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

ASSESSOR
716-778-8827

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716-778-6052

BUILDING
INSPECTOR
716-778-5947

WATER/SEWER
716-778-8132



TOWN OF NEWFANE

2737 Main Street
Newfane, New York 14108

FAX 716-638-4261

JUSTICE COURT
2896 Transit Road
Newfane, New York
14108
716-778-9292

HIGHWAY
716-778-8844

WATER/SEWER
MAINTENANCE
716-778-8587

6176 McKee Street
Newfane, New York
14108

TDD 1-800-662-1220

MARINA 716-778-5462

Town of Newfane Marina Policy 8/2026

1. Hiring and Compensation Approval:

All hires and their respective pay rates must receive approval from the Town Board of the Town of Newfane before any employment decisions are finalized.

2. Fee and Merchandise Sales Approval:

Fees related to transient dock use, seasonal dock rates, and merchandise sales - including but not limited to beverages, ice, and fish cleaning services - must be approved by the Town Board before yearly implementation.

3. Cash Handling and Banking Procedures:

The Town Board establishes \$150.00 as the amount of starting cash on hand in accordance with Town Law. In the event that timely bank deposits cannot be made, Marina employees must use the designated safe located on Marina premises or the Drop box at Town Hall, located at 2737 Main St, Newfane, north side. Timely deposits are defined as at least two bank deposits or two drop-offs at the Town Hall Drop Box per week.

4. Financial Oversight and Operations:

The Facilities Manager is responsible for ensuring the timely completion of the monthly financial performance reports for the Marina. Additionally, the Facilities Manager must oversee the day-to-day operations to ensure smooth and efficient functioning in accordance with the procedures outlined above.

5. Duties of Seasonal Attendants:

Seasonal attendants shall perform the following responsibilities:

- Interact with marina customers in a courteous and professional manner.
- Accurately handle money transactions and operate a cash register with a high degree of precision.
- Perform routine maintenance tasks, including mowing lawns, removing debris, and maintaining the cleanliness of restrooms, office spaces, and other marina buildings.
- Understand and assist in the operation and maintenance of the fish cleaning station.

Complete other duties as reasonably assigned by management to ensure the effective operation of the Marina.