

# City of North Tonawanda

DANIEL R. QUINN  
City Clerk-Treasurer  
danquinn@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 16, 2018**

**The following meetings have been scheduled for TUESDAY, AUGUST 21, 2018:**

**6:15PM Common Council - Re: Agenda Discussion**

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

**Respectfully submitted,**



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

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

**FROM: Daniel R. Quinn, City Clerk-Treasurer**

**RE: Agenda for regular session TUESDAY, AUGUST 21, 2018 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 8/01/2018**

- 1) Legal Notice – Invitation for Bids for Liquid Alum for the Water Treatment Plant–  
Supt. Wastewater/Water**

**PROOF OF PUBLICATION PUBLISHED 8/03/2018**

- 1) Legal Notice – Public Information Session to review proposed designs for improvements  
to Gateway Harbor Park – Director of Community Development**

**COMMUNICATIONS FROM CITY OFFICIALS**

- |                                     |            |  |
|-------------------------------------|------------|--|
| <b><u>#1. David Kenyon</u></b>      | -          | <b>Re: Resignation from the City of North<br/>Tonawanda Planning Board</b>   |
| <b>III. Clerk-Treasurer</b>         | -          | <b>Re: Permission to remove 97 Felton Street<br/>from the appropriate In Rem Foreclosure<br/>Proceeding</b>  |
| <b>V.1a Supt. Wastewater/Water</b>  | -          | <b>Re: Approval for Nussbaumer &amp; Clarke to<br/>apply for NYS Clean Water<br/>Infrastructure Act of 2018 Grant funds<br/>on the City's behalf</b> |
| <b>V.1b Supt. Wastewater/Water-</b> | <b>Re:</b> | <b>SEQR Determination for the City of<br/>North Tonawanda Standby Generator<br/>and Variable Frequency Drives<br/>Replacement Project</b>            |

- V.1c Supt. Wastewater/Water - Re: Authorization to execute a Grant Agreement for the city of North Tonawanda Standby Generator and Variable Frequency Drive Replacement Project
- V.1d Supt. Wastewater/Water - Re: Authorization for appropriation of funds for the City of North Tonawanda Standby Generator and Variable Frequency Drive Replacement Project
- V.2 Supt. Wastewater/Water - Re: Approval of Project 2017-12: Water Treatment Plant Brick Pointing and Masonry Repairs – Change Order #1 & #2 and Final Project Acceptance
- V.3 Supt. Wastewater/Water - Re Award of Bid for Aluminum Sulfate for the Water Treatment Plant
- VII.1 Accountant - Re: Payment of the Abstract of Claims Dated August 21, 2018
- VII.2 Accountant - Re: Budgetary Transfer – To purchase a Skid Steer Mini Paver for the DPW, and to cover unemployment insurance costs for the 2018 fiscal year

**XXV. Monthly Reports**

- .1 Clerk-Treasurer .2 Police Department

**XXVII. Semi-Annual Vacation & Sick Leave Reports**

- .1 Police Department

**COMMUNICATIONS FROM OTHERS**

- A.  
Historic Preservation Comm.            -            Re:    **Permission to accept the Work Scope and Fee for the Preparation of a Lumber Baron Cultural Resources Survey & National Register District Nomination from KTA Preservation Specialists**
- B.  
St. Mary & St. Moses Coptic  
Orthodox Church                            -            Re:    **Permission to display a banner, August 14<sup>th</sup> to August 27<sup>th</sup> on Payne Avenue to advertise their Egyptian Festival**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Quinn", with a long horizontal flourish extending to the right.

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

AUG 21 2018

STATE OF NEW YORK  
NIAGARA COUNTY, } SS, \_\_\_\_\_

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 # 231611 was printed and published in said paper on the following dates:

08/01/2018

RECEIVED  
CITY CLERK'S OFFICE  
2018 AUG 6 AM 9:58  
NORTH TONAWANDA NY

*Janet M. Slipko*  
Principal Clerk

Subscribed and sworn to before me this  
8-2-18

*Allyson A. Millette (Strickmann)*

Allyson A. Millette 05/14/2019  
-----  
Notary Public Expiration Date

ALLYSON A. MILLETTE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01MI6165762  
Qualified in Niagara County  
My Commission Expires May 14, 2019

**CITY OF NORTH TONAWANDA, NEW YORK  
INVITATION FOR BIDS FOR LIQUID ALUM  
WATER DEPARTMENT**

Notice is hereby given that sealed proposals for furnishing one to three years supply, approximately one hundred (75) ton of Liquid Alum 50% more or less, per year, for the City of North Tonawanda Water Department, Water Treatment Plant, North Tonawanda, NY, will be received by the City Clerk-Treasurer of the City of North Tonawanda, NY until 11:00 am, Prevailing time, Tuesday, August 14, 2018 at which time they will be publicly opened and read aloud.

Specifications may be obtained at the Wastewater Plant, 830 River Road, North Tonawanda, NY 14120. Each proposal must be accompanied by a certified check, cash, or bid bond in the amount of ten percent (10%) of the total bid. The City of North Tonawanda reserves the right to waive any informality in or to reject any or all bids.

No bidder may withdraw his bid within thirty (30) days after the actual opening thereof. Bidder must agree to sign a statement of non-collusion in accordance with Chapter 751 of the Laws of the State of New York. N#231611 August 1, 2018



AUG 21 2018

STATE OF NEW YORK  
NIAGARA COUNTY, } SS, \_\_\_\_\_

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 # 231910 was printed and published in said paper on the following dates:

08/03/2018

RECEIVED  
CITY CLERK'S OFFICE  
2018 AUG 6 AM 9:48  
NORTH TONAWANDA NY

*Janet M. Slipko*  
Principal Clerk

Subscribed and sworn to before me this  
8-3-18

*Allyson A. Millette (Stridman)*  
Allyson A. Millette 05/14/2019

Notary Public                      Expiration Date

ALLYSON A. MILLETTE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01MI6165762  
Qualified in Niagara County  
My Commission Expires May 14, 2019

**Public Information Session**  
North Tonawanda  
Gateway Harbor Improvements  
City Hall  
216 Payne Avenue  
North Tonawanda, NY

The City of North Tonawanda is hosting a public information session to review proposed designs for facility improvements to Gateway Harbor Park. This project is being completed as part of Governor Andrew M. Cuomo's designation of the city as a Smart Growth Community, with funding also being provided under Title 11 of the Environmental Protection Fund and support from the New York State Canal Corporation.

The hearing will be held on Wednesday, August 15th at 6:30 pm in the Common Council chambers in City Hall, 216 Payne Avenue. Accommodations for disabled and non-English speaking residents will be made available upon advance request. Residents who cannot attend the hearings 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. In October 2017, Governor Cuomo announced that four Western New York communities were selected to receive up to \$10 million in funding (up to \$2.5 million each) from the Buffalo Billion II initiative. The City of Dunkirk, City of North Tonawanda, City of Lackawanna and Village of Gowanda are recipients of Smart Growth Community Funds for projects that utilize existing infrastructure to support placemaking, walkable communities and sustainable development.

#N231910                      8/3/2018

#1.

David L. Kenyon, RLA, LEED AP  
791 Niagara Parkway  
North Tonawanda, New York 14120  
(716) 909-0746  
dlkqka@gmail.com

AUG 21 2018

August 15, 2018

Mayor Arthur G. Pappas  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Re: Resignation from the City of North Tonawanda Planning Board

Dear Mayor Pappas:

For a variety of reasons I am writing to notify you that effective immediately I hereby resign from the North Tonawanda Planning Board after nine years of service to the City.

I thank you for the opportunity, as it was a pleasure serving with the various board members and city officials over the years. Unfortunately I am unable to continue to serve in any capacity.

Very truly yours,



RECEIVED  
CITY CLERK'S OFFICE

2018 AUG 16 AM 8:41  
NORTH TONAWANDA NY

# City of North Tonawanda

III.

DANIEL R. QUINN  
City Clerk-Treasurer  
danquinn@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

**AUG 21 2018**

August 6, 2018

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

RECEIVED  
CITY CLERK'S OFFICE

2018 AUG 6 AM 11:38  
NORTH TONAWANDA NY

Dear Honorable Mayor and Common Council:

Please be advised that I have received payment in full for back City, School and County taxes, per their tax agreement with the City, for the following parcel:

181.27-2-10

97 Felton Street

Heigl, Dawn

Therefore, please pass the necessary resolution withdrawing these parcels from the appropriate In Rem proceeding.

Thank you for your cooperation.

Very truly yours,



Daniel R. Quinn  
City Clerk-Treasurer

cc: Luke Brown, City Attorney



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD

NORTH TONAWANDA, NEW YORK 14120

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

Fax: (716) 695-8563

E-mail: [billdavignon@northtonawanda.org](mailto:billdavignon@northtonawanda.org)

V. /  
AUG 21 2018

RECEIVED  
CITY CLERK'S OFFICE

2018 AUG 15 AM 11:06  
NORTH TONAWANDA NY

**William M. Davignon**  
*Superintendent*

August 15, 2018

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

**RE: Approval for Nussbaumer & Clarke to apply for NYS Clean Water Infrastructure Act of 2018 Grant funds.**

Honorable Body:

Attached is a cost estimate from Nussbaumer & Clarke to replace the Water Filtration Plant Backup Power Generator. I asked them to prepare this estimate so we could apply for *NYS Clean Water Infrastructure Act of 2017 Grant funding*.

Since the project began in 2017 we have added new electrical construction and the replacement of the outdated underground Diesel Tank & Fuel System. This has increased the cost of this project resulting in a revised total of \$2,813,367.

The *NYS Clean Water Infrastructure Grant* allows for up to 60% reimbursement of the total project cost which will be \$1,688,020 in Grant funding. The net cost to the City will then be \$1,125,346.

City Staff Accountant Amanda Reimer has already set aside \$1,400,000 in the 2018 Water Filtration Plant Capital Reserve Fund for this project which will cover the City's portion of the cost.

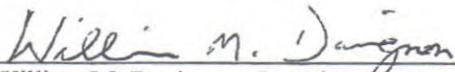
It is imperative that we undertake this project due to the importance of our ability to provide an uninterrupted public water supply for drinking water & fire protection to our residents during a power outage or catastrophic event.

The Grant application requires you to take appropriate legislative action at the Aug. 21, 2018 Council Meeting in order to meet the Sep. 7, 2018 Grant Funding application deadline.

Therefore, I respectfully ask for your approval to expend the funds necessary to complete this project and approval for Nussbaumer & Clarke to apply for this Grant on the City's behalf.

Thank you in advance for your support of this very important project.

Sincerely,

  
William M. Davignon, Superintendent

Engineer's Estimate  
8/14/2018

North Tonawanda Water Plant

**PROJECT: NCI 17J1-0024  
FINAL ESTIMATE OF PROJECT COST  
NORTH TONAWANDA GENERATOR REPLACEMENT**

<u>Description</u>	<u>Estimated Cost</u>
General Contract	\$ 145,962.00
Electrical Contract	\$ 1,943,007.00
Diesel Fuel Tank Replacement (Likely under General Contract)	\$ 161,725.00
<b>Sub-Total</b>	<b>\$ 2,250,694.00</b>
Engineering Design and Bidding (15%)	\$ 337,604.00
Engineering Construction Administration and Observation (10%)	\$ 225,069.00
<b>Total</b>	<b>\$ 2,813,367.00</b>
	60% Grant \$ 1,688,020.20
	City Balance \$ 1,125,346.80

V.2



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD

NORTH TONAWANDA, NEW YORK 14120

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

Fax: (716) 695-8563

E-mail: [billdavignon@northtonawanda.org](mailto:billdavignon@northtonawanda.org)

AUG 21 2018

**William M. Davignon**  
*Superintendent*

August 17, 2018

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

RECEIVED  
CITY CLERK'S OFFICE  
2018 AUG 17 PM 12:55  
NORTH TONAWANDA NY

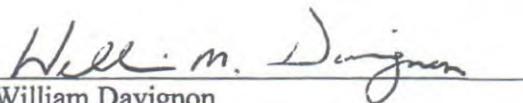
**Re: Project 2017-12: Water Treatment Plant Brick Pointing and Masonry Repairs -  
Change Orders #1 & #2 and Final Project Acceptance.**

Dear Honorable Body:

Approval of Change Order Nos. 1 & 2 and final acceptance of the North Tonawanda Water Treatment Plant (WTP) Brick Pointing and Masonry Repairs Project is hereby requested. Change Order No. 1 represents the additional work required to repoint some interior walls of the Pump Station Building, some areas of the North elevation of the Pump Station Building, and replacement of window lintels on the South elevation of the Filter Building. Change Order No. 2 is for additional masonry repairs to the East Elevation of the Filter Building and West Elevation of the Chemical Building.

Accordingly, I respectfully request that the Common Council approve Change Order No. 1 for the WTP Brick Pointing and Masonry Repair Project in the amount of \$14,552.00 and Change Order No. 2 for the WTP Brick Pointing and Masonry Repair Project in the amount of \$26,350.00 with Morris Masonry Restoration, LLC, 441 Bailey Avenue, Buffalo NY 14210; increasing the contract amount from \$77,455.00; to the final contract amount of \$118,357.00; authorizing the Mayor to sign said change order. Further, that the Common Council accepts this project as complete and approve the final payment subject to review by the City Attorney.

Very truly yours,

  
William Davignon  
Superintendent of Wastewater/Water

cc: file, w/encls.  
Luke A. Brown, City Attorney, w/encls.  
Dale Marshall, City Engineer  
Josh Blasko, Morris Masonry LLC

CHANGE ORDER NO. 1

DATE: May 8, 2018

TO:  
Josh Blasko  
Morris Masonry Restoration, LLC  
441 Bailey Avenue  
Buffalo, New York 14210

PROJECT NO: 2017-12 WTP Brick Pointing and  
Masonry Repair

ADDITION \$14,552.00

DEDUCTION: \_\_\_\_\_

UNDER YOUR CONTRACT 10/27/2017 with the City of North Tonawanda,

You are hereby requested to comply with the following contract modifications:

Additional tuckpointing on the north elevation of the pump building and interior tuckpointing as detailed in the attached memo. Additionally, when the window lintels on the southside of the filter building were exposed it was determined that they should be replaced due to deterioration opposed to being scraped and repainted. Morris Masonry Restoration, LLC's proposals for this additional work is attached.

The sum of \$14,552.00 is hereby added to the contract.

<u>Original Contract</u>	<u>C. O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$77,455.00	1	\$ 14,552.00		\$ 92,007.00

ACCEPTED BY   
(Contractor)

DATE 5-10-18

RECOMMENDED BY Will M. Jungman

DATE 5/11/18

APPROVED BY \_\_\_\_\_  
(Owner)

DATE \_\_\_\_\_

COMMON COUNCIL RESOLUTION DATE \_\_\_\_\_



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

Date W. Marshall, P. E.  
 City Engineer  
 Phone: (716) 695-8568  
 Fax: (716) 695-8568

CHANGE ORDER NO. 2

DATE: May 15, 2018

TO:  
 Josh Blasko  
 Morris Masonry Restoration, LLC  
 441 Bailey Avenue  
 Buffalo, New York 14210

PROJECT NO: 2017-12 WTP Brick Pointing and  
 Masonry Repair

ADDITION \$26,350.00

DEDUCTION: \_\_\_\_\_

UNDER YOUR CONTRACT 10/27/2017 with the City of North Tonawanda,

You are hereby requested to comply with the following contract modifications:

Additional masonry repairs to the East Elevation of the Filter Building and West Elevation of the Chemical Building as discussed in the attached.

The sum of \$26,350.00 is hereby added to the contract.

<u>Original Contract</u>	<u>C. O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$77,455.00	<u>2</u>	\$ 26,350.00		\$ 118,357.00

ACCEPTED BY [Signature]  
 (Contractor)

DATE 6-12-18

RECOMMENDED BY William M. Dargatzis

DATE 6/12/18

APPROVED BY \_\_\_\_\_  
 (Owner)

DATE \_\_\_\_\_

COMMON COUNCIL RESOLUTION DATE \_\_\_\_\_



**CITY OF NORTH TONAWANDA WATER WORKS**

830 RIVER ROAD  
NORTH TONAWANDA, NEW YORK 14120  
PHONE: (716) 695 – 8560, ext. #6411  
FAX: (716) 695 – 8562  
E-mail: billdavignon@northtonawanda.org

V.3  
AUG 21 2018

**William M. Davignon**  
*Superintendent*

August 16, 2018

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

**RE: Award of Aluminum Sulfate Bid for the Water Treatment Plant**

Honorable Body:

On August 14, 2018 three (3) bids were received and opened for the provision of Aluminum Sulfate to the Water Treatment Plant.

Based upon these bids, I would like your approval of Thatcher Company of New York, Inc. P.O. Box 27407, Salt Lake City, UT 84127-0407, at the low one (1) year bid rate of \$294.73 / ton.

The awarding of this contract is subject to review and approval by the City Attorney.

Please contact me if you have any question or concerns regarding this Bid Award. Thank you for your time and consideration of my request.

Sincerely,

\_\_\_\_\_  
William M. Davignon, Superintendent

2018 AUG 16 PM 12:48  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE

Aluminum Sulfate Bids  
comparison sheet

<b>COMPANY</b>		<b>2018</b>	<b>2018</b>
		<b>1 YR</b>	<b>3 YRS</b>
<b>Chemtrade</b>		\$295.00	\$340.00
<b>Thatcher</b>		\$294.73	\$330.85
<b>USALCO</b>		\$438.31	\$0.00
Low Bidder		All rates are \$ / dry ton	

VII, 1

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

AUG 21 2018

AMANDA REIMER  
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

August 15, 2018

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

RECEIVED  
CITY CLERK'S OFFICE  
2018 AUG 15 AM 8:53  
NORTH TONAWANDA NY

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 August 21, 2018, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Regards,



Amanda Reimer  
City Accountant

VII. 2

AMANDA REIMER  
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

AUG 21 2018

August 15, 2018

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

RECEIVED  
CITY CLERK'S OFFICE

Dear Honorable Body:

2018 AUG 15 AM 8:53  
NORTH TONAWANDA NY

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 2018 appropriations, based on the request of the Department Head, copy attached.

<u>Control Number</u>	<u>Dollar Amount</u>	<u>Increase Expenditure Account</u>	<u>From Reserve/Appropriation Account</u>
13	\$48,000.00	001.5110.0240, Street Maintenance Equip	001.5110.0421, Road Resurfacing
14	\$10,000.00	001.9050.0806, Unemployment Insurance	001.0863.0000, Insurance Reserve

Regards,



Amanda Reimer  
City Accountant

# Budgetary Transfer Request Form

Department: Public Works

Date: 8/8/2018

Appropriation Accounts and Documentation					
From Appropriation Account	Into Appropriation Account				
1-5110.421 <u>Road Resurfacing</u>	1-5110.0240 <u>Street Maintenance Equipment</u>				
Account Number	Account Number				
Account Description	Account Description				
<b>Explanation:</b>					
Transfer needed to purchase a Skid Steer Mini Paver for the DPW's street paving operations.					
<b>Please Check One</b>					
<input checked="" type="checkbox"/> Common Council Action	<input type="checkbox"/> NO Common Council Action				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;"><i>Mr Zehn</i></td> <td style="width: 20%; text-align: center;">8/9/2018</td> </tr> <tr> <td style="text-align: center;">Department Head Signature</td> <td style="text-align: center;">Date</td> </tr> </table>		<i>Mr Zehn</i>	8/9/2018	Department Head Signature	Date
<i>Mr Zehn</i>	8/9/2018				
Department Head Signature	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**

Control #	Department of Accounting Audit	Common Council Meeting Date
13	<i>AG 8/13/18</i>	8/21/18

## Budget Amendment Request Form

Department: Accounting

Date: 8.13.2018

Dollar Amount	Accounts and Documentation			
\$ 10,000	Increase(Decrease) Account 001.0863.0000	Account Reserve	Increase(Decrease) Account 001.9050.0806	Unemployment Insurance
	Account Number	Account Description	Account Number	Account Description

**Explanation:** Transfer an additional \$10,000 from Insurance Reserve to cover higher than average unemployment insurance costs for the 2018 fiscal year.

\*\*\*COMMON COUNCIL ACTION IS NECESSARY\*\*\*

	
Department Head Signature	Date
	8/13/18

### Budget Amendment Policy

2.31 - All Budget Amendments require authorization by the Common Council

2.32 - Budget amendments can be initiated by the Department Head by completing a Budget Amendment Form and submitting to the Accounting Department for review when:

- a) The change will result in an overall increase or decrease to appropriations and either estimated revenues/fund balance.

### For Accounting Department Use Only

Control #	Department of Accounting Audit	Common Council Meeting Date
14	AC 8/13/18	8/21/18

# City of North Tonawanda

XXV 1

DANIEL R. QUINN  
City Clerk-Treasurer  
danquinn@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

**AUG 21 2018**

8/13/2018

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

RECEIVED  
CITY CLERK'S OFFICE

Dear Sirs and Mesdames:

2018 AUG 8 PM2:15  
NORTH TONAWANDA NY

The status of the City of North Tonawanda accounts is reflected by this cash statement for the month of July 2018.

## General Fund

Balance Fwd - Checking	3,581,078.93
Balance Fwd - Money Market	502,415.45
Investments	0.00
Receipts for the month	1,382,199.99
Warrants Drawn	(2,002,128.10)
	<u>\$3,463,566.27</u>

## Sewer Fund

Balance Fwd - Checking	179,141.44
Balance Fwd - Money Market	598,177.07
Investments	0.00
Receipts for the month	65,984.56
Warrants Drawn	(329,788.09)
	<u>\$513,514.98</u>

## Water Fund

Balance Fwd - Checking	358,639.00
Balance Fwd - Money Market	1,233,510.02
Investments	0.00
Receipts for the month	27,920.41
Warrants Drawn	(127,812.39)
	<u>\$1,492,257.04</u>

## Trust & Agency Fund

Balance Fwd - Checking	268,621.45
Receipts for the month	44,669.16
Warrants Drawn	(32,427.92)
	<u>\$280,862.69</u>

## Capital Construction Fund

Balance Fwd - Checking	4,066,218.22
Balance Fwd - Money Market	1,464,581.19
Receipts for the month	742,796.38
Warrants Drawn	(358,327.09)
	<hr/>
	\$5,915,268.70

## Community Development Fund

Balance Fwd - Checking	41,044.41
Receipts for the month	0.00
Warrants Drawn	(8,050.88)
	<hr/>
	\$32,993.53

## Rental Assistance Fund

Balance Fwd - Checking	0.00
Receipts for the month	235,076.00
Warrants Drawn	(235,076.00)
	<hr/>
	\$0.00

## Housing Rehabilitation Fund

Balance Fwd	1,468.96
Receipts for the month	0.04
Warrants Drawn	0.00
	<hr/>
	\$1,469.00

## Home Rehabilitation Fund

Balance Fwd	41,011.06
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$41,011.06

Respectfully submitted,



Daniel R. Quinn  
City Clerk - Treasurer



Department of Police

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

XXV:2  
TELEPHONE  
(716) 692-4111  
FACSIMILE  
(716) 692-4321  
EMERGENCY NO.  
9-1-1

**AUG 21 2018**

August 14, 2018

Honorable Mayor Arthur G. Pappas and  
Members of the City of North Tonawanda Common Council

Ladies and Gentlemen:

Please find attached the Summary of Police Activities Report, the Summary of Criminal Activities Report and the V&T Report for the month of July 2018.

Respectfully submitted,

Roger R. Zgolak  
Chief of Police

RECEIVED  
CITY CLERK'S OFFICE

2018 AUG 14 PM 1:36  
NORTH TONAWANDA NY

cc: Robert Pecoraro  
cc: Austin Tylec  
cc: Mark Berube  
cc: Donna Braun  
cc: Eric Zadilka

RRZ/sd

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF JULY 2018
--

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

<u>TYPE OF OFFENSE</u>	<u>COMPLAINTS</u>		
	Received	Cleared	Unfounded
AGG. ASSAULT	1	1	
ALL OTHER OFFENSES	6	4	
ARSON	1	0	
BURGLARY	4	0	
COERCION	0	0	
CRIMINAL MISCHIEF	10	0	
CRIM POSS WEAPON	1	1	
DIS CON/HARASS	21	6	
DRUG OFFENSES	8	8	
EMBEZZLEMENT	0	0	
FAILURE TO APPEAR	28	28	
FORGERY	1	0	
FRAUD (ID THEFT)	5	1	
LARCENY	34	8	
LEAVING THE SCENE	11	3	
MURDER	0	0	
RAPE	0	0	
ROBBERY	1	1	
SEXUAL OFFENSES	0	0	
SIMPLE ASSAULT	3	2	
STOLEN PROPERTY	2	1	
UNAUTH USE M/V	2	0	
VIOL OF PROBATION	0	0	
ARRESTS FOR OTHER AUTHORITIES		2	
ARRESTS/CLEAR COMPS. FM PREV MONTHS		8	
TOTALS	139	74	0
# OF ABOVE COMPLAINTS CLEARED BY JAB		14	
# CLEARED BY JAB FROM PREV MONTHS		6	

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF JULY 2018
--

CRIMINAL

Complaints received and investigated	139
Complaints cleared by arrest or exceptional clearance	74
Complaints ruled unfounded	0
Number of males arrested	25
under 18: 2	over 18: 25
Number of females arrested	17
under 18: 6	over 18: 11
Arrests for other authorities	2
Failure to Appear/Violation of Probation Warrant Arrests	28
Above complaints cleared by J.A.B.	14
Complaints cleared by J.A.B. from previous months	6

TRAFFIC

Traffic summonses issued	694
DWI arrests	4
Parking tags issued	124

MISCELLANEOUS

Miscellaneous service	2,933
Incident reports	175
Vehicle accidents	87
Vehicle accidents (fatal)	0
Vehicle stops	466
Police escorts	41
Prisoner meals	56
Mug shots taken	35
Fingerprints taken	35
Persons missing and located	2
Automobiles stolen	2
Automobiles recovered	2
Automobiles recovered for other authorities	0
Record check fees	\$75.00
Photocopy fees	\$13.00
Fingerprint fees	\$0.00
Fines collected	\$39,959.00
Value of property damaged	\$3,965.78
Value of property stolen	\$93,381.93
Value of property recovered	\$19,640.41

Respectfully submitted,



Roger R. Zgolak  
Chief of Police

RRZ/sd

## V & T REPORT FOR THE MONTH OF JULY 2018

SPEEDING	93
REDLIGHT VIO.	18
STOP SIGN VIO.	45
NO REGISTRATION	7
NO LICENSE	19
FAULTY EQUIPMENT	29
NO INSPECTION	40
FAILED TO YIELD RIGHT OF WAY	7
SEAT BELT VIO.	28
NO INSURANCE	2
LICENSE PLATE VIO.	3
IMPROPER TURN	9
DROVE ON LEFT OF PAVEMENT MARKINGS	6
FAILED TO KEEP RIGHT	3
LEAVING SCENE OF INCIDENT	1
AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE	8
FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS	3
UNSAFE BACKING	2
MISCELLANEOUS	52

TOTAL      375

**TRAFFICE MISD.**

**#OF COMPLAINTS/ARRESTS**

DWI-----	3
OPERATING WHILE REG. SUSPENDED/REVOKED-----	5
AGGRAVATED UNLICENSED OPERATION 3 <sup>RD</sup> -----	16
AGGRAVATED UNLICENSED OPERATION 2 <sup>ND</sup> -----	6
DISPLAYED FORGED CERT. OF INSPECTION -----	2

**FELONIES**

AGGRAVATED UNLICENSED OPERATION 1 <sup>ST</sup> -----	1
DWAI DRUGS-----	1

**FINES:**

(CITY IMPOSED):

TRAFFIC:	\$ 38,139.00
PENAL LAW:	\$       0.00
CITY ORDINANCE:	\$       95.00
BAIL FORFEITURE:	\$       0.00
ABC VIOLATION:	\$       0.00
PARKING TAGS:	\$ 1,725.00
<b>TOTAL FINES</b>	<b>\$ 39,959.00</b>

MUG SHOTS:    35      PARKING TAGS:    124      MEAL TICKETS:    56

XXVI  
AUG 21 2018

CITY OF NORTH TONAWANDA, NEW YORK												
CONSOLIDATED SICK REPORT, VACATION DAY, AND PERSONAL DAY SCHEDULE												
DEPARTMENT OF POLICE												
PERIOD COVERED: JANUARY 1 - JUNE 30, 2018												
NAME	BALANCE FWD.	EARNED	USED	REMAINING	VACATION DAYS			PERSONAL LEAVE DAYS				
					AVAIL.	USED	REMAINING	AVAIL.	USED	REMAINING		
T. BAKULA	102.5	7.5	2.25	107.75	15	5	10	5	1	4		
G. BENJAMIN	22.625	7.5	5.625	24.5	20	1	19	5	1	4		
R. BOHNSTADT	172.25	7.5	3.375	176.375	25	10	15	5	2	3		
L. BOLSOVER	165.25	7.5	4.5	168.25	25	0	25	5	3	2		
M. BROCKLEHURST	0	6.25	1	5.25	0	0	0	5	0	5		
R. BROCKLEHURST	174.25	7.5	13	168.75	25	11	14	5	3	2		
F. BURKHART	4	7.5	0	11.5	10	0	10	5	0	5		
T. BUSH	192.875	7.5	0	200.375	25	5	20	5	0	5		
J. CAKE	67.375	7.5	2	72.875	20	7	13	5	0	5		
S. CAMPAS	12.25	7.5	12	7.75	10	5	5	5	2	3		
R. CINQUINO	156.25	7.5	1	162.75	25	13	12	5	2.5	2.5		
A. COSENTINO	26.5	7.5	0	34	10	5	5	5	0	5		
J. CRESS	141.75	7.5	12	137.25	25	0	25	5	0	5		
M. DAY	64.25	7.5	0	71.75	15	5	10	5	0	5		
R. DZURRA	55	7.5	1	61.5	15	3	12	5	2	3		
S. ENDRES	199.25	7.5	0	206.75	25	4	21	5	0	5		
R. FOLLENDORF	44	7.5	1.375	50.125	10	5	5	5	2	3		
R. FRANK	134.75	7.5	0	142.25	20	0	20	5	0	5		
K. GLASS	102	7.5	3.25	106.25	20	5	15	5	1	4		
E. HERBERT	54.375	7.5	0	61.875	15	3	12	5	2	3		
T. HUEY	109.375	7.5	3	113.875	30	0	30	5	4	1		
N. IWANICKI	109.375	7.5	2	114.875	20	8	12	5	1	4		

RECEIVED  
CITY CLERK'S OFFICE  
2018 AUG 3 PM 2:32  
NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA NEW YORK  
 CONSOLIDATED SICK REPORT, VACATION DAY, AND PERSONAL DAY SCHEDULE  
 DEPARTMENT OF POLICE  
 PERIOD COVERED: JANUARY 1 - JUNE 30, 2018

NAME	BALANCE FWD.	EARNED	USED	REMAINING	VACATION DAYS			PERSONAL LEAVE DAYS			REMARKS
					AVAIL.	USED	REMAINING	AVAIL.	USED	REMAINING	
R. KALOTA	231	7.5	3.5	235	30	5	25	5	3	2	
J. KAM	32.5	7.5	0	40	10	2	8	5	2	3	
T. KRANTZ	230.625	7.5	6	232.125	30	7	23	5	0	5	
L. KUEBLER	169.375	7.5	2	174.875	30	10	20	5	0	5	
M. LONCAR	39.375	7.5	3	43.875	15	6	9	5	0	5	
D. MAHONEY	169.5	7.5	2	175	30	0	30	5	0	5	
C. MAMOT	103.5	7.5	3.375	107.625	15	4	11	5	1	4	
K. MANG	36.25	7.5	2	41.75	25	0	25	5	4	1	
J. MUEHLBAUER	166	7.5	1.5	172	25	0	25	5	0	5	
H. OTABACHIAN	25	7.5	1	31.5	10	1	9	5	2	3	
B. PASIAK	138.625	7.5	1	145.125	25	13	12	5	3	2	
M. ROBERTS	137.125	7.5	1	143.625	20	7	13	5	2	3	
R. ROGERS	29	7.5	0	36.5	10	4	6	5	4	1	
J. SHIESLEY	103.75	7.5	5	106.25	25	0	25	5	3	2	
J. SMITH	113.25	7.5	0	120.75	20	8	12	5	0	5	
K. SMITH	192.375	7.5	1	198.875	30	3	27	5	2	3	
E. SMOLINSKI	196.875	1.25	0	198.125	30	0	0	5	5	0	
J. SNOPOKOWSKI	118.5	7.5	0	126	25	3	22	5	0	5	(Retired 1/25/18)





**City of North Tonawanda**

**Historic Preservation Commission**

CFO - A

AUG 21 2018

August 8, 2018

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

RECEIVED  
CITY CLERK'S OFFICE

2018 AUG 8 PM3:54  
NORTH TONAWANDA NY

Honorable Body;

The Historic Preservation Commission (HPC) is requesting that the Common Council review the enclosed proposal from KTA Preservation, to complete the National Register Nomination for the Lumber Barron District. If acceptable, we request that the Mayor sign the proposal and return it to Amber Holycross at his earliest convenience.

The proposal includes an outline of the full scope of work to be performed. The fee of \$12,685 will be paid in full via the 2 grants secured by the City.

Sincerely,  
Amber Holycross, AIA  
NT Historic Preservation Commission Co-Chairperson

CC Joe Fonzi  
Rae Proefrock  
April Gampp  
Jay Soemann  
Linda Hayes  
Dennis Pasiak  
Kristin Derby

# kta preservation specialists

422 Parker Avenue  
Buffalo, New York 14216  
716.864.0628  
Email [ktraynor@kta-preservation.com](mailto:ktraynor@kta-preservation.com)

7 August 2018

RE: Work Scope and Fee for the Preparation of a Lumber Baron Cultural Resources Survey & National Register District Nomination

**kta preservation specialists** proposes the following scope of work to determine the potential eligibility of all or portions of the Lumber Baron project area as defined below for historic district and/or other heritage designation. The Cultural Resources Survey scope of services is consistent with a Phase 1 Architectural Reconnaissance Survey where historic trends and themes are combined with a visual study of the project area. Typical this work scope involves historic research and an architectural survey. The survey for the Lumber Baron area will include approximately 400 homes dating from the 1880s – 1930s built by the lumber barons or their related businessmen. This area is bounded by Tremont Street, Vandervoort Street, Christiana Street, Payne Avenue, Thompson Street, Pinewoods Street, and Twin Cities Memorial Highway.

The Cultural Resources Survey of the project area will be conducted using a methodology in accordance with the New York State Education Department's *Work Scope Specifications for Cultural Resource Investigations* (NYSED 2004). The methodology and evaluation criteria used to evaluate properties are codified in the *Code of Federal Regulations, Title 36: Part 60* and reprinted in the National Park Service Publication *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. The guidelines followed for the evaluation and identification of National Register Eligible properties are contained in the National Park Service Publications *Standards and Guidelines for Evaluation; Standards and Guidelines for Identification*; and *Guidelines for Local Surveys: A Basis for Preservation Planning*. The intent is to identify guidelines and criteria of specific relevance to the history and property types in the

study area. By applying the strict rigor of the Department of the Interior (National Park Service), in addition to state and local criteria for evaluation, a comprehensive architectural survey of the study area will be produced. Consultation with the Survey and National Register Coordinator at the New York State Office of Parks Recreation and Historic Preservation (NYSHP), and City of North Tonawanda and other stakeholders and interested parties will be ongoing throughout the process to identify guidelines and criteria of specific relevance to the history of the properties in the Lumber Baron area of North Tonawanda.

The Historic Context section of the survey will be a thorough study and analysis of the historic trends and themes that influenced social, cultural, economic, political, and industrial growth and development in the study area on a local, state, national, and international level. How these developments were manifest in the built environment will be studied using an historic map analysis of the project area to identify broad development patterns that can then be evaluated in conjunction with the historic trends and themes identified. Archival and literature research, and site file searches of local and state resources including, but not limited to, NYS-OPRHP, Local History Archives, and in the City Planning and Engineering Departments will facilitate study of the historic context.

The study and analysis of historic trends and themes, in conjunction with on-site investigation of the properties in the defined project area will provide the information necessary to evaluate the properties applying all of the National Register Eligibility Criteria to determine both individually potentially eligible properties, and the potential for a historic district.

### **Lumber Baron Cultural Resource Survey Work Scope**

#### **Historic Research**

- Historic Context Analysis and Evaluation
  - Archival and literature research, and site file searches of local and state resources including, but not limited to, NYS-OPRHP, the Buffalo Museum, Local History Archives, and in the City Planning and Engineering Departments
  - Historic Map Analysis
- Identify and Define Guidelines and Criteria of Specific Relevance to History and Property Types in Study Area (based upon results of Historic Context Analysis)

- SHPO/City/Stakeholders Consultation

### Survey & Analysis

- On-Site Investigation of Project Area
  - Walkover Survey: to identify buildings/structures in Project Area potentially eligible for the S/NRHP and to identify potential of larger district
- Analysis of Information to Determine Significant Properties and/or Districts
- Map Properties Identified in Survey and Analysis to graphically illustrate general integrity and property types.
- Rate properties for threats and integrity  
SHPO/City/Stakeholders Consultation

### Survey Report

- Following completion of the Historic Research and Survey & Analysis a full report detailing all aspects of the study will be produced including historic trends and themes and development history of the Lumber Baron project area. Also included would be an assessment of historic district potential; period(s) of significance and potential district boundaries.

### National Register Nomination

- In consultation with SHPO, identify a potential National Register District and prepare an NR nomination for submission to NRS-OPRHP and NPS. Part of the historic research for the district will be conducted during the survey phase.

### Deliverables

- One (1) copy of each DRAFT report will be submitted to the City of North Tonawanda in paper and electronic format for review and comment. The DRAFT report will also be submitted to the NYS-OPRHP for review and comment.
- One (1) copy of the FINAL report for each area will be submitted to the City of North Tonawanda in paper and electronic format (pdf). One (1) copy of the FINAL report will also be submitted to

the NYS-OPRHP in electronic format (pdf). NOTE: NYS-OPRHP requires surveys to be submitted for review into NYS-CRIS.

- One (1) copy of the DRAFT National Register Historic District Nomination for the “Baron District” (including photos, maps, etc.) submitted to the City of North Tonawanda for review and comment.
- One (1) copy of the DRAFT National Register Historic District Nomination for each district (including photos, maps, etc.) will be submitted to the NYS-OPRHP for review, and presentation to the State Review Board for State listing.
- FINAL National Register Historic District Nomination (including photos, CD with TIFF files, and maps) to the National Park Service for National Register Listing. One (1) paper and one (1) electronic FINAL National Register Historic District Nomination submitted to NYS-OPRHP and to the NPS will be submitted to the City of North Tonawanda.
- Community Meeting: Participation in two (2) community meetings: the first to explain the Cultural Resource Survey process; the second outlining the history and significance of the Lumber Baron area of North Tonawanda as discussed in Section 8 of the National Register District Nominations. Discuss and answer questions regarding financial opportunities associated with the State and Federal Rehabilitation Tax Credit Programs. Discuss and answer questions related to design, alteration, and/or rehabilitation of contributing properties in a National Register Historic District.

The Cultural Resource Survey for the Lumber Baron project area and National Register District Nomination scopes of service does not include any existing conditions documentation except as described above. The lump sum fee for the scope of work associated with the preparation and submission of a Cultural Resource Survey and National Register District Nomination for the Lumber Baron project area is **\$12,685.00**.

If these terms are acceptable, please have this letter signed by a person who can legally bind the City of North Tonawanda, and return to **kta preservation specialists**, 422 Parker Avenue, Buffalo, NY 14216.

This letter will serve as authorization for **kta preservation specialists** to perform the services described above, and to invoice for services in the amount specified above.

Sincerely yours,



Kerry L. Traynor  
Preservation Specialist

Cost and Work Scope Approved:

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



CFO-B

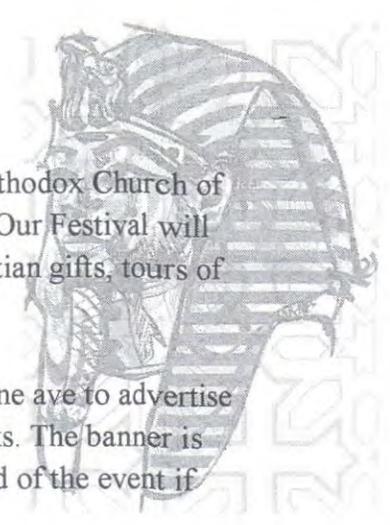
AUG 21 2018

Saint Mary & Saint Moses  
Coptic Orthodox Church



To whom it may concern,

God willing, from August 24<sup>th</sup> to the 26<sup>th</sup>, St. Mary and St. Moses Coptic Orthodox Church of the Buffalo-Niagara area will be holding its 10<sup>th</sup> Annual Egyptian Festival. Our Festival will include delicious authentic Egyptian food and desserts, pharaonic Art, Christian gifts, tours of the church & its history, fun for the kids, and much more!

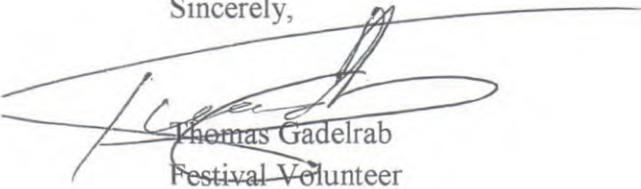


We are therefore reaching out to seek permission to display a banner on Payne ave to advertise this event. The banner is to be set up by the City of Tonawanda Public Works. The banner is generally displayed several weeks prior to the event, running through the end of the event if possible.

We hope to receive permission to establish hanging the banner in order to allow our festival, and the town, to flourish.

Please contact me with any questions or concerns

Sincerely,

  
Thomas Gadelrab  
Festival Volunteer

RECEIVED  
CITY CLERKS OFFICE  
2018 AUG 8 PM 12:44  
NORTH TONAWANDA NY