



# TOWN OF NEWFANE TOWN BOARD MEETING AGENDA JANUARY 28, 2026 at 7:00PM

## **PRAYER & PLEDGE**

### **FILED WITH TOWN CLERK:**

- PLANNING BOARD MEETING MINUTES FOR NOVEMBER 25, 2025
- ZONING BOARD MEETING MINUTES FOR DECEMBER 16, 2025
- TOURISM MEETING MINUTES FOR TUESDAY, JANUARY 6, 2026
- TOWN CLERK ANNUAL REPORT FOR 2025
- TOWN CLERK RECORDS MANAGEMENT ANNUAL REPORT FOR 2025

### **APPROVE PREVIOUS MEETING MINUTES:**

- TOWN BOARD WORK SESSION FOR DECEMBER 11, 2025
- TOWN BOARD REORGANIZATIONAL MEETING FOR JANUARY 2, 2026

### **COMMUNICATIONS AND PETITIONS:**

- REQUEST TO REFUND K.M. TREATS SECURITY DEPOSIT FOR SHOPS AT LAKEVIEW VILLAGE FAIR
- REQUEST TO ATTEND 2026 GRASS ROOTS ADVOCACY CAMPAIGN
- REQUEST TO REFUND PAYMENT OF 1 GARBAGE TOTE
- REQUEST TO ADD MEMBER TO TOURISM COMMITTEE

TOWN OF NEWFANE PLANNING BOARD MINUTES  
NOVEMBER 25, 2025

The following members were present:

Presiding	William Clark
Paul Conrad	Peter Russell
Eoin Walsh	Thomas Mays
Daniel Whorley	

Attending: James Sansone, Town Attorney  
Andrew Reilly, Consultant, Wendel  
David Schmidt, Building Inspector  
Cory Weber, Incoming Town Attorney

Excused: James Evarts

Site Plan Review - Construct a residential and short term rental units at 5780 West Main Street, Olcott

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Charles and Paula Dahlke were present representing the property owner, Laure Marsh. The Dahlke's explained the proposal to demolish current structures at this site and construct a building that would include a ground-floor permanent residence and three short-term rental units, The site is zoned Marine Business and the Attorney explained that the Zoning Ordinance does not permit a first floor permanent residence in the Marine Business zone. The proposal, as presented, would therefore require a hearing and approved Variance by the Zoning Board of Appeals, Chairman Clark explained that the restriction on street level permanent residences in the Marine Business zone is intended to protect and preserve the business character of the area and prioritize business uses.

A number of options and alternatives were discussed to modify the proposal so it would meet provisions of the zoning ordinance. One is to place the permanent residential unit on the second floor and the short-term rental units at street level. Consultant Andrew Reilly suggested classifying the proposal as a motel, which is a permitted use in the Marine Business zone, and it could include a ground floor office, reception area or accessory use for a caretaker or owner-occupied dwelling.

No action was taken by the Planning Board and it was recommended the developers work with the Building Inspector to consider modifications that would comply with the ordinance.

Continuing Site Plan Review/Special Exception Use  
UGE Omni - Drake Settlement Solar Energy Facility (Dannebrock)

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Chris Mavity, UGE/Omni and Lindsey Haubenreich, Phillips Lytle, LLP, were present with updated plans for electrical access and pole placements at the site. The routing and placement of power lines and poles to transfer solar production to existing National Grid lines along the public-right-of-way will now be routed north to Drake-Settlement Road instead of using the south property lane to Transit Road. There are no changes to the location and design of the solar panels and electrical controls, although some additional tree removal may be necessary. There were questions and discussion by Planning Board members and the public about easements, tree clearing and a public hearing.

No action was taken by the Planning Board. It was determined that the proposed revisions would be presented to the Niagara County Planning Board at their December meeting and the Newfane Planning Board would schedule a public hearing and final review of the Site Plan at its January 27 meeting.

Chairman Clark announced there is a Planning Workshop in Hartland on December 6, 2025.

A Motion to adjourn was made by Paul Conrad, seconded by Peter Russell.

Respectfully submitted:

Mickie M. Kramp, Secretary

Next meeting: January 27, 2026.

**TOWN OF NEWFANE ZONING BOARD OF APPEALS**  
2737 MAIN STREET NEWFANE, NY 14108  
December 16, 2025

**MEMBERS PRESENT:** Chairman Troy Barnes, Jeremy Irwin, Charles Maynard, Marcy Ferington, Geoff Harding

**Absent:** Bill Koller, Tyler Finley

**OTHERS PRESENT:** David Schmidt, Corey Weber, Robin Bower, Luke Werth and Max Russell

The meeting was called to order at 7:00 p.m.

Troy introduced the board and then read aloud the variance.

**RICHARD H. WERTH, JR.**, 1144 Covenant Cove Lane, Bath Springs TN 38311, has applied for an Area Variance under the Newfane Zoning Ordinance, upon premises known as 6616 Swigert Road, Appleton, (Town of Newfane), NY 14008, to build a house (single family dwelling) upon the above premises, which is located in an Agricultural- Residential District (A-R District), and said premises consist of a lot width of 50 feet, which is in violation of said Zoning Ordinance, which requires minimum lot width of 200 feet, in an A-R District.

Luke Werth presented the plan for the property.

Troy asked for any questions from the board. David explained that this is one lot but, in the future may be split into two lots. Both Rick Werth and Luke Werth want to build a home on that property.

Marcy asked if the placement of the house still the same as the last meeting. Luke replied no, instead of it being on that triangular piece it is now back in the fifty-seven acres.

Chuck asked if it all was still the same parcel? Luke replied, yes. The board discussed amongst themselves regarding the triangle portion and the rest of the property were one parcel. They also discussed the “future” of the property. Jeremy was telling Luke to be proactive with the utilities so there won’t be issues when the property gets divided. Corey said to Luke that when his father is ready to build, at that time the property will need to be split. Luke said yes that is his father’s plan. You cannot have 2 homes on one parcel so then Rick would have to apply for a variance as well. The board discussed some information amongst themselves regarding the setbacks and frontage information.

Jeremy made a motion to poll the board Chuck seconded the motion. All were in favor no one was opposed. Motion carried.

Charles will approve the variance. It will not change the character of the neighborhood and it is a much better solution than the previous request.

Marcy grants the variance based on the means that the board wants you to be able to use your property and it will not change the characteristic of the neighborhood.

Jeremy votes to grant the variance.

Geoff also votes to grant the variance.

Troy will grant the variance based on the reasoning that was already stated from the board members.

Bill Koller- Absent

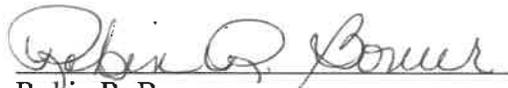
Tyler Finley- Absent

Variance granted.

Jeremy made a motion to adjourn; Chuck seconded the motion. All were in favor and no one opposed.

Meeting adjourned at 7:20 p.m.

Respectfully submitted.

A handwritten signature in cursive script, reading "Robin R. Bower". The signature is written in dark ink and is positioned above a horizontal line.

Robin R. Bower

Zoning Board Secretary



# Tourism Board Meeting

Tuesday, Jan 06, 2025 - 8:30am

Newfane Town Hall

## 1. Attendance

### a. Board Members

- Gina Guido-Redden - Chairperson
- Christine Kelemen
- Cate Banks Orr
- Barb Miller
- Jim Sansone
- Ann Schulze
- Janet Steggles
- Jane Voelpel
- Stella Wilson
- Kris DeGlopper Banks

Quorum Met (at least 5 members)

### b. Liaisons/Town Hall Representatives

- Karen Young - Lakeview Liaison
- Peter Robinson - Town Board Liaison
- John Syracuse - Town Supervisor

### c. Members of the Public - none

## 2. Budget

- a. Review Budget Report – Tourism - **no report to review**
- b. Review Budget Report – LKV - **no report to review**
- c. Review 2026 Spending Plan – Tourism - **no changes to plan**
- d. Review 2026 Spending Plan – LKV - **no changes to plan**

## 3. Volunteer Hours Review

- a. 2026 Volunteer Commitments needed:
  - **Gina will update chart as commitments are made**
  - **Visitor Guide ad sales and local guide distribution and content editing**

#### **4. Old Business**

- a. Step Out Buffalo Update - Cate (via email)
  - i. Must have a 6 month commitment; \$1650/mo (\$9900) if paid upfront
  - ii. Will discuss further at February meeting when Cate can attend
- b. Guide Distribution List (Janet)
  - i. Sign up sheet passed around for delivery/contact persons for each location - Gina to update Google drive
- c. Fishing Expo Shifts - February 19-22 - Niagara Falls Conference Center
  - i. Note: Nick Glosser will be presenting all weekend so will not be available to volunteer at the table
    - 1. Thursday 19th: 11am - 6pm : Gina and Eoin
    - 2. Friday 20th: 11am - 1pm: Gina and Eoin
    - 3. Friday 20th: 1pm - 7pm: Cate
    - 4. Saturday 21st: 9am - 1pm: Jan and Dave
    - 5. Saturday 21st: 1pm - 6pm: Stella and Pete
    - 6. Sunday 22th: 9am - 3pm: Karen and Kris

#### **5. New Business**

- a. LKV Maintenance/Repair and Improvement Update - Gina
    - i. Fall 2025 work update
    - ii. Spring 2026 plans - Gina will be discussing calendar and work dates with repairmen to get scheduled before April
  - b. 2026 Brochure distribution plans update - Jane
    - i. Pam Forge retired - Frank Besse is taking over her route - prices staying the same as last year
    - ii. No update from Dawn Borchart from BCI yet
    - iii. New company Getaways on Display reached for PA Welcome Centers & Travel Centers - Jane will find out more details & pricing
  - c. Little Free Library at Lakeview Village Shoppes - Kris
    - i. Heather D'Onofrio wants to repair & refurbish library
      - concerns about the corners and safety will be addressed
6. Social Media Update - Karen Young -
- a. 2025 Social Media Report - Jan 1 to December 31
  - b. 569 posts on page (including shares)
  - c. 1,968,243 views
  - d. 77,307 engagements (up 30%)
  - e. 1,252 net followers (up 17%) – currently following 12,132

7. OBCA Update – Jane Voelpel - National Band Organ Rally in July for Old Olcott Days, “Teddy Roosevelt” back for Labor Day, only 2 movie nights this year (July & August), election of OBCA officers at January 20th meeting
  
8. Town Hall Tourism-Related Updates - Pete Robinson (via email) - town board supports our initiatives and looks forward to celebrating America 250 and making our town an even bigger tourist destination this year
  
9. Adjourned at 9:40am

Account#	Account Description	Fee Description	Qty	Local Share
		Mobile Home Court Lic	5	600.00
	Boat Dock Balance	Boat Dock Balance	45	67,386.00
	Boat Dock Deposit	Boat Dock Deposit	43	9,400.00
	Dog Park	Dog Park	2	1,100.00
	Fireworks	Fireworks	1	101.50
	Hometown Heroes	Banner	25	5,320.00
	House Trailer License	House Trailer License	1	10.00
	Lakeview Village Fair	Monthly Rent	53	37,500.00
		Penalty	1	50.00
	Lions Club Rent	Lions Club Rent	1	100.00
	Marriage License	Marriage License	33	577.50
	One Day Officiant License	One Day Officiant License	3	75.00
	Tourism Guides	Tourism Guides	57	25,050.00
	Veteran's Park	Brick	13	465.00
		<b>Sub-Total:</b>		<b>\$147,735.00</b>
A1255	Clerks Fees	Photocopies	134	33.50
	Clerk's Fees	Birth Certified Copy	413	4,140.00
		Death Certified Copy	361	3,610.00
		Fax Fee	51	52.00
		Genealogy Search	3	66.00
		Marriage Certified Copy	52	520.00
	Conservation	Conservation	140	997.09
	Insufficient Fund Fee	Insufficient Fund Fee	1	20.00
		<b>Sub-Total:</b>		<b>\$9,438.59</b>
A2110	Zoning Fees	Planning Board Hearing	6	900.00
		<b>Sub-Total:</b>		<b>\$900.00</b>
A2544	Dog Licensing	Exempt Dogs	4	0.00
		Female, Spayed	388	2,910.00
		Female, Unspayed	67	1,038.50
		Male, Neutered	301	2,257.50
		Male, Unneutered	78	1,209.00
		Replacement Tags	5	15.00
		<b>Sub-Total:</b>		<b>\$7,430.00</b>
A25442	Dog Redemptions	Dog Redemption 1st	1	10.00
		<b>Sub-Total:</b>		<b>\$10.00</b>
A2590	Building Permits	Other Permits	4	485.00
	Cellular Towers	New	1	100.00
	Cemetery Donations	Donations	6	550.00
	Commercial/Industrial Building	Remodel/Repair/Addition	4	690.00
	Commercial/Industrial Buildings	New Build	2	450.00
		Roofing	2	60.00
	Deck Permit	Total Fee	11	495.00
	Demolition Permit	Commercial	2	250.00
		Residential	8	400.00
	Fence	Commercial	1	25.00

Account#	Account Description	Fee Description	Qty	Local Share
		Residential	12	300.00
	Generator	Total Fee	5	225.00
	Manufactured Homes	Double Wide	1	150.00
	Permits, Others	Building Permit	23	7,476.00
		Demolition Permit	3	150.00
	Plannning Board	Major	3	750.00
		Minor	2	300.00
	Residential	Roofing	24	670.00
	Residential	Accessory Structures	13	841.00
		Additions, Porches, Remodling, Pole Barns	39	6,467.00
		Renewal	7	350.00
		Single Family	14	9,916.00
	Short Term Rental	Annual Renewal	46	2,300.00
		Application Fee	1	100.00
	Sign Permit	Total Fee	1	50.00
	Solar Installation	Commercial Utility Grade System	1	125.00
		Roof Top	4	500.00
	Swimming Pools	Above Ground	4	115.00
		Underground	3	367.00
	Zoning Board	Application Fee	6	900.00
		<b>Sub-Total:</b>		<b>\$35,557.00</b>
		<b>Total Local Shares Remitted:</b>		<b>\$201,070.59</b>
Amount paid to:	N Y S Health Department			742.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			1,124.00
Amount paid to:	NYS Environmental Conservation			22,557.91
<b>Total State, County &amp; Local Revenues:</b>	<b>\$225,495.00</b>	<b>Total Non-Local Revenues:</b>		<b>\$24,424.41</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Mickie Kramp, Town Clerk, Town of Newfane during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

SUPERVISOR  
716-778-8531  
TOWN CLERK  
716-778-8822  
FAX 716-638-4183

ASSESSOR  
716-778-8827

TAX COLLECTOR  
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BUILDING INSPECTOR  
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WATER/SEWER  
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## TOWN OF NEWFANE

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716-778-8587  
6176 McKee Street  
Newfane, New York 14108

TDD 1-800-662-1220

### Records Management Annual Report for 2025

The Clerk's Office has spent an enormous amount of time inventorying the records stored in our vault. It became quite clear that a Records Management Program is desperately needed as we are, without exaggeration, out of space. A huge thank you to Supervisor Syracuse and our Board Members for hiring a Grant Writer. We have been working with Sarah Gelnett, Grant Writer and Sal Alfano, Project Consultant, to be proactive and ready in the event that we are fortunate enough to become a lucky recipient.

We had 3 Large bins dropped off from CFBT, the shredding company, to fill with documents that could be destroyed according to the *Retention and Disposition Schedule for New York Local Government Records*. Kris and Robin went through all the boxes, re-inventoried them and archived them by their retention period. We are working on prioritizing the permanent records to utilize the grant money, should we receive one, in the best possible way for scanning purposes. We will continue to keep the "Vital Records", i.e. Births, Deaths and Marriages, in the locked cabinets inside the vault. I am not at a point where I feel comfortable scanning these documents. Once the grant monies are exhausted, we would then continue ourselves with the scanning, archiving and disposing of the town's records.

In the event that we are not able to get a grant on this round, we will continue to dispose of all records that are eligible, continue to try and make room for the incoming, and stay hopeful to get lucky in the next round.

Donna M. Lakes  
Town Clerk/Registrar



Newfane and Olcott Beach  
Tourism Board

06 Jan 2026

Honorable Supervisor Syracuse and council persons;

The proprietor of K&M Treats (shops 2 and 5) is not renewing her Lakeview Village Shoppes lease for 2026.

The lease for shops 2/5 has been taken over by another retailer (Karen Young, Gift Box at the Beach).

- An end of tenancy inspection was conducted for shops 2 and 5 and no damage was found
- No fees or fines are due
- All keys have been turned over to Gift Box at the Beach

Toward that end, I respectfully request that you:

- Issue Kristin Teeter a check in the amount of the security deposit on hold (\$640) to:

**Kristin M. Teeter, I** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully Yours,

Gina Guido-Redden

Tourism Board Chairperson

## LAKEVIEW VILLAGE SHOPPES

### CONTACT

Phone:



Email:

[NewfaneOlcott@gmail.com](mailto:NewfaneOlcott@gmail.com)

### FOLLOW US

Website

[www.olcott-newfane.com/](http://www.olcott-newfane.com/)

Social Media:

@NewfaneOlcottNY



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716-778-8531

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## TOWN OF NEWFANE

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716-778-8587

6176 McKee Street  
Newfane, New York  
14108

TDD 1-800-662-1220

January 8, 2026

Town Board of Newfane  
Newfane, NY 14108

Dear Board Members:

I am respectfully requesting permission to attend the 2026 Grass Roots Advocacy Campaign held on March 3<sup>rd</sup> and 4<sup>th</sup>. The cost to attend will be no more than \$500.

Thank you for your attention,  
Sincerely,

Jon Miller  
Highway Superintendent

SUPERVISOR  
778-8531

TOWN CLERK  
778-8822

ASSESSOR  
778-8827

TAX COLLECTOR  
778-6052

BUILDING INSPECTOR  
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MAINTENANCE  
778-8587

6176 McKee Street  
Newfane, New York 14108

 TDD 1-800-662-1220

January 28, 2026

To The Honorable Town Board:

The following property has paid for 2 refuse units on their 2026 county tax bill. We are asking permission to refund \$220.88, the price for 1 garbage unit. This property was the Pro-Am Golf Course and has merged 3 SBL's into 1 parcel, resulting in only 1 garbage unit.

Effective 1/1/2026, the Town Assessor has removed the 1 garbage unit from this parcel permanently. A copy of the paid 2026 tax bill is attached.

Service Address & Mailing Address:

2501 Lockport Olcott Rd.  
Newfane, NY 14108

Thank you for your consideration in this matter.

Sincerely,

Lori Daniels  
Water/Sewer Dept.  
Clerk

SUPERVISOR  
716-778-8531  
TOWN CLERK  
716-778-8822  
FAX 716-638-4183  
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TDD 1-800-662-1220

January 6, 2026

Honorable Supervisor Syracuse  
and Town Board Members

RE: 10<sup>th</sup> Member for the Tourism Committee

Dear Supervisor and Town Board Members:

I am respectfully requesting appointment of Kristine DeGlopper Banks as a member of the Tourism Committee, effective January 1, 2026. This appointment will bring the Committee to a full 10 Member Committee as designated.

Thank you for your consideration.

Donna M. Lakes  
Town Clerk