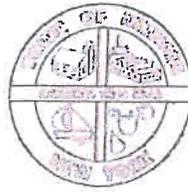


SUPERVISOR  
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TOWN CLERK  
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ASSESSOR  
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TAX COLLECTOR  
716-778-6052  
BUILDING INSPECTOR  
716-778-5947  
WATER/SEWER  
716-778-8132



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  
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716-778-8844  
WATER/SEWER  
MAINTENANCE  
716-778-8587  
6176 McKee Street  
Newfane, New York 14108  
TDD 1-800-662-1220

Town Clerk's Portion of Agenda for December 30, 2025, Town Board Meeting

## **PRAYER & PLEDGE**

### **FILED IN CLERK'S OFFICE**

- TOURISM MEETING DECEMBER 2, 2025
- TOWN CLERK'S MONTHLY REPORT TO THE SUPERVISOR FOR NOVEMBER, 2025

### **APPROVE MINUTES**

- MINUTES OF THE NOVEMBER 25, 2025 PUBLIC HEARINGS/TOWN BOARD MEETING.

### **COMMUNICATIONS AND PETITIONS**

- APPROVE MOBILE HOME PARK LICENSE RIDGEVIEW COOK 3880 LOCKPORT OLCOTT RD
- APPROVE MOBILE HOME PARK LICENSE RIDGEVIEW COOK 3902 LOCKPORT OLCOTT RD
- APPROVE MOBILE HOME PARK LICENSE RIDGEVIEW COOK 3926 LOCKPORT OLCOTT RD
- APPROVE MOBILE HOME PART LICENSE COUNTRYSIDE ESTATES MHC, LLC



# Tourism Board Meeting

Tuesday, December 2, 2025 - 8:30am  
Newfane Town Hall Community Center

## 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

## 2. Budget

### a. Review Budget Report – Tourism

- i. Remaining balance will be used to prepay for Social Media (1st half of year will be prepaid)
- ii. Approve the Year to Date Report
  - 1. Motion: Janet Steggles
  - 2. Second: Stella Wilson

### b. Review Budget Report – LKV

- i. Final invoices for repair work to be paid in December
- ii. Approve the Year to Date Report
  - 1. Motion: Janet Steggles
  - 2. Second: Stella Wilson

### c. Review 2026 Spending Plan – Tourism

- i. Plan includes many of the same yearly expenses: concerts, Visitor Guide distributors, Visitor Guide additional expenses, Music Licensing fees, Social Media, Website, etc
- ii. New marketing approach added - Step Out Buffalo - Cate Orr will get pricing
- iii. Increase Social Media budget to \$2500 to reflect \$400 increase for Karen Young and \$500 for summer intern to help with content creation
- iv. Approve the current spending plan
  - 1. Motion: Janet Steggles
  - 2. Second: Stella Wilson

- d. Review 2026 Spending Plan – LKV
  - i. Main focus is trying to find ways to reduce utilities & continue with repairs
  - ii. Approve the current spending plan
    - 1. Motion: Janet Steggles
    - 2. Second: Stella Wilson

### 3. Volunteer Hours Review

- a. 2026 Volunteer Commitments needed for early 2026:
  - Visitor Guide local guide distribution - all members
  - Step Out Buffalo project lead - Cate Orr

### 4. Old Business

- a. Visitor Guide Sales Update
  - i. Sold 57 ads this year (sold 52 last year)
  - ii. Working on the proof with printers
- b. Guide Distribution List
  - i. Will bring printed list to January meeting for signups to distribute locally
  - ii. Cate will create a letter for businesses about guide distribution - thanking them for distributing and with Cate's contact info when they need more guidebooks

### 5. New Business

- a. Fishing Expo: February 2026
  - i. Need new photos for boards - Gina will reach out to Rich Leader
  - ii. Volunteer Shifts
    - Thursday 19th: 11am-6pm: Gina & Eoin
    - Friday 20th: 11am-1pm: Gina & Eoin
    - Friday 20th: 1pm-7pm: Cate & friend
    - Saturday 21st: 9am-1pm: Janet & Dave
    - Saturday 21st: 1pm-6pm: Stella and Pete
    - Sunday 22nd: 9am-3pm: Karen & Kris

### 7. Social Media Update - Karen Young

- a. Will start creating paid sponsor ads in January
- b. Discussion of needing additional original content from events - intern to help with this

### 8. Lakeview Village Update – Karen Young - Holiday Pop-Up - Sunday, December 7th

### 9. OBCA Update – Jane Voelpel

- a. OBCA is hosting the COAA National Band Organ Rally again this year during Old Olcott Days
- b. OBCA is bringing back “Teddy Roosevelt” on Labor Day Monday for events around town

### 10. Adjourned at 10am

- a. Motion: Cate Orr
- b. Second: Jane Voelpel





**TOWN OF NEWFANE**

2737 Main Street  
Newfane, New York 14108  
716-778-8822

**MOBILE HOME APPLICATION or MOBILE HOME PARK LICENSE**

1. Ridgerview - Cook MHP  
Name of Applicant
2. 90 Airport Drive, Suite 400, Rochester, NY 14624  
Address of Applicant
3. \_\_\_\_\_  
If a Partnership, please include name and address of partners. If a Corporation, please include name and addresses of principal officers.
4. 3880 Lockport - Dicot Road, Lockport, NY 14094  
Location to be occupied under license.
5. Owner of premises to be occupied Ridgerview - Cook MHP
6. Number of mobile homes to be placed on the property: 23  
Number of mobile homes allowed on property: \_\_\_\_\_
7. No  
Will mobile home be for the use of the applicant personally?
8. Rented  
If not, will the mobile home(s) be rented or site(s) be used for tourist trailers?
9. Public  
What is the source of the water supply?
10. Sanitary collection system that dumps into a dual pump lift station  
Please describe the sanitary facilities. which pumps into a public sewer at front of park.
11. Yes, the engineered plans are on file with the town  
Are the water and sanitary facilities on the property approved by the Department of Health? If so, please furnish a copy of the most recent Health Permit.

DATED: 12/3/25

  
Signature of Applicant

FOR TOWN CLERK'S use only: Date Application and Fee Received: \_\_\_\_\_

Date of Town Board Approval: \_\_\_\_\_ License No: \_\_\_\_\_



**TOWN OF NEWFANE**  
 2737 Main Street  
 Newfane, New York 14108  
 716-778-8822

**MOBILE HOME APPLICATION or MOBILE HOME PARK LICENSE**

1. Ridgeview - Cook MHP  
 Name of Applicant

2. 90 Airpark Drive, Suite 400, Rochester, NY 14624  
 Address of Applicant

3. \_\_\_\_\_  
 If a Partnership, please include name and address of partners. If a Corporation, please include name and addresses of principal officers.

4. 3902 Lockport - Dicot Road, Lockport, NY 14094  
 Location to be occupied under license.

5. Owner of premises to be occupied Ridgeview - Cook MHP

6. Number of mobile homes to be placed on the property: 18  
 Number of mobile homes allowed on property: \_\_\_\_\_

7. NO  
 Will mobile home be for the use of the applicant personally?

8. Rented or resident owned  
 If not, will the mobile home(s) be rented or site(s) be used for tourist trailers?

9. Public  
 What is the source of the water supply?

10. Sanitary collection system that dumps into a dual pump lift station, which pumps into a public sewer at front of park.  
 Please describe the sanitary facilities.

11. Yes, the engineered prints are on file with the town.  
 Are the water and sanitary facilities on the property approved by the Department of Health? If so, please furnish a copy of the most recent Health Permit.

DATED: 12/3/25

Signature of Applicant

FOR TOWN CLERK'S use only: Date Application and Fee Received: \_\_\_\_\_

Date of Town Board Approval: \_\_\_\_\_ License No: \_\_\_\_\_



**TOWN OF NEWFANE**  
 2737 Main Street  
 Newfane, New York 14108  
 716-778-8822

**MOBILE HOME APPLICATION or MOBILE HOME PARK LICENSE**

1. Ridgeview-Cook MHP  
 Name of Applicant

2. 90 Airpark Drive, Suite 400, Rochester, NY 14624  
 Address of Applicant

3. \_\_\_\_\_  
 If a Partnership, please include name and address of partners. If a Corporation, please include name and addresses of principal officers.

4. 3926 Lockport-Olcott Road, Lockport, NY 14094  
 Location to be occupied under license.

5. Owner of premises to be occupied Ridgeview-Cook MHP

6. Number of mobile homes to be placed on the property: 40  
 Number of mobile homes allowed on property: \_\_\_\_\_

7. No  
 Will mobile home be for the use of the applicant personally?

8. Rented or resident owned  
 If not, will the mobile home(s) be rented or site(s) be used for tourist trailers?

9. Public  
 What is the source of the water supply?

10. sanitary collection system that dumps into a dual pump lift station, which pumps into a public sewer at front of park.  
 Please describe the sanitary facilities.

11. Yes, the engineering plans are on file with the town.  
 Are the water and sanitary facilities on the property approved by the Department of Health? If so, please furnish a copy of the most recent Health Permit.

DATED: 12/3/25

Signature of Applicant

FOR TOWN CLERK'S use only: Date Application and Fee Received: \_\_\_\_\_

Date of Town Board Approval: \_\_\_\_\_ License No: \_\_\_\_\_



**TOWN OF NEWFANE**  
 2737 Main Street  
 Newfane, New York 14108  
 716-778-8822

**MOBILE HOME APPLICATION or MOBILE HOME PARK LICENSE**

1. Countryside Estates MHC, LLC  
Name of Applicant
2. 2151 Priest Bridge Dr., Suite 7, Crofton, MD 21114  
Address of Applicant
3. N/A - LLC  
If a Partnership, please include name and address of partners. If a Corporation, please include name and addresses of principal officers.
4. 3059 Bixler Rd., Newfane, NY 14108  
Location to be occupied under license.
5. Owner of premises to be occupied Countryside Estates MHC, LLC
6. Number of mobile homes to be placed on the property: 192  
Number of mobile homes allowed on property: 201
7. No  
Will mobile home be for the use of the applicant personally?
8. No  
If not, will the mobile home(s) be rented or site(s) be used for tourist trailers?
9. Public  
What is the source of the water supply?
10. Public  
Please describe the sanitary facilities.
11. Copy of Niagara County DOH Permit to operate a MHP attached.  
Are the water and sanitary facilities on the property approved by the Department of Health? If so, please furnish a copy of the most recent Health Permit.

DATED: 11-20-2025

  
 Signature of Applicant

FOR TOWN CLERK'S use only: Date Application and Fee Received: \_\_\_\_\_

Date of Town Board Approval: \_\_\_\_\_ License No: \_\_\_\_\_