


Town Justice  
David Cortright  
George Shaffer III Esq.  
Town Clerk  
Jessica Hudon  
Supt of Highways  
Mike Tibbles  
Attorney  
Andrew W. Silver  
Joseph W. Russell

 OF THE THOUSAND ISLANDS  
**TOWN OF ALEXANDRIA**  
COUNTY OF JEFFERSON  
46372 CO ROUTE 1  
ALEXANDRIA BAY, NEW YORK 13607  
PHONE 315/482.9519 FAX 315/482.6342  
TDD 800/662.1220

Supervisor  
Budget Officer  
Brent Sweet  
Deputy Supervisor  
Michael Fayette  
Director of Finance  
Shawn Thomas  
Council Members  
Ronald Thomson  
Gene Kring

**FREEDOM OF INFORMATION REQUEST**

DATE REQUESTED: \_\_\_\_\_

The Request for Record(s) Should be Directed to the Following Department: \_\_\_\_\_

(For RMO Use Only)

REQUESTED BY: \_\_\_\_\_

(Print Name)

(Contact Phone Number)

(Complete Mailing Address)

RECORD(S) REQUESTED (Attached Additional Paper If Necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Person requesting the record(s) must sign)

Fee Schedule

A fee of \$0.25 per page for copies of documents and/or computer printout pages may be applied to FOIL requests.

Availability for Record Inspection and Copying

Upon appointment, public records maintained by the Town Clerks Office are available for inspection or copying on weekdays between the hours of 9:00 a.m. and 3:00 p.m. at the Municipal Building, 43672 Co Rte 1, Alexandria Bay, NY 13607. Call 315-482-9519 ext. 1 to make an appointment.

Submit Completed form To

Records Management Officer, Jessica Hudon, 43672 Co Rte 1, Alexandria Bay, NY 13607, Fax: (315) 482-2303, alexcirk@townofalexandria.org

FOIL COMPLETION: \_\_\_\_\_

(Signature of Requestor)

DENIED: \_\_\_\_\_

(Signature /or Name & Office of Denier)

The Town of Alexandria is an equal opportunity provider, employer and lender.  
To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.,  
Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382(TDD)