

City of North Tonawanda

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

DANIEL R. QUINN
City Clerk-Treasurer
danquinn@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

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

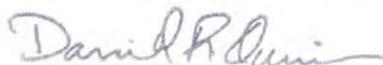
December 27, 2017

The following meetings have been scheduled for TUESDAY, JANUARY 2, 2018:

6:15PM Common Council - Re: Agenda Discussion

6:30PM Common Council Reorganization Meeting in the Common Council Chambers.

Respectfully submitted,



**Daniel R. Quinn
City Clerk-Treasurer**

**TO: Honorable Mayor & Common Council
Aldermen Zadzilka, Braun, Berube, Pecoraro, Tylec**

FROM: Daniel R. Quinn, City Clerk-Treasurer

RE: Agenda for Reorganization TUESDAY, JANUARY 2, 2018, 6:30P.M.

#1 Adjournment of last regular session of 2017.
#2 Designation of Common Council President for 2018.
#3 Designation of Common Council meeting nights.

COMMUNICATIONS FROM CITY OFFICIALS

- III.1 Clerk-Treasurer - Re: Designation of Banks for 2018.**

- III.2 Clerk-Treasurer - Re: Authorization to make investments during 2018 according to the Cash Management and Investment Policies and Procedures.**

- III.3 Clerk-Treasurer - Re: Authorization to make transfers from the General Fund.**

- III.4 Clerk-Treasurer - Re: Authorization for each Department Head to submit petty cash slips & vouchers to the City Accountant.**

- III.5 Clerk-Treasurer - Re: Designation of the Niagara Gazette, the Buffalo News the Niagara-Wheatfield Tribune and the North Tonawanda Extra and Twin City Sun as the official Newspapers for the City of North Tonawanda.**

Respectfully submitted,



**Daniel R. Quinn
City Clerk-Treasurer**

Manufacturers and Traders Trust Company, North Tonawanda Office:

- General Fund (Checking/Savings)
- Water Fund (Checking/Savings)
- Chemlink (transfer account only)
- Golf Course Account - Charges
- Rental Assistance HUD Fund
- Trust & Agency Fund
- Community Development Fund
- Community Development Block Grant Fund
- Municipal Payroll Fund
- Flex Plan
- Health Reimb
- Housing Rehab
- HOME Re-Habilitation
- Municipal Clearing Account
- Payroll
- Section 108 Fund
- Capital Construction Fund (Checking/Savings)

Bank of America, North Tonawanda Office:

- Belmont - Rental Assistance (transfer account only)

111.2

City of North Tonawanda

JAN 02 2018

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December 14, 2017

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

Dear Honorable Mayor and Common Council:

Please pass the necessary resolution for the year 2018, authorizing the City Treasurer to invest City of North Tonawanda monies in either, Treasury Bills, Money Market Savings Accounts, Commercial Market Rate Investments or Certificates of Deposit, Municipal Investments, whichever promises to produce the highest interest yield per the City of North Tonawanda Cash Management and Investment Policies and Procedures, which are to be followed by the City Clerk-Treasurer, when said investments are made.

Thank you for your cooperation.

Respectfully,



Daniel R. Quinn
City Clerk-Treasurer

NORTH TONAWANDA, N.Y.

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III.3
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December 14, 2017

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

Dear Honorable Mayor and Common Council:

It is likely that various funds will be in need of monies to meet payroll and voucher payments throughout the year 2018.

Please authorize the City Clerk-Treasurer to make temporary loans whenever necessary from the General Fund until revenues are received and these loans are repaid.

Thank you for your cooperation.

Respectfully,



Daniel R. Quinn
City Clerk-Treasurer

NORTH TONAWANDA N.Y.

2017 DEC 18 AM 9:56

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City of North Tonawanda

JAN 02 2018

DANIEL R. QUINN
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December 14, 2017

Honorable Mayor and Common Council
216 Payne Avenue, City Hall
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Dear Honorable Mayor and Common Council:

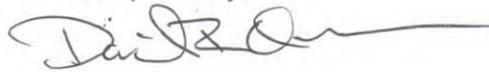
As of this date, I have counted the petty cash and receipts for all authorized Departments and found them to be correct.

Please authorize each Department to submit petty cash slips and vouchers to the City Accountant for payment.

Also, please authorize each Department to continue using the following petty cash accounts:

Building Inspector	\$ 100.00
City Clerk	\$ 100.00
Engineering	\$ 100.00
Fire Department	\$ 500.00
Flexible Spending Acct	\$10,000.00
Golf Course	\$ 1,000.00
Health Reimburse Acct	\$10,000.00
Police Department	\$ 1,000.00
Public Works	\$ 500.00
Recreation	\$ 850.00
Treasurer	\$ 1,000.00
Water Distribution @ DPW	\$ 100.00
Water Department @ WWTP	\$ 400.00
WWTP	\$ 500.00

Respectfully,



Daniel R. Quinn
City Clerk-Treasurer

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2017 DEC 18 AM 9:56

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December 27, 2017

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

Dear Honorable Mayor and Common Council:

I respectfully request that your Honorable body designate the Niagara Gazette, the Buffalo News, the Niagara-Wheatfield Tribune the North Tonawanda Extra and the Twin City Sun as the official newspapers for the City of North Tonawanda.

The above mentioned publications are used for a variety of legal notices during the course of the year. The designation of these newspapers allow for a fair and balanced use for publication of said notices based on the best price quoted for the City of North Tonawanda.

If your Honorable Body should concur, I respectfully request that you vote in the affirmative for this official designation.

Respectfully,



**Daniel R. Quinn
City Clerk-Treasurer**

NORTH TONAWANDA N.Y.
2017 DEC 27 PM 2:53
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