

**TO: Honorable Mayor & Common Council
Alderman Schmigel, DiBernardo, Lavey, Loncar, Pecoraro**

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Regular Session TUESDAY, JANUARY 3, 2023 6:30PM

AUDIENCE PARTICIPATION – Agenda items only, not to exceed 90 minutes with each speaker limited to a five-minute maximum.

PROOF OF PUBLICATION PUBLISHED ON 12/10/2022

- 1) Legal Notice – Public Hearing – To Discuss the Accomplishments of the Community Development Block Grant Economic Development 822ED953-20 program and CARES Program 822CVSB2-21 - Dir. Community Development**

COMMUNICATIONS FROM CITY OFFICIALS

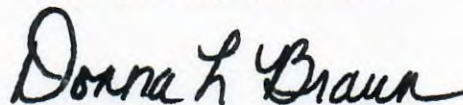
- | | | |
|-----------------------------------|---|--|
| <u>#1. Robert Pecoraro</u> | - | Re: Letter of Resignation as Alderman at Large |
| <u>#2. Joseph Loncar</u> | - | Re: Approval to Cancel the Agreement with Bird Ride, Inc., for the Stand-Up Electric Scooters |
| I.1 Mayor | - | Re: Appointment of Susan Taylor as the City Historian |
| I.2 Mayor | - | Re: Reappointment of Benson Lew as Bingo Inspector |
| I.3 Mayor | - | Re: Reappointment of Christian Del Prince as the North Tonawanda City Market Clerk |
| I.4 Mayor | - | Re: Reappointment of Joseph Aiello and Leonard Joyce to the Plumbing Board |
| I.5 Mayor | - | Re: Reappointment of Donald Evans to the Zoning Board of Appeals |

- I.6 Mayor - Re: Reappointment of Angela Johnson to the Housing Authority Board**
- I.7 Mayor - Re: Reappointment of Mark Lemke, Anthony DiBernardo, Robert Brennan and appointment of Neil Ferguson to the Traffic Safety Committee**
- I.8 Mayor - Re: Reappointment of Jeffrey Licht, Benjamin Meyer, Craig Greer and Stephen Pawlik to the Waterfront Commission**
- I.9 Mayor - Re: Appointment of Andrea Williams and Diane Clark to the Cemetery Board**
- I.10 Mayor - Re: Appointment of Michelle Bernas to the Planning Commission**
- II. Attorney - Re: Approval of the Proposed Agreement to the Contract between AP Benefit Advisors, LLC d/b/a Premier Consulting Associates and City of North Tonawanda**
- IV. Engineer - Re: Approval of Agreement for Topographic Survey and Mapping of Project 2022-11 – Zimmerman Street Waterline Replacement**
- VII. Accountant - Re: Payment of the Abstract of Claims Dated January 3, 2023**
- XVII. Traffic Safety Committee - Re: Various Traffic Safety Recommendations from their December meeting**
- XIX. Building Inspector - Re: Approval to upgrade the Clerk Typist position to an Account Clerk in the Building Department**
- XXV. Monthly Reports**
- .1 Police Department**
- XXXII. Community Development - Re: Approval to hold a Public Hearing in the Common Council Chambers, January 10th, 2023 for the Restore NY Communities Initiative Round 7 Grant**

COMMUNICATIONS FROM OTHERS

- A.**
NT Neighborhood Watch - **Re: Permission for their annual “Dyngus Day Parade” and use of the City Market Lot, April 10th, 2023**
- B.**
Niagara Frontier Boat Racing - **Re: Permission to hold their “Thunder on the Niagara” at Gratwick Riverside Park, August 5th and 6th, 2023**
- C.**
Historic Preservation Commission - **Re: Permission for Clinton Brown Company Architecture to perform the Historic Resource Survey – Bennett Kit Home Historic District**

Respectfully submitted,



Donna L. Braun
City Clerk-Treasurer

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

JAN 03 2023

Janet M. Slipko, of said county, being duly sworn, deposes and says that she is now and during the whole time hereinafter mentioned was the Clerk of

NIAGARA GAZETTE

A newspaper published in the County and State aforesaid, and that the annexed printed legal # 309957 was printed and published in said paper on the following dates:

12/10/2022

Janet M. Slipko
Principal Clerk

Subscribed and sworn to before me this
12.12.22

Teresa L. McCarthy
Teresa L. McCarthy 02/26/2026
Notary Public Expiration Date

2022 DEC 21 AM 9:45
NORTH TONAWANDA NY
RECEIVED
CITY CLERK'S OFFICE

TERESA L MCCARTHY
Notary Public - State of New York
No. 01MC4962698
Qualified in Niagara County
My Comm. Expires Feb. 26, 2026

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING
NYS OFFICE OF COMMUNITY RENEWAL
GRANT PROGRAM**

Notice is hereby given that the City of North Tonawanda will hold two required second public hearings to discuss the accomplishments of the Community Development Block Grant (CDBG) Economic Development 822ED953-20 program, and Community Development Block Grant (CDBG) CARES Program 822CVSB2-21.

Two public hearings will be held on Tuesday, December 20th 2022 at 6:00 PM (for 822ED953-20) and 6:15 PM (for 822CVSB2-21) at the City of North Tonawanda Common Council Chambers located at 216 Payne Avenue, North Tonawanda, NY 14120.

The CDBG program is administered by the New York State Office of Community Renewal (OCR), and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons.

The hearing will provide further information about the accomplishments of these CDBG projects. Comments related to the effectiveness of administration of the CDBG project will also be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart 1 of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended. Accommodations for disabled and non-English speaking residents will be made available upon advance request. Comments can be sent directly to the Community Development Office at 716-695-8580 or in writing to Director, Community Development Office, 500 Wheatfield Street, North Tonawanda, NY 14120.

N#309957 12/10/2022

TH/

City of North Tonawanda

COMMON COUNCIL
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120
(716) 695-8555

JAN 03 2023

January 3, 2023

Dear Honorable Common Council Members,

It has been an honor to serve as your Common Council President during the past two years. My life's goal is to serve others, both in the military and to my community, and through this position I have been successful in both. Service is the goal that one should pursue for the greater good, and it has been my honor to serve this great nation and my municipality.

When I moved back to my hometown of North Tonawanda in 2012, I attended a Common Council meeting where then-Mayor Rob Ortt and Council President Rich Andres led by example, and I believed then that was also my destiny. After serving over 9 years as Alderman at Large, it is now time for me to step down and to allow another resident to take the future of North Tonawanda to the next level.

I desire my resignation to be effective January 31, 2023 to allow the Council to find my successor. I will continue to dedicate my time to serving those who need it most in our community, through the Niagara Community Action Program, Inc., the Community Health Alliance of North Tonawanda, and the North Tonawanda Community Hub for Services.

I thank the Common Council, the employees of the city of North Tonawanda and, most importantly, the residents, for allowing me to serve. I wish you all peace and happiness in your future – God Bless!

Sincerely,



Alderman at Large
President, North Tonawanda Common Council

2022 DEC 21 AM 9:16
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

City of North Tonawanda

COMMON COUNCIL
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120
(716) 695-8555

JL

JAN 03 2023

December 20, 2022

Dear Honorable Body

On September 6, 2022, the North Tonawanda Common Council approved "the agreement with Bird Ride, Inc. for the Stand-Up Electric Scooters, subject to review by the City Attorney." This agreement was then not approved based on the review by the city Attorney and therefore, I desire to cancel the agreement. Although the City Attorney did not approve, I additionally call for the cancellation on behalf of the residents as it is not in the best interest of the city.

Sincerely,

**Alderman at Large Joseph Loncar
North Tonawanda Common Council**

**Cc: Ed Zebulske, City Attorney
Donna Braun, City Clerk Treasurer**

**RECEIVED
CITY CLERK'S OFFICE**

**2022 DEC 27 AM 11:34
NORTH TONAWANDA NY**

CITY OF NORTH TONAWANDA

I-1

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 28, 2022

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

Re: Appointment of City Historian

Dear Honorable Body:

Please be advised that I am appointing Susan Taylor, 451 Goundry St., North Tonawanda, NY 14120 as City Historian, effective January 1, 2023 for a one (1) year term, expiring December 31, 2023.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 28, 2022

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

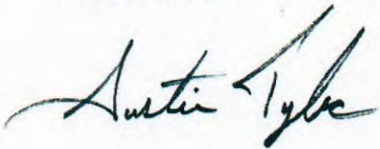
Re: Appointment of City Bingo Commissioner

Dear Honorable Body:

Please be advised that I am re-appointing Benson Lew, 361 Walck Road, North Tonawanda, NY 14120 as the North Tonawanda Bingo Commissioner, effective January 1, 2023 for a one (1) year term, expiring December 31, 2023.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

JAN 09 2023

Office of the Mayor

AUSTIN J. TYLEC

December 28, 2022

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

Re: Appointment of City Market Clerk

Dear Honorable Body:

Please be advised that I am re-appointing Christian Del Prince, 800 W Thomas Fox Dr, North Tonawanda, NY 14120 as the North Tonawanda City Market Clerk, effective January 1, 2023 for a one (1) year term, expiring December 31, 2023.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 28, 2022

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

Re: Appointment of City Plumbing Board Members

Dear Honorable Body:

Please be advised that I am re-appointing the following members to the Plumbing Board:

1. Joseph Aiello, 380 Elmwood Ave, North Tonawanda, NY 14120 effective January 1, 2023, for a two (2) year term, expiring December 31, 2024
2. Leonard Joyce, 1652 Fillner Ave, North Tonawanda, NY 14120 effective January 1, 2023 for a two (2) year term, expiring December 31, 2024

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 29, 2022

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

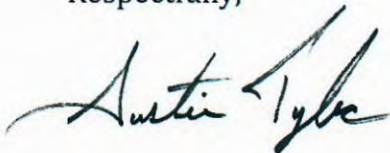
Re: Appointment to the North Tonawanda Zoning Board of Appeals

Dear Honorable Body:

Please be advised that I am re-appointing Donald Evans, 95 Dean Drive, North Tonawanda, NY 14120 to the North Tonawanda Zone Board of Appeals, effective January 1, 2023 for a term of five (5) years, expiring December 31, 2027.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

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CITY CLERK'S OFFICE

2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 28, 2022

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

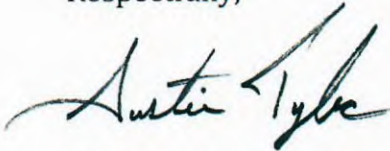
Re: Appointment of Housing Authority Board

Dear Honorable Body:

Please be advised that I am re-appointing Angela Johnson, 861 Thomas Fox W, North Tonawanda, NY 14120 to the Housing Authority effective February 1, 2023, for a five (5) year term, expiring January 31, 2028.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

RECEIVED
CITY CLERK'S OFFICE

2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 29, 2022

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

Re: Appointments to the North Tonawanda Traffic Safety Committee

Dear Honorable Body:

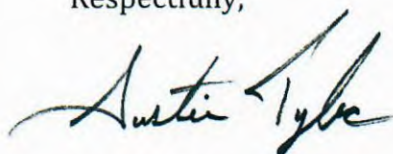
Please be advised that I am re-appointing the following individuals for the following terms on the Traffic Safety Committee:

1. Mark Lemke, 320 Oakdale Drive, North Tonawanda, NY 14120, effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.
2. Anthony DiBernardo, 1370 Weaver Parkway, North Tonawanda, NY 14120, effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.
3. Robert Brennan 333, Daniel Drive, North Tonawanda, NY 14120, effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.

I am also appointing Neil Ferguson, 33 Dean Drive, North Tonawanda, NY to the Traffic Safety Committee effective January 1, 2023, for a term of two (2) years, and expiring December 31, 2024.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

I.8

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 29, 2022

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

Re: Appointments to the North Tonawanda Waterfront Commission

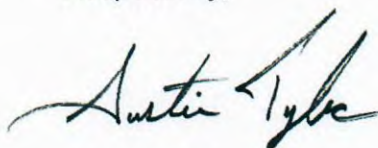
Dear Honorable Body:

Please be advised that I am re-appointing the following individuals for the following terms on the Waterfront Commission:

1. Jeffrey Licht, 389 Fredericka St., North Tonawanda, NY 14120, effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.
2. Benjamin Meyer, 416 Oliver Street, North Tonawanda, NY 14120, effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.
3. Craig Greer, 140 Bryan Street, North Tonawanda, NY 14120, effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.
4. Stephen Pawlik, 1100 Thomas Fox Drive East, North Tonawanda, NY 14120 effective January 1, 2023 for a term of two (2) years, and expiring December 31, 2024.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

RECEIVED
CITY CLERK'S OFFICE

2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

I.9

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 28, 2022

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

Re: Appointment of City Cemetery Board Members

Dear Honorable Body:

Please be advised that I am re-appointing the following members to the City Cemetery Board:

1. Andrea Williams, 78 Jackson Ave Ave, North Tonawanda, NY 14120 effective January 1, 2023, for a two (2) year term, expiring December 31, 2024
2. Diane Clark, 15 D'Angelo Drive, North Tonawanda, NY 14120 effective January 1, 2023 for a two (2) year term, expiring December 31, 2024

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

CITY OF NORTH TONAWANDA

I.10

Office of the Mayor

JAN 09 2023

AUSTIN J. TYLEC

December 29, 2022

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

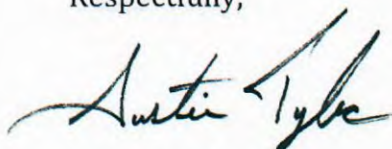
Re: Appointment to the North Tonawanda Planning Commission

Dear Honorable Body:

Please be advised that I am appointing Michelle Bernas, 239 East Ave, North Tonawanda, NY 14120 to the North Tonawanda Planning Commission, effective January 1, 2023 for a term of seven (7) years, expiring December 31, 2029.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

RECEIVED
CITY CLERK'S OFFICE
2022 DEC 29 AM 10:15
NORTH TONAWANDA NY

City of North Tonawanda

II.

OFFICE OF THE CITY ATTORNEY
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120-5489

EDWARD A. ZEBULSKE, III
CITY ATTORNEY

NICHOLAS B. ROBINSON
ASSISTANT CITY ATTORNEY

JAN 09 2023 TELEPHONE
(716) 695-8590
FAX (716) 695-8592

December 27, 2022

Hon. Mayor and Common Council
City Hall, 216 Payne Avenue
North Tonawanda, New York 14120

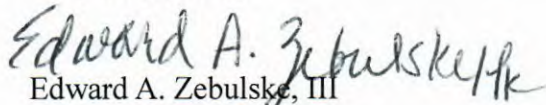
RE: Proposed Amendment to the Contract Agreement between AP Benefit Advisors, LLC, d/b/a Premier Consulting Associates, and City of North Tonawanda

Dear Honorable Body:

Attached, for your consideration, is a proposal to extend the current contract between AP Benefit Advisors, LLC, d/b/a Premier Consulting Associates, and the City of North Tonawanda, for a three-year period beginning April 1, 2023. As you know, this company provides medical and prescription health plan consulting for the City of North Tonawanda.

Should your Honorable Body concur, please pass a resolution approving the Amendment to Extend the above-referenced agreement, subject to any further review by the City Attorney.

Very truly yours,


Edward A. Zebulskelk, III
City Attorney

EAZ/lk
Att.

cc: Donna L Braun, City Clerk-Treasurer

A
Exhibit C: Pricing

Medical and Prescription Health Plan Consulting:

This Exhibit, effective January 1, 2023, amends the Consulting Agreement and any Exhibits between City of North Tonawanda (the City or Client) and AP Benefit Advisors, LLC which was effective April 1, 2021. All other terms, services and provisions of the 2021 Consulting Agreement and Exhibits remain in force.

Effective January 1, 2023, annual consulting fees will be: \$95,000

For the three-month period of January 1, 2023, through March 31, 2023, the prior annual consulting fee of \$100,000 shall be reduced to reflect this annual fee. Consulting fees for this period shall be \$7,916 per month or \$23,750 for the three-month period.

Thereafter, the annual fees for medical and prescription drug consulting apply:

April 1, 2023, through March 31, 2024: \$95,000 Annual Fee

April 1, 2024, through March 31, 2025: \$95,000 Annual Fee

April 1, 2025, through March 31, 2026: \$95,000 Annual Fee

Each annual fee will be divided into twelve payments and invoiced monthly.

Signatures

By: _____
Authorized Signatory for City of North Tonawanda (Client)

Title: _____

Date: _____

By: _____
Authorized Signatory for AP Benefit Advisors, LLC (Consultant)

Title: _____

Date: _____



**City of North Tonawanda
Department of Engineering**

City Hall, 216 Payne Avenue
North Tonawanda, NY 14120-5493
www.northtonawanda.org

Chelsea L. Spahr, P.E.
City Engineer
Phone: (716) 695-8565
Fax: (716) 695-8568

December 29, 2022

IV

JAN 09 2023

Honorable Austin J. Tylec, Mayor
and Common Council Members
City Hall
216 Payne Avenue
North Tonawanda, New York 14120

**Re: Project 2022-11 Zimmerman Street Waterline Replacement
Topographic Survey and Mapping Agreement**

RECEIVED
CITY CLERK'S OFFICE

2022 DEC 29 AM 11:43
NORTH TONAWANDA NY

Dear Honorable Body:

On December 20th, 2022, proposals were received and opened for the topographic survey and mapping for the Zimmerman Street Waterline Replacement Project. The results are as follows:

Total Base Bid:

| | |
|-------------------------------|-------------|
| 1. 360 Land Survey | \$7,500.00 |
| 2. WM Schutt Associates | \$8,300.00 |
| 3. Kheops | \$14,800.00 |
| 4. Nussbaumer and Clarke. Inc | \$15,500.00 |
| 5. Frandina | \$16,380.00 |

Total Base Bid and Alternate:

| | |
|-------------------------------|--------------------|
| 1. 360 Land Survey | \$11,070.00 |
| 2. WM Schutt Associates | \$12,800.00 |
| 3. Kheops | \$17,800.00 |
| 4. Nussbaumer and Clarke. Inc | \$21,400.00 |
| 5. Frandina | \$21,840.00 |

I respectfully request that the Common Council approve the topographic survey and mapping for Project 2022-11 Zimmerman Street Waterline Replacement to 360 Land Survey of 2368 Maryland Avenue, Niagara Falls, New York 14305 at their proposed Base Bid and Alternate amount of \$11,070; authorizing the Mayor to sign and approve the enclosed agreement subject to review by the City Attorney.

Very truly yours,

Travis J. Sikora, E.I.T.
Acting City Engineer

TJS:tjs

Cc: file
Edward A. Zebulke III, City Attorney
Jason Koepsell, Superintendent of Water/Wastewater
Jeffery Zellner, City Accountant
Marshall D. Wilson, 360 Land Survey



PROFESSIONAL LAND SURVEYORS

Telephone - (716) 587-8380

Facsimile - (716) 587-8379

E-Mail - survey@360landsurvey.com

December 15, 2022

City of North Tonawanda
216 Payne Avenue
North Tonawanda, NY 14120
Attention: Mr. Travis J. Sikora, E.I.T.

**SUBJECT: ZIMMERMAN STREET WATERLINE
REPLACEMENT- ERIE AVENUE TO
EAST ROBINSON STREET**

Dear Mr. Sikora:

We are pleased to submit this proposal to provide professional services relative to the project referenced above.

Should the following scope and fees be agreeable to you this agreement shall be considered, by and between 360 Land Survey, DPC (360LS) and the City of North Tonawanda (Owner). 360LS shall perform the following services outlined below, being generally described as topographic surveying and mapping.

SCOPE OF WORK:

- 1) Provide a topographic survey to be used for the design and replacement of the water distribution main running along the following two (2) Roadways in the City of North Tonawanda and as approximately shown on the map provided with the RFP by the Owner;
 - i. Base Bid- Zimmerman Street extending from Erie Avenue to East Robinson Street, approximately 3,250 linear feet, including approximately 100-feet east and west on East Robinson Street and Erie Avenue and approximately 100-feet east on Cramer Street.
 - ii. Add Alternate- Cramer Street extending from Zimmerman to the dead end, including approximately 50-feet east into the wooded area, approximately 1,650 linear feet.
- 2) Horizontal control will be established with GPS technology referenced to the NAD83, NYS Plane, western zone, coordinate system, US survey feet.
- 3) Vertical control will be referenced to the City of North Tonawanda datum provided by the Owner. Benchmarks will be set at approximately 250-foot intervals within the project limits,
- 4) Right-of-way lines will be shown from existing mapping and monumentation recovered at the time of survey.
- 5) Topographic limits will extend along both sides of the road approximately 10-feet beyond the rights-of-way (ROW) and approximately 100-feet along cross streets.

Mailing Address

360 Land Survey, DPC
P.O. Box 474
Lockport, NY 14095-0474

Physical Address

2368 Maryland Avenue
Niagara Falls, NY 14305

360 LAND SURVEY, D.P.C.
ZIMMERMAN STREET WATERLINE
TOPOGRAPHIC SURVEY PROPOSAL

Page 2

- 6) The topographic features to be located are to include, but not limited to, waterline tie-in points, water valves, hydrants, roadways, curbing (type), driveways, sidewalks, crosswalks, gas valves, sanitary and storm structures, utility poles, other visible utilities, buildings, ditches and cross-culverts, trees, bushes, fences, signage, and other pertinent features identified within the project limits.
- 7) Cross-sections will be taken at 50-foot intervals and on cross streets every 25-feet.
- 8) Rim and invert information will be measured on sanitary and storm structures surveyed.
- 9) Complete a topographic survey map at a scale to be discussed with the Owner, showing the features outlined above and identified in the RFP, 1-foot contours, spot elevations, a baseline with stationing running along the centerline of ROW, right-of-way lines, utilities from visible field evidence and information provided by the Owner and the features outlined above.
- 10) Final deliverable will be two (2) copies of the topographic map signed/sealed by a New York State Licensed Land Surveyor along with an electronic AutoCad Civil 3D (2021 compliant) drawing file.

ASSUMPTIONS:

- 1) Prevailing wage rates as outlined by the New York State Department of Labor will apply while crews are on site performing survey tasks.
- 2) Work will be performed under the direct supervision of a New York State Licensed Land Surveyor in accordance with the current standards established by the New York State Association of Professional Land Surveyors.
- 3) The Owner shall furnish a right-of-entry and any other authorizations or licenses needed for site access to perform the services contemplated for this project.
- 4) Showing approximate property lines and structures outside of the limits will not be required.
- 5) Our fees include mobilization costs (drive time and mileage), field equipment and normal delivery fees.

STANDARD OF CARE:

Our services shall be conducted with the same level and degree of skill ordinarily exercised by members of its profession operating in a similar locality, at a similar time and under similar conditions and circumstances. Except as provided in this section, no warranties, express or implied, are offered or intended by us.

COMPLETION:

It is anticipated to commence work within one (1) week of notification of award, weather pending, with completion at a minimum by April 3, 2023. If the project is awarded in early January and weather conditions are favorable, work will be completed and delivered by March 4th at the latest.

FEES:

For and in consideration of the services to be rendered in connection with this project, the City of North Tonawanda shall pay 360LS the following Lump Sum Fees:

Base Bid: Zimmerman Street Survey: \$7,500.00

Add Alternate: Cramer Street Survey: \$4,800.00

Note: If both sites are awarded simultaneously a 10% discount will be applied.

ADDITIONAL FEES:

Any work performed by 360LS outside of this scope-of-services will be approved prior to commencing and billed as Lump Sum or at Actual Costs, as determined by the Owner.

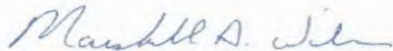
**360 LAND SURVEY, D.P.C.
ZIMMERMAN STREET WATERLINE
TOPOGRAPHIC SURVEY PROPOSAL**

Page 3

Please contact us with any questions or clarifications.

Thank you for the opportunity to propose on this project. Should the above scope and fees be acceptable to you please signify your acceptance by signing below and forwarding us an executed copy for our records.

Sincerely,



Marshall D. Wilson, PLS, PMP

ACCEPTANCE AND AUTHORIZATION TO PROCEED:

If the above is satisfactory, please formalize your acceptance by signing below and returning a signed copy by mail, fax or email (mwilson@360landsurvey.com) to my attention.

_____ DATE: _____

City of North Tonawanda
Authorized Signature

Print Name: _____

JEFFREY ZELLNER
CITY ACCOUNTANT
JENNIFER CRESS
PAYROLL PERSONNEL SPECIALIST
SHERI GAMPP
JUNIOR ACCOUNTANT

City of North Tonawanda

DEPARTMENT OF ACCOUNTING
CITY HALL
216 PAYNE AVENUE NORTH
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545
FAX: (716) 695-8573

VII.

JAN 03 2023

December 28th, 2022

Honorable Austin J. Tylec, Mayor
And Common Council Members
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 January 3rd, 2023, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

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CITY CLERK'S OFFICE
2022 DEC 28 AM 9:48
NORTH TONAWANDA NY

XVII
JAN 03 2023

December 19, 2022

Donna Braun

City Clerk/Treasurer

216 Payne Avenue North Tonawanda, NY 14120

Traffic Safety Minutes:

The December 2022 meeting of the North Tonawanda Traffic Safety Committee was called to order at 1900 hours. Roll call showed the following members present: R. Frank, J. Sikora, M. Meisenburg, M. Lemke, M. Anastasi, A. DiBernardo, D. Grinnell. The minutes from the previous meeting were read and accepted, the following new concerns/requests were discussed, and recommendations made.

- 1.) Police Chief Glass received a complaint that vehicles were entering in through the exit in front of the North Tonawanda High School. Committee members Frank and Meisenburg monitored the exit and decided that the signage should be more visible. Meisenburg removed the two black and white "Do Not Enter" signs and replaced them with two larger red and white "Do Not Enter" signs. The committee will monitor the high school exit over the next month.
- 2.) The committee received a complaint that the flashers were not working properly on the signs on Nash Road by the North Tonawanda Intermediate School. Member Meisenburg checked on the flashers to find that they are burning out and will not be able to be replaced. Meisenburg will look into prices to see what new flashers would cost the city. The flashers are not mandatory for the school zone.

The next Traffic Safety Committee meeting will be held on January 16th, 2023, at 1800 hours.

Travel safely and happy holidays, Robert J. Frank

2022 DEC 27 AM 9:35
NORTH TONAWANDA NY
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City of North Tonawanda
Building Department
216 Payne Ave.
North Tonawanda, NY 14120-5446

XIX
JAN 03 2023

(716) 695-8595
Fax (716) 695-8544

Mayor Austin Tylec
Honorable Common Council

December 27, 2022

I ask the Mayor and Common Council to consider the position upgrade for the building department clerk position. At present the CSEA and Niagara County Civil Service has this position listed as a simple Clerk typist position. This designation assumes office duties only without any requirement for handling monies accepted by this department and dispersed to other departments.

In daily practice the clerks' position is quite different. The clerk accepts and disperses virtually all the monies accepted by The Building Department. These monies include common and professional contractor licenses, automotive sales, storage licenses as well as all the various permits issued daily in the building department.

The clerk also assists contractors and residents in determining the appropriate building permit fees.

The Clerk position is presently held by Tara Hildebrant.

Ms. Hildebrant is an exemplary employee. She has worked "out of title" virtually every day of her employment without complaint. Due to the extended illness of both the building inspector and the assistant building inspector in January 2022 Ms. Hildebrant single handedly guided the building department through the close-out of 2021 and into 2022.

I humbly ask the Common Council to adjust the position of the building department clerk from a *Clerk Typist* in job group 2, to an *Account Clerk* in job group 4 to more accurately reflect the duties of the position.

Ms. Hildebrant's 2023 salary would increase from \$39,510 to \$42,158.

The CSEA and Niagara County Civil Service approve of this adjustment.

Thank you for your consideration and attention in this matter.

Respectfully,

Robert C. DePaolo
City of North Tonawanda
Building Inspector

2022 DEC 27 PM 1:54
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE



Department of Police
CITY OF NORTH TONAWANDA
216 Payne Avenue
North Tonawanda, N.Y. 14120-5491

XXV

TELEPHONE
(716) 692-4111
FACSIMILE
(716) 692-4321
EMERGENCY NO.
9-1-1

JAN 03 2023

December 16, 2022

Honorable Mayor Austin J. Tylec and
Members of the City of North Tonawanda Common Council

Dear Sirs,

Please find the attached Summary of Police Activities Report, the Summary of Criminal Activities Report, and the V&T Report for the month of November 2022.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "K. Glass".

Keith T. Glass
Chief of Police

cc: Robert Pecoraro
cc: Joe Loncar
cc: Robert Schmigel
cc: Frank DiBernardo
cc: Joseph Lavey Jr.

KTG/as

2022 DEC 16 PM2:08
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE

| |
|--|
| NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF NOVEMBER 2022 |
|--|

CRIMINAL

| | |
|--|----|
| Complaints received and investigated | 69 |
| Complaints cleared by arrest or exceptional clearance | 28 |
| Complaints ruled unfounded | 0 |
| Number of males arrested under 18: 0 over 18: 12 | 12 |
| Number of females arrested under 18: 0 over 18: 11 | 11 |
| Arrests for other authorities | 0 |
| Failure to Appear/Violation of Probation Warrant Arrests | 36 |
| Above complaints cleared by J.A.B. | 13 |
| Complaints cleared by J.A.B. from previous months | 0 |

TRAFFIC

| | |
|--------------------------|-----|
| Traffic summonses issued | 662 |
| DWI arrests | 12 |
| Parking tags issued | 259 |

MISCELLANEOUS

| | |
|---|--------------|
| Miscellaneous service | 2,301 |
| Incident reports | 103 |
| Vehicle accidents | 37 |
| Vehicle accidents (fatal) | 0 |
| Vehicle stops | 531 |
| Police escorts | 2 |
| Prisoner meals | 0 |
| Mug shots taken | 41 |
| Fingerprints taken | 41 |
| Persons missing and located | 1 |
| Automobiles stolen | 0 |
| Automobiles recovered | 0 |
| Automobiles recovered for other authorities | 0 |
| Record check fees | \$75.00 |
| Photocopy fees | \$22.00 |
| Fingerprint fees | \$0.00 |
| Fines collected | \$82,899.00 |
| Value of property damaged | \$3,590.00 |
| Value of property stolen | \$106,430.64 |
| Value of property recovered | \$328.54 |

Respectfully submitted,



Keith T. Glass
Chief of Police

KTG/as

| |
|--|
| NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF NOVEMBER 2022 |
|--|

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

| <u>TYPE OF OFFENSE</u> | <u>COMPLAINTS</u> | | |
|--|-------------------|---------|-----------|
| | Received | Cleared | Unfounded |
| AGG. ASSAULT | 2 | 1 | |
| ALL OTHER OFFENSES | 12 | 8 | |
| ARSON | 0 | 0 | |
| BURGLARY | 3 | 0 | |
| COERCION | 0 | 0 | |
| CRIMINAL MISCHIEF | 8 | 3 | |
| CRIM POSS WEAPON | 1 | 1 | |
| DIS CON/HARASS | 8 | 5 | |
| DRUG OFFENSES | 6 | 0 | |
| EMBEZZLEMENT | 0 | 0 | |
| FAILURE TO APPEAR | 36 | 36 | |
| FORGERY | 1 | 0 | |
| FRAUD (ID THEFT) | 5 | 1 | |
| LARCENY | 5 | 0 | |
| LEAVING THE SCENE | 2 | 0 | |
| MURDER | 0 | 0 | |
| RAPE | 0 | 0 | |
| ROBBERY | 1 | 1 | |
| SEXUAL OFFENSES | 1 | 0 | |
| SIMPLE ASSAULT | 4 | 4 | |
| STOLEN PROPERTY | 10 | 4 | |
| UNAUTH USE M/V | 0 | 0 | |
| VIOL OF PROBATION | 0 | 0 | |
| ARRESTS FOR OTHER AUTHORITIES | | 0 | |
| ARRESTS/CLEAR COMPS. FM PREV MONTHS | | 0 | |
| TOTALS | 105 | 64 | 0 |
| # OF ABOVE COMPLAINTS CLEARED BY JAB | | 0 | |
| # CLEARED BY JAB FROM PREV MONTHS | | 0 | |

| |
|---|
| V & T REPORT FOR THE MONTH OF NOVEMBER 2022 |
|---|

TRAFFIC INFRACTIONS:

| | |
|---|------------|
| SPEEDING | 239 |
| REDLIGHT VIOLATION | 22 |
| STOP SIGN VIOLATION | 134 |
| NO REGISTRATION | 12 |
| NO LICENSE | 18 |
| FAULTY EQUIPMENT | 38 |
| NO INSPECTION | 32 |
| FAILED TO YIELD RIGHT OF WAY | 2 |
| SEAT BELT VIOLATION | 11 |
| NO INSURANCE | 6 |
| LICENSE PLATE VIOLATION | 1 |
| IMPROPER TURN | 6 |
| DROVE ON LEFT SIDE OF PAVEMENT MARKINGS | 3 |
| FAILED TO KEEP RIGHT | 2 |
| LEAVING SCENE OF INCIDENT | 3 |
| FAILURE TO SUBMIT TO PRE-SCREEN BREATH TEST | 0 |
| AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE | 0 |
| FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS | 3 |
| UNSAFE BACKING | 2 |
| MISCELLANEOUS | <u>62</u> |
| TOTAL | <u>596</u> |

TRAFFIC MISDEMEANORS:

| | |
|--|-----------|
| DWI | 12 |
| OPERATING WHILE REGIS. SUSPENDED/REVOKED | 10 |
| AGGRAVATED UNLICENSED OPER 3RD | 23 |
| AGGRAVATED UNLICENSED OPER 2ND | 8 |
| RECKLESS DRIVING | 0 |
| LEAVING SCENE INJURY ACCIDENT | 0 |
| DISPLAY FORGED CERTIFICATE W/O INSPECTION | 0 |
| OPER MV WHEN LICENSE/REGISTRATION IS SUSPENDED | 2 |
| FAILURE TO SURRENDER SUSP/REVOKED LICENSE/REGIS | 4 |
| USE/LEASE/RENTED/LOANED VEHICLE W/O INTERLOCK DEVICE | 3 |
| FAIL TO SECURE SHIFTABLE LOAD/LOGS INSECURELY FASTENED | <u>0</u> |
| TOTAL | <u>62</u> |

TRAFFIC FELONIES:

| | |
|---|----------|
| AGGRAVATED UNLICENSED OPERATION 1ST | 1 |
| AGGRAVATED DWI/CHILD IN VEHICLE | 0 |
| OPERATE MV .08 OF 1% OR MORE ALC-PRIOR CONV DESIG | 0 |
| DWI/PREVIOUS CONVICTION W/IN 10 YEARS | 3 |
| DRIVING W/ABILITY IMPAIRED BY DRUG(SPECIAL) | 0 |
| DRIVING W/ABILITY IMPAIRED BY DRUG(FELONY) | <u>0</u> |
| TOTAL | <u>4</u> |

FINES:

(CITY IMPOSED)

| | |
|-----------------|--------------------|
| TRAFFIC | \$78,214.00 |
| PENAL LAW | \$0.00 |
| CITY ORDINANCE | \$0.00 |
| BAIL FORFEITURE | \$0.00 |
| PARKING TAGS | <u>\$4,685.00</u> |
| TOTAL | <u>\$82,899.00</u> |

MUG SHOTS: 41

PARKING TAGS: 267

MEAL TICKETS: 89



City of North Tonawanda

Department of Community Development
500 Wheatfield Street
North Tonawanda, New York 14120
716-695-8580
716-614-0519 (fax)

XXXII

JAN 03 2023

December 28th, 2022

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

Re: Restore NY Communities Initiative

Dear Honorable Body:

Empire State Development recently announced the Restore NY Communities Initiative Round 7 grant with the purpose of *“providing municipalities with financial assistance for revitalization of commercial and residential properties. The program encourages community development and neighborhood growth through the elimination and redevelopment of blighted structures.”*

Municipalities may apply for up to \$2 Million and eligible projects must *“demolish, deconstruct, rehabilitate and/or reconstruct vacant, abandoned, condemned and surplus properties.”* Successful applications should demonstrate as many of the following as possible: project feasibility, project readiness, location within an urban downtown, location within a Brownfield Opportunity Area, consistent with community redevelopment plan, ability to induce commercial investment, and clearly identified need.

Given the criteria noted above, with a particular emphasis from Empire State Development on project feasibility and project readiness, the Department of Community Development believes that the mixed use redevelopment, lead by The Vanderbilt Team, would make a strong application. The grant would be used for the redevelopment of the former Wagenshutz Hardware Store to include two ground level retail store fronts, and four market rate apartments on the second and third floors.

The Department of Community Development will be publishing a list of the properties for public review and is requesting authorization to conduct a public hearing on **Tuesday, January 10th at 6:00 PM in the City Council Chambers** to gain public feedback and input regarding the grant application.

Sincerely,

Laura Wilson
Director of Community Development

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CITY CLERK'S OFFICE
2022 DEC 28 AM 8:26
NORTH TONAWANDA NY



CFO-A.

JAN 03 2023

November 17, 2022

Dear Mayor Tylec & Common Council

As we look towards 2023, we are asking for your support for our Dyngus Day Parade & Celebration in the City of North Tonawanda on Monday, April 10, 2023.

We are proud to report that our event has continued to grow and showcase North Tonawanda to the WNY region. In keeping with this growing success, this coming year's proposal has the parade rerouted to end at the City Market, where the After-Party Celebration will take place.

For this year's plan, we respectfully make the following requests to the city:

- Permission/Assistance to close Oliver Street from the blocks of Buffalo Bolt Way to Kiel Street to the City Market from 4:00PM-7:00PM for the parade route.
- The use of the City Market property for the After-Party Celebration, similar to last year's event, including the restroom facilities on Monday, April 10, 2023 from 4:30-8:30pm.
- Permission to display the parade banner on the city market pavilion 2-4 weeks prior to the event for promotional purposes.
- The presence of North Tonawanda Auxiliary Police during the parade and after-party.

Thank you for your past support and your future consideration. We look forward to continuing to work with the city to make this year's event a huge success. If anyone has any questions or concerns, please do not hesitate to contact me at ntneighborhoodwatch@gmail.com or 716-909-5590.

Sincerely,

Joseph Marranta

Chairman,
North Tonawanda Neighborhood Watch

2022 NOV 23 AM 8:44
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

Donna Braun

From: Web Form <no-reply@webcmstools.com>
Sent: Thursday, November 17, 2022 10:44 AM
To: Donna Braun
Subject: `Special Events Permit` Submission [1eaf22e7a0dfbd3a4b8372de6d2c000d]
Attachments: Hold Harmless Agreement.jpg

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

`Special Events Permit` Submission

SPECIAL EVENTS APPLICATION

Please Attached [Attached] Hold Harmless Agreement.jpg
Signed Copies of The
Forms Below and Any
Other Relative
Documents :

Name : North Tonawanda Neighborhood Watch INC.
Phone Number : 716-909-5590
Email : ntneighborhoodwatch@gmail.com
Address : 439 Deerfield dr
Zip Code : 14120
Event Name : Third Annual Dyngus Day Parade/After Party 2023
Event Date : 04/10/2023 12:00 AM
Event Location : Oliver Street to Keil Street to NT Farmers Market
Estimated Number of Attendees : 300
Number of Past Attendees : 200
Sponsor(s) : TBD
Are Street Closures Required ? : YES
If Yes What Street(s) : Oliver Street, Buffalo Bolt Way, Keil Street to the NT Farmers Market

| | |
|--|--|
| Are City Garbage Totes Needed? : | YES |
| Will Any Fire Hydrants Be in Use? : | NO |
| Will There Be Fireworks? : | NO |
| Does The Event Require Tents? : | YES |
| Will Items Be Sold at The Event? : | YES |
| Does The Event Use a City Pavilion/Bandshell? : | NO |
| Will Any Sound Amplifiers Be Used at The Event? : | YES |
| Will Alcohol Be Served at The Event? : | YES |
| Will Amusement Rides Be in Use? : | NO |
| Are There Going to Be Portable Toilets? : | NO |
| If Yes What Company Is Supplying Them? : | |
| Have You Contacted The Police Chief To Determine If Support Is Needed? : | YES |
| Have You Contacted The Fire Chief To Determine If Fire Support Is Needed? : | YES |
| If Yes To Contacting Either Chief, Please Describe The Results Of The Conversation : | We have worked with both for the past two years. We will be contacting them once the plans are finalized.. |
| Is DPW Support Needed? (Barricades, Signs, Etc) : | YES |
| If Yes Please Contact The DPW Superintendent and | We have worked with the DPW for the past two years. We will be contacting them once the plans have been finalized. |

List The Date You Spoke To Them :

Have You Notified affected Residents and Businesses? : YES

If Yes, What Comments (If Any) Have They Had? : Tee residents have been notified for the past two years. We will keep them updated on road closures and event happenings as the event approaches.

Sent At : Nov 17th 2022
10:44:03 am EST

Web Address : www.northtonawanda.org

IP Address : 2603:7080:e302:9a00:10ca:f955:94d7:8d6a

User : []

Page : special-events-permit-application

Language : en-US,en

Browser : Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/107.0.0.0 Safari/537.36

To remove yourself from receiving these emails, please have a site administrator update the form submission email settings for the 'Special Events Permit' form action.

JAN 03 2023



NIAGARA FRONTIER BOAT RACING ASSOCIATION

October 3, 2022

City of North Tonawanda

Honorable Mayor Austin J. Tylec

216 Payne Ave.

North Tonawanda, New York 14120

Dear Mayor Tylec,

I hope you had an enjoyable summer.

After a successful 2022 Thunder on the Niagara, I'm asking permission to reserve the Riverside Gratwick Park for Saturday and Sunday August 5 & 6th 2023.

We plan on setting up Friday morning August 4th and having the park back to normal by noon on August 7th. By doing so we will need to close the boat launch ramps from noon on Friday till 8pm Sunday.

I would like to schedule a meeting with the various department heads and other personal that have an interest or will be participating in the event. I'd suggest we meet in late May or early July.

Thank you and as always we look forward to working with the North Tonawanda officials and various departments.

Gary Roesch

Commodore, Niagara Frontier Boat Racing Association

4068 East River Road

Grand Island

New York

14072

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2022 NOV 28 AM 10:33
NORTH TONAWANDA NY



RACING ON THE NIAGARA RIVER SINCE 1939



City of North Tonawanda

CFD. C

Historic Preservation Commission

JAN 03 2023

216 PAYNE AVENUE NORTH TONAWANDA, NEW YORK 14120

December 16, 2022

Honorable Austin Tylec, Mayor and Common Council Members
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Re: Historic Resource Survey- Bennett Kit Home Historic District

Dear Honorable Body,

The North Tonawanda Historic Preservation Commission was awarded \$16,110 from the New York State Office of Parks Recreation and Historic Preservation to complete a Historic Resources Survey for the Bennett Kit Home Historic District. It is believed that Bennett Kit homes may be dispersed across the entire city, with a focus on, but not limited to, the area encompassing Bennett, Stanley, Evans and Wheatfield Streets, and associated cross-streets.

To complete the survey and analysis, the City of North Tonawanda Historic Preservation Commission procured for the services of a professional architecture firm. The firm's responsibilities will include a physical survey, historical research, developmental history, determination of contributing and non-contributing properties and preparation of a final survey document to be used by the New York state Historic Preservation Office and North Tonawanda Historic Preservation Commission.

A request for proposals was issued in November 2022 and the Historic Preservation Commission received two proposals from professional firms.

Upon review, the City of North Tonawanda Historic Preservation Committee is recommending to the City to select Clinton Brown Company Architecture to perform the above services. Clinton Brown Architecture is a local firm with experience in historic preservation and has completed previous work in North Tonawanda. The Historic Preservation Commission felt the team assembled by Clinton Brown Architecture has the demonstrated experience, expertise, and capacity to complete this project.

I am hereby requesting this honorable body consider selecting Clinton Brown Company Architecture and authorize the Mayor to sign a contract with Clinton Brown, pending review by the City Attorney, for the proposed fee of \$10,000.

Sincerely,

Kristin Derby
Co-Chair, North Tonawanda Historic Preservation Commission

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2022 DEC 20 PM12:11
NORTH TONAWANDA NY



CLINTON BROWN COMPANY ARCHITECTURE, PC
Renewing Historic Buildings & Heritage Places (SM)

Proposal

Survey of Bennett Kit Home Historic District for North Tonawanda

November 18, 2022



CITY OF North Tonawanda

Ms. Laura Wilson, Lumber City Development Corporation


Ms. Kristin Derby, North Tonawanda Historic Preservation Commission





The Brisbane Building, 403 Main St., Ste 506, Buffalo, NY 14203 Tel (716) 852-2020 Fax (716) 852-3132
Entire Contents Copyright 2022





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| 2 | PROPOSED PROJECT SCHEDULE |  |
|----------|---------------------------|---|

| | | |
|----------|----------------|--|
| 3 | CBCA KEY STAFF |  |
|----------|----------------|--|

| | | |
|----------|--------|---|
| 4 | BUDGET |  |
|----------|--------|---|

| | | |
|----------|------------|---|
| 5 | REFERENCES |  |
|----------|------------|---|



Proposal to the City of North Tonawanda
Historic Resource Survey for the
Bennett Kit Home Historic District
CBCA 22-068
November 18, 2022

November 18, 2022

Ms. Laura Wilson, Lumber City Development Corporation
Ms. Kristin Derby, North Tonawanda Historic Preservation Commission
500 Wheatfield Street, North Tonawanda, NY 14120

Dear Ms. Wilson and Ms. Derby,

During the 120th anniversary of the establishment of the Ray H. Bennett Lumber Co., Inc., in 1902, we are glad to have the opportunity to provide our professional services to prepare a Historic Resources Survey of the proposed Bennett Kit Home Historic District.

CBCA is a full-service historic preservation architecture firm offering over 30 years of specialized & professional experience in the preservation and rehabilitation of culturally & historically significant buildings, places & communities. Everyone at CBCA is familiar with the process, having surveyed nearly 17,000 potential historic resources in rural, suburban, and urban settings state-wide. We have successfully nominated nearly 8,000 of these for official designation. We are also a Grant Services firm, having assisted our clients in raising more than \$40 Million for their historic preservation projects like yours. We have worked on over 20 CLG-funded projects, half of them Survey projects. We work with the State Historic Preservation Office (SHPO) nearly every day.

We will collaborate with you throughout the project, complementing your considerable research into Bennett Homes and experience living in the city with our research into architectural specifications and the standard factors of the Bennett Home Kits. We have discussed this project with Jennifer Walkowski and have the benefit of her insights.

I will be your Project Principal. Associate Architectural Historian Gregory Pinto will be the Project Manager and primary contact, working with Historic Preservation Specialist Jill Nowicki and others. We are qualified consultants who meet and exceed the Secretary of the Interior's 36 CFR Part 61 *Professional Qualifications Standards* for this work. Our relationship with the City spans decades. More about CBCA personnel and previous experience follows below.

Thank you for considering CBCA to serve the City and the Historic Preservation Commission on this important project. Please contact us any time with questions or comments. We look forward to assisting the implementation of your vision into reality.

Best Wishes,

Clinton Brown, FAIA
President



APPROACH / CBCA QUALIFICATIONS

We will collaborate with you throughout the project, complementing your considerable research into Bennett Homes and experience living in the City with our research into architectural specifications and the standard factors of the Bennett Home Kits.

In addition to our successful history of performing NYSHPO-approved Historic Resource Surveys throughout Western New York, our team is comprised of individuals who have extensive experience in identifying and assessing historic homes. We have conducted preliminary research into the history of Bennett Kit Homes in preparation for this reply. We will be able to identify the architectural specifications and the standard factors of these homes thanks to the primary resources available to us.

We have also performed a preliminary count of properties in the proposed survey area to determine the scope of work for this project. We have reached out to NYSHPO staff member Jennifer Walkowski and discussed her understanding of Bennett Kit Homes and the expectations of NYSHPO and have benefited from her insights and interest in your project.

CBCA meets and exceeds the major considerations in selection criteria:

- We regularly consult with the National Park Service's Bulletin "Guidelines for Local Surveys: A Basis for Preservation Planning" (28 MB), and the National Register Criteria for Evaluation. They are "open on our desks."
- We have demonstrated firm and staff experience in preparing successful Historic Resource Surveys for other cities and/or neighborhoods of similar size and/or significance in accordance with the above standards and guidelines, with success in having all of our surveys accepted by the NYSHPO.
- We have adequate, dedicated and SOIS-qualified staff and team time to complete the project in your timeframe.
- Greg Pinto is a dedicated key staff member who will be both primary contact and directly involved on a daily basis. He has served as a resource for the Town of Amherst Historic Preservation Commission. His contact information is:
 - Email: GregPinto@cbca.email
 - Telephone: (716) 852-2020
 - Fax: (716) 852-3132

A Reconnaissance Level Survey includes a “once over” inspection of a community or neighborhood that is useful in characterizing resources in an area initially as to their potential for listing in the State/National Registers of Historic Places or for local designation. The results are documented. Reconnaissance Surveys are often used to form the basis for subsequent, more intensive, detailed survey efforts.

The main goal of a Reconnaissance Survey is not to gain detailed information of every building in the survey area, but to get a general picture of the distribution of property types, architectural styles, and the character of neighborhoods.

One of the important functions of a Reconnaissance Survey is the identification of properties or areas that should become the subject of an intensive survey. This may include the boundaries of potential historic districts. The boundaries should be clearly mapped and the basis for defining each boundary should be specified.

SAMPLE OUTLINE OF A RECONNAISSANCE LEVEL SURVEY

The NY State Historic Office (SHPO) requires the following elements to make up a Reconnaissance Level Survey:

Title Page

- Name of survey
- Municipality and county
- Name of survey sponsor
- Name of consultant
- Funding sources of the survey
- Date of completion

Project Methodology - A methodology must be developed at the outset of the project during the earliest stage of the survey. This methodology should outline what is currently known about the survey area, as well as the work that will be undertaken for both archival and field research.

Coordination with SHPO staff is important during the initial stages of the survey to ensure that the goals of the survey can be achieved. The methodology should be a clear and concise statement of the objectives, scope and depth of the survey and should include the following information:

- **Project Objective** – A clear statement regarding the purpose of the survey and how it is intended to be used



Proposal to the City of North Tonawanda
Historic Resource Survey for the
Bennett Kit Home Historic District
CBCA 22-068
November 18, 2022

Bibliography - A list of all sources consulted during the project, using a standard bibliographic format.

Appendices - Resumes of key authors

DELIVERABLES

- One (1) draft paper copy and one (1) .pdf electronic copy for review and comment by the City of North Tonawanda
- One (1) .pdf electronic copy each to be sent to the State Historic Preservation Office for their review and comments
- One (1) Final Draft paper copy in three-ring binder and one (1) CD/DVD in .pdf format to the City of North Tonawanda
- One (1) Final Draft paper copy and one (1) CD/DVD in .pdf format each to the State Historic Preservation Office
- Present at a Public Meeting with the results once the survey is completed.
- Input the Survey in the SHPO's Cultural Resources Information System

PERSONNEL

Clinton Brown will be the Project Principal. Associate Architectural Historian Gregory Pinto will be the Primary Contact and Project Manager, with support from Senior Historic Preservation Specialist Jill Nowicki and other CBCA staff. They all meet and exceed the Secretary of the Interior's 36 CFR Part 61 *Professional Qualifications Standards* for this work.

Greg's contact information is 716-852-2020 ext. 105, gregpinto@cbca.email.

SCHEDULE

CBCA plans to fulfill the Scope of Services within 8 months, assuming a notice to proceed is received timely. We have room to accommodate the ability of the SHPO to review and respond timely. An annotated timeline with dates for completion of significant project tasks follows in Section 5.

Fieldwork and photography are best done before leaves start to bud in spring or after leaves drop in the fall, and we can accommodate this.

Our approach to maintaining project pace and discipline is to have brief, biweekly virtual meetings with updates and discussions of project progress and your input.



Proposal to the City of North Tonawanda
Historic Resource Survey for the
Bennett Kit Home Historic District
CBCA 22-068
November 18, 2022

PROPOSED PROJECT SCHEDULE - DECEMBER 2022 TO AUGUST 2023

December, 2022:

- Project Kickoff
- Set up draft report

January, 2023:

- Begin historic research
- Prepare survey list of properties

February, 2023:

- Conduct Field Work

March, 2023:

- Prepare and submit first draft to NYSHPO

April, 2023:

- Receive and Incorporate comments from NYSHPO

May, 2023:

- Submit revised draft to NYSHPO
- Incorporate additional comments into draft as needed

June, 2023:

- Submit final draft to NYSHPO

July, 2023:

- Receive Approval from NYSHPO

August, 2023:

- Close out project
- Present results at Public Meeting



CBCA TEAM

Your CBCA project team is capable and well qualified with education and experience in specialized professional services to serve you well in Legacy Community Revitalization focused on historic character and historic resources.

We specialize in services for renewing historic buildings and places by identifying, recognizing, and protecting a community's assets to attract new investment and to create new performance: historic research and historic preservation, adaptive use, façade improvements, architectural design and construction documents, construction contract administration, grant writing and project and grant administration professional services.

The CBCA project team meets and exceeds the Secretary of the Interior's 36 CFR Part 61, Professional Qualification Standards. NY State Office of Parks, Recreation & Historic Preservation Commissioner Rose Harvey recently presented CBCA a **New York State Historic Preservation Award in Community Achievement** "in recognition of the Elmwood Historic District West, an outstanding community collaborative effort to recognize, preserve and revitalize one of Buffalo's largest and most distinguished historic neighborhoods."



Clinton E. Brown, FAIA
President, Heritage & Project
Architect

Clinton Brown is a widely-recognized leader in historic preservation architecture, community revitalization, and public policy, having over 30 years of experience in collaboratively creating new value in historic buildings and heritage places. He leads each of CBCA's projects.

He earned a BA in Sociology from Franklin and Marshall College, interned at the Institute for Architecture and Urban Studies, and earned his M. Architecture from the University of Virginia School of Architecture.

Clinton is a Heritage Preservation-certified CAP Building Assessor. Three Secretaries of the Interior have appointed him a Commissioner of the Erie Canalway National Heritage Corridor Commission. The Governor appointed him a Director of the Richardson Center Corporation Board that is renewing Buffalo's former Asylum. He is a Board leader at Willowbank School of Restoration Arts in Queenston, Ontario, Canada. He was active in establishing New York's state historic rehabilitation tax credit program.



Alma O'Connell Brown
Grant Services Manager

Since 1998 Alma has performed project management, coordination and construction contract administration services for CBCA. Alma performs grant writing and grants administration services and has assisted CBCA clients in raising over \$40 million for their historic preservation projects.

She has led more than 400 Façade Improvement Projects, she has served as Project and Business Manager for all CBCA Historic Resources Surveys totaling over 18,000 properties, and as Project Manager for the past 16 years for the Erie County Commercial Center Improvement Program façade projects for more than 257 small business property owners.



Jill Nowicki, MFA
Historic Preservation Specialist

Jill brings nearly fifteen years of experience in historic preservation project management. She holds a Master of Historic Preservation degree from the Savannah College of Art and Design and a BFA in Interior Design from the Rochester Institute of Technology.

Jill is an award-winning historic preservationist and a Heritage Preservation-certified CAP Building Assessor who specializes in Historic Structure Reports, Investment Tax Credit applications and design consistency with the Secretary of the Interior's Standards. She performs historic preservation project management on restoration and rehabilitation projects, including design development, construction documents, and construction contract administration.



Gregory Pinto
Associate Architectural
Historian

Gregory is a 2019 graduate of the University at Buffalo's Master of Urban Planning Program with a specialization in Historic Preservation. His projects at CBCA include research and writing historic nomination forms for properties to be listed on the National Register of Historic Places. Greg provides historic research for a number of other preservation projects, including HPC Applications, the NYMS / DRI / BMSI Façade Improvement grant projects, and Preservation Planning/Design Guideline reports. Greg also has led survey projects in Forestville and Jamestown, which have led to the discovery of new National Register Eligible historic district.



Tera Perilli

Historic Preservation Project Assistant

Tera is a 2019 graduate of the University at Buffalo's Master of Urban Planning Program with a specialization in Historic Preservation. Her projects at CBCA include Homeowner and Commercial Historic Rehabilitation Tax Credit Applications, and she also assists with NYMS / DRI / BMSI Façade Improvement grant projects such as the East Side Commercial District Program, Kaisertown, Allentown, Black Rock, and Broadway Pratt BMSI Grant Programs, and the Town of Eden and Villages of Lakewood and Cuba NYMS Grants. Tera's other projects include historic documentation for Historic Resource Surveys and National Register Nominations, most recently Rochester's Park Avenue and Jamestown's Park West nominations.



Thaina Vieira Guinzani

Intern Architect

Thainá carries a background in Architecture and Urbanism and she is a 2020 graduate of the University at Buffalo's Master of Architecture Program with a concentration in Urban Design. Her projects at CBCA include Field Surveys, Drafting of Existing Conditions and Design/ Rehabilitation of Historic Buildings for Architectural design projects, Building Assessment reports, Feasibility Studies, Historic Resource Surveys, Historic Tax Credits Projects, and NYMS / DRI / BMSI Façade Improvement grant projects. She was part of the Jamestown survey team and wrote over 500 architectural narrative descriptions for the report. She also creates graphics for marketing/ social media.

CBCA engages several highly-qualified historic preservation and project associates as may be needed to meet project schedules and needs.

The Brisbane Building, 403 Main Street, Suite 506, Buffalo, New York 14203

Tel (716) 852-2020 Fax (716) 852-3132

Entire Contents Copyright 2022

BUDGET

| Historic Resources Survey of Bennett Kit Home Historic District CBCA No. 22-068, copyright 2022 CBCA | | CBCA PROJECT PROFESSIONAL SERVICES TEAM | | | | | | | | | |
|---|--|---|---------------------------|--------------------------------|--------------------------------|------------------------|-------------|--|--|---------|----------|
| | | Heritage Architect CEB | Historic Specialist JN | Historic Pres Specialist TP | Historic Assoc Arch Hist GP | Intern Architect TG | TOTAL HOURS | | | | |
| Proposed Schedule - December 2022 to August 2023 | | | | | | | | | | | |
| SCOPE OF WORK | | | | | | | | | | | |
| MONTH 1 | | | | | | | | | | | 16 |
| Prep for attend and follow up Kick Off Meeting w/ City Staff | | 1 | 1 | | 4 | | | | | | |
| Project Team coordination meetings | | 1 | 1 | 1 | 1 | | | | | 1 | |
| Coordination w/ SHPO Staff (ongoing through project) | | 1 | 1 | | | | | | | | |
| Set up draft of the report, database & spreadsheets | | | | 2 | | | | | | | |
| Update to City / SHPO | | | 1 | | | | | | | | |
| MONTH 2 | | | | | | | | | | | 15 |
| Historic research - Archival research of historic photos, maps, documents | | 1 | | | 8 | | | | | | |
| Begin context statement | | 1 | | | 1 | | | | | | |
| Prepare survey list of properties | | | | 1 | | | | | | 1 | |
| Update to City / SHPO | | | 1 | | | | | | | | |
| MONTH 3 | | | | | | | | | | | 13 |
| Field work | | | | | | | | | | | |
| Site visit to each property, update previously inventoried | | | | 4 | 4 | | | | | 4 | |
| New photos, property information | | | | | | | | | | | |
| Update to City / SHPO | | | 1 | | | | | | | | |
| MONTH 4 | | | | | | | | | | | 27 |
| Field work continued as needed | | | | 4 | 4 | | | | | | |
| Create property lists, input new and updated data into forms | | | | 2 | 2 | | | | | 2 | |
| Prepare draft of report for client review | | 1 | 2 | 2 | 4 | | | | | 1 | |
| Receive comments & incorporate, submit to SHPO | | | | | 2 | | | | | | |
| Update to City / SHPO | | | 1 | | | | | | | | |
| MONTH 5 | | | | | | | | | | | 9 |
| SHPO review period - 30 day period | | | | | | | | | | | |
| Receive comments from SHPO | | 1 | | | 2 | | | | | | |
| Update to City / SHPO | | | 1 | | | | | | | | |
| Incorporate SHPO comments into draft, prepare Final Survey | | 1 | | | 4 | | | | | | |
| MONTH 6 | | | | | | | | | | | 24 |
| Update to City / SHPO | | | 1 | | | | | | | | |
| Prepare Deliverables for City | | | 1 | | | | | | | 1 | |
| Complete Final Draft of Survey | | 1 | 3 | 2 | 10 | | | | | 4 | |
| MONTHS 7 & 8 | | | | | | | | | | | 20 |
| Submit Draft to SHPO | | 1 | 1 | | 1 | | | | | | |
| Receive SHPO comments, revise as needed | | 1 | 1 | | 4 | | | | | | |
| Submit Final Draft to SHPO/Close out Project | | 1 | 2 | | 8 | | | | | | |
| Present results at Public Meeting | | 1 | 1 | | | | | | | | |
| Projected Hours | | 13 | 20 | 18 | 61 | | | | | 14 | 126 |
| Rate | | \$170 | \$100 | \$60 | \$60 | | | | | \$75 | |
| Projected Cost | | \$2,210 | \$2,000 | \$1,080 | \$3,660 | | | | | \$1,050 | \$10,000 |
| hfy | | | | | | | | | | | |
| Schedule Note * Assumes timely reviews by the NY SHPO | | | | | | | | | | | |
| *Additional hard copies of the final report can be available at cost plus twenty per cent. | | | | | | | | | | | |
| | | | | | | | | | | | \$10,000 |



SELECTED SURVEY CLIENT AND PROFESSIONAL REFERENCES

CBCA has completed Windshield, Reconnaissance, and Intensive Level Historic Resources Surveys around Western New York and across New York State to the requirements and expectations of diverse clients, funding sources and the NY State Historic Preservation Office. All of these surveys have been accepted by the NYSHPO.

As the SHPO puts it, A Historic Resources Survey is the principal tool for identifying historic properties and placing them in the local, state and/or national historic context. A survey provides the means by which we identify and document historic resources and evaluate their significance.

Surveys provide an inventory of the built environment by systematically documenting historic properties by geographic location (e.g., entire village, rural landscape or specific neighborhood) or theme (e.g., historic schools of NYS or properties associated with the Underground Railroad). They are tailored to fit the needs and goals of a project.

CBCA has surveyed more than 17,000 potentially historic resources in rural, suburban and urban settings over several decades. Some recent surveys include

CITY OF JAMESTOWN, Chautauqua County

- West Side Gateway Reconnaissance Level Historic Resources Survey (In Process)

Crystal Surdyk, Director of Development for the City of Jamestown
(716) 483-7659, surdyk@jamestownny.gov

VILLAGE OF SPRINGVILLE, Erie County

- CLG funded Historic Preservation Brochures, Historic Tax Credit Seminars for Property Owners
- Preserve NY funded Survey & National Register Nomination for East Hill District
- Preserve NY funded-West End and Fiddler's Green Districts

William Krebs, Former Mayor
williamjkrebs@gmail.com

HAMLET OF FORESTVILLE, Town of Hanover, Chautauqua County

- Reconnaissance Level Survey of Forestville

Aimee Rogers, Town of Hanover & Chair of Imagine Forestville
(716) 965-4321, Aimee.lou.rogers@gmail.com



CLINTON BROWN COMPANY ARCHITECTURE, PC
Renewing Historic Buildings & Heritage Places (SM)

Proposal

Survey of Bennett Kit Home Historic District for North Tonawanda

