

Dear Honorable Body:

Attached hereto is the proposed shared facilities contract between the City of North Tonawanda and the North Tonawanda City School District that was recently passed by the District. After review, I am requesting that the Council approve said contract with the removal of Exhibit A as the City does not maintain District facilities.

If you have any questions, or need any additional information, please do not hesitate to contact me.

Sincerely,
Luke A. Brown, Esq.
City Attorney

MOVED by Alderman Zadzilka **SECONDED** by Alderman Pecoraro
That the Common Council hereby approves the attached shared facilities contract between the City of North Tonawanda and the North Tonawanda City School District with the removal of Exhibit A from said agreement, subject to further review by the City Attorney.
Ayes: Alderman DiBernardo, Zadzilka, Tylec, Pecoraro (4)
Nays: None (0)
CARRIED.

II.2 Attorney

October 14, 2021

Honorable Mayor
And Common Council
City Hall, 216 Payne Avenue
North Tonawanda, NY 14120

Re: Amendment to the City’s Procurement Policy

Dear Honorable Body:

As the Common Council is aware, the City has a number of grants through the Office of Community Renewal (“OCR”). As part of the City’s administrative plan with OCR, they are requesting that the City add the following language to the city’s procurement policy:

“When utilizing Community Block Grant Funds, Minority and Women-Owned Business Enterprise (M/WBE) Business Participation procurement and Contracting: In an effort to affirmatively increase procurement and contracting opportunities for minority-and woman-owned business enterprises, the City will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs. The City’s established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Woman Business Development (DMWBD). The City will keep documentation of M/WBE solicitation in its records and any responses thereto.

Section 3 Business Participation in Procurement and Contracting: For Federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the City will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development’s Section 3 Businesses registry. The City’s established purchase/contracting thresholds will apply. The City will keep documentation of Section 3 solicitation in its records and any response(s) thereto.”

If the Council agrees, please pass a resolution to amend the City's procurement policy to include the above language. If the Council has any questions or concerns, please do not hesitate to ask.

**Sincerely,
Luke A. Brown, Esq.
City Attorney**

**MOVED by Alderman DiBernardo SECONDED by Alderman Tylec
That the Common Council at a regular meeting, held at City Hall, 216 Payne Avenue, North Tonawanda, New York at 6:30 p.m. on October 19, 2021, approves the following language change to the City's Procurement Policy and it reads as follows:**

"When utilizing Community Block Grant Funds, Minority and Women-Owned Business Enterprise (M/WBE) Business Participation procurement and Contracting: In an effort to affirmatively increase procurement and contracting opportunities for minority-and woman-owned business enterprises, the City will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs. The City's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Woman Business Development (DMWBD). The City will keep documentation of M/WBE solicitation in its records and any responses thereto.

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Subject to further review by the City Attorney.

Ayes: Alderman DiBernardo, Zadzilka, Tylec, Pecoraro (4)

Nays: None (0)

CARRIED.

II.3 Attorney

October 14, 2021

**Honorable Mayor
And Common Council
City Hall, 216 Payne Avenue
North Tonawanda, NY 14120**

Re: Sale of Hawley Drive

Dear Honorable Body:

As the Council is aware, the City has received a request from the residents adjacent to the Hawley Drive paper street to purchase that property. After much discussion, Alderman Schmigel is requesting that we offer to sell those parcels to the adjacent residents at a cost of \$20,000 per parcel. A map of the subject property is attached hereto.

Should your Honorable Body concur, please pass a resolution allowing the sale of these non-buildable lots and my office will proceed with the necessary paperwork. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,
 Luke A. Brown, Esq.
 City Attorney

MOVED by Alderman Pecoraro **SECONDED** by Alderman DiBernardo
 That the Common Council hereby tables the aforementioned request for further discussion.

Ayes: Alderman DiBernardo, Zadzilka, Tylec, Pecoraro (4)

Nays: None (0)

CARRIED.

V. Supt. Water/Wastewater

October 13, 2021

Honorable Mayor Arthur G. Pappas
 And Common Council
 216 Payne Avenue / City Hall
 North Tonawanda, NY 14120

**Re: Approval of Payment Applications for WWTP Phase 1 Upgrade Project
 (EFC – Funding Disbursement #14)**

Honorable Body,

I respectfully request that you approve the following Pay Application for work performed under the WWTP Phase 1 Upgrade Contract. Wendel Engineering and I have reviewed and approve this work.

STC Construction Pay App #14	\$37,525.00
Frey Electric Pay App #14	\$72,293.09
John W. Danforth Company	\$1,425.00

The city does not have to issue purchase orders for payment at this time. This work is being funded through a NY State WIIA Grant and NY State Environmental Finance Center (EFC) loan.

With your approval Rotella Grant Management will submit this request to the EFC on the city's behalf. The EFC will then send us the funds to pay these contractors. Thank you for your time and consideration of my request.

Sincerely,
 Jason W. Koepsell
 Supt. Water/Wastewater

MOVED by Alderman DiBernardo **SECONDED** by Alderman Zadzilka
 That the Common Council hereby approves the following Pay Applications for work performed under the WWTP Phase 1 Upgrade Project Contract:

STC Construction Pay App #14	\$37,525.00
Frey Electric Pay App #14	\$72,293.09
John W. Danforth Company	\$1,425.00

Council also gives permission to Rotella Grant Management to submit this request to the NY State Environmental Finance Center ("EFC") on the City's behalf, subject to review by the City Attorney.

Ayes: Alderman DiBernardo, Zadzilka, Tylec, Pecoraro (4)
Nays: None (0)
CARRIED.

VII.1 Accountant

October 14, 2021

Honorable Arthur G. Pappas, Mayor
and Common Council
City Hall, 216 Payne Avenue
North Tonawanda, NY 14120

Dear Honorable Body:

In accordance with Article V, Division 1, Section 5.002 and 5.003 of the City Charter, an Abstract Sheet, comprised of a Warrant of Claims, has been submitted by this office for your review and approval.

Accordingly, please authorize for payment the current Warrant of Claims for Common Council audit, dated October 19th, 2021, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm regards,
Jeffrey R. Zellner
City Accountant

MOVED by Alderman Zadzilka SECONDED by Alderman DiBernardo
That the Common Council hereby authorizes for payment the current Abstract of Claims for Common Council Audit dated October 19, 2021, and further authorizes the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant:

01	General Fund	\$132,794.40
02	Water Fund	36,044.47
04	Sewer Fund	109,677.55
06	Capital Project Fund	726.41
07	Trust & Agency Fund	<u>2,908.15</u>
00	Final Total	<u>\$282,150.98</u>

Ayes: Alderman DiBernardo, Zadzilka, Tylec, Pecoraro (4)
Nays: None (0)
CARRIED.

VII.2 Accountant

October 15, 2021

Honorable Arthur G. Pappas, Mayor
And Common Council Members
City Hall / 216 Payne Avenue
North Tonawanda, NY 14120

Dear Honorable Body:

Please be advised that this office sent out a Professional service Request for Proposal (RFP) on September 15th, 2021 to Six (6) qualified Managed Service IT Providers for the City of North Tonawanda.

Vendors	Cost Estimate for Managed IT Services	Plan Recommended
PremCom	\$ 49,668.00	Platinum
AIS	\$ 35,688.00	Based on unit price
Advance 2000	\$ 43,800.00	Silver
VITEC	\$ 52,440.00	Based on Scope
I-Evolve	Block Pricing provided; annual cost could not estimate	
PCI	Chose to not respond	
All MSP pricing based on 70 units estimated in RFP		

The information Technology Steering Committee meet to review the scoring rubric. After a thorough committee review, we had selected a final two that we asked to come in for final an interview and presentation. Following the back-to-back interviews, the committee's and my recommendation based on the RFP scoring rubric and follow up interview and presentation to award PremCom to a one-year contract.

Warm regards,
Jeffrey Zellner
City Accountant

MOVED by Alderman Zadzilka **SECONDED** by Alderman DiBernardo
That the Common Council hereby approves the one-year contract for Professional IT Services for the City of North Tonawanda to PremCom at their bid amount of \$49,668.
Ayes: Alderman DiBernardo, Zadzilka, Pecoraro (3)
Nays: Alderman Tylec (1)
CARRIED.

XXV. Monthly Reports

.1 Senior Citizen Center .2 Clerk-Treasurer

MOVED by Alderman Pecoraro **SECONDED** by Alderman Zadzilka
That the Common Council hereby receives and files the aforementioned Monthly Reports.
Ayes: Alderman DiBernardo, Zadzilka, Tylec, Pecoraro (4)
Nays: None (0)
CARRIED.

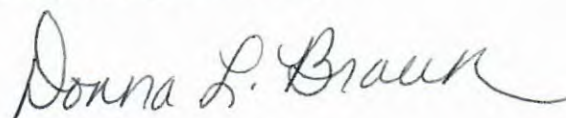
AUDIENCE PARTICIPATION: - None

ADJOURNMENT

MOVED by Alderman Zadzilka **SECONDED** by Alderman Tylec
That this regular session of the Common Council be and hereby is adjourned.
CARRIED.

Time of Adjournment: 7:55 P.M.

Respectfully submitted,



Donna L. Braun
City Clerk-Treasurer