

City of North Tonawanda

DONNA L. BRAUN
City Clerk-Treasurer
dbraun@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120

Treasurer's Office: (716) 695-8575
Clerk's Office: (716) 695-8555
Fax: (716) 695-8557

August 31, 2023

The following meetings have been scheduled for **TUESDAY, SEPTEMBER 5, 2023:**

6:15PM Common Council Meeting Discussion

6:30PM Common Council Meeting in Common Council Chambers

Respectfully submitted,



**Donna L. Braun
City Clerk-Treasurer**

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

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Regular Session TUESDAY SEPTEMBER 5, 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 8/5/2023

- 1) Legal Notice – Request for Proposals for Water and Wastewater Treatment Plants
Chemicals – Supt. Water/Wastewater
- 2) Legal Notice – Request for Proposals for Rodent Management Services – Mayor’s
Office

PROOF OF PUBLICATION PUBLISHED 8/17/2023

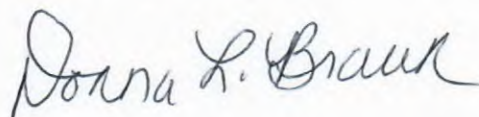
- 1) Legal Notice – Public Hearing for the Tonawanda Island Infrastructure Analysis –
Dir. Community Development

COMMUNICATIONS FROM CITY OFFICIALS

<u>#1 Frank DiBernardo</u>	-	Re: Approval of “Thursday on the Water” concert reschedule
I.1 Mayor	-	Re: Approval of the Cannabis Growers Showcase at the City Market
I.2 Mayor	-	Re: Approval of Rodent Control Proposal
VII.1 Accountant	-	Re: Payment of the Abstract of Claims Dated September 5, 2023
VII.2 Accountant	-	Re: Budgetary Transfer – To Upgrade four Intersections and adding a camera to Payne Ave. and Walck Road

- VII.3 Accountant - Re: Budgetary Transfer – To cover remaining cost of River Road Valve Project
- VII.4 Accountant - Re: Budgetary Transfer – To increase utility cost for the anticipated cost of having gas golf carts instead of electric carts
- VII.5 Accountant - Re: Budgetary Transfer – For the Step into Swim Grant funds to support swim lesson programs
- VII.6 Accountant - Re: Budgetary Transfer – To cover cost of lifeguards for swim lessons and open swim at the raindrop pool
- IX. Supt. Public Works - Re: Approval to terminate the Agreement between City of North Tonawanda and the State for the Maintenance and Repair of State Arterial Highways
- X.1 Police Chief - Re: The promotion of Yanni Malamas as Detective for the North Tonawanda Police Department
- X.2 Police Chief - Re: Appointment of Yanni Malamas as a Commissioner of Deeds and the Reappointment of Daryl Truty and Daniel Wilczek as Commissioner of Deeds for the City of North Tonawanda
- XVII. Traffic Safety Committee - Re: Various Traffic Safety Recommendations from their August meeting
- XXV. Monthly Reports
- .1 Clerk-Treasurer .2 Police Department

Respectfully submitted,



Donna L. Braun
City Clerk-Treasurer

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

SEP 05 2023

Jackie Bilogan, 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 # 320474 was printed and published in said paper on the following dates:

08/05/2023



Principal Clerk

Subscribed and sworn to before me this

8-7-23


Teresa L McCarthy

02/26/2026

Notary Public

Expiration Date

RECEIVED
CITY CLERK'S OFFICE

2023 AUG 10 AM 10:59
NORTH TONAWANDA NY

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

LEGAL NOTICE
CITY OF NORTH TONAWANDA, NEW YORK
WATER AND WASTEWATER TREATMENT PLANTS
REQUEST FOR BIDS FOR
WATER AND WASTEWATER TREATMENT CHEMICALS

SEALED PROPOSALS for the City of North Tonawanda Water and Wastewater Treatment Chemicals, as called for by the Contract, in accordance with specifications thereof, will be received by the City Clerk/Treasurer of the City of North Tonawanda, New York, until 11:00 AM, Prevailing Time, Wednesday, August 16, 2023, at which time they will be publicly opened.

Detailed specifications are on file and are available for inspection during the usual business hours at the administrative offices of the Wastewater Treatment Plant, 830 River Road, North Tonawanda, New York 14120.

The specifications and proposals may be obtained on request from the Superintendent of Water/Wastewater at no charge.

Each proposal must be accompanied by cash, a certified check payable to the City of North Tonawanda, or bid bond, having as surety thereon a surety company acceptable to the City Attorney, in an amount not less than five percent (5%) of the amount of the base bid, conditioned that, if his proposal is accepted, he will enter into a contract for the same, and that he will execute any such further security as may be required for the faithful performance of the contract.

All bids shall be submitted to the City Clerk/Treasurer's office in a sealed envelope addressed to the City of North Tonawanda and shall be plainly marked on the outside with the Vendor's name and title of the bid. Bids for contracts shall be designated as, Water and Wastewater Treatment Chemicals.

All bids are subject to delivery and must state when delivery can be made as stated herein. All deliveries will be started by 7AM and completed no later than 3PM unless emergency authorization is approved.

Delivery employee must follow all plant safety protocols onsite.

The City of North Tonawanda reserves the right to accept this bid by items, or as a whole, or to reject any or all bids or waive informalities.

Payment for each shipment will be made upon receipt of merchandise that meets above specifications and upon return of bidder's invoice together with properly executed City purchase order/voucher.

The Owner reserves the right to reject any or all bids for failure to comply with the requirements of the Contract Documents but may, at its discretion, waive any informalities or irregularities.

The Owner further reserves the right to reject any or all bids or to award a contract which, in its judgment, is in the best interest of the Owner.

No bidder may withdraw his bid within sixty (60) days after the opening thereof, but may withdraw same at any time prior to the opening thereof. Bidder must sign the statement of non-collusion in accordance with Chapter 751 of the Laws of the State of New York.

Donna L. Braun
City Clerk/Treasurer
City of North Tonawanda

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

SEP 05 2023

2023 AUG 10 AM 10:59
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

Jackie Bilogan, 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

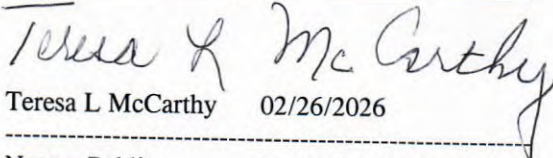
A newspaper published in the County and State aforesaid, and that the annexed printed legal # 320904 was printed and published in said paper on the following dates:

08/05/2023


Principal Clerk

Subscribed and sworn to before me this

8-7-23


Teresa L. McCarthy

02/26/2026

Notary Public

Expiration Date

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

Legal Notice
City of North Tonawanda
Rodent Management Services
Request for Proposals

Proposals will be received by the City of North Tonawanda to the Mayor's Office, 216 Payne Avenue, North Tonawanda, NY 14120, until Tuesday August 15th, 2023 at 4:00pm (EST) from qualified Contractors located and authorized to do business in the State of New York, to provide qualified pest control services on behalf of the City of North Tonawanda.

The Request for Proposals (RFP) shall be available in the following formats: hard copy (paper) and electronic email (Adobe Acrobat *.PDF format) upon request by contacting Joyce Santiago at (716)-695-8540, email to: jsantiago@northtonawanda.org or city website: northtonawanda.org

Each proposal shall contain the full name and address of each person or company submitting the proposal. Proposals shall be delivered NO LATER THAN Tuesday, August 15th, at 4:00 PM to:

Joyce Santiago
North Tonawanda Mayor's Office
216 Payne Avenue
North Tonawanda, NY 14120
jsantiago@northtonawanda.org

All questions shall be submitted in writing and shall be mailed or emailed to: Joyce Santiago, North Tonawanda Mayor's Office, 216 Payne Avenue North Tonawanda, NY 14120 or via email to: jsantiago@northtonawanda.org

All proposals must be received on time and in full compliance with the instructions contained in the RFP. The City of North Tonawanda reserves the right to reject any and all Proposals, and to withdraw this solicitation at any time.

N#320904 8/5/2023

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

SEP 05 2023

Jackie Bilogan, 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 # 321421 was printed and published in said paper on the following dates:

08/17/2023

2023 AUG 29 AM 8:18
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE


Principal Clerk

Subscribed and sworn to before me this

8.23.23


Teresa L McCarthy

02/26/2026

Notary Public

Expiration Date

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

Public Information Session
City of North Tonawanda
Tonawanda Island Infrastructure Analysis
Public Meeting
216 Payne Avenue
North Tonawanda, NY 14120

The City of North Tonawanda is hosting a public information session to discuss the results and findings of the Tonawanda Island Infrastructure Analysis. This project is funded through the New York State Department of State Brownfield Opportunity Area. The public meeting will be held on Tuesday, August 22nd 2023 at 6:00 PM in the Common Council Chambers located at 216 Payne Avenue. Accommodations for disabled and non-English speaking residents will be made available upon advance request. Residents who are unable to attend the hearing, are welcome to express their ideas by calling the Community Development Office at 716-695-8580 or in writing to Director, Community Development Office, 500 Wheatfield Street North Tonawanda, NY 14120.
N#321421

8/17/2023

CITY OF NORTH TONAWANDA



FROM THE DESK OF SECOND WARD ALDERMAN
FRANK DIBERNARDO, COUNCIL PRESIDENT

#/

SEP 05 2023

Sept 5, 2023

North Tonawanda Common Council
216 Payne Ave.
North Tonawanda, NY 14120

RE: Jesse Gooch – Thursday on the Water concert reschedule

Dear Honorable Body,

Jesse Gooch, from Thursday on the Water concert series would like to reschedule one of his rained-out concerts for Saturday, Sept 23, 2023 at Gratwick Waterfront Park. Jesse has talked to Parks dept head Alex Domaradzki about park usage and there are no conflicts for this date.

They will follow the same processes as they have for the concerts already approved.

I ask for support in allowing Jesse to reschedule his concert at the proposed date.

Thank you for your consideration on this matter.

Frank DiBernardo

2nd ward alderman, council president

RECEIVED
CITY CLERK'S OFFICE

2023 AUG 30 AM 11:37
NORTH TONAWANDA NY



AUSTIN J. TYLEC

I.1

SEP 05 2023

September 5, 2023

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

RE: Cannabis Growers Showcase

Dear Honorable Body,

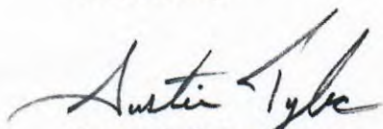
Regarding the request for use of the City Market to hold a Cannabis Growers Showcase that was presented to the City Council at the August 22nd workshop, event organizer, Michael Yager, Council President, Frank DiBernardo, representatives of Van Guard Church and myself held discussions to address any concerns.

After all considerations have been taken into account, is recommended that the Common Council approve this event to be held on Sunday, September 10th between 1pm and 6:30pm. Please see the attached event request letter from Mr. Yager and event layout. Please note that discussions led to a start time change from 12:30pm to 1pm. Upon a successful event, the City will entertain approval of the 2nd requested date of October 15th from 1pm until 6:30pm.

This event will be held in accordance with our standard market procedure for insurance requirements, standard fees, and safety.

Thank you for your consideration of this matter.

Respectfully,


Austin J. Tylec, Mayor

Michael T Yager
Yager Farms
OCM-AUCC-22-000039

Dear Mayor Tylec and the Common Council:

I am asking for permission for usage of the North Tonawanda Farmers Market for development of a cannabis farmers market. This market will be located on the very eastern portion of 310 Robinson Street location which will include usage of Bryant Street and the parking lot east of Bryant Street. Please see provided map. We are asking that the Bryant Street road closure will have materials and barricades provided by the city of North Tonawanda but performed by the Cannabis Farmers Market. We are asking for usage of the bathrooms located within the Farmers Market building.

The market is to be developed and run in accordance with OCM Resolution 2023-25 "Cannabis Growers Showcase". This resolution currently requires that either an AUCC or CAURD apply for creation of this market and does not allow for the municipality itself to apply. These dates, we hope, will be trial dates, in hopes that this market could become a recurring, long-term event in the community and a legal tax revenue generator once the new regulations take effect. The proposed dates and times for usage will be September 10th and October 15th between 12:30 pm and 6:30 pm. There is hope that with decent weather and a successful event, we would hope to host future events, possibly into November and the following summer season.

Besides being a cannabis farmer, Yager Farms has attended the North Tonawanda Farmers Market for approximately 15 years, selling produce and flowers. It has been an integral part of our yearly sales and we hope this continues. All prospective cultivators, processors, and dispensaries to participate in the cannabis farmers market are licensed through NY OCM and operate under very restrictive regulations as will the event. We hope that this event can be a successful contribution to the community as well as allowing small local farmers a way to connect with the purchasing public.

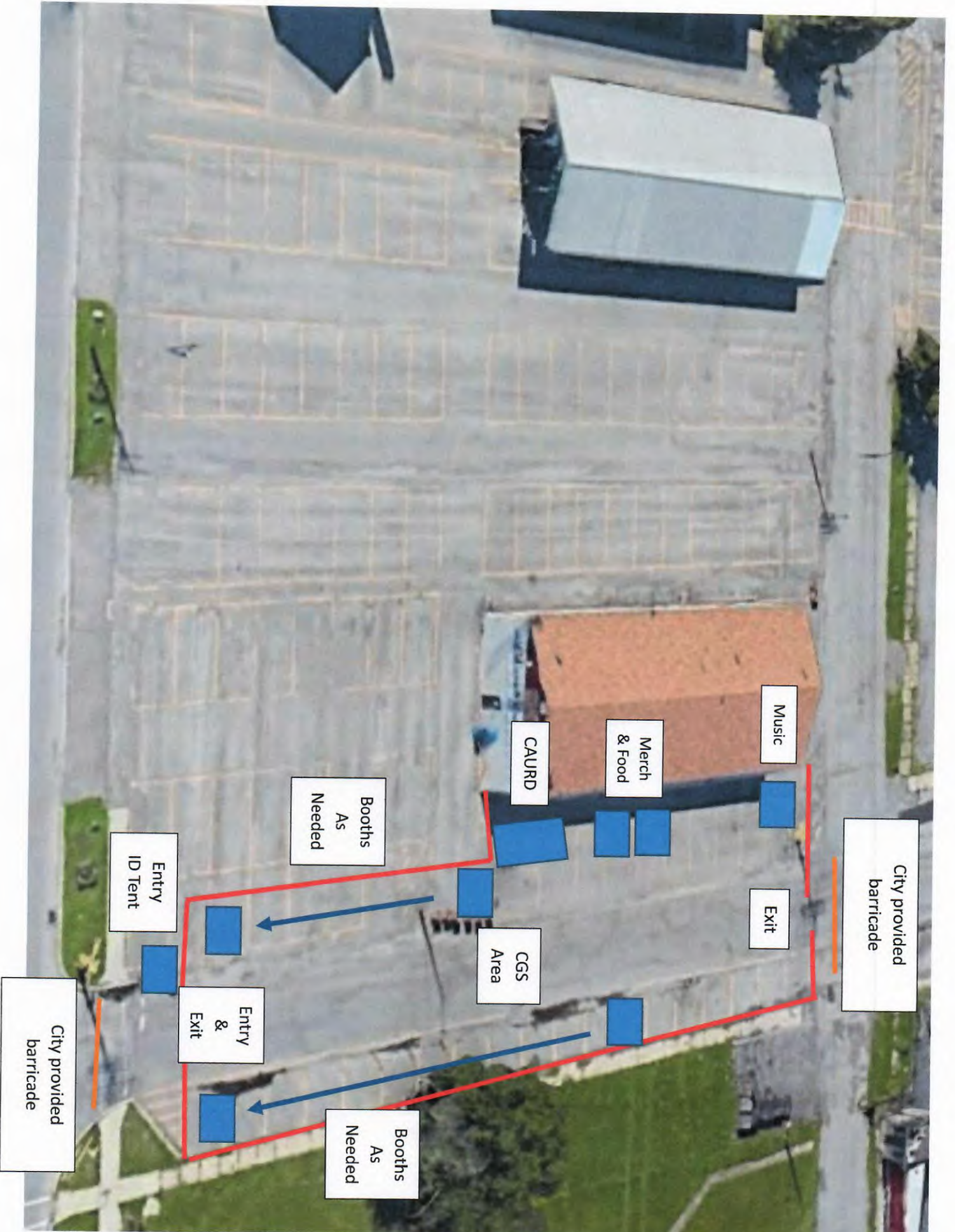
If you have any questions, please do not hesitate to contact me at (716) 472-8484.

Sincerely,

Michael
Tychsen Yager

Digitally signed by
Michael Tychsen Yager
Date: 2023.08.25
08:51:56 -04'00'

Michael T Yager



CITY OF NORTH TONAWANDA

T.2

Office of the Mayor

SEP 05 2023

AUSTIN J. TYLEC

September 5, 2023

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

RE: Rodent Control Proposal

Dear Honorable Body,

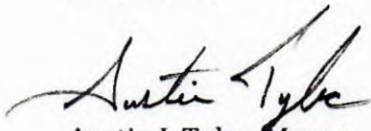
Upon the City's recent request for funding to the Niagara County Legislator for assistance with Rodent Control, I am pleased to hear the city was granted \$30,000. This is thanks to Niagara County Legislators Richard Andres, Randy Bradt, Jesse Gooch, and the Administrative Committee for the funding.

After issuing a request for proposal on August 5, 2023 in the Niagara Gazette and posting on the City's website, we received a formal response from Freedom Force Pest Control. The proposal is attached for your review. Our office has met with the company owners and reviewed their strategy and found them to be professional and willing to collaborate on identifying and treating areas in addition to those outlined in their initial strategy. This includes areas of complaints that my office and Council members received from residents. They will also be making recommendations for the city to share with the public to support these efforts.

Rodent complaints have increased in recent months, so we are eager to get this program started.

Thank you for your consideration of this matter.

Respectfully,


Austin J. Tylec, Mayor

RECEIVED

CITY CLERK'S OFFICE

2023 AUG 31 AM 8:34
NORTH TONAWANDA NY

City Hall, 216 Payne Avenue, North Tonawanda, NY 14120 · 716.695.8540
atylec@northtonawanda.org

FREEDOM FORCE

PEST CONTROL

"YOUR FRIENDLY NEIGHBORHOOD EXTERMINATORS"

RODENT MANAGEMENT PROGRAM

Designed for:



CITY OF North Tonawanda

RFP No.

Joyce Santiago

Executive assistant to Mayor

City of North Tonawanda

216 Payne Avenue

North Tonawanda, NY 14120

jsantiago@northtonawanda.org

REC'D
CITY CLERK'S OFFICE

2023 JUN 15 AM 1:09
CITY OF NORTH TONAWANDA

OUR RODENT MANAGEMENT STRATEGY

In regards to the specific needs of rodent control as discussed for the affected areas including but not limited to:

... from 17th Avenue to 11th Avenue between Carr Street and Oliver Street; 8th Avenue to 1st Avenue between Ironton Street and Oliver Street; 1st Avenue to Robinson Street between Oliver street and the Train tracks running parallel to River Road; the west side of a stretch of Oliver street between Robinson Street and the Heritage Park entrance, including the entire southwest block at the corner of Robinson and Oliver Streets; both Miller Street and Beckrich Alley between Oliver street and Payne Avenue ...

Our approach will be Rodent Bait Stations installed on public properties consisting of public works areas and structures, alleyways, bridges, parks, etc. Our equipment and applications will not be taking place on private properties either Residential or Commercial due to legal and liability reasons, unless those properties are part of our customer base. We will work with the Building Inspector of North Tonawanda for specific areas and properties that we can access as well as discuss with him any problem areas or areas of heightened activity that will need to be addressed. If conditions or deficiencies are found that are leading to Rodent attraction, harboring or breeding, these will be brought to his attention as well.

Through the use and maintenance of Rodent Bait Stations, burrow dust treatments and trapping as needed, we will be able to knock down rodent populations and identify where new populations are rising. All Rodent Bait Stations will be serviced on a monthly basis, with follow ups set based on level of activity depending on the specific areas. Reports of our work, findings, planned follow ups and strategies, and rodenticides applies will be filled out and emailed on every service.

Note: all rodenticides applied will be to exact label specifications. Bait Stations are used to avoid non-target animals as well as children to not tamper with product. This also eliminates the potential for translocation of product. The potential for a deceased rodent to randomly show up on a property is low, but may happen. The products used are designed for death in their burrow 5 days after a lethal dose.

325 Rodent Bait Stations @ \$25.00 each	\$8125.00
Rodenticide/Material Needed	\$1220.00
4 Weekly Services @ \$395.00 each/ \$1580.00 per month	
\$1580.00 per month for 12 months	\$18,960.00
 TOTAL	 \$28,305.00

CUSTOMER REFERENCES

NATIONAL FUEL GAS CO.

6363 Main Street

Williamsville, NY 14221

Dave Deck – (716) 912-0294

BUFFALO CONVENTION CENTER

153 Franklin Street

Buffalo, NY 14202

Terry O'Brien – (716) 480-2045

FRIENDS OF KNOX FARM

437 Knox Road

East Aurora, NY 14052

Kathleen York – (716) 805-7205

UB COMMONS INC

520 Lee Entrance

Buffalo, NY 14228

Sarah Pinelli – (716) 400-4120

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. 1
SEP 05 2023

August 17, 2023

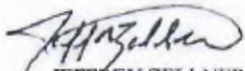
Honorable Austin J. Tylec, Mayor
And Common Council Members
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

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 September 5th, 2023, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

RECEIVED
CITY CLERK'S OFFICE

2023 AUG 17 PM 12:24
NORTH TONAWANDA NY

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.2

SEP 05 2023

8/17/2023

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 2, Section 5.023 and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2023 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$55,000	001.3310.0480	001.3310.0100
	Traffic control _ Operations	Traffic control _ Personal Service

Reason: Upgrading four intersections, and replacing 1963 controllers and adding camera to Payne Ave and Walck road

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

RECEIVED
CITY CLERK'S OFFICE
2023 AUG 17 PM 12:17
NORTH TONAWANDA NY

Budgetary Transfer Request Form

Department: Public Works

Date: August 15, 2023

Appropriation Accounts and Documentation	
Dollar Amount \$ 55,000	From Appropriation Account 001.3310.0100 Personal Services Account Number
Into Appropriation Account 001.3310.0480 Traffic Operations Account Number	Account Description Account Description
Explanation: Upgrading four new intersections (Traffic Signals) Replacing 1963 controllers and adding one new camera at Payne Avenue and Walck Roadv	
Please Check One (V)	
<input checked="" type="checkbox"/> Common Council Action	<input type="checkbox"/> No Common Council Action
[Signature]	Date 8/16/23
Department Head Signature	

Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if all of the following criteria is met:

1. Transfer of appropriations is less than \$1000.00
2. Transfer is between existing appropriation accounts within the Department's Budget
3. Within the fiscal year, aggregate transfers, made in any one appropriation account do not exceed \$1000.00

2.21 - Budgetary transfers must be initiated by a Department Head through the Common Council if one of the following criteria is met:

1. Transfer of appropriations is over \$1000.00
2. Transfer involves the establishment of a new appropriation account; or,
3. Transfer is between Department's (not within one Department's own Budget)

For Accounting Department Use Only

Control #	Department of Accounting Audit	Common Council Meeting Date
3		9/5/2023

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. 3

SEP 05 2023

8/17/2023

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 2, Section 5.023 and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2023 appropriations, based on the request of the Department Head, copy attached.

Dollar

Amount

Increase Account

Decrease Account

\$191,793.81

002.8340.0480

001.0691.0000

Water Distribution _ Operations

Special Assessments/Deferred Revenue - ARPA

Reason: Remaining amount due for the River Road Valve project, originally caused by state contractor hitting our water main.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

RECEIVED
CITY CLERK'S OFFICE
2023 AUG 17 PM 12:17
NORTH TONAWANDA NY

Budgetary Transfer Request Form

Department: Water dis

8/17/2023

Appropriation Accounts and Documentation	
Dollar Amount	(Decrease) Account
\$191,794	Increase Account
002.8340.0480 - Water Distribution - Operations	001.0691.0000 - Special Assessments Deferred Revenue - ARPA
Account Number	Account Number
Account Description	Account Description
<p>Explanation: To cover the remaining cost of the River road valve project. This was originally caused by the state contractor cutting into our water line</p>	

Please Check One

<input checked="" type="checkbox"/>	Common Council Action
<input type="checkbox"/>	NO Common Council Action

Department Head Signature	8/17/2023
Date	

Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if **all** of the following criteria is met:

1. Transfer appropriations must be less than \$250.00
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than \$250.00 within any fiscal year

2.21 - Budgetary transfers can be initiated by a Department Head through the Common Council if **one** of the following Criteria is met:

1. Transfer appropriations must be over \$250.00
2. Creation of a new appropriation account your budget

For Accounting Department Use Only		
	Department of Accounting Audit	Common Council Meeting Date
4		9/5/2023

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.4

SEP 05 2023

8/29/2023

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

Dear Honorable Body:

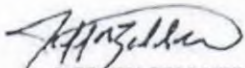
In accordance with Article V, Division 2, Section 5.023 and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2023 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$13,000	001.7250.0460	001.7250.0480
	Golf Course – Utilities	Golf Course – Operations

Reason: Anticipated having gas carts, but vendor was able to only secure electric. Transfers appropriations back to utilities instead of operations.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2023 AUG 29 AM 10:06
NORTH TONAWANDA NY
CITY CLERK'S OFFICE

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 08/23/23

Dollar Amount	From Appropriation Account	Appropriation Accounts and Documentation	Into Appropriation Account
\$13,000	001.7250.0480 Golf Course Operations <small>Account Number Account Description</small>		001.7250.0460 Golf Course Utilities <small>Account Number Account Description</small>


Explanation:

The Golf Utilities line item was decreased during budget submission because we anticipated having gas golf carts replace our electric golf carts. was allocated to our operations account to factor in for increased gas prices to fill the new gas carts. At the beginning of this year we were able to the electric carts available from the vendor, and this transfer will allocate the money back to the appropriate account for the increased utility costs.

Please Check One

Common Council Action	NO Common Council Action

X

	
Department Head Signature	8/23/2023
	Date

Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if **all** of the following criteria is met:

1. Transfer appropriations must be less than \$250.00
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than \$250.00 within any fiscal year

2.21 - Budgetary transfers can be initiated by a Department Head through the Common Council if **one** of the following Criteria is met:

1. Transfer appropriations must be over \$250.00
2. Creation of a new appropriation account your budget

For Accounting Department Use Only

	Common Council Meeting Date
5	9/5/2023

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.5

SEP 05 2023

8/29/2023

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

Dear Honorable Body:

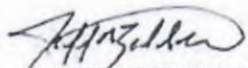
In accordance with Article V, Division 2, Section 5.023, and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2023 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$2,000	001.7250.0460	007.0000.0091
	Swimming Pool – Personal Services	Recreation Trust and Agency

Reason: Step into swim grant funds to support swim lesson programs. Money allocated towards swim instructors.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2023 AUG 29 AM 10:07
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE

Budgetary Transfer Request Form


Department: Parks & Recreation

Date: 08/23/23

Appropriation Accounts and Documentation	
Dollar Amount	Into Appropriation Account
\$2,000	01.7180.0100 Swimming Pool Personal Services Account Number Account Description
	007.0000.0091 Recreation Trust & Agency Account Number Account Description
Explanation:	
Step into Swim Grant Funds to support Swim Lesson Program. Money alloted towards swim instructor costs.	

Please Check One

Common Council Action	NO Common Council Action
X	

	8/23/2023
Department Head Signature	Date

Budgetary Transfer Policy

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2. Creation of a new appropriation account your budget

For Accounting Department Use Only

7	Common Council Meeting Date 9/5/2023
Department of Accounting Audit	Common Council Meeting Date

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.6

SEP 05 2023

8/29/2023

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 2, Section 5.023, and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2023 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$7,000	001.7250.0460	001.7180.0100
	Swimming Pool – Personal Services	Gateway Harbor – Personal Services

Reason: Cover cost of lifeguards for swimming lessons and open swim at the raindrop pool. Projected cost saving from reduced hours at gateway will accommodate.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2023 AUG 29 AM 10:07
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

Budgetary Transfer Request Form

Department: Parks & Recreation


Date: 08/23/23

Appropriation Accounts and Documentation	
Dollar Amount	Into Appropriation Account
\$7,000	01.7180.0100 Swimming Pool Personal Services
Account Number	Account Description
001.7989.0100 Gateway Harbor Personal Services	01.7180.0100 Swimming Pool Personal Services
Account Number	Account Description

Explanation:
 Cover the cost of lifeguards for swim lessons & open swim at Raindrop Pool. Miscalculation in the anticipated budget costs for the program led shortfall in the Pool personal services account. Projected cost savings from decreased staffing hours at Gateway Harbor will accommodate the sh

Please Check One

Common Council Action	NO Common Council Action
X	

	8/23/2023
Department Head Signature	Date

Budgetary Transfer Policy

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2. Creation of a new appropriation account your budget

For Accounting Department Use Only

6	Common Council Meeting Date
Department of Accounting Audit	9/5/2023

City of North Tonawanda, New York
DEPARTMENT OF PUBLIC WORKS
758 Erie Avenue, North Tonawanda, New York 14120
(716) 695-8585



SEP 05 2023

Honorable Mayor & Common Council
216 Payne Avenue
North Tonawanda, NY
14120

August 15, 2023

RE: Agreement for Maintenance and Repair of State Arterial Highways

Dear Honorable Body,

As Superintendent of Public Works, it is my recommendation that the council exercise our option to terminate the Agreement for Maintenance and Repair of State Arterial Highways with the State. The agreement is not cost effective for the city, and it is not in the best interest of the city to continue.

If the council agrees, I recommend that we start now as it is budget season, and it takes at least 60 days to terminate the arterial agreement.

Sincerely,



Mark Zellner
Superintendent Public Works

MAZ/jms

enc: Agreement for Maintenance and Repair of State Arterial Highways

cc: File

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CITY CLERK'S OFFICE

2023 AUG 23 AM 9:23
NORTH TONAWANDA NY



DEPARTMENT OF POLICE

CITY OF NORTH TONAWANDA
216 Payne Avenue
North Tonawanda, NY 14120-5491

TELEPHONE:
(716) 692-4111
FACSIMILE:
(716) 692-4321

X. I

SEP 05 2023

Memorandum

To: Mayor Tylec / Common Council
From: Chief Glass 182
Date: 08-15-2023
Re: Detective promotion

I intend on promoting Officer Yanni Malamas to the rank of detective to fill the vacancy created by Detective Erik Herbert.

Officer Malamas' promotion will be effective on August 24, 2023.

Administration of oath will be given by administered on Thursday, August 24, at 9:00am in the Common Council chambers. Thank you,

A handwritten signature in black ink that reads "K. Glass".

Keith Glass
Chief of Police
North Tonawanda Police Department

2023 AUG 15 PM3:24
NORTH TONAWANDA NY

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Department of Police

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

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

X:2

SEP 05 2023

August 23,2023

Honorable Austin J. Tylec, Mayor
And Common Council
City Hall
North Tonawanda, NY 14120

Dear Honorable Body:

Would you please appoint Yanni N. Malamas as Commissioner of Deeds for the City of North Tonawanda, effective from August 24, 2023 and expiring on August 23, 2025.

Would you please reappoint Daryl E. Truty as Commissioner of Deeds for the City of North Tonawanda, effective from September 6, 2023 and expiring on September 5, 2025.

Would you please reappoint Daniel J. Wilczek as Commissioner of Deeds for the City of North Tonawanda, effective from September 18, 2023 and expiring on September 17, 2025.

Respectfully,

Keith T. Glass

Chief of Police

2023 AUG 23 AM 10:49
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE

August 21, 2023

Donna Braun

City Clerk/Treasurer

216 Payne Avenue North Tonawanda, NY 14120

Traffic Safety Minutes:

The August 2023 meeting of the North Tonawanda Traffic Safety Committee was called to order at 1700 hours. Roll call showed the following members present: R. Frank, J. Sikora, M. Meisenburg, M. Lemke, D. Grinnell, A. Dibernardo, R. Brennan, N. Ferguson. The minutes from the previous meeting were read and accepted, the following new concerns/requests were discussed, and recommendations made.

- 1.) The Mayor's Office received a request to move the newly installed "Do Not Block Side Street" sign a couple feet closer to the street. Member Meisenburg reported that they would be able to do that due to possibly damaging a pipe that sits under the ground. The sign is still visible to make drivers aware.
- 2.) Member Meisenburg received a request for "No Parking" signs on the south side of Sandra Lane by Service Drive. Right now, vehicles are parking too close to the intersection which makes it difficult to turn onto Sandra Lane. The committee recommends the "No Parking" signs.
- 3.) Dale Witt requested that a stop light be placed at the intersection of Oliver Street and Stenzil Street. Member Meisenburg informed the committee that this wouldn't be able to be done for under \$200,000. The committee does not think this would be feasible.

The police department will monitor this intersection with the traffic officer and the speed sign will be placed in the area. Traffic Officer Otabachian advised Mr. Witt's wife.
- 4.) The Mayor's Office received a request that Ward Road be checked for speeding. The traffic officer will monitor this, and the speed sign will be placed in the area.
- 5.) Member Dibernardo received a request to remove the "15 Minute Parking" signs on Oliver Street between 7th Avenue and 8th Avenue. These signs were originally put in for the businesses that are no longer there. The committee recommends taking down the signs.

XVII.

SEP 05 2023

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CITY CLERK'S OFFICE

2023 AUG 30 AM 8:56
NORTH TONAWANDA NY

The next Traffic Safety Committee meeting will be held on September 18, 2023, at 1800 hours.

Travel safely, Robert J. Frank

DONNA L. BRAUN
City Clerk-Treasurer
dbraun@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

Honorable Mayor & Common Council
216 Payne Avenue
North Tonawanda, NY 14120

Dear Sirs:

The status of the City of North Tonawanda accounts is reflected by this cash statement for the month of July 2023.

City of North Tonawanda

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120

XXV

Treasurer's Office: (716) 695-8575
Clerk's Office: (716) 695-8555
Fax: (716) 695-8557

SEP 05 2023

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CITY CLERK'S OFFICE

2023 AUG 10 PM 3:13
NORTH TONAWANDA NY

8/10/2023

General Fund

Balance Fwd - Checking	2,884,221.51
Balance Fwd - Money Market	5,526,061.38
Investments	0.00
Receipts for the month	2,951,762.28
Warrants Drawn	(3,024,058.85)
	<hr/>
	\$8,337,986.32

Sewer Fund

Balance Fwd - Checking	277,966.78
Balance Fwd - Money Market	13,401.16
Investments	0.00
Receipts for the month	59,286.79
Warrants Drawn	(320,104.01)
	<hr/>
	\$30,550.72

Water Fund

Balance Fwd - Checking	1,235,595.50
Balance Fwd - Money Market	1,246,697.14
Investments	0.00
Receipts for the month	25,754.22
Warrants Drawn	(335,016.57)
	<hr/>
	\$2,173,030.29

Trust & Agency Fund

Balance Fwd - Checking	400,496.43
Receipts for the month	38,031.25
Warrants Drawn	(26,860.79)
	<hr/>
	\$411,666.89

Capital Construction Fund

Balance Fwd - Checking	2,442,680.07
Balance Fwd - Money Market	6,041,857.60
Investments	0.00
Receipts for the month	513,313.66
Warrants Drawn	(687,885.48)
	<hr/>
	\$8,309,965.85

Community Development Fund

Balance Fwd - Checking	318,403.91
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$318,403.91

Rental Assistance Fund

Balance Fwd - Checking	0.00
Receipts for the month	300,890.00
Warrants Drawn	(300,890.00)
	<hr/>
	\$0.00

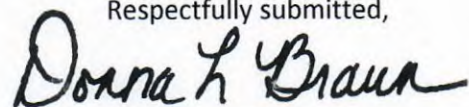
Housing Rehabilitation Fund

Balance Fwd	1,478.99
Receipts for the month	0.63
Warrants Drawn	0.00
	<hr/>
	\$1,479.62

Home Rehabilitation Fund

Balance Fwd	40,683.56
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$40,683.56

Respectfully submitted,



Donna L. Braun
City Clerk-Treasurer



Department of Police

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

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

XXV.2

SEP 05 2023

August 24, 2023

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 July 2023.

Respectfully Submitted,

Keith T. Glass
Chief of Police

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

KTG/as

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2023 AUG 24 AM 11:37
NORTH TONAWANDA NY

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF JULY 2023
--

CRIMINAL

Complaints received and investigated	141
Complaints cleared by arrest or exceptional clearance	67
Complaints ruled unfounded	0
Number of males arrested	27
under 18: 1 over 18:	
Number of females arrested	4
under 18: 0 over 18:	
Arrests for other authorities	0
Failure to Appear/Violation of Probation Warrant Arrests	36
Above complaints cleared by J.A.B.	8
Complaints cleared by J.A.B. from previous months	0

TRAFFIC

Traffic summonses issued	289
DWI arrests	8
Parking tags issued	19

MISCELLANEOUS

Miscellaneous service	2,288
Incident reports	142
Vehicle accidents	71
Vehicle accidents (fatal)	0
Vehicle stops	291
Police escorts	0
Prisoner meals	94
Mug shots taken	37
Fingerprints taken	37
Persons missing and located	1
Automobiles stolen	0
Automobiles recovered	0
Automobiles recovered for other authorities	0
Record check fees	\$60.00
Photocopy fees	\$8.00
Fingerprint fees	\$0.00
Fines collected	\$55,345.00
Value of property damaged	\$18,447.07
Value of property stolen	\$194,783.58
Value of property recovered	\$1,920.29

Respectfully submitted,



Keith T. Glass
Chief of Police

KTG/as

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF JULY 2023
--

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

<u>TYPE OF OFFENSE</u>	<u>COMPLAINTS</u>		
	Received	Cleared	Unfounded
AGG. ASSAULT	2	1	
ALL OTHER OFFENSES	20	12	
ARSON	0	0	
BURGLARY	5	2	
COERCION	2	1	
CRIMINAL MISCHIEF	10	1	
CRIM POSS WEAPON	2	2	
DIS CON/HARASS	11	6	
DRUG OFFENSES	3	0	
EMBEZZLEMENT	0	0	
FAILURE TO APPEAR	36	36	
FORGERY	1	1	
FRAUD (ID THEFT)	1	0	
LARCENY	36	5	
LEAVING THE SCENE	9	0	
MURDER	0	0	
RAPE	0	0	
ROBBERY	3	0	
SEXUAL OFFENSES	0	0	
SIMPLE ASSAULT	0	0	
STOLEN PROPERTY	0	0	
UNAUTH USE M/V	0	0	
VIOL OF PROBATION	0	0	
ARRESTS FOR OTHER AUTHORITIES		0	
ARRESTS/CLEAR COMPS. FM PREV MONTHS		0	
TOTALS	141	67	0
# OF ABOVE COMPLAINTS CLEARED BY JAB		8	
# CLEARED BY JAB FROM PREV MONTHS		0	

V & T REPORT FOR THE MONTH OF JULY 2023

TRAFFIC INFRACTIONS:	
SPEEDING	82
REDLIGHT VIOLATION	11
STOP SIGN VIOLATION	12
NO REGISTRATION	8
NO LICENSE	10
FAULTY EQUIPMENT	21
NO INSPECTION	18
FAILED TO YIELD RIGHT OF WAY	4
SEAT BEAT VIOLATION	3
NO INSURANCE	4
LICENSE PLATE VIOLATION	4
IMPROPER TURN	5
DROVE ON LEFT SIDE OF PAVEMENT MARKINGS	0
FAILED TO KEEP RIGHT	1
LEAVING SCENE OF INCIDENT	5
FAILURE TO SUBMIT TO PRE-SCREEN BREATH TEST	0
AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE	0
FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS	1
UNSAFE BACKING	9
MISCELLANEOUS	46
TOTAL	244

TRAFFIC MISDEMEANORS:	
DWI	10
OPERATING WHLE REGIS. SUSPENDED/REVOKED	8
AGGRAVATED UNLICENSED OPER 3RD	9
AGGRAVATED UNLICENSED OPER 2ND	4
RECKLESS DRIVING	2
LEAVING SCENE INJURY ACCIDENT	0
DISPLAY FORGED CERTIFICATE W/O INSPECTION	1
OPER MV WHEN LICENSE/REGISTRATION IS SUSPENDED	2
FAILURE TO SURRENDER SUSP/REVOKED LICENSE/REGIS	3
USE/LEASE/RENTED/LOANED VEHICLE W/O INTERLOCK DEVICE	1
EQUIPMENT VIOLATIONS - MISDEMEANOR	0
FAIL TO SECURE SHIFTABLE LOAD/LOGS INSECURELY FASTENED	0
ILLEGAL SPEED CONTEST	0
POSSESSION OF A LOADED FIREARM IN/ON VEHICLE	2
TOTAL	42

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	2
DRIVING W/ABILITY IMPAIRED BY DRUG(SPECIAL)	0
DRIVING W/ABILITY IMPAIRED BY DRUG(FELONY)	0
LEAVING SCENE ACCIDENT RESULTING IN SERIOUS INJURY	0
TOTAL	3

FINES: (CITY IMPOSED)

TRAFFIC	\$54,410.00
PENAL LAW	\$0.00
CITY ORDINANCE	\$100.00
BAIL FORFEITURE	\$0.00
PARKING TAGS	<u>\$835.00</u>
TOTAL	\$55,345.00

MUG SHOTS: 37

PARKING TAGS: 47

MEAL TICKETS: 94