval of the Town Board
- The Town Board reserves the right to restrict access to any AI technology.

9. Transparency

Town departments using AI must maintain documentation of:

- The AI tools in use
- Their purpose
- Any role the AI system plays in decision support

The Town Board may maintain a public list of approved AI tools.

10. Training

Employees using AI tools must receive training on:

- Data privacy and security
- FOIL and records retention
- Recognizing errors or inaccuracies in AI output
- Ethical standards and appropriate use
- Proper use of Town-approved AI systems

11. Public Records and Retention

- AI-generated materials used for Town business are public records subject to FOIL.
- Employees must save final outputs and, when relevant, the prompts used to create them.
- AI-generated documents are subject to New York State Archives retention schedules.

12. Policy Review

This policy shall be reviewed annually by the Town Board or its designee and revised as necessary to reflect changes in technology, state law, and best practices.

MOTION by Councilperson Klotzbach, seconded by Supv. Crossen to adopt the AI Policy as written.

Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Chat GPT Subscription

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher approve a monthly subscription, at a cost of \$20.00 per month, for the Supervisor to use Chat GPT. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Alabama Fire Dept. New Members

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to approve new members, Daniel Avila, Jonathan Nowakowski and Sadie Nickels, of the Alabama Fire Dept. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Noise Ordinance Request

Gerald Bacon emailed a request to the Town Board asking for a Noise Ordinance. He asked the Town to use the WHO &/or International Organization for Standardization for guidance.

Supv. Crossen discussed the 2012 Finding which include sound and the Environmental Impact Statement. The Town can not change the Zoning Law for STAMP unless the GCEDC agrees. IF the Town changed the Zoning Law to include noise, it will not cover the STAMP site. (As per County Planning and Town Attorney). Disc. held.

Genesee County Shared Services Broadband Project

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to allow Supv. Crossen to sign the Genesee County CWSSI Use and Distribution Agreement for the County Broadband Project.

Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Basis of Design for STAMP Wastewater to Oakfield

The Town has not approved it yet. Supv. Crossen and Supt. Covell need to review it further before approving.

Approval of Minutes

11/10/2025 Public Hearings & Board Meeting – MOTION by Councilperson Fisher, seconded by Councilperson Klotzbach to accept minutes as presented. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Supervisors Report

12/1/2025 -- MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Audit Bills

MOTION by Councilperson Fisher, seconded by Councilperson Klotzbach to accept Abstract #012-2025 and pay bills in the amount of \$17,427.47 vouchers 237 to 265 General Fund; \$21,890.65 vouchers 198 to 210 Highway Fund; \$2,125.30 vouchers 30 to 32 Water District 1. Approved by Roll Call Vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Transfers

MOTION by Councilperson Klotzbach, seconded by Supv. Crossen to make the following transfers:

\$3,834.22 from DA5130.4 to DA9010.8

\$ 637.88 from A1110.4 to A1110.43

\$ 115.44 from A1410.4 to A1410.42

\$1,653.78 from A1990.4 to A9010.8

Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Town Clerk's Report

November 2025 -- MOTION by Councilperson Klotzbach, seconded by Supv. Crossen to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Assessor's Report – not submitted

CEO/ZEO Report

November 2025 -- MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Historian/Bicentennial Report

November & December 2025 – MOTION by Councilperson Klotzbach, seconded by Supv. Crossen to accept the reports as written. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

Included with the report was a tentative list of events. January 17 there will be a pancake breakfast as the Alabama Fire Dept. Disc. held.

MOTION by Councilperson Klotzbach, seconded by Supv. Crossen to approve the pancake breakfast at the Alabama Fire Hall on January 17th. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – absent Supv. Crossen – yes

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to adjourn meeting at 8:40 p.m. Approved by roll call vote:

C. Fisher – yes C. Klotzbach – yes C. LaGrou – yes Supv. Crossen – yes

Respectfully Submitted,

Rebecca L. Borkholder
Town Clerk