

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

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Regular Session TUESDAY, NOVEMBER 15, 2022 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 10/27/2022

- 1) Legal Notice – Public Hearing – To Review the Proposed Subdivision at 1144 Sweeney Street – City Attorney
- 2) Legal Notice – Bid Proposals for the Processing and Marketing of Recyclables – Supt. Public Works

PROOF OF PUBLICATION PUBLISHED 10/29/2022

- 1) Legal Notice – Public Hearing – To Discuss the City’s Economic Development programs, and the Funding to the NYS Office of Community Renewal’s Program year 2022 Community Development Block Grant Economic Development Program – Dir. Community Development

COMMUNICATIONS FROM CITY OFFICIALS

- | | | |
|-----------------------------|---|--|
| II. Attorney | - | Re: Proposed Memorandum of Agreement between CSEA Local 1000, North Tonawanda Unit 7692, and City of North Tonawanda |
| III. Clerk-Treasurer | - | Re: Relief of Sewer Charge – 1555 Ruie Road |
| IV.1 Engineer | - | Re: Approval of Change Order and Final Project Acceptance for Project 2020-02: Gratwick Riverside Park Picnic Shelter |
| IV.2 Engineer | - | Re: Approval of Change Order and Final Project Acceptance for Project 2020-08 Pinewoods Park Pavilion and Bathroom Improvements |

VII.1 Accountant - Re: Payment of the Abstract of Claims Dated November 15, 2022

VII.2 Accountant - Re: Various Budgetary Transfers

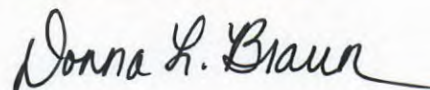
**XIV. Dir. Youth, Recreation, Parks
And Seniors - Re: Approval of Travel Expenditures for the
Golf Course Superintendent**

XXV. Monthly Reports

.1 Clerk-Treasurer .2 Police Department

**XXXII. Community Development - Re: Authorization to Submit a Grant
Application to the New York State Office
of Community Renewal for Community
Development Block Grant Funding for
Microart Systems**

Respectfully submitted,



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

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

NOV 15 2022

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 # 307145 was printed and published in said paper on the following dates:

10/27/2022

Janet M. Slipko
Principal Clerk

RECEIVED
CITY CLERK'S OFFICE

Subscribed and sworn to before me this
10-31-22

2022 NOV 3 AM 9:36
NORTH TONAWANDA NY

Teresa L. McCarthy

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
PROPOSED SWEENEY STREET SUBDIVISION

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the North Tonawanda Planning Commission in the Common Council Chambers at City Hall, 216 Payne Avenue, North Tonawanda, NY at 5:30 P.M. on Monday, November 7, 2022, to review the proposed subdivision at 1144 Sweeney Street.

Donna L. Braun, City Clerk-Treasurer
Edward A. Zebulske III, City Attorney
N#307145
10/27/2022

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

NOV 15 2022

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 # 307726
was printed and published in said paper on the following dates:

10/27/2022

Janet M. Slipko
Principal Clerk

Subscribed and sworn to before me this
10-31-22

Teresa L. McCarthy
Teresa L. McCarthy 02/26/2026

Notary Public Expiration Date

2022 NOV 3 AM 9:38
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

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

NOTICE TO BIDDERS

Notice is hereby provided that the City of North Tonawanda, herein referred to as "City", has issued a notice for sealed bids for the processing and marketing of recyclables collected by the City recycling fleet from participating residential and small commercial parcels within the City of North Tonawanda.

Sealed proposals will be received by the City Clerk-Treasurer, City Hall, 216 Payne Avenue, North Tonawanda, New York 14120, will be received until 11:00am, local time, Monday November 28, 2022 at which time the bids will be publically opened and read.

The Bid Specifications may be obtained electronically by contacting Mark A. Zellner, Superintendent of Public Works at mzellner@northtonawanda.org or 716-695-8585. The City requires all correspondence to occur with Mark A. Zellner at mzellner@northtonawanda.org. The City will accept comments and questions until 2:00pm Monday, November 14, 2022 and will answer questions via an addenda to the extent the City deems necessary.

The sealed proposals will require a Bid Security in an amount not less than five (5%) percent of the amount of the total bid price for all municipalities and failure to submit same shall be cause for rejection. The contract shall be based upon the Base Bid Option selected, commencing on Monday January 1, 2023, with renewal options for each Base Bid Option upon mutual agreement, under the same terms and conditions.

The City reserves the right to reject or accept any and all bids for any reason. If an award is made, it will be to the lowest responsible bidder.

The City reserves the right to waive any informalities.

Each bid proposal must be submitted in a sealed envelope addressed to the City of North Tonawanda with the bid bond or other security, certification of compliance with the Iranian Divestment Act and the Non-Collusive Bidding Certificate enclosed. On the outside of the envelope it must be clearly noted "Bid for Recyclable Materials Processing and Marketing" and must indicate the name, address and phone number of the bidder. Proposals not meeting the above format may be rejected.

The schedule for this solicitation of bids is included in the timeline presented below. The City reserves the right to modify this schedule as necessary, and is therefore tentative and subject to changes. All addendums and changes to this project will be sent via electronic mail to all prospective bidders that have provided contact information.

<u>Proposed Date</u>	<u>Action</u>
October 27, 2022	Bid published and made available.
November 14, 2022 (2:00pm)	Last day to submit questions
November 28, 2022 (11:00am)	Sealed proposals due
November 28 to December 5, 2022	Sealed proposals evaluated
December 6, 2022	City awards to selected Contractor
January 1, 2023	Commence contract

Dated: October 27, 2022
N# 307726

10/27/2022

NOV 15 2022

RECEIVED
CITY CLERK'S OFFICE

2022 NOV 8 AM 9:40
NORTH TONAWANDA NY

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 # 307780 was printed and published in said paper on the following dates:

10/29/2022

Janet M. Slipko
Principal Clerk

Subscribed and sworn to before me this
10.31.22

Teresa L. McCarthy

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
NOTICE OF PUBLIC HEARING
CITY OF NORTH TONAWANDA
OFFICE OF COMMUNITY RENEWAL
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM

A public hearing will be held on November 8th , 2022 at 6:30 PM in the Common Council chambers located at City Hall, 216 Payne Avenue, North Tonawanda, New York 14120 to discuss the City's economic development programs, and the potential submission of an application for funding to the New York State Office of Community Renewal's program year 2022 Community Development Block Grant Economic Development program.

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

The City of North Tonawanda is considering applying for \$225,000 in CDBG funds to support an industrial expansion project at Microart Systems. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals.

More detailed information regarding the project will be presented at the hearing. Accommodations for disabled and non-English speaking residents will be made available upon advance request. Residents who cannot 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#307780 10/29/2022

City of North Tonawanda



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

EDWARD A. ZEBULSKE, III
CITY ATTORNEY

NICHOLAS B. ROBINSON
ASSISTANT CITY ATTORNEY

NOV 15 2022

TELEPHONE
(716) 695-8590
FAX (716) 695-8592

November 8, 2022

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

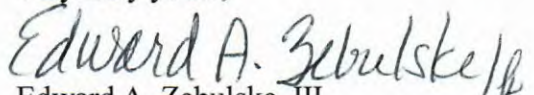
RE: Proposed Memorandum of Agreement between CSEA Local 1000, North
Tonawanda Unit 7692, and City of North Tonawanda

Dear Honorable Body:

Attached, for your consideration, is a Memorandum of Agreement between CSEA Local 1000, North Tonawanda Unit 7692, and the City of North Tonawanda, to settle union grievance 2022-05, regarding personnel in the Building Maintenance department. . The MOU amends job titles in that department to align with Niagara County Civil Service titles, and also offers a small one-time stipend to compensate two of the employees in settlement of the grievance.

Should your Honorable Body concur, please pass a resolution approving the Memorandum of Agreement to align the CSEA collective bargaining agreement with Niagara County Civil Service titles, subject to any further review by the City Attorney.

Very truly yours,


Edward A. Zebulske, III
City Attorney

EAZ/lk
Att.

cc: Donna L Braun, City Clerk-Treasurer

RECEIVED
CITY CLERK'S OFFICE

2022 NOV 9 PM 12:51
NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA
MEMORANDUM OF AGREEMENT

The parties to this Memorandum of Agreement are the City of North Tonawanda, New York (referred to herein as "Employer") and the CSEA, Local 1000 AFSCME, AFL-CIO (referred to herein as "Union").

WHEREAS, the parties are signatories to a Collective Bargaining Agreement dated January 1, 2019 to December 31, 2023; and

WHEREAS, the Union is the bargaining representative for a negotiating unit; and

WHEREAS, the Niagara County Personnel Office/Civil Service Office has changed titles affecting three employees of the Union; and

WHEREAS, the Union filed grievance number 22-5 on April 18, 2022; and

WHEREAS, the City Attorney denied said Grievance in full by decision dated May 10, 2022; and

WHEREAS, the parties have entered into this Memorandum of Agreement after good-faith discussions and agreement;

NOW THEREFORE, the Employer and the Union agree as follows:

1. That the position of Building Maintenance Person/Job Group 11 as listed in paragraph 7.12 of the Bargaining Agreement be amended to Head Maintenance Person/ Job Group 11.

2. That Adam Abramo be elevated to the position of Head Maintenance Person effective immediately.

3. That the position of Building Maintenance Worker/Job Group H-4 as listed in paragraph 7.21 of the Bargaining Agreement be amended in the Contract to Building Maintenance Person. Both parties acknowledge this title change was prompted by Civil Service eliminating Building Maintenance Worker title.

4. That Steven Spyra and Tyler Swartz be moved into the title of Building Maintenance Person effective immediately.

5. That in lieu of further litigation regarding Grievance 22-5 the Employer agrees to compensate Steven Spyra the sum of one hundred seventy-six dollars (\$176.00) and Tyler Swartz the sum of two hundred eighty dollars (\$280.00).

6. That the City makes no admission or agreement relative to these employees and is of the opinion that they were not working out of title and entitled to a pay increase or back pay.

7. That, in and for this resolution of the matter, the Union agrees that this concludes the matter and they will not file for arbitration.

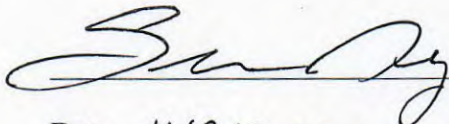
CITY OF NORTH TONAWANDA,
NEW YORK

Date _____

CSEA, Unit 832-7692, President

Date _____

CSEA, Labor Relations Specialist



Date 11/9/2022

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

NOV 15 2022

November 9, 2022

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

RECEIVED
CITY CLERK'S OFFICE

2022 NOV 10 AM 8:49
NORTH TONAWANDA NY

Re: Request for Relief on Water/Sewer Charges

Dear Honorable Body,

I respectfully ask for your decision on a request for relief from resident Robin Borzellere.

This resident resides at 1555 Ruie Road, she is asking for a reduction of her water/sewer bill, the current amount of her bill is \$5362.00 plus fees.

Sincerely,
Donna L Braun
City Clerk-Treasurer



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

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

November 1, 2022

IV.1

NOV 15 2022

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

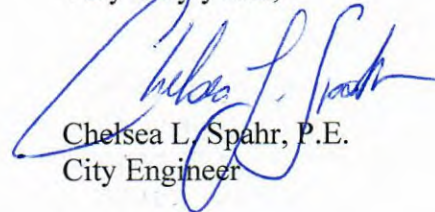
**Re: Project 2020-02: Gratwick Riverside Park Picnic Shelter
Approval of Change Order and Final Project Acceptance**

Dear Honorable Body:

Approval of Change Order No. 1 and final acceptance of the Gratwick Riverside Park Picnic Shelter Project is hereby requested. The change order is a deduct change order. Attached is the change order showing the balancing of the remaining general construction allowance at the end of the project.

Accordingly, I respectfully request that the Common Council approve the deduct Change Order No. 1 for Gratwick Riverside Park Picnic Shelter Project in the amount of \$2,987.00 with R.B. Mac Construction., Inc. PO Box 424, Lockport, NY 14095; decreasing the contract amount from \$184,000.00; to the final contract amount of \$181,013.00; authorizing the Mayor to sign said change order. Further, that the Common Council accept this project as complete and approve the final payment subject to review by the City Attorney.

Very truly yours,


Chelsea L. Spahr, P.E.
City Engineer

CLS:cls

Cc: file
Edward Zebulske, City Attorney
Alex Domaradzki, Direct of Parks, Recreation and Youth
Laura Wilson, Director of Community Development
Jeffery Zellner, City Accountant

2022 NOV 2 AM 9:10
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE



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

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

CHANGE ORDER NO. 1

DATE: October 26, 2022

TO:

Larissa Irwin
RB Mac Construction Co., Inc.
6688 Lincoln Avenue
Lockport, NY 14095

PROJECT NO: 2020-02 GRP Picnic Shelter

ADDITION: _____

DEDUCTION: \$2,987.00

UNDER YOUR CONTRACT 4/1/2021 with the City of North Tonawanda,

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

Deduction of remaining General Construction Allowance (Contract \$5,000, used \$2,013)
= (\$2,987)
TOTAL = (\$2,987)

The sum of \$2,987.00 is hereby **deducted** from the contract.

<u>Original Contract</u>	<u>C. O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$184,000.00	1		\$2,987	\$181,013.00

ACCEPTED BY [Signature] DATE 11/1/2022
(Contractor)

RECOMMENDED BY [Signature] DATE 11/1/22

APPROVED BY _____ DATE _____
(Owner)

COMMON COUNCIL RESOLUTION DATE _____



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

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

November 8, 2022

IV.2
NOV 15 2022

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

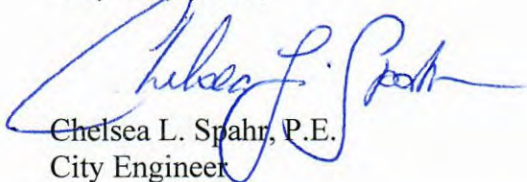
**Re: Project 2020-08: Pinewoods Park Pavilion and Bathroom Improvements
Approval of Change Order and Final Project Acceptance**

Dear Honorable Body:

Approval of Change Order No. 1 and final acceptance of the Pinewoods Park Pavilion and Bathroom Improvements Project is hereby requested. The change order is a deduct change order. Attached is the change order showing the balancing of the remaining general construction allowance at the end of the project.

Accordingly, I respectfully request that the Common Council approve the deduct Change Order No. 1 for Pinewoods Park Pavilion and Bathroom Improvements Project in the amount of \$2,000.00 with North Spur Construction LLC., 156 Garrison Road, Buffalo, NY 14221; decreasing the contract amount from \$133,350.00; to the final contract amount of \$131,350.00; authorizing the Mayor to sign said change order. Further, that the Common Council accept this project as complete and approve the final payment subject to review by the City Attorney.

Very truly yours,


Chelsea L. Spahr, P.E.
City Engineer

CLS:cls

Cc: file
Edward Zebulski, City Attorney
Alex Domaradzki, Direct of Parks, Recreation and Youth
Laura Wilson, Director of Community Development
Jeffery Zellner, City Accountant

**RECEIVED
CITY CLERK'S OFFICE**

**2022 NOV 9 AM 11:45
NORTH TONAWANDA NY**



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

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

CHANGE ORDER NO. 1

DATE: November 3, 2022

TO: Colby McNichol
 North Spur Construction
 156 Garrison Road
 Williamsville, NY 14221

PROJECT NO: 2020-08 Pinewoods Park Improvements

ADDITION: _____

DEDUCTION: \$2,000.00

UNDER YOUR CONTRACT 11/3/2021 with the City of North Tonawanda,

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

Deduction of remaining General Construction Allowance (Contract \$2,000, used \$0)

= (\$2,000)
 TOTAL = (\$2,000)

The sum of \$2,000.00 is hereby deducted from the contract.

<u>Original Contract</u>	<u>C. O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$133,350.00	1		\$2,000	\$131,350.00

ACCEPTED BY North Spur Construction DATE 11-09-2022
 (Contractor)
 Colby McNichol

RECOMMENDED BY Chelsea L. Spahr DATE 11/9/22

APPROVED BY _____ DATE _____
 (Owner)

COMMON COUNCIL RESOLUTION 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.1

NOV 15 2022

November 10, 2022


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

Dear Honorable Body:

In accordance with Article V, Division 1, Section 5.002 and 5.003 of the City Charter, an Abstract Sheet, comprised of a Warrant of Claims, has been submitted by this office for your review and approval.

Accordingly, please authorize for payment, the current Warrant of Claims for Common Council audit, dated November 15th, 2022, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2022 NOV 10 AM 10:07
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

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

NOV 15 2022

11/8/2022

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

Dear Honorable Body:

In accordance with Article V, Division 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 2021 appropriations, based on the request of the Department Head, copy attached.

Dollar		
<u>Amount</u>	<u>Decrease Appropriation Account</u>	<u>Increase Appropriation Account</u>
\$3,000	001.7140.0480 Sport and Playgrounds - Operations	001.7310.0480 Youth Center - Operations
\$3,687	001.7180.0440 Pool - Buildings and grounds	001.7110.0481 Parks - Tree Program
\$3,000	001.7180.0440 Pool - Building and grounds	001.7110.0420 Parks - Repairs and Maintenance
\$5,000	001.7110.0440 Parks - Building and grounds	001.7110.0480 Parks - Operations

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2022 NOV 8 AM 9:52
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/26/22

Appropriation Accounts and Documentation	
Dollar Amount \$3,000	From Appropriation Account 01.7140.0480 Sports & Playgrounds Operations Account Number Account Description
Into Appropriation Account 01.7310.0480 Youth Center Operations Account Number Account Description	
Explanation:	
Reimburse the Youth Center Account for sports and special event charges that were assigned to the wrong account.	

Please Check One

Common Council Action	NO Common Council Action
X	

	10/26/2022
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

	Department of Accounting Audit
	Common Council Meeting Date

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/26/22

Appropriation Accounts and Documentation	
Dollar Amount	From Appropriation Account
\$3,687	01.7180.0440 Pool Building & Grounds
	Account Number Account Description
	01.7110.0481 Tree Program
	Account Number Account Description
Explanation:	
Cover the costs of tree purchases for Tree Planting Program--street and park trees (72 trees purchased)	

Please Check One

Common Council Action	NO Common Council Action
X	

	Department Head Signature	10/26/2022
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:

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
Date			

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/26/22

Appropriation Accounts and Documentation									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">From Appropriation Account</td> <td style="width: 50%; text-align: center;">Into Appropriation Account</td> </tr> <tr> <td style="text-align: center;">01.7180.0440 Pool Building & Grounds</td> <td style="text-align: center;">01.7110.0420 Parks Repairs & Maintenance</td> </tr> <tr> <td style="text-align: center;">Account Number</td> <td style="text-align: center;">Account Number</td> </tr> <tr> <td style="text-align: center;">Account Description</td> <td style="text-align: center;">Account Description</td> </tr> </table>	From Appropriation Account	Into Appropriation Account	01.7180.0440 Pool Building & Grounds	01.7110.0420 Parks Repairs & Maintenance	Account Number	Account Number	Account Description	Account Description	
From Appropriation Account	Into Appropriation Account								
01.7180.0440 Pool Building & Grounds	01.7110.0420 Parks Repairs & Maintenance								
Account Number	Account Number								
Account Description	Account Description								
Explanation:									
Cover the cost of repairs and maintenance on two park trucks.									

Please Check One

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

Department Head Signature	Date
	10/26/2022

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

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/26/22

Appropriation Accounts and Documentation	
Dollar Amount \$5,000	From Appropriation Account 01.7110.0440 Parks Building & Grounds Account Number
Explanation:	Into Appropriation Account 01.7110.0480 Parks Operations Account Number
Cover the cost of increased gas prices.	

Please Check One

Common Council Action	NO Common Council Action
X	

	10/26/2022
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 \$250,000
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 \$250,000 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 \$250,000
2. Creation of a new appropriation account your budget

For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date

NORTH TONAWANDA
Dept. of Youth, Recreation, Parks & Seniors

500 Wheatfield Street
North Tonawanda, NY 14120
Phone: (716) 695-8520
Fax: (716) 695-8533



November 10, 2022

The Honorable Austin Tylec and Common Council
216 Payne Avenue
North Tonawanda, New York 14120

Dear Mayor Tylec and Common Council,

As per our municipal travel policy I am seeking authorization of travel expenditures for our Golf Superintendent to attend the annual GCSAA (Golf Course Superintendent Association of America) Conference as described in the resolution attached.

Costs associated would be covered under our Golf Course Operations 2023 budget for training and certifications.

Respectfully Submitted,

Alex Domaradzki
Director of Youth, Recreation, Parks & Seniors

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CITY CLERK'S OFFICE
2022 NOV 10 PM 12:48
NORTH TONAWANDA NY

TRAVEL POLICY RESOLUTION

RE: Authorization of travel expenditures

WHEREAS, in accordance with the City of North Tonawanda Travel Policy, the common council of the City of North Tonawanda may, by majority vote, authorize travel expenditure for any officers, employees or elected officials to attend conferences or seminars not covered within negotiated union contracts, which are for the betterment of the City.

WHEREAS All expenditures and travel activity will be in compliance with section 77-b of General Municipal Law

WHEREAS the Director of Youth, Recreation, Parks & Seniors would like to send the Golf Course Superintendent to the GCSAA (Golf Course Superintendent Association of America) Conference for annual training and networking purposes.

WHEREAS expenses associated with the conference, including travel, etc have been budgeted for within the Golf Course Operations Budget.

WHEREAS the conference on Monday February 6-9, 2023 in Orlando includes training and seminars in best practice updates on turf management, sand bunker repair & maintenance, and other selected seminars which are identifiable as being beneficial to our specific course. Round-table discussions and networking opportunities with top industry professionals and vendors nationwide are also a desirable benefit from this conference.

WHEREAS the conference is a desirable opportunity to invest in, and equip staff in order to maximize the benefits to our golf course, including efficiency of maintenance practices, implementable strategies to improve course conditions, and betterment of golfer experience; thus making our course more attractable and profitable.

NOW, THEREFORE, BE IT RESOLVED, that the council hereby authorizes the travel expenditures for participation of the Golf Superintendent in the GCSAA conference as budgeted by the Director of Youth, Recreation, Parks & Seniors, based on the importance of this opportunity as being beneficial both to the staff, and for the betterment of the course.

XXV.1
NOV 15 2022

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Minor Sales	Certified Copies - Marriage	23	230.00
		Sub-Total:		\$230.00
A1550	Minor Sales	Public Pound Fee	1	25.00
		Sub-Total:		\$25.00
A1603	Misc. Fees	Birth Certificates	32	320.00
		Death Certificates	80	800.00
		Deaths Recorded	21	0.00
		Sub-Total:		\$1,120.00
A1980	Minor Sales	City Market	6	2,945.00
		Sub-Total:		\$2,945.00
A2110	Planning & Zoning Fees	Board of Appeals App.	3	150.00
		Sub-Total:		\$150.00
A2501	Minor Sales	Solicitors Permit - Yearly	1	25.00
	Permit Fees	Chicken Permits	1	25.00
		Food Truck	1	100.00
	Snowplow Permit	Snowplow Permit	4	160.00
		Sub-Total:		\$310.00
A2505	Marriage License Fee	Marriage License Fee	14	245.00
		Sub-Total:		\$245.00
A2506	Conservation	Conservation	15	43.68
		Sub-Total:		\$43.68
A2540	Racing & Wagering Fees	Bingo Proceeds	7	262.67
		Sub-Total:		\$262.67
A2542	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	74	666.00
		Female, Unspayed	2	34.00
		Male, Neutered	68	612.00
		Male, Unneutered	9	153.00
		Replacement Tags	1	3.00
		Sub-Total:		\$1,468.00
A2610	Minor Sales	Parking Tickets	13	937.00
		Sub-Total:		\$937.00

2022 NOV 1 AM 9:24
NORTH TONAWANDA NY

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<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
Total Local Shares Remitted:				\$7,736.35
Amount paid to:	New York State Department of Health			315.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			175.00
Amount paid to:	NYS Environmental Conservation			747.32
Total State, County & Local Revenues:		\$8,973.67	Total Non-Local Revenues:	\$1,237.32

Pursuant to Section 27, Sub 1, of the City Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by the City Clerks Office, City of North Tonawanda, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Donna L. Braue

City Clerk-Treasurer

11/1/22

Date

City of North Tonawanda

XXV. 1

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

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

11/9/2022

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

NOV 15 2022

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CITY CLERK'S OFFICE

2022 NOV 9 AM 8:40
NORTH TONAWANDA NY

Dear Sirs:

The status of the City of North Tonawanda accounts is reflected by this cash statement for the month of October 2022.

General Fund

Balance Fwd - Checking	2,374,505.66
Balance Fwd - Money Market	3,001,410.81
Investments	0.00
Receipts for the month	1,367,756.15
Warrants Drawn	(3,057,592.29)
	<u>\$3,686,080.33</u>

Sewer Fund

Balance Fwd - Checking	276,437.87
Balance Fwd - Money Market	9,237.09
Investments	0.00
Receipts for the month	273,625.64
Warrants Drawn	(486,189.50)
	<u>\$73,111.10</u>

Water Fund

Balance Fwd - Checking	1,448,192.54
Balance Fwd - Money Market	1,239,148.98
Investments	0.00
Receipts for the month	27,116.53
Warrants Drawn	(533,350.96)
	<u>\$2,181,107.09</u>

Trust & Agency Fund

Balance Fwd - Checking	266,065.09
Receipts for the month	31,315.56
Warrants Drawn	(55,211.20)
	<u>\$242,169.45</u>

Capital Construction Fund

Balance Fwd - Checking	2,861,880.32
Balance Fwd - Money Market	5,013,432.14
Receipts for the month	67,070.94
Warrants Drawn	(668,632.27)
	<hr/>
	\$7,273,751.13

Community Development Fund

Balance Fwd - Checking	1,061,450.87
Receipts for the month	800,047.97
Warrants Drawn	(24,847.97)
	<hr/>
	\$1,836,650.87

Rental Assistance Fund

Balance Fwd - Checking	0.00
Receipts for the month	278,148.00
Warrants Drawn	(278,148.00)
	<hr/>
	\$0.00

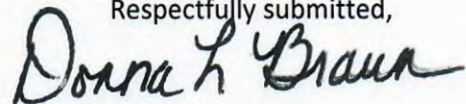
Housing Rehabilitation Fund

Balance Fwd	1,476.42
Receipts for the month	0.18
Warrants Drawn	0.00
	<hr/>
	\$1,476.60

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

XIV.2

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

NOV 15 2022

November 1, 2022

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

Dear Sirs,

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

Respectfully Submitted,

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

Keith T. Glass
Chief of Police

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

KTG/as

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2022 NOV 1 PM2:26
NORTH TONAWANDA NY

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF SEPTEMBER 2022

CRIMINAL

Complaints received and investigated	134
Complaints cleared by arrest or exceptional clearance	67
Complaints ruled unfounded	0
Number of males arrested	20
under 18:	2
over 18:	20
Number of females arrested	11
under 18:	0
over 18:	11
Arrests for other authorities	0
Failure to Appear/Violation of Probation Warrant Arrests	34
Above complaints cleared by J.A.B.	2
Complaints cleared by J.A.B. from previous months	7

TRAFFIC

Traffic summonses issued	1150
DWI arrests	8
Parking tags issued	63

MISCELLANEOUS

Miscellaneous service	2,703
Incident reports	145
Vehicle accidents	39
Vehicle accidents (fatal)	0
Vehicle stops	1003
Police escorts	3
Prisoner meals	0
Mug shots taken	37
Fingerprints taken	37
Persons missing and located	1
Automobiles stolen	1
Automobiles recovered	1
Automobiles recovered for other authorities	1
Record check fees	\$73.00
Photocopy fees	\$0.00
Fingerprint fees	\$0.00
Fines collected	\$54,282.00
Value of property damaged	\$3,835.00
Value of property stolen	\$69,767.65
Value of property recovered	\$18,100.00

Respectfully submitted,



Keith T. Glass
Chief of Police

KTG/as

<p>NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF SEPTEMBER 2022</p>

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

<u>TYPE OF OFFENSE</u>	<u>COMPLAINTS</u>		
	Received	Cleared	Unfounded
AGG. ASSAULT	3	3	
ALL OTHER OFFENSES	10	19	
ARSON	0	1	
BURGLARY	1	3	
COERCION	0	0	
CRIMINAL MISCHIEF	4	9	
CRIM POSS WEAPON	3	3	
DIS CON/HARASS	5	22	
DRUG OFFENSES	0	5	
EMBEZZLEMENT	0	0	
FAILURE TO APPEAR	34	34	
FORGERY	0	0	
FRAUD (ID THEFT)	0	2	
LARCENY	2	6	
LEAVING THE SCENE	0	5	
MURDER	0	0	
RAPE	0	1	
ROBBERY	0	1	
SEXUAL OFFENSES	0	3	
SIMPLE ASSAULT	3	4	
STOLEN PROPERTY	2	14	
UNAUTH USE M/V	0	1	
VIOL OF PROBATION	0	0	
ARRESTS FOR OTHER AUTHORITIES		0	
ARRESTS/CLEAR COMPS. FM PREV MONTHS		6	
TOTALS	67	142	0
# OF ABOVE COMPLAINTS CLEARED BY JAB		2	
# CLEARED BY JAB FROM PREV MONTHS		7	

TRAFFIC INFRACTIONS:	
SPEEDING	423
REDLIGHT VIOLATION	38
STOP SIGN VIOLATION	277
NO REGISTRATION	21
NO LICENSE	37
FAULTY EQUIPMENT	44
NO INSPECTION	64
FAILED TO YIELD RIGHT OF WAY	5
SEAT BELT VIOLATION	28
NO INSURANCE	2
LICENSE PLATE VIOLATION	8
IMPROPER TURN	14
DROVE ON LEFT SIDE OF PAVEMENT MARKINGS	2
FAILED TO KEEP RIGHT	1
LEAVING SCENE OF INCIDENT	3
FAILURE TO SUBMIT TO PRE-SCREEN BREATH TEST	3
AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE	0
FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS	5
UNSAFE BACKING	3
MISCELLANEOUS	93
TOTAL	1071

TRAFFIC MISDEMEANORS:	
DWI	8
OPERATING WHILE REGIS. SUSPENDED/REVOKED	11
AGGRAVATED UNLICENSED OPER 3RD	30
AGGRAVATED UNLICENSED OPER 2ND	13
RECKLESS DRIVING	1
LEAVING SCENE INJURY ACCIDENT	1
DISPLAY FORGED CERTIFICATE W/O INSPECTION	0
OPER MV WHEN LICENSE/REGISTRATION IS SUSPENDED	0
FAILURE TO SURRENDER SUSP/REVOKED LICENSE/REGIS	7
USE/LEASE/RENTED/LOANED VEHICLE W/O INTERLOCK DEVICE	6
FAIL TO SECURE SHIFTABLE LOAD/LOGS INSECURELY FASTENED	0
TOTAL	77

TRAFFIC FELONIES:	
AGGRAVATED UNLICENSED OPERATION 1ST	1
AGGRAVATED DWI/CHILD IN VEHICLE	0
DWI/PREVIOUS CONVICTION W/IN 10 YEARS	1
DRIVING W/ABILITY IMPAIRED BY DRUG(SPECIAL)	0
DRIVING W/ABILITY IMPAIRED BY DRUG(FELONY)	0
TOTAL	2

FINES:	(CITY IMPOSED)		
		TRAFFIC	\$51,662.00
		PENAL LAW	\$75.00
		CITY ORDINANCE	\$75.00
		BAIL FORFEITURE	\$0.00
		PARKING TAGS	\$2,470.00
		TOTAL	\$54,282.00

MUG SHOTS: 34 PARKING TAGS: 63 MEAL TICKETS: 67



City of North Tonawanda

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

XXXII

NOV 15 2022

November 9, 2022

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;

Microart Systems, located in the Wurlitzer Building at 908 Niagara Falls Blvd. is a local manufacturer of microchips, with their headquarters located in Markham, Ontario. Microart Systems is seeking assistance to expand their current operations and install a new manufacturing line to increase the current capacity of the company. The company anticipates this project will create 12-15 job positions in the North Tonawanda location.

Microart Systems 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 further 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 \$225,000; 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

2022 NOV 2 AM 10:29
NORTH TONAWANDA NY

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**AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NEW YORK
STATE OFFICE OF COMMUNITY RENEWAL FOR BLOCK GRANT FUNDING**

WHEREAS, Microart Services (the "Company") plans to expand their current operations located at 908 Niagara Falls Blvd., in the City of North Tonawanda (the "City") and to acquire machinery, equipment, and to incur additional start-up costs, to create a new manufacturing line (the "Project"); and

WHEREAS, the Company has requested that the City apply for funding on its behalf from the New York State Office of Community Renewal (the "OCR") to finance a portion of the cost of machinery, equipment, working capital, and soft costs to support the Project, and

WHEREAS, Lumber City Development Corporation (the "LCDC") is assisting in the facilitation of the Project and has requested that the City provide the OCR funding to the LCDC as a grant for the purpose of making a deferred loan and a term loan to the Company, and

WHEREAS, the Project will result in substantial benefit to the City in form of an estimated 15 new full-time equivalent employment positions, and

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

NOW, THEREFORE, BE IT

RESOLVED, that the Mayor is hereby authorized to submit a grant application on behalf of the City of North Tonawanda in the approximate amount of \$225,000 to the OCR to support the Project, and be it further

RESOLVED, that the Mayor is hereby authorized to execute a grant agreement between the City and the OCR and all related documents associated with the OCR grant, including entering into a grant agreement with the LCDC for the implementation of the Project and administration of the OCR grant, all such documents to be subject to review and approval by the City Attorney, and be it further

RESOLVED, that the Mayor is hereby designated as the Certifying Officer responsible for all activities associated with the federal environmental review process to be completed in conjunction with the Project.