



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

Office (716) 652-8866
Fax (716) 652-5646

recreation@townofaurora.com
www.aurorarec.com

6A

To: Town Board
From: Meghan Tent
Date: 10/15/26
Re: New program

Approval is requested to offer a new program titled Yoga for Kids. This is a program for Kids ages 5-7 to explore movement and mindfulness through yoga. We are always excited to offer a new program that inspires a healthy lifestyle. The classes will be instructed by Jen Boucher, owner of Bright Blooms Yoga, LLC. She is a certified 200 Hour Yoga Teacher and 95 Hour Children's Yoga teacher. Her goal for kids' yoga is to offer classes that incorporate joyful movement, while building a child's toolbox of practices that support emotional regulation. The program flier and budget are attached.

2026 Town of Aurora Parks and Recreation

Yoga for Kids!

LET YOUR KIDS EXPLORE MOVEMENT AND MINDFULNESS THROUGH KIDS YOGA! DURING THIS CLASS, KIDS WILL PRACTICE YOGA POSES THAT SUPPORT HEALTHY PHYSICAL DEVELOPMENT, AS WELL AS LEARN MINDFULNESS AND BREATHING TOOLS THAT CAN SUPPORT THEIR SOCIAL EMOTIONAL GROWTH. AFTER WE MOVE OUR BODIES, CLASS WILL FINISH WITH A MINDFUL CRAFT.

WHO: BOYS & GIRLS AGE 5-7

DATES: THURSDAYS 11/12, 11/19, 12/10

- ★ WEAR COMFORTABLE CLOTHING THAT YOU CAN MOVE IN
- ★ BRING YOUR MAT AND WATER BOTTLE

TIME: 5:30-6:30 PM

WHERE: 575 OAKWOOD AVE - UPSTAIRS

COST: RESIDENTS: CASH \$41/ CREDIT \$42.27

NON-RESIDENTS: CASH \$46/ CREDIT \$47.43

***NO REFUNDS**



INSTRUCTOR: JEN BOUCHER HAS BEEN TEACHING KIDS YOGA IN THE WNY AREA SINCE JANUARY 2024. SHE IS THE OWNER OF BRIGHT BLOOMS YOGA, LLC. SHE IS A CERTIFIED 200 HOUR YOGA TEACHER AND 95 HOUR CHILDREN'S YOGA TEACHER. HER GOAL FOR KIDS YOGA IS TO OFFER CLASSES THAT INCORPORATE JOYFUL MOVEMENT, WHILE BUILDING A CHILD'S TOOLBOX OF PRACTICES THAT SUPPORT EMOTIONAL REGULATION.

REGISTER

WWW.AURORAREC.COM

(716)652-8866

575 OAKWOOD AVE



DROP IN CLASSES AVAILABLE

REGISTRATION OPENS ON 11/12

MUST REGISTER BY 4:30PM THE DAY OF THE CLASS

COST: CARD \$18.56 / CASH OR CHECK \$18

KIDSYOGAF26 R:\$41/\$42.27 NR:\$46/\$47.43

Find us on 

Yoga for Kids

Revenue	Max Regs	Rate	Total	Account
	10	\$ 41.00	\$ 410.00	A2052

Expense		Total	Account
Instuructor at 85% of the net revenue		\$ 348.50	A7185.411

Charles Snyder

From: Mannion, Benjamin <Benjamin.Mannion@erie.gov>
Sent: Thursday, October 8, 2026 2:18 PM
To: Supervisor
Subject: Office of Veterans' Services outreach

6B

Good afternoon Supervisor Snyder,

Martha asked me to reach out to you and give you some more information about the services that our office provides and what we would need to conduct an outreach event.

Our office, consisting of four veteran's services officers accredited by the American Legion, primarily assists veterans in filing for VA disability compensation and veteran's pensions. We also help veteran's dependents and survivors apply for survivors' benefits, as well as providing information on other benefits and resources available to veterans and their families. We use town outreach events like this to make contact with veterans who might not be able to make it to our office downtown and to get the word out about the services that we provide.

We currently conduct monthly outreach events with Amherst/Williamsville and Evans, and we're scheduled to start monthly outreach with Holland later this month, as well.

On the day of the outreach, one of our veterans' services officers (very likely myself) would set up at the town hall in any spare conference room or classroom you might have available. That way we have a table to work on and some measure of privacy for vets to discuss the issues they're facing with us.

I would plan on staying at the town hall from opening until closing with a short break for lunch. I have a small rolling case of VA forms and informational pamphlets that I would bring along that has information for where vets can seek out resources they may need, and I can also help vets get their claims started on-site.

We're just looking for one day per month at this point, preferably on a Thursday so it does not conflict with our other outreach efforts. Our office does have its own Facebook page for publicizing the event, but we would also ask that your town share information (via Facebook or whatever platforms you use) about the outreach event in advance of the day to help us spread the word about it. We prefer that vets reach out to our office ahead of the event to schedule an appointment time with us, but we can also handle walk-ins too. Attendance at our past outreach events varies from a few vets to well over a dozen throughout the day, so having appointments scheduled beforehand would allow the services officer to space out the vets they help and ensure that each person who stops by gets their undivided attention.

That's our organization and outreach event in a nutshell, but if there are any questions that you have please let me know. If you decide that you would like to have us visit, I can send you digital versions of our office's pamphlet for you to post on Facebook or the town's website with our office's contact information so your residents can call and schedule appointments with us in advance. Thank you so much for your time and consideration and I hope to hear from you soon.

Respectfully,

Ben Mannion

Benjamin E. Mannion | Assistant Service Officer
Erie County | Office of Veterans' Services
95 Franklin St., Room 800 | Buffalo, NY 14202

SUPERVISOR
CHARLES D. SNYDER
(716) 652-7590
supervisor@townofaurora.com



TOWN CLERK
JEANNE H. VIGER
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurorany.gov

MEMO _____

TO: Town Board

FROM: Elizabeth Deveso and Martha Librock

RE: Annual Highway Superintendent Software Support Contract

DATE: October 20, 2026

6C

Approval is requested to authorize the Supervisor to sign the Annual Software Support Contract for the Highway Superintendent software used by the Highway Department. The \$1126.00 annual maintenance fee will be paid from A1680.401 Central Data Processing.

Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

Town of Aurora
Accounts Payable
575 Oakwood Ave
East Aurora, NY 14052

October 7, 2026

Annual Software Support Contract

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Highway Superintendent Software

(11/1/26 through 10/31/27)

This agreement is between Williamson Law Book Company (WLB) and Town of Aurora (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$1,126.00 as specified on the enclosed invoice.

*****Please sign and return one copy of this contract with your payment*****

Thank you,



Williamson Law Book Company

Accepted for the Town of Aurora

By: _____ Title: _____ Date: _____

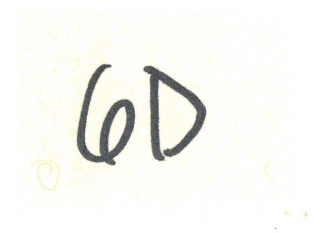
SUPERVISOR
Charles D. Snyder
(716) 652-7590
csnyder@townofaurora.com



TOWN CLERK
Jeanne Viger
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurora.com



10/16/26
To: Town Board
Re: Request to pay Southworth-Milton, Inc.

Please approve paying Southworth-Milton, Inc. Invoice SINV0148011 for \$11,681.14. We had an emergency repair for the CAT Skid steer in July. The rear drives were not working and needed to be replaced. The parts are proprietary and can only be purchased from a dealer.

Thank You,
Elizabeth Deveso
Highway Secretary

Milton**SERVICE INVOICE**

INVOICE NUMBER SINV0148011

INVOICE DATE 7/1/2026

PO NUMBER

BILL TO

Town of Aurora Highway Dept
251 Quaker Rd
East Aurora, NY 14052
USA

SHIP TO

Town of Aurora Highway Dept
400 Wheeler St
Tonawanda, NY 14150
USA

SERVICE CALL		INVOICE ACCOUNT		ORDER ACCOUNT		STORE		SALESPERSON		PAGE
CSR1125528		8006719		8006719		Tonawanda		Parker, Sarah		2 of 3
MAKE	MODEL		SERIAL NUMBER		CUSTOMER EQUIPMENT NUMBER		MILTON CAT EQID		SMU	DIVISION
AA	259D 3		CW924186				EQ243831		895	General Line
QTY	TRANS	DESCRIPTION					UNIT PRICE		EXTENDED PRICE	
1		5920881		Hose As			97.40		97.40	
1		5920882		Hose As			97.21		97.21	
1		8T0267		Bolt			2.50		2.50	
6		8T4121		Washer-Hard			0.69		4.14	
6		8T4136		Bolt			0.82		4.92	
12		8T4140		Bolt			4.33		51.96	
12		8T7338		Bolt			3.45		41.40	
Labor										
Total Labor										
Miscellaneous										
5,330.00										
1		Environmental Services					218.53		218.53	

Continued

To ensure proper credit, please detach this portion and return with remittance.

Town of Aurora Highway
251 Quaker Rd
East Aurora, NY 14052
USA

Please make checks payable to:

Southworth-Milton, Inc.
P.O. Box 3851
Boston, MA 02241-3851

FED ID.# 02-0258444

Milton

Customer Number: 8006719

Invoice Date: 7/1/2026

Agreement Number: SINV0148011

Amount Due: 11,681.14

Amount Enclosed:



Check here for change of address.
Please print the change on the
back and return with remittance.

6E

Charles Snyder
Town Supervisor
Town of Aurora
575 Oakwood Ave.
East Aurora, NY 14052

October 13, 2026

Dear Chuck,

Please accept this letter as my formal resignation from my position at the Town of Aurora. My last day of employment will be Friday October 30th, 2026.

Over the last year, my priorities have changed and while it was not an easy decision to make, I know it is the right one for my future and my family. My employment at the Town, both times, came at the right time in my life, the flexibility instrumental in maintaining a good work life balance and for that I am forever grateful.

I greatly appreciate the opportunity you have given me over the last two years in the Supervisor's office, I've learned so much. I've had the opportunity to work with some truly incredible people, whom I will miss dearly.

Though there is never a convenient time to leave, my hope is to help make the transition as smooth as possible.

Thank you again for everything, I wish you and everyone at Town Hall continued success!

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Calkins', with a large loop at the start and a long horizontal stroke extending to the right.

Jennifer Calkins

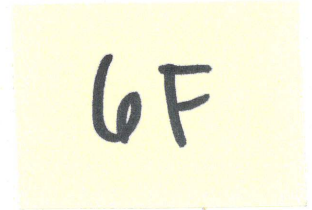
SUPERVISOR
Charles D. Snyder
(716) 652-7590
csnyder@townofaurora.com



TOWN CLERK
Martha L. Librocks
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurora.com



MEMO

TO: Aurora Town Board

FROM: Jennifer Calkins

RE: Personnel Policy Update: Personnel File

DATE: 10/19/2026

We would like to update the Town's Personnel Policy section 2.06 Personnel File. This update is due to a recently passed New York State law (New York Labor Law Section 210b, effective 11/08/2026.)

I respectfully request approval of the attached updated section (updates are in red) as well as the attached written request form.

2.06 Personnel File

Employees shall, upon request, be permitted to review their personnel file, provided that the examination of personnel files shall be by appointment with the Supervisor; shall take place only in administrative offices where such files are maintained; and shall take place in the presence of a designated representative of the Town. ~~The Town reserves the right to withhold any personnel records from disclosure as may be required by law or in the Town's discretion.~~

Employees may submit relevant materials for inclusion in their personnel file which are pertinent to performance and qualification.

~~Current and former employees shall, upon request, be permitted to receive copies of their personnel records. Upon receiving written request from an employee (current or former), the Town shall provide a complete copy, at no charge, within five (5) business days.~~

~~PROCEDURE:~~

- ~~1. Submit written request to the Town of Aurora Supervisor's office at:
 - a. 575 Oakwood Ave., East Aurora NY 14052~~

Negative Information Notice

~~When the Town places information in a personnel record that is, has been, or may be used to negatively affect the employee's qualifications for employment, promotion, transfer, additional compensation, or the possibility of disciplinary action, the employer must notify the employee within ten (10) days.~~

Rebuttal

~~If an employee disagrees with any information in their file, the Town and employee may mutually agree to remove or correct it. If no agreement is reached, the employee may submit a **written rebuttal statement** that will become a permanent part of their personnel record.~~

Retaliation is prohibited

~~The Town of Aurora prohibits taking negative action against any employee (current or former) for requesting review or a copy of their personnel file. Any employee who retaliates against another employee for requesting the information will be subject to disciplinary action, up to and including termination.~~



Personnel Record Request Form

New York State Law requires employers to provide employees (current or former) a free copy of their personnel record upon written request.

To request a copy of your personnel record, or to review your personnel record in person, please complete the form and return to the **Town Supervisor** at:

Town of Aurora
Supervisor's Office
575 Oakwood Ave.
East Aurora, NY 14052

EMPLOYEE INFORMATION

Name: _____
Address: _____
Phone: _____
Email: _____

I am requesting to:

- ☐ Review my personnel file ☐ Obtain a copy of my personnel file
☐ Obtain copies of specific documents from my personnel file listed below:

Employee Status:

☐ Current ☐ Former

I understand the following:

- If I am reviewing my personnel file, I may not add, remove or revise any documents.
- If I do not agree with documents in my personnel file, I may submit a rebuttal statement in writing.
- The Town of Aurora has five (5) business days to complete the request.

You must present a valid driver's license or other government issued identification with a photograph for identification purposes.

Authorization of employee:

By my signature below, I certify that the contact information provided is accurate and that I have requested, reviewed and/or received a copy of my personnel file:

Employee Signature

Date

Office use only: Filled out by Supervisor's office

Copy Request:

___/___/___ Request Received
___/___/___ ID Confirmed
___/___/___ Copy Made

Review Request:

___/___/___ Request Received
___/___/___ ID Confirmed
___/___/___ Review Complete



The Law Office of Heather Giambra
Management-Side Labor & Employment Law
Guiding Employers Through Complex Workplace Challenges

CLIENT ALERT

**The Clock Is Ticking: Are You Ready for New York's New
Personnel Records Law?**

*New York Labor Law Section 210-b Takes Effect November 8, 2026 — Here's What Every
Employer Needs to Know*

KEY DATES & DEADLINES AT A GLANCE

Effective Date: November 8, 2026

Response Deadline: 5 business days from receipt of a written request

Negative-Information Notice: Within 10 days of adding negative information to a file

Record Retention: From date of hire through 3 years after termination

Penalties: \$500–\$2,500 per violation, enforced by the NY Attorney General

Review Cap: Employees may request copies up to 2 times per calendar year (negative-info notices don't count)

Bottom Line for Employers

Starting **November 8, 2026**, a sweeping new provision of the New York Labor Law will give **current and former employees** the right to obtain free copies of their personnel files on demand. The law also prohibits retaliation against employees for exercising the rights provided in the statute. Employers who fail to comply face fines of up to \$2,500 per violation and enforcement actions by the New York Attorney General.

This alert breaks down what the law requires, what penalties are at stake, and — most importantly — what you should be doing right now to get ready.

What the New Law Requires

Who Must Comply

The law applies to virtually **every employer in New York**, including corporations, partnerships, LLCs, labor organizations, unincorporated associations, governmental entities, public employers,



and commercial entities — as well as their agents. If you have employees in New York, this law applies to you.

Who Has the Right to Access Records

Both **current employees** and **former employees** have the right to request and receive copies of their personnel records. That means you cannot turn away a request simply because the person no longer works for you.

***Example:** Maria left your company two years ago and now sends a written letter requesting her complete personnel file. Under the new law, you must provide her with a free copy within five business days — just as you would for a current employee.*

What Counts as a “Personnel Record”

A “personnel record” is any record kept by an employer that identifies an employee, to the extent it is used, has been used, or may affect or be used in connection with that employee’s qualifications for employment, promotion, transfer, additional compensation, or disciplinary action. The law specifically includes documents containing the following:

- Name, address, and date of birth
- Job title and description
- Rate of pay and any other compensation
- Starting date of employment
- Job application, resumes, or other employment inquiries submitted in response to the employer’s advertisement
- All employee performance evaluations and evaluation documents
- Written warnings of substandard performance
- Lists of probationary periods
- Waivers signed by the employee
- Copies of dated termination notices
- Any other documents relating to disciplinary action

Important: Records held by a **third-party vendor** (such as an outside payroll company, HR platform, or staffing agency) under a contractual agreement with the employer are also



considered part of the personnel record. You cannot avoid the law's requirements by outsourcing your recordkeeping.

***Example:** Your company uses an outside payroll service that stores pay rate histories and W-4 forms. When an employee requests their personnel file, you must also obtain and include those payroll-vendor records in the copy you provide.*

The 5-Business-Day Free Copy Obligation

When an employer receives a **written request** from an employee (current or former) to access their personnel record, the employer must provide the employee with a **complete copy at no cost within five (5) business days**. The employee does not have to explain why they want the file, and you cannot charge a copying fee.

***Example:** On a Monday morning, your HR department receives a written request by email from a current employee asking for a copy of their personnel file. You have until the following Monday (five business days) to gather every qualifying document and deliver a complete copy to the employee — at no charge.*

Twice-Per-Year Review Cap

An employer is not required to honor more than **two (2) separate requests per calendar year** from the same employee. However, any notification or review triggered by the employer's placement of **negative information** in the file does **not** count toward that two-request cap.

10-Day Negative-Information Notice

★ Whenever an employer places information in a personnel record that is, has been, or may be used to **negatively affect** the employee's qualifications for employment, promotion, transfer, additional compensation, or the possibility of disciplinary action, the employer must **notify the employee within ten (10) days**.

***Example:** A supervisor issues a written warning to an employee for repeated tardiness and places it in the employee's file on March 3. The employer must notify the employee no later than March 13 that the warning has been added to the file. This notification does not count as one of the employee's two annual review requests.*



Employee Dispute and Rebuttal Rights

If an employee disagrees with any information in their file, the employer and employee may mutually agree to remove or correct it. If no agreement is reached, the employee may submit a **written rebuttal statement** that becomes a permanent part of the personnel record. That statement must be included whenever the disputed information is transmitted to any third party, so long as the original information remains in the file.

***Example:** An employee reviews her file and sees a negative performance evaluation she believes is inaccurate. She asks HR to remove it; HR declines. The employee then writes a one-page statement explaining why she disagrees, and that statement must be permanently attached to the evaluation. If a prospective employer later requests a reference and the evaluation is shared, the employee's rebuttal must be included.*

If an employer places information in a personnel record that the employer **knew or should have known to be false**, the employee may seek to have it expunged through a collective bargaining agreement, other personnel procedures, or judicial process.

3-Year Record Retention Requirement

Employers must retain the **complete personnel record** — without deletions or expungement — from the date of employment through **three (3) years after termination** of the employee's employment. This is a minimum floor; some federal and state laws may require longer retention for specific types of records.

Written Personnel Policy Maintenance

If an employer chooses to maintain a written personnel policy regarding terms and conditions of employment, the policy (including any amendments) must be **continuously maintained** at the office where personnel matters are administered.

Collective Bargaining Agreements

The new law does not supersede the terms of a collective bargaining agreement, as long as the CBA provides **at least substantially similar access** to personnel records as the statute. If your CBA already provides equal or greater access rights, the CBA controls.



Consequences and Penalties for Non-Compliance

Non-compliance is not just a policy headache — it carries real financial and legal risk:

- **Fines:** Any violation is punishable by a fine of **not less than \$500 and not more than \$2,500**. Each violation can be separately penalized — so multiple missed deadlines or denied requests can add up fast.
- **Enforcement by the Attorney General:** The law is enforced by the **New York Attorney General**, giving the state a powerful tool to investigate complaints and bring enforcement actions against non-compliant employers.
- **Anti-Retaliation Protections:** Employers may **not** discharge, threaten, penalize, or in any manner discriminate or retaliate against an employee who exercises rights under this law. This includes a specific prohibition on threatening to contact or contacting U.S. immigration authorities, or reporting (or threatening to report) an employee's suspected citizenship or immigration status — or that of a family or household member — to any federal, state, or local agency.
- **False-Information Remedy:** If you place information in a file that you knew or should have known to be false, the employee can pursue removal through a CBA grievance, internal procedures, or court action.

***Example:** An employer receives a written records request from a former employee who was terminated six months ago. A manager suggests ignoring the request because “he doesn’t work here anymore.” Under the new law, ignoring that request could result in a \$500–\$2,500 fine and an enforcement action by the Attorney General. If the employer retaliates by threatening to report the former employee’s immigration status, the penalties escalate further.*

Your Action Plan Before November 8, 2026

You have less than seven weeks before this law takes effect. Here is a step-by-step plan to get your house in order:

- Step 1. **Audit Your Existing Personnel File Practices.** Identify where personnel records are kept — physical filing cabinets, HRIS systems, email archives, cloud storage. Don’t forget records held by third-party vendors such as payroll processors, benefits administrators, and staffing agencies. Make a complete inventory.
- Step 2. **Consolidate and Organize Files by Employee.** Ensure every employee (current and former) has a single, comprehensive personnel file that includes all documents listed



in the statute: applications, evaluations, warnings, termination notices, pay records, and more. If records are scattered across departments or systems, centralize them now.

- Step 3. **Update Your Recordkeeping and Retention Systems.** Confirm that your retention schedule meets the 3-year post-termination minimum. Set up automated reminders or calendar alerts so files are not prematurely destroyed. If your current system cannot track retention periods, upgrade it before the deadline.
- Step 4. **Create a Written Request Intake and Response Procedure.** Draft a standard operating procedure for receiving, logging, and responding to written personnel-file requests. Designate who is responsible for processing requests, and build in a tracking mechanism to ensure every request is fulfilled within five business days at no cost to the employee.
- Step 5. **Build a 10-Day Negative-Information Notification Workflow.** Any time a written warning, negative evaluation, or other adverse document is placed in an employee's file, the employee must be notified within 10 days. Create a checklist or workflow for supervisors and HR to follow each time negative information is added.
- Step 6. **Train HR Staff and Managers.** Conduct training sessions to educate HR staff and front-line managers on the new requirements: what constitutes a personnel record, the 5-business-day response deadline, the 10-day negative-info notification, the dispute and rebuttal process, and — critically — the anti-retaliation rules.
- Update section 2.06
Step 7. **Review Written Personnel Policies/Employee Handbooks and CBAs.** If you maintain a written personnel policy or employee handbook, confirm it is up to date and continuously available at the office where personnel matters are handled. Add a clear straight forward section on personnel-record access that, at a minimum, contains (1) instructions on where to send requests (identify a specific person, department or office); (2) explains how to make a requests, such as by email, letter, or standardized request form); and (3) contains an antiretaliation provision. If you have collective bargaining agreements, review them to determine whether they provide substantially similar access. If not, plan to supplement them.
- Step 8. **Adopt an Anti-Retaliation Reminder.** Distribute a clear written reminder to all supervisors and managers that retaliation against any employee who requests their personnel file is strictly prohibited and will be treated as a serious violation of company policy and state law.



Monitor Albany for Legislative Changes – But Do Not Wait

When Governor Hochul signed Section 210-b into law on September 9, 2026, she did something unusual: she signed it while publicly acknowledging that the bill has problems. In her approval memorandum, the Governor identified what she called "ambiguities that needed to be resolved to avoid uncertainty for both employers and employees" and announced that she had reached an agreement with the Legislature to address them through chapter amendments in the upcoming 2027 legislative session.

The Governor's memo specifically flagged two concerns:

- **No obligation to create a file from scratch.** The Governor wants the law clarified so that employers are not required to create a personnel file or produce new documents beyond the records they already maintain. As written, the statute does not expressly say this, which has left some employers wondering whether a request under the law could force them to assemble a file that does not currently exist.
- **A tighter definition of what belongs in the file.** The Governor also wants the definition of "personnel file" narrowed so that it covers only records or documents actually used to determine an employee's qualifications for hiring, retention, promotion, transfer, additional compensation, or disciplinary action — not every document that could theoretically relate to an employee.

These are meaningful clarifications, and if adopted, they could ease the compliance burden for many employers. But here is the critical point: **the law takes effect on November 8, 2026, whether or not any amendments have been enacted by then.** The Legislature's next regular session does not begin until January 2027, so unless lawmakers are called back early, the broader, unamended version of Section 210-b is what governs on day one — and likely for several months afterward.

What does this mean for you in practical terms?

- **Comply with the law as it stands today.** Do not treat the Governor's memo as permission to delay. If an employee or former employee submits a written request for their personnel file on or after November 8, you must respond within five business days, at no cost, based on the statute's current definitions — not the narrower definitions the Governor hopes to see adopted later.
- **Designate someone to track developments.** Assign a member of your HR team or outside counsel to monitor the 2027 legislative session for any chapter amendments to Section 210-b. Changes could affect which records are covered, how requests must be



handled, or other key provisions. When amendments are enacted, you will need to update your policies and procedures accordingly.

- **Document your good-faith efforts.** If you are making reasonable, good-faith efforts to comply with the law as written — even where the statute is ambiguous — that positions you well if your practices are later questioned by the Attorney General's office or in any other context. Keep records of the steps you have taken, the training you have provided, and the procedures you have put in place.

We are closely monitoring these developments and will notify you promptly if amendments are introduced or other guidance is issued. In the meantime, the safest course is to prepare as if the current version of the law is the final version — because right now, it is.

How We Can Help

Navigating new employment laws can be complex, but you don't have to do it alone. The Law Office of Heather Giambra is here to help you. Reach out if you need assistance preparing.

Don't wait until November 8. Contact us today to schedule a consultation and ensure you are fully prepared before the law takes effect.

Heather A. Giambra, Esq.

The Law Office of Heather Giambra

Management-Side Labor & Employment Law

793 Center Street #367, Lewiston, NY 14092

Phone: 716-572-9307 | Email: hgiambra@giambralaw.com

www.giambralaw.com

This client alert is provided for general informational purposes only and does not constitute legal advice. It is not intended to create, and receipt of it does not establish, an attorney-client relationship. For advice tailored to your specific situation, please contact The Law Office of Heather Giambra directly.



66

BUDGET TRANSFER REQUEST FORM

Please note the following guidelines:

- A shortage of **less than \$750 per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the **approval of the Supervisor**.
- A shortage of **\$750 or more per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the approval of the Town Board.
- A shortage of **any amount** can be satisfied with this form requesting a budget transfer(s) between lines which fall under the **responsibility of different Department Heads**. These will require the approval of the Town Board.
- Budget transfers must be made PRIOR to the expenditure.
- All budget transfers must be submitted to the Supervisor's Office using this form.

DEPARTMENT HEAD NAME (printed): **Jeanne Viger**

SIGNATURE: _____ DATE: 10/21/26

1. \$151.92	FROM: A1410.414 ACCT NO.	Town Clerk – Minute Binding ACCT TITLE	\$500.00 CURRENT BALANCE
	TO: A1410.405 ACCT NO.	Town Clerk – Mileage ACCT TITLE	\$23.08 CURRENT BALANCE
	REASON: Transfer to prevent overdrawn line for 2027 early bird Training registration		
2. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		
3. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		
4. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		
5. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		

APPROVALS:

SUPERVISOR SIGNATURE : _____

TOWN BOARD MEETING APPROVAL DATE: _____

Date: _____

Action #: _____