

**MEETING OF THE PLANNING BOARD
TOWN OF DUNKIRK JANUARY 14, 2026
ORGANIZATIONAL MEETING**

The Town of Dunkirk Planning Board held an Organizational meeting at 4:30 p.m. on Wednesday, January 14, 2026 at the Town Hall, 4737 Willow Road, Town of Dunkirk with Town Supervisor Shari Miller presiding in the absence of Chairman Paul Bowers.

J. Jakubowski performed Roll Call:

PRESENT: Member Rick Mackowiak, Member Jordan Cooper, Member Ben Gloss

ALSO PRESENT: Shari Miller, Town Supervisor, Jennifer Jakubowski, Secretary to Zoning/Planning, Irene Strychalski, Michael Miller

ABSENT: Chairman Paul Bowers

The Meeting was opened at 4:30 P.M. and started with the pledge to the flag.

Supv. Shari Miller read the legal notice that was posted on January 7th, 2026:

LEGAL NOTICE FOR THE OBSERVER

NOTICE OF PLANNING BOARD ORGANIZATIONAL MEETING Pursuant to the Open Meetings Law (Article 7 of the Public Officers Law) notice is hereby given that the Planning Board of the Town of Dunkirk will hold its annual Organizational Meeting at 4:30 p.m. on Wednesday, January 14, 2026, at the Town Hall, 4737 Willow Road. Jennifer Jakubowski Secretary to Planning/Zoning Jan 7, 2026.

Supv. Miller also read a card presented to the Planning Board from former Supervisor Priscilla Penfold thanking them for their service.

APPROVAL OF PRIOR MINUTES: Minutes from meeting dated August 20, 2025 were included in packets for members. J. Jakubowski explained that these were from previous meeting that did not appear to be written and distributed. Motion to approve by Mbr Cooper was seconded by Mbr Gloss and carried unanimously.

SELECTION OF 2026 CHAIRPERSON: Due to prior engagement, Chmn Bowers absent but was in communication with board members via text. Motion by Mbr Mackowiak nominating Paul Bowers as Chariman, seconded by Mbr Cooper. Mbr Gloss confirmed acceptance of nomination via text message. All Board members in favor of Paul Bowers as Chairman for 1 year term. Mbr Mackowiak asked if we should nominate a co-chair. No members volunteered and agreed that they would table until next meeting.

2026 MEETING TIMES AND DATES: All members unanimously agreed that they would like to continue meetings at 4:30pm on Wednesdays for 2026 with no specific Wenesday; however, they are all open to as-needed meetings on a case-by-case basis with prior notification.

TRAINING HOURS FOR 2026: Supervisor S.Miller reminded members that 4 hours minimum training are required to hold Board positions. Members received copies of the Municipal Bootcamp Training schedule for 2026. Interest in training sessions can be directed to J.Jakubowski. Members will discuss individual vs group trainings as the sessions are announced.

DISCUSSION:

Supv Miller confirmed that all members have copies of the Zoning Book and are aware of their duties per page 96 of the book.

Michael Miller raised concern as member of Zoning Board of Appeals that the Zoning Book states that any project over 1,000 sq ft goes to Planning Board but the Book says 1,600 sq ft and wonders what the Planning Board looks at. He also suggested that for "bigger" projects that the Chairpersons of each Board attend the hearings of the other for continuity. It was agreed upon that Jenn Jakubowski will text members of both Zoning and Planning Boards whenever a meeting was scheduled so that members can attend any meetings. Miller found it pertinent to share all contingencies of approvals with all Planning and Zoning Board members.

Member Cooper asked if there was a Planning Board meeting scheduled for the proposal discussed at last meeting in November. Jenn Jakubowski advised nothing has been discussed about the proposal since the meeting.

ADJOURNMENT:

Motion to adjourn made by Mbr Mackowiaki, seconded by Mbr. Gloss.

Meeting was adjourned at 4:46 pm.