

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

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

City of North Tonawanda

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

COMMON COUNCIL WORKSHOP AGENDA

September 4, 2025

The following meeting has been scheduled for TUESDAY, SEPTEMBER 9, 2025:

6:00 PM - PUBLIC HEARING – To Discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2025 program year

- **Special Session** **Re: Budgetary Transfer – for the Repair of the Erie Water Tower and Approval of Resolution to submit a Grant Application For the Niagara Climbing Center**

- **Mayor** **Re: Noise Ordinance**

- **Alderman DiBernardo** **Re: Discuss Water Meters**

- **Common Council** **Re: General Discussion**

Respectfully submitted,



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



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD
NORTH TONAWANDA, NEW YORK 14120

Phone: (716) 695-8560, ext. #6411

Fax: (716) 389-3351

E-mail: JKoepsell@northtonawanda.org

SS# /
SEP 09 2025

Jason W. Koepsell
Superintendent

September 3, 2025

Honorable Mayor Austin Tylec and Common Council
216 Payne Ave. – City Hall
North Tonawanda, NY 14120

RE: Transfer of Funds to Repair Erie Water Tower

Honorable Body:

The Erie Water Tower is leaking on a joint of the fill line going into the tank. This needs to be repaired this fall to prevent considerable damage that may occur in the winter months. To repair this, we will need to take the tank out of service and hire a contractor to repair two internal seals on the joints of the 24-inch fill line pipe. Once the tank is offline and drained for repair, we will also have it internally and externally inspected prior to completing work and returning it to service.

Based on three quotes received for the repairs, inspection, and contingency funds for unexpected issues that may happen from the emergency work, we are asking to transfer \$100,000.00 from the unrestricted water reserve into the water treatment plant operations budget.

Please contact me if you have any questions or concerns regarding this request. Thank you for your time and consideration.

Very truly yours,

Jason W. Koepsell

Jason W. Koepsell,
Superintendent Water / Wastewater

2025 SEP 4 AM 9:04
NORTH TONAWANDA, NY

RECEIVED
CITY CLERK'S OFFICE

Budgetary Transfer Request Form

Department: Water Treatment

Date: 9/3/25

Dollar Amount		Appropriation Accounts and Documentation			
\$ 100,000.00	From Appropriation Account	Water Unrestricted Reserve	Account Number	2.8330.480	Into Appropriation Account
	Account Description		Account Number		Account Description
Explanation: The Erie Water Tower has a joint leaking on the fill line. We will need to take it out of service, drain it, and bring in a contractor to repair the joints internally on the 24" fill line. The contractor will also replace a small section of pipe to perform the repair work. We will also have the tank internally and externally inspected while it is out of service for repair. Once completed, we will follow DOH regulation to put the tank back into service.					
Please Check One (V)					
<input checked="" type="checkbox"/>	Common Council Action	<input type="checkbox"/>	No Common Council Action		
Department Head Signature <u>[Signature]</u> Date <u>9/3/25</u>					

Budgetary Transfer Policy

2.1.1 - 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

2.2.1 - 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



City of North Tonawanda SS#2

Department of Community Development
500 Wheatfield Street
North Tonawanda, New York 14120

Telephone: (716) 695-8580

SEP 09 2025

September 3rd, 2025

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

Re: Request for authorization to submit a grant application to the New York State Office of Community Renewal for Community Development Block Grant funding

Dear Honorable Body;

Niagara Climbing Center, located at 1333 Strad Avenue is an indoor climbing facility and has been open in North Tonawanda since 1998. Niagara Climbing Center is seeking assistance to expand their current operations to provide bouldering, which is a form of climbing without ropes or harnesses. The company anticipates the project will create 11 employment positions.

Niagara Climbing Center has requested the city apply for funding from the New York State Office of Community Renewal's (OCR) Community Development Block Grant (CDBG) program. Lumber City Development Corporation (LCDC) is assisting the company with this project and requests that, if awarded CDBG funds, the City grant these funds to LCDC for the purposes of making a loan or loans to the company.

The attached resolution would authorize the City to submit a grant application not to exceed \$100,000; would authorize the Mayor, pending review by the City Attorney, to execute all documents with OCR related to the CDBG program; and would further designate the Mayor as Certifying Officer responsible for the federal environmental review process related to the project.

I respectfully request this Honorable Body consider approving the attached resolution.

Kindest regards,

Laura Wilson

Director of Community Development

RECEIVED
CITY CLERK'S OFFICE

2025 SEP 4 AM 10:08
NORTH TONAWANDA NY

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE SUBMITTAL OF A
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION AND THE EXECUTION
OF RELATED DOCUMENTS**

WHEREAS, the New York State Community Development Block Grant Program provides funding to communities under the Economic Development Program to undertake activities that focus on community development needs such as creating or expanding job opportunities, and

WHEREAS, the City of North Tonawanda (the "City") desires to partner with the Lumber City Development Corporation ("LCDC") as a subrecipient to apply to the New York State Office of Community Renewal ("OCR") for \$100,000 for eligible activities which will support working capital, equipment, inventory, and other eligible costs to assist the growth of Niagara Climbing Center, 1333 Strad Ave, and

WHEREAS, the City has held a public hearing to obtain citizens' views regarding the CDBG program as administered by OCR and regarding the proposed economic development project.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor is hereby authorized to submit a grant application in the amount of \$100,000, such amount to be used to fund the costs of grant administration and project activities, and be it further

RESOLVED, that the Mayor is hereby designated as the Environmental Certifying Officer for the purposes of complying with the applicable federal environmental review requirements for the OCR grant, and be it further

RESOLVED, that the Mayor is hereby authorized to execute the OCR grant agreement and all related documents associated with the OCR grant, including agreements with LCDC relating to the use and administration of the grant funds, subject to review and approval by the City Attorney.