

**MARCH 25, 2026**

**REGULAR BOARD MEETING**

The Town Board of the Town of Newfane, Niagara County, New York, met at the Town Hall, 2737 Main Street, Newfane, New York, on March 25, 2026.

The following Board Members were present:

Supervisor: John Syracuse  
Councilwoman: Jessica Reinhardt  
Councilman: Peter Robinson  
Councilman: Paul Conrad  
Councilman: Robert Horanburg

Others present: Cory Weber, Attorney for the Town, Jon Miller, Highway Superintendent/Water Superintendent, Nick Irr, WWTP Chief Operator, David Schmidt, Building Inspector/Code Enforcement Officer, JoAnn Harig, Assessor, Joseph Flagler, Assistant Dog Control Officer/Constable, Mary Zeller, Confidential Secretary to the Supervisor, and 4 residents.

**PRAYER & PLEDGE**

Supervisor called the meeting to order at 7:00 p.m. A prayer was read by the Town Clerk, the Pledge to the flag was given, and a moment of silence was held in honor of our friend Bob Pettit.

**FILED WITH THE TOWN CLERK**

Tourism Committee Meeting Minutes of March 3, 2026  
Town Clerk's Monthly Report to the Supervisor  
Notification to Municipality for a Microbusiness (with retail authorization) application  
30 Day Advance Notice to a Municipality for a Liquor License Bluefin Restaurants LLC.

**APPROVE PREVIOUS MEETING MINUTES**

The Town Clerk requested approval of the Public Hearing and Town Board Meeting Minutes from February 25, 2026. The Supervisor entertained a MOTION to approve the Minutes. Moved by Councilwoman Reinhardt, second by Councilman Conrad on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

The Town Clerk requested approval of the Town Board Work Session Meeting Minutes from March 12, 2026. The Supervisor entertained a MOTION to approve the Minutes. Moved by Councilman Robinson, second by Councilman Horanburg on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

**COMMUNICATIONS AND PETITIONS**

**TOWN/CLERK/MOBILE HOME PARK LICENSE/NEWFANE COUNTRY ESTATES SOUTH**

The Town Clerk requested approval to issue the 2026 Mobile Home Park License for Newfane Country Estates South. She advised the Board that the completed Application, Niagara County Health Department Approval, Fire/Safety Inspection by the Building Inspector as well as payment have all been received. The Supervisor entertained a MOTION to approve. Moved by Councilman Conrad, second by Councilwoman Reinhardt, on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

**TOWN/WWTP/HIRE NICHOLAS AS PART TIME SEASONAL SUMMER HELP**

The Town Clerk read a request from Nicholas Irr, Chief Operator of the Wastewater Treatment Plant as follows: Honorable Supervisor and Town Board Members. I hereby request the Town of Newfane hire Chris Nicholas to work Summer Help at the Wastewater Treatment Plant. Job duties will consist of building and grounds maintenance at the WWTP, Pumping Stations and Compost Plant. Pay to start at \$20.00 per hour, beginning on May 4, 2026, and ending in September. Thank you, Sincerely, Nicholas Irr, Chief Operator. The Supervisor entertained a MOTION to hire Christopher Nicholas for seasonal part time employment for the Wastewater Treatment Plant. Motion made by Councilman Horanburg, second by Councilwoman Reinhardt, on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

**REPORTS OF COMMITTEES AND DEPARTMENT HEADS**

Jon Miller, Highway/Water Superintendent stated it's been a long winter, hopefully it's over. We are starting our spring work, patching potholes, fixing the lawns that the plows dug up, trimming trees, and patching entrances and rights-of-ways. Waiting for the plants to open up so we can get regular blacktop instead of using the cold patch. We are also starting to work on our summer equipment. On the water side we had an abundance of water breaks this winter and hoping that slows down. We are getting ready to start our seasonal openings, I believe we have around a half of a dozen water taps already on the schedule for this year. WWTP Chief Operator, Nick Irr, advised that everything seems to be running well. The programmers have been at the plant every other day and the general contractor will be back sometime in April to work on the finishing touches. We switched the pumps in Olcott back over to the plant this evening and will monitor it to make sure all is good. The Supervisor added that the Town Engineer from Wendel, Brian Sibiga, stated that the ingenuity and great work performed by Nick and the crew from the Wastewater Treatment Plant probably saved the District approximately \$100,000.00 with the way they had devised the pumpers, the hauling, and work they performed. These guys worked through to the very late hours of the night and clocked in that morning at the time of shift start. We can't express enough thanks for all the hard work and dedication from all of you. David Schmidt, Building Inspector/Code Enforcement Officer, advised the Board that this past month he had issued 15 Permits, 1 Planning Board Application for a site-plan review and 1 Zoning Board Application for a Use Variance. He was called out twice, once on Saturday the 28<sup>th</sup> at 12:00 a.m. for a structure fire and again on Sunday the 22<sup>nd</sup> at 1:00 a.m. for a propane explosion at a home and has been contacting property owners regarding cleaning up their properties. During the mandatory 24 hours of training he completed a couple weeks ago, he learned that the 2025 Code changes are quite a bit different than what we have. Unfortunately, the State does not provide any information as to what the Code changes actually are, he has to go in and find them himself. There are nine (9) books that he would appreciate the Town allowing him to purchase. The information was provided in a PDF, however, it's very difficult to navigate through that. The hard cover books would allow him to tab pages and make notes while comparing the new codes with what we have. The State was supposed to send every Town books, however not everyone got them. They gave us a digital one instead. The Supervisor asked David if he needed an answer today and he said no he just wanted to put it out there for consideration. The Supervisor asked David to put the paperwork together for the Board to look at, it sounds like this is something that would be much easier for you in a booklet form. David advised the Board that he learned today that individuals were going around town asking people if they could look at their electric bills. They are not selling anything, they just want you to take a picture of your bill and send it to them. I was able to find one and got all the information I needed to contact that company tomorrow. I also told the individual to contact everyone in the group in Town to leave. JoAnn Harig, Assessor advised the Board that they are all caught up with closing out the Building Permits that David provided them and we are also caught up on the valuation of building permits that were closed prior to March 1<sup>st</sup>, 2026. We are just waiting for NYS to provide us with the updated STAR amounts and special franchise values for the roll. Once we have them, we can submit the tentative tax roll to Niagara County. Anyone who applied for exemption and did not qualify has been notified. The change of assessment letters that are generated by the building permits went out today. Grievance Day will be May 29<sup>th</sup>, 4 p.m. to 8 p.m. here at town hall, but with that said anyone who would like to come in early to review their assessment may come in at any time during normal business hours. Joseph Flagler, Assistant Dog Control Officer/Constable, reported that we passed the annual Agriculture and Market Inspection. They changed our class; we are no longer a 24-hour kennel which works out to our benefit. With all the changes made by the State, Towns that are classed as a 24-hour kennel will be spending thousands of dollars bringing them up to the new standards that were mandated. We are fortunate to have our relationship with the NCSPCA which holds our dogs as a temporary shelter. By maintaining this relationship with them we will not be forced to do that. We picked up some patrol hours being visible to the Town. A couple of new things that came up this week was a follow-up with the Niagara County Health Department for a dog bite on Coomer Road and a neglect call that we followed up on at the request of the NCSPCA. The Supervisor stated that the Dog Control Officers/Constables have really been working hard for this Town Board. When this all started, we lacked some equipment, we lacked the ability to crate these animals properly, and with the help of Jeff and Joe we reached out to the Sheriff to see if we could get some help. They provided us with a vehicle that they had retired that had the crate in the back to transport the animals. We needed to do a little tuning up of that vehicle which was well worth it as we can now transport and saving money on mileage. He agreed that it is imperative that we keep our good relationship with the NCSPCA, and with the mandates the Department of Agriculture and Markets had mandated could have cost into the tens of thousands of dollars. Councilman Conrad read some bullet points on behalf of Nick Glosser, Facilities Director, who was unable to attend the meeting as

follows: Earlier this week the NYSDEC direct stocked 22,500 coho salmon in our harbor. We are in the process of the Welcome Town Marina sign at the harbor entrance. We are also working with Jon Miller, Highway Superintendent/Water Superintendent on the pen projects which is scheduled for Saturday at 10:30 a.m. We are expecting 150,000 Chinook Salmon and 15,000 Steelhead fish. He and the Supervisor will be meeting with Nick Glosser to discuss staff and personnel. The Marina is scheduled to open on Saturday, April 4<sup>th</sup>.

**NEW BUSINESS**

**TOWN/SUPERVISOR/RESOLUTION #10-2026/DECLARING A PUBLIC EMERGENCY AND AUTHORIZING SEWER REPAIR EXPENDITURES**

The Supervisor entertained a MOTION to approve the following: RESOLUTION DECLARING A PUBLIC EMERGENCY AND AUTHORIZING SEWER REPAIR EXPENDITURES. WHEREAS, the Town of Newfane (the "Town") owns and operates public sewer infrastructure, including a sanitary sewer pump station (PS No. 6) and 12-inch discharge forcemain located at or near 5848 East Main Street in Olcott, New York; and WHEREAS, on March 3, 2026, the 12-inch forcemain experienced a failure, resulting in leaking sewage and reduced sewage conveyance; and WHEREAS, Town engineers, Wendel, examined and analyzed the failure and prepared the attached report titled "Sewer Forcemain Emergency Failure" (the "Wendel Report"), which is incorporated herein; and WHEREAS, the Wendel Report describes the importance of the sewer forcemain to the proper functioning of the public sewer system; and WHEREAS, Wendel opined that the forcemain failure is a public emergency in accordance with General Municipal Law § 103(4), in that the failure is an unforeseen occurrence or condition that affects public buildings, public property, or the life, health, safety, or property of the inhabitants of the Town, and requires immediate action which cannot await competitive bidding; and WHEREAS, Wendel opined that absent an emergency declaration and repair, it is projected that it would take until April or May at the earliest to receive public bids to perform repairs; and WHEREAS, Wendel has recommended that the Town declare a public health emergency and issue an emergency purchase order for the procurement of temporary bypass pumps and issue emergency work orders for the bypass installation and replacement of the forcemain; and WHEREAS, the forcemain failure required the Town to take emergency action to bypass the damaged forcemain and undertake emergency repairs to stop the sewage discharge and prevent contamination of Eighteen Mile Creek and the surrounding environment; and NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby declares that the failure of the sewer forcemain and resulting sewage discharge constitutes a public emergency, in that it arises out of an unforeseen occurrence or condition that affects the life, health, safety or property of the residents of the Town and surrounding environment, that requires immediate repair and remediation which cannot await competitive bidding; and be it further RESOLVED, that the Town Board hereby authorizes the Town Supervisor, or his designees, to issue purchase orders and work orders, as necessary, to implement emergency repairs to the sewer forcemain, including bypassing the forcemain, replacing the forcemain, and undertaking other work and procuring materials to perform the emergency repair at a cost not to exceed \$250,000.00; and be it further RESOLVED, that due to the emergency nature of the situation and pursuant to General Municipal Law §103(4), the Town is authorized to retain contractors and procure materials and equipment necessary to perform the repair without competitive bidding, including, but not limited to, Mark Cerrone, Inc., Xylem, Mahar Excavating and Septic, Creekside Septic, Amrize, and such other contractors and vendors as may be necessary to perform the emergency repair; and be it further RESOLVED, that all actions taken by the Town in responding to the sewer emergency prior to the adoption of this resolution are hereby ratified and confirmed. The Motion was moved by Councilwoman Reinhardt, second by Councilman Robinson on the question. Hearing no questions, the Supervisor called for a roll call vote as follows:

- Councilwoman Reinhardt: AYE
- Councilman Robinson: AYE
- Councilman Conrad : AYE
- Councilman Horanburg: AYE
- Supervisor Syracuse: AYE

5 AYE      0 NAY

Motion Carried

TOWN/SUPERVISOR/RESOLUTION #11-2026 QUOTE FROM LNR INDUSTRIES FOR SEPTIC SYSTEM INSTALLATION AT THE NEWFANE HISTORICAL SOCIETY

The Supervisor entertained a MOTION to approve the following: RESOLUTION APPROVING QUOTE FROM LNR INDUSTRIES FOR SEPTIC SYSTEM INSTALLATION AT THE NEWFANE HISTORICAL SOCIETY. WHEREAS, the Town of Newfane has a longstanding interest in the preservation, maintenance, and public accessibility of historic edifices and historically significant properties located within the Town; and WHEREAS, the Town of Newfane Historical Society is a not-for-profit historical association that owns and/or maintains historic edifices within the Town of Newfane that are open to the public and used for historical, educational, and cultural purposes; and WHEREAS, the New York State Legislature has expressly authorized towns to provide financial assistance and support for the preservation, maintenance, and improvement of historical properties and to contract with historical associations for such purposes pursuant to New York Art and Cultural Affairs Law § 57.07; and WHEREAS, the Town of Newfane has identified the need to install a new septic system at the Newfane Historical Society property located at 2685 West Creek Road; and WHEREAS, the Town obtained written quotes for such work from Mahar Excavating Inc. and LNR Industries; and WHEREAS, both quotes were in the amount of \$11,500.00 for substantially similar work; and WHEREAS, the cost of the work is below the statutory threshold for competitive bidding requirements under New York General Municipal Law §103; and WHEREAS, the Town has complied with its procurement policy by obtaining the required number of written quotes for a public works contract of this amount; and WHEREAS, the Town’s consulting engineer, Wendel, has reviewed both proposals and determined that there is no material difference between the quotes and has recommended awarding the work to LNR Industries as a qualified local contractor; and WHEREAS, the Town Board has determined that awarding the contract to LNR Industries is in compliance with the Town’s procurement policies and in the best interests of the Town based upon the quotations received, the review of the proposals, the recommendation of the Town’s consulting engineer, and the determination that LNR Industries is a responsible contractor capable of performing the work; and NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves and accepts the quotation of LNR Industries for the installation of a septic system at the Newfane Historical Society property in an amount not to exceed \$11,500.00; and BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute any and all documents necessary to effectuate this work; and BE IT FURTHER RESOLVED, that the Town Supervisor and/or appropriate Town officials are authorized to take any additional actions necessary to carry out the intent of this Resolution. The Motion was moved by Councilman Conrad, second by Councilman Horanburg on the question. Hearing no questions, the Supervisor called for a roll call vote as follows:

- Councilwoman Reinhardt: AYE
- Councilman Robinson: AYE
- Councilman Conrad : AYE
- Councilman Horanburg: AYE
- Supervisor Syracuse: AYE

5 AYE      0 NAY

Motion Carried

TOWN/SUPERVISOR/UPDATE ON GREENWAY GRANT

The Supervisor offered an update to a previously discussed matter regarding researching grant opportunities for the possibility of constructing a playground here in Town and making application through the Greenway Commission. He, Councilwoman Reinhardt, Sarah Gelnett, our Grant Writer and a representative from the school district all met and we spoke about a grant opportunity through the Ralph Wilson Foundation. They were excited about coming out to our rural town, so much so, that the original grant that was put forth to the Greenway Commission which would have required work to confirm to their requirements and our share being approximately \$40,000.00, the Ralph Wilson Foundation asked myself and Sarah Gelnett to pause that through the Greenway Commission and send it to them as they were very interested to look at this. If successful, they would look at funding a larger grant amount than we may have received through the Greenway Commission. The Supervisor requested a MOTION to pause the Application through the Greenway Commission and submit the Application through the Ralph Wilson Foundation for review. Moved by Councilman Conrad, second by Councilwoman Reinhardt on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

TOWN/SUPERVISOR/WAIVER FOR 30 DAY NOTICE FOR OLCOTT TAVERN & STEAK HOUSE

The Supervisor entertained a MOTION to waive the 30 day advance notice per the New York State Standardized Notice Form for providing 30 Days Advance Notice to a Local Municipality of Community Board, Bluefin Restaurants LLC., Olcott Tavern & Steak House, 5855 Main Street, Olcott, NY. I would like to sign a letter from the Town waiving that requirement with your approval. Moved by Councilman Horanburg, second by Councilman Robinson on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

TOWN/SUPERVISOR/SUMMER RECREATION PROGRAM 2026

The Supervisor wanted to provide an update on the Summer Recreation Program. He spoke regarding all the work that Councilwoman Reinhardt has put into this and offered her to speak about what has been happening. Councilwoman Reinhardt advised that the Registration opens on Tuesday, March 31<sup>st</sup>. The program will run for five (5) weeks and is being held at the Elementary School. One of the adjustments we made this year is to offer an earlier drop off and a later pick up to mirror the regular school day which would hopefully help the working parents for consistency in their schedules. The Newfane Lions Club donated \$500.00 to the program which was extremely generous and will be put to good use. We've added two, perhaps three, local field trips for the kids to get out and enjoy some fun together. Councilwoman Reinhardt thanked the Town Clerk and the Attorney for the Town for their hard work in getting the paperwork revamped, in order, ready to go and up and running. The Supervisor indicated that he has not heard any complaints, which is a testimony to everyone working collaboratively, doing their parts, and making this come together smoothly. At this time the Supervisor entertained a MOTION to approve the Summer Recreation 2026 Confidential Medical Information Form along with the Registration, Permission and Liability Release documents provided by the biological parent or legal guardian of the child or children. Moved by Councilman Conrad, second by Councilman Horanburg on the question. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

TOWN/SUPERVISOR/CLERK/LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND GRANT

The Supervisor advised that Board that this is another Grant opportunity. Our Grant Writer, Sarah Gelnett, is busy and it's wonderful. This is through the Clerk's Office and he is asking for a MOTION to sign the paperwork for the Grant to be submitted. Moved by Councilwoman Reinhardt, second by Councilman Robinson on the question. The Supervisor advised that this is for Records Management through the Clerk's Office. We are at 120% capacity in the vault and busting at the seams. The Grant helps with setting up a state-of-the-art retention program for records to be electronically stored, helps with the scanning, and also with the destruction of non-permanent records that can be destroyed. The program would really push us ahead and be great for the Town. That room is full, actually overfull. This is a \$75,000.00 Grant and there is no match. We are excited and hopeful it goes through. Hearing no questions, all were in favor, no one was opposed.

All present voted Aye.

Motion Carried

PAY BILLS

The Supervisor entertained a MOTION to approve the payment of claims totaling \$1,313,881.84, bills paid in March, 2026, Vouchers #40624-40861, as audited by the Supervisor and Department Heads and as per Abstract Sheets dated 03/24/2026 which will be filed with the official record.

|                               |               |
|-------------------------------|---------------|
| General Fund .....            | \$ 97,246.65  |
| Highway Fund .....            | \$ 185,148.34 |
| Water Fund .....              | \$ 20,653.50  |
| Sewer Fund .....              | \$ 79,172.76  |
| Lighting District .....       | \$ 9,289.99   |
| Refuse District .....         | \$ 79,601.84  |
| Fire Prevention District .... | \$ 798,763.00 |

**MARCH 25, 2026**

**REGULAR BOARD MEETING cont.**

Trust & Agency ..... \$ 3,194.01

Capital Projects ..... \$ 40,811.75

TOTAL APPROVED ..... \$1,313,881.84

Motion moved by Councilman Robinson, second by Councilwoman Reinhardt on the question. All were in favor, no one was opposed.

Motion Carried

**PUBLIC COMMENTS**

-NONE-

**ANNOUNCEMENTS/COMMENTS FROM THE BOARD**

- Town Hall is closed Good Friday, April 3, 2026
- The Town Board Work Session for April 9<sup>th</sup> is CANCELLED.
- Town of Newfane Regular Town Board Meeting will be held April 22, 2026 at 7:00 p.m.
- Councilwoman Reinhardt stated that it has always been her dream to have a park/playground in the Village. Somewhere where kids can go play safely, where families can congregate and find a sense of community. Supervisor and I have had several talks with the school district, as the Town lacks green space for us to potentially put something like this up. We spoke about possibly putting one up on their property, however, the grant we would seek requires the municipality to own the property. The Superintendent, Mr. Lupini, is working with their Attorneys to see if they could possibly deed some of the property to us so we could have a Town Park. They were possibly thinking about the field west of the Middle School. Stay tuned for more to come.
- The Supervisor and Bill Davis were very excited that the walk behind floor cleaner (Zamboni) had arrived. They got everything put together and practiced cleaning the floors.

**ADJOURN**

The Supervisor entertained a MOTION to adjourn. Motion made by Councilman Conrad, second by Councilman Robinson, on the question. All were in favor, no one was opposed.

Motion carried

Meeting adjourned at 7:43 p.m.

Respectfully submitted,



Donna M. Lakes  
Town Clerk