

# 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

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

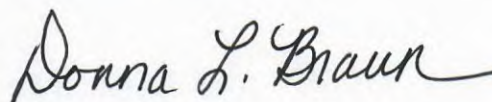
**December 1, 2022**

**The following meetings have been scheduled for TUESDAY, DECEMBER 6, 2022:**

**6:15PM Common Council Discussion**

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

**Respectfully submitted,**



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

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

**FROM: Donna L. Braun, City Clerk-Treasurer**

**RE: Agenda for Regular Session TUESDAY, DECEMBER 6, 2022 6:30PM**

**AUDIENCE PARTICIPATION – Agenda items only, not to exceed 90 minutes with each speaker limited to a five-minute maximum.**

## **COMMUNICATIONS FROM CITY OFFICIALS**

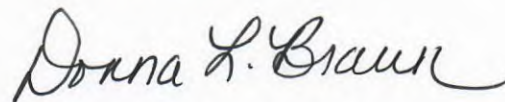
<b>I. Mayor</b>	-	<b>Re: 2023 Budget – Vetoes to Common Council Proposals</b>
<b>II. Attorney</b>	-	<b>Re: Proposed Authorization to add an Assistant City Attorney and a Waiver of the Residency Requirement</b>
<b>III. Clerk-Treasurer</b>	-	<b>Re: Approval of City Code Change to Section 98-16-E Water Rates Ordinance</b>
<b>IV.1 Engineer</b>	-	<b>Re: Approval of SEQRA- Environmental Assessment for Project No. 2020-04 Erie Canal Bike Path Extension</b>
<b>IV.2 Engineer</b>	-	<b>Re: Approval of Compensation for Travis Sikora as Acting City Engineer</b>
<b>VII.1 Accountant</b>	-	<b>Re: Payment of the Abstract of Claims Dated December 6, 2022</b>
<b>VII.2 Accountant</b>	-	<b>Re: Various Budgetary Transfers for Sewer Operations</b>
<b>VII.3 Accountant</b>	-	<b>Re: Various Budgetary Transfers for Water Operations</b>
<b>VII.4 Accountant</b>	-	<b>Re: Approval of Proposal from NCA Comp Inc. for Claims Management and Loss Control Services for the City of North Tonawanda</b>

- XIV.1 Dir. Youth, Recreation, Parks  
And Seniors - Re: Approval to renew the Lease Agreement  
with CHANT**
- XIV.2 Dir. Youth, Recreation, Parks  
And Seniors - Re: Approval of the Proposed Fee Schedules  
for the Recreational Program and Facility  
Charges for 2023 Season**
- XVII. Traffic Safety Committee - Re: Various Traffic Safety Recommendations  
from their November meeting**
- XXV. Monthly Reports**
- .1 Police Department .2 Clerk-Treasurer .3 Senior Citizen Center**
- XXXII. Community Development - Re: Approval to hold two (2) Public Hearings  
in the Common Council Chambers  
December 20, 2022 for the Community  
Development Block Grant Program**

## **COMMUNICATIONS FROM OTHERS**

- A.  
Live Hose Co. - Re: Approval to add Lori Kunselman to the  
North Tonawanda Fire Roll**
- B.  
Richard Andres, Jr. - Re: Permission to designate a section of  
Goundry Street to Mr. William "Bill"  
Gosh**

Respectfully submitted,



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

Office of the Mayor

DEC 06 2022

AUSTIN J. TYLEC

November 18, 2022

Honorable Common Council  
216 Payne Ave  
North Tonawanda, NY 14120

**RE: 2023 Budget – Vetoes to Common Councils Proposals**

Dear Common Council,

Pursuant to Sec. 2.023 of our City Charter, I wish to veto the following 2023 budgeted amendments made by the Common Council for reasons indicated below.

**Item #1 – Reinstate Mayor’s Secretary with funds from Elected Officer’s Raises**

As discussed prior to my proposed budget, I expressed the need to increase elected officials’ salaries gradually as many these positions have not been raised in 20 years. To do this, I suggested that I would not reinstate a secretary position in my office for \$38,000 and instead redistribute the cost of that position & benefits to increase pay for the Clerk-Treasurer, Common Council Members, Mayor, and Mayor’s Assistant. If the council does not want to move forward with the increases, I wish to veto the following items to reinstate the position of Secretary to The Mayor’s office to assist with many day-to-day tasks we require to function efficiently.

Veto 1 – Remove raise from Clerk	001.1410.0100	\$5,500.00
Veto 2 – Remove raise from Treasurer	001.1325.0100	\$5,500.00
Veto 3 – Remove raise from Common Council	001.1010.0100	\$20,500.00
Veto 4 – Remove Mayor’s Office Raises	001.1210.0100	\$29,500.00
	Total:	\$61,000.00

These vetoes would reinstate the Secretary at a cost of (\$38,000.00) and remaining funds of \$23,000 would be placed into the unappropriated reserve funds.

2022 NOV 18 PM2:12  
NORTH TONAWANDA NY

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CITY CLERK’S OFFICE

**Item #2 – Human Resource Officer**

After many discussions with our City Attorney’s Office, we believe that it is in the city’s best interest to hire a full time Human Resource Officer to address numerous tasks required. These items include establishing employee policies and procedures, participate in contract negotiations, perform performance evaluations, monitors state & federal compliance laws, manage grievances, and much more to ensure the city functions properly. As such, I am exercising my veto on the following items:

Veto 5 – Lower amount funded for Human Resource	001.1430.0100	\$45,000.00
Veto 6 – Remove Human Resource Administration	001.1430.0410	\$2,500.00

**Item #3 – Market Personal Services**

The City Farmers Market has seen significant growth, improvements, and an increase in foot traffic. These factors are due to the passion, commitment, and time our Market Manager and SNAP Benefits Clerk have put into it. As such, we must increase the personal service funds for the time the Market Hours are open and a \$15/hr pay. As such, I am exercising my veto on the following item:

Veto 7 – Lower Public Market Personal Service	001.6520.0100	\$7,000.00
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**Item #4 – Property Tax**

As stated in my original budget message, The City Accountant, Clerk-Treasurer, Myself, and various department heads, created a responsible budget over the course of 4-months. We kept public services at an affordable cost considering the increased inflation every department has faced this year. We were initially looking at a 20% property tax increase to close the budget gap but managed to reduce this to the proposed 6% tax increase for our 2023 budget. Based on our financial situation and responsibility to provide public services, we need to increase annual revenues through our tax base. As such, I am exercising my veto on the following item to increase revenue by \$182,856.88.

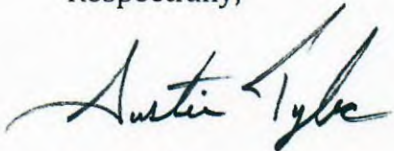
Veto 8 – Lower Real Property tax by 1 percent	001.1000.1001	\$182,856.88
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If all veto items listed above are passed, this would allow the city to increase the council’s proposed 2023 unappropriated fund balance from **\$330,094** to approximately **\$420,450**. The proposed 2023 budget provides an honest reflection of what resources are necessary to meet operational requirements while taking the steps necessary to get our city on a responsible financial track, without slowing down progress. We all understand the financial strains of our community and have made every effort to consolidate and find efficient ways to keep public services at an affordable cost. However, we cannot stop our progress

I must express my disappointment after seeing the proposed budget amendments listed above. Before I proposed my 2023 Budget, I made sure to sit down with each council member to discuss these items and more in an effort to compromise budgetary matters. Unfortunately, the proposed amendments from the council were never discussed with me or in a public setting prior to the vote. I will continue to extend an olive branch and hope these items are reconsidered.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec". The signature is written in a cursive style with a large, sweeping initial "A".

Austin Tylec  
Mayor

# 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

II:

DEC 06 2022

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

December 1, 2022

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

RE: Proposed Authorization to Add an Assistant City Attorney and a  
Waiver of the Residency Requirement

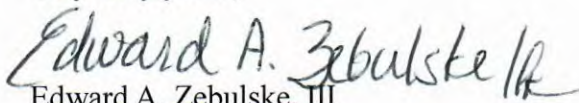
Dear Honorable Body:

Per Section 3.026 of the City Charter, I am hereby requesting authorization to add an additional Assistant City Attorney to my staff, at an annual salary of \$52,000. This position would handle civil claims and prosecution duties, as well as providing advice with regard to worker's compensation matters. Further, I am requesting a waiver of the residency qualification requirement, per Section 3.001 of the City Charter, in order to allow me to retain the most qualified candidate.

The 2022 and 2023 City Attorney budget for claims and outside counsel is \$275,000. As of today, approximately \$116,000 has been spent on outside counsel for small and mid-sized claims, prosecutions, and representation for worker's compensation matters. Based upon 2022 numbers, this proposal would result in a projected savings of \$54,000 for 2023, while also providing expert advice in civil litigation, worker's compensation and insurance review.

Thank you for your consideration in this matter.

Very truly yours,

  
Edward A. Zebulské, III  
City Attorney

EAZ/lk  
Enc.

Cc: Austin Tylec, Mayor

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CITY CLERK'S OFFICE

2022 DEC 1 PM 1:48  
NORTH TONAWANDA NY

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

# City of North Tonawanda

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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

**DEC 06 2022**

**November 23, 2022**

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

**RE: 98-16-E Water Rates Ordinance Change**

Dear Honorable Body,

I am submitting a change to Ordinance Water Rates section 98-16. During the Mayor's Budget process, it was proposed to modify our surcharge schedule to deter the failure to read water meters.

**Present Ordinance Change: 98-16-E**

Recipients of the water bill are required to read their water meter and place said reading on the meter reading card in the place provided. Failure to comply with this section will result in an estimated reading. If there are four consecutive bills with estimated readings, the fourth bill that contains said estimated reading may be doubled along with an additional surcharge of \$25 being charged.

**Proposed Ordinance Change: 98-16-E**

Recipients of the water bill are required to read their water meter and place said reading on the meter reading card in the place provided. Failure to comply with this section will result in an estimated reading. For each estimated quarter following the 2<sup>nd</sup> consecutive estimation, there will be a surcharge of \$25.00 added until the meter is read. Additionally, the fourth bill that contains said estimated reading will be doubled.

Sincerely,

Donna Braun  
City Clerk/Treasurer

2022 NOV 23 PM2:46  
NORTH TONAWANDA NY

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**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

*CL*

**DEC 06 2022**

November 28, 2022

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

**RE: PIN 5764.71 Erie Canal Bike Path Extension  
Project No. 2020-04  
SEQRA - Environmental Assessment**

Honorable Body:

In accordance with the New York State Environmental Quality Review Act (SEQRA), the City in its capacity as lead agency, has prepared an environmental assessment of the significance of potential environmental impacts of the proposed project to construct approximately 1.8 miles of off-road bike and pedestrian trail between Mayor's Park and the North Tonawanda Botanical Gardens, which are two waterfront parks with direct access to the Erie Canal. This project is considered an unlisted action under SEQRA.

In order for the City to issue a Negative Declaration, Notice of Determination of Non-Significance, the Common Council should act on the following attached resolution.

Very truly yours,

Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls  
Attachment

Cc: File, w/a  
Edward Zebulski III, City Attorney, w/a  
Mark Zellner, Superintendent of Public Works, w/a  
Laura Wilson, Director of Community Development, w/a  
Alex Domaradzki, Director of Parks, Recreation and Youth, w/a  
Dan Borcz, PE, C&S Companies

**2022 NOV 28 PM 12:07  
NORTH TONAWANDA NY**

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CITY CLERK'S OFFICE**

WHEREAS, the City of North Tonawanda intends to construct approximately 1.8 miles of off-road bike and pedestrian trail between Mayor's Park and the North Tonawanda Botanical Gardens, which are two waterfront parks with direct access to the Erie Canal. Extending the existing trail originating in the City's downtown will connect another waterfront park to the regional trail system and give a large residential area of the City access to the Erie Canal.

BE IT RESOLVED, that the Common Council has reviewed the Environmental Assessment prepared by the Engineer; and

BE IT RESOLVED, that the Common Council declares that based on the Environmental Assessment which has been prepared, the project is an unlisted action and will not result in any significant adverse impacts, and therefore will not have a significant impact on the environment; and

FURTHER, BE IT RESOLVED that the Common Council hereby issues a Negative Declaration under SEQR Regulations for the Erie Canal Bike Path Extension Project, and directs the Mayor to sign said Environmental Assessment form.

**Attachment 1**  
**NYSDEC Comments**

## NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Permits, Region 9  
700 Delaware Avenue, Buffalo, NY 14209  
P: (716) 851-7165 | F: (716) 851-7168  
[www.dec.ny.gov](http://www.dec.ny.gov)

### **SENT VIA EMAIL**

November 7, 2022

Chelsea Spahr, City Engineer  
City of North Tonawanda, Department of Engineering  
216 Payne Avenue  
North Tonawanda, New York 14120

Dear Chelsea Spahr:

**SEQR Lead Agency Coordination  
Erie Canal Bike Path Extension  
City of North Tonawanda, Niagara County**

This is to acknowledge receipt of your notice, dated October 11, 2022, which requested State Environmental Quality Review Act (SEQR) Lead Agency status for the above-noted project. The New York State Department of Environmental Conservation (NYSDEC) concurs that the City of North Tonawanda Common Council should act as SEQR Lead Agency, since the environmental impacts of the proposal are primarily of local significance. However please be aware of the following:

1. Based on information provided in the Environmental Assessment Form enclosed with your notice, a tributary of the Erie Canal/Tonawanda Creek will be impacted by the proposed project. As a waterbody with a Class of C and Standard of C, this tributary is considered an "unprotected" stream. However, please be aware that the project cannot cause contravention of water quality standards (either directly or indirectly). Please be advised that the Erie Canal/Tonawanda Creek is navigable under State definition. Consequently, any disturbance to the immediate streambank face and/or excavation or fill activities in this waterbody will require a Protection of Waters Permit pursuant to Article 15, Title 5 of the New York State Environmental Conservation Law.
2. Please note that the project area includes hydric soils. Additionally, the National Wetlands Inventory (NWI) map indicates the potential for federally-regulated wetlands within the project area. The project sponsor should consult with the United States Army Corps of Engineers to determine if that agency has regulatory jurisdiction or if the project requires approval from that agency. If federal wetlands are involved, the Corps may require the project sponsor to obtain 401 Water Quality Certification (WQC) from NYSDEC. Please note that a request for a WQC is now subject to the new WQC rule and the applicant must submit a pre-filing meeting request 30 days prior to submitting an application for WQC. More information related to this requirement and a pre-filing meeting request form can be found on NYSDEC's website at <https://www.dec.ny.gov/permits/6546.html>.



3. Tonawanda Creek has been identified as containing imperiled freshwater mussel species. If work in or adjacent to the stream is anticipated, the following information will be necessary to begin review of the project:
  - a. At least 3 color photographs showing the shoreline, substrate and all areas of direct disturbance at the site of proposed construction
  - b. Preliminary or final project details/scope of work that provides an overview on the disturbance to the stream. This generally includes the following items:
    - i. Description and aerial map of the project footprint and area of impacts in the stream
    - ii. Description of construction means and methods
    - iii. Potential measures to mitigate impacts (e.g. erosion/sediment control plans)
  - c. Anticipated start date of construction
  - d. Justification for construction work
4. Since project activities will involve land disturbance of 1 acre or more, the project sponsor, owner or operator is required to obtain a SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-20-001). This General Permit requires the project sponsor, owner or operator to control stormwater runoff according to a Stormwater Pollution Prevention Plan (SWPPP), which is to be prepared prior to filing a Notice of Intent (NOI) and prior to commencement of the project. More information on General Permit GP-0-20-001, as well as the NOI form, is available on the NYSDEC's website at <https://www.dec.ny.gov/chemical/43133.html>. Information on permitting requirements and preparation of a SWPPP is available on the NYSDEC's website at <https://www.dec.ny.gov/chemical/8468.html>.

The City of North Tonawanda is designated as an MS4 community. The project sponsor, owner or operator of a construction activity that is subject to the requirements of a regulated, traditional land use control MS4 shall have their SWPPP reviewed and accepted by the MS4 community. The "MS4 SWPPP Acceptance" form must be signed by the principal executive officer or ranking elected official from the MS4 community, or by a duly authorized representative of that person, and submitted along with the NOI, to the NYSDEC at NOTICE OF INTENT, NYSDEC, Bureau of Water Permits, 625 Broadway, 4th Floor, Albany, New York 12233-3505, telephone: 518/402-8111 to receive NYSDEC approval before construction commences.

5. The project area includes archaeologically sensitive areas based on information obtained through the Cultural Resource Information System (CRIS) on the New York State Office of Parks, Recreation and Historic Preservation's (OPRHP) website at <https://cris.parks.ny.gov/>. As part of the SEQR process, this concern should be evaluated, unless it can be verified by appropriate documentation that the site been significantly disturbed in a way that would destroy potential artifacts. Please recognize that normal agricultural activities, such as plowing, would not constitute

such land disturbance. If there are any questions regarding this, contact OPRHP (telephone: 518/237-8643).

6. It was noted on the Federal Emergency Management Agency's (FEMA) FIRM Map Nos. 36063C0362E, 36063C0363E, and 36063C0364E that the project area is located within the designated 100-year floodplain. The proposed project should be designed in accordance with all applicable local municipal laws for flood damage reduction.
7. The project area may include or be adjacent to a State Superfund Site (Botanical Gardens, Site ID 932068) based on the detail provided. For information on this site and how it may affect the project, please contact Benjamin McPherson with the Division of Environmental Remediation at 716/851-7220.

If you have any questions regarding this letter, please feel free to contact Michelle Woznick of my staff at 716/851-7165 or [Michelle.Woznick@dec.ny.gov](mailto:Michelle.Woznick@dec.ny.gov).

Sincerely,

*David S. Denk*

David S. Denk  
Regional Permit Administrator

MRW

ecc: Michael Todd, NYSDEC Division of Fish & Wildlife  
Benjamin McPherson, NYSDEC Division of Environmental Remediation  
The Honorable Austin Tylec, City of North Tonawanda

**Attachment 2**  
**Fire Department Comments**

Brandon Werth  
Assistant Fire Chief  
City of North Tonawanda Fire Department  
Fire Prevention Bureau/Fire Marshal  
495 Zimmerman St. North Tonawanda, NY 14120  
Office (716) 693-2201 Ext. 6014  
Fax (716) 693-2216  
Cell (716) 525-3327  
Email fireprevention@ntfire.com



Re: SEQR Coordinated Review  
City of North Tonawanda  
PIN 5764.74 Erie Canal Bike Path Extension

Attention:

Chelsea L. Spahr, PE  
City Engineer  
216 Payne Avenue  
North Tonawanda, NY 14120

There are no concerns from the Fire Department after reviewing the plans for the Bike path from Mayor's Park to Botanical Gardens. Any further questions can be directed to my office.

Respectfully

Brandon Werth



Attachment 3  
Resident Comments

**November 8, 2022**

Ms. Chelsea L. Spahr, P.E.  
City Engineer  
City of North Tonawanda Department of Engineering  
City Hall, 216 Payne Avenue  
North Tonawanda, N.Y. 14120  
716-695-8565  
cspahr@northtonawanda.org

**RE: Erie Canal Bike Path Extension Impacting South Side Residents of Sweeney Street**

Dear Chelsea:

The purpose of this letter is to provide official notice prior to the closing of the stated public comment period (Thursday, November 10, 2022) in reference to the Public Notice (<https://www.northtonawanda.org/documents/Engineering/NT%20Trail%20Ext%20SEQR%20Environmental%20Review.pdf>) from the city of North Tonawanda (City) dated October 11, 2022, regarding a Short Environmental Assessment Form review.

A group of concerned homeowners on the South Side of Sweeney Street (projected off-road bike path route on the existing plan) have stated objections with the documented direct impacts and have provided the following corresponding proposed action items that we wish to bring to the attention to the project team and stakeholders of the Erie Canal Bike Path Extension. It should be known that the intent of this notification is one of cooperation to assure the Health & Safety of all users of this project in addition to the existing public, while maintaining the legacy and historic streetscape of this unique City thoroughfare.

Our focus is on advocating our position, but to also work the City and its designated Project Manager (C&S Engineers, Inc.) to provide an amended vision that not only gives residents a practical Bike Path but one that also properly addresses the numerous safety issues we all face as the impacted group along this stretch of the roadway.

Forward-looking use of this funding in a manner that not only assures the safety of the City's residents but also the families that live along this route and are directly impacted - *is of the utmost importance*. The suggestions offered herein are meant to give the City pause during this Environmental Assessment review to carefully and cautiously consider how a transformational project like this can become a tremendous success in addressing all residents' concerns.

Our proposed recommendations seek to ensure the following are included in an amended Project Plan:

- 1) **Safer Environment for all Users**
- 2) **Reduction of Speed on Sweeney Street**
- 3) **Preservation of the unique Aesthetic Streetscape**
- 4) **Project Construction Strategies**

#### **Proposed Actions for Recommendations 1 & 2: Safety & Speed Reduction**

- Drop speed limit to 25 MPH (for the entire length of Sweeney Street)
- In-lane marked and painted bike lanes in strategic locations with accompanying "rumble strips"
- Include "Slow roll" speed humps along Sweeney Street or at the very least the "S-curved speed slot" sections of Sweeney Street (between 1345 Sweeney – 1430 Sweeney)
- Aggressive fluorescent street signage (Speed Strictly Enforced etc.)
- Fluorescent Bike Path signage
- Fully developed and painted crosswalks with street markings and signage
- Overhead flashing yellow signal lights at the beginning of each blind and "S-shaped" curved area of the roadway
- Solar lights along un-lamped street sections on the bike path alongside the roadway
- Introduce intermittent parking spaces along Sweeney Street in strategic areas that can function as a buffer zone

#### **Proposed Actions for Recommendation 3: Aesthetic & Environment Preservation**

- Over **60 mature** trees are scheduled to be destroyed along 1.8 miles of Sweeney Street under the existing Project Plan. Strongly consider the use of In-lane sections of the proposed bike path in areas to reduce the number of trees being destroyed
- Save longstanding environmental features that are accretive to residential property values while scaling back "green space" buffer zones to allow path to be moved closer to the roadway

- Reduce proposed path width to four (4) to six (6) feet maximum to save other trees scheduled to be destroyed on private residential properties, while also limiting the inherent strong potential from other motorized vehicles from entering the path
- Intermittent parking areas of three (3) to five (5) cars in strategic areas will reduce the need for "green space" buffer zones and reduce the number of trees to be destroyed
- To have an amended Project Plan that protects the legacy of this storied thoroughfare and maintains the "canopy" of trees that have shaded and framed the streetscape for generations

#### **Proposed Actions for Recommendation 4: Project Construction Strategies**

- Using a painted "In-lane bike path" in several strategic areas along the roadway will reduce construction costs, save trees (and costs), reduce interaction (and costs) with residents on private land, reduce "replace in-kind" relocation of private driveway lampposts, trees, landscaping, and other appurtenances "some of which have precedent on other existing Bike Paths in both the city and town of Tonawanda, the villages of Lewiston and Youngstown and surrounding communities"
- Intermittent parking areas in strategic locations will reduce the need for construction of several feet of "green space" buffers as well as on-going maintenance costs for these "green space" areas
- Use (if applicable) federal COVID dollars and other funds to supplement grant money to offset some infrastructure costs associated with signal lights, crosswalk markings and security lighting for the path

We are advocates for this project. It is our strong desire that the City take the opportunity to provide safety improvements for the residents by considering some of the ideas and suggestions presented in this letter. We believe that more than a few are necessary given this unique opportunity to "fix" some of the issues we face daily along Sweeney Street.

Dropping the speed limit in select areas (specifically the curved S-shaped areas and blind spots) will greatly increase the safety factor for all the users of this Bike Path.

Throughout the day and night, Sweeney Street is a raceway for the ingress/egress of vehicle traffic from Robert Drive to East Robinson Road. With two proposed development plans of 1100 and 1144 Sweeney, this will undoubtedly increase. The area between the two "S-curved" sections of the roadway featuring addresses 1345 Sweeney through roughly 1430 Sweeney

poses a significant threat to a new population of users to come with this Bike Path. Without some reduction in the Speed Limit by either mechanical, roadway speed humps (as in place in other regional municipalities), rumble strips, and/or signage and caution signal lights in this area, many examples exist where the enviable outcome would be tragic vehicle traffic vs. pedestrian/bike incidents.

The concerned impacted residents offering this letter to be introduced as a formal objection to the existing Project Plan are in a unique part of this road and that should be reflected in this overall plan to ensure that this project doesn't have any potential "blind spots".

Sweeney Street is arguably the most historic roadway throughout the City. It was never intended to be the high-speed cut through access road it is today. We would like to point to the design and construction of East Robinson Road, and the amount of space the East/West lanes have to absorb traffic flow. The measures we would like to see implemented above will change driver habits and allow for this project to be a long-term success.

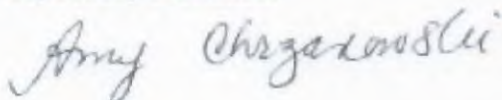
Additionally, the "canopy" created by mature trees along Sweeney Street provides a "Parkway" setting for drivers, residents, and a soon-to-be new Bike Path population of users to enjoy on bright Spring mornings, colorful Autumn afternoons, and snow glazed canopies during our long winters. To remove over 60 fully mature trees considering the years it would take to return this area to mature growth seems an insult to the legacy of this beautiful thoroughfare. There are plenty of examples that show the destruction and removal of mature trees, creates an "Environmental Desert" that has a detrimental impact on the ecosystem and the curb appeal of individual privately held real estate.

Implementing some innovative strategies going forward and using strategies used in other areas of the City during streetscape re-design can preserve an appreciable share of this legacy and reduce costs to some moderate level while doing so.

We cordially invite City officials to join the residents for coffee some morning or refreshments some afternoon to witness firsthand the concerns we share about this section of the roadway. While this is a frequent occurrence, two specific points of the day will provide an immediate glimpse at the dangerous situation, from 7:00 AM through 9:00 AM and again from 3:30 PM to 6:30 PM.

We look forward to the City's response to our concerns and recommendations.

Respectfully submitted,



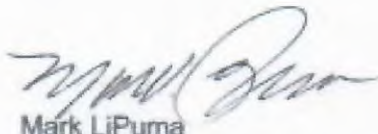
Amy Chrzanowski  
1363 Sweeney Street



David Thomann  
1369 Sweeney Street



Thomas Dawes  
1375 Sweeney Street



Mark LiPuma  
1381 Sweeney Street



Sol & Halli Glina  
1385 Sweeney Street

**CC:**

Daniel Borcz, Project Manager, C&S Engineers, [dborcz@cscos.com](mailto:dborcz@cscos.com), 716-955-3028

Joseph Lavey Jr., Third Ward Alderman, City of North Tonawanda, [jlavey@northtonawanda.org](mailto:jlavey@northtonawanda.org),  
716-984-4262

Joseph Loncar, Alderman-at-Large, City of North Tonawanda, [jloncar@northtonawanda.org](mailto:jloncar@northtonawanda.org),  
716-327-2688

Austin Tylec, Mayor, City North Tonawanda, [atylec@northtonawanda.org](mailto:atylec@northtonawanda.org), 716-695-8540

William Conrad, NYS Assemblyman 140 District, [conradw@nyassembly.gov](mailto:conradw@nyassembly.gov), 518-455-4767

**Attachment 4**  
**Response to Resident Comments**



**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 28, 2022

Amy Chrzanowski  
1363 Sweeney Street  
North Tonawanda, NY 14120

David Thomann  
1369 Sweeney Street  
North Tonawanda, NY 14120

Thomas Dawes  
1375 Sweeney Street  
North Tonawanda, NY 14120

Mark LiPuma  
1381 Sweeney Street  
North Tonawanda, NY 14120

Sol & Halli Glina  
1385 Sweeney Street  
North Tonawanda, NY 14120

**Re: PIN 5764.74 Erie Canal Bike Path Extension Impacting South Side Residents of Sweeney Street Response**

Amy Chrzanowski, David Thomann, Thomas Dawes, Mark LiPuma, Sol & Halli Glina,

Thank you for your interest and concerns relating to the Erie Canal Bike Path Extension project. I trust we can work together to come to a solution that all parties can be satisfied with.

The purpose of this letter is to provide engineering context and explain some of the decisions that went into 30% plans that were posted as part of the SEQR review.

As the project is located in the public right-of-way and funded with public monies from NYS Department of Transportation (NYSDOT), NYS Department of State (NYSDOT), Dormitory Authority of the State of New York (DASNY), Canal Corporation, and City of North Tonawanda, certain design standards must be followed. The design must be in conformance with PROWAG (Public Rights-of Way Accessibility Guidelines), the NYSDOT Highway Design Manual, the AASHTO Guide for the Development of Bicycle Facilities and the MUTCD (Manual on Uniform Traffic Control), among others. These design standards provide guidance and recommendations that must be met.

We agree with your recommendations to provide a safer environment for all users of the corridor, to reduce vehicular speeds on Sweeney Street, and to preserve the character of the neighborhood, within reason. We heard similar recommendations from the public during our initial outreach (including hosting a table at the community bike event called "Beer, Beatles and Bikes" on Saturday, August 14, 2021 and a community bike tour of Sweeney Street on Thursday, September 16, 2021). The feedback from these events, the project objectives listed above, along with the design standards mentioned above shaped the 30% plans that were presented as part of the SEQR review.

In regards to your proposed recommendations (listed below for reference), we offer the following



November 28, 2022

Re: PIN 5764.74 Erie Canal Bike Path Extension Impacting South Side Residents of Sweeney Street Response

response (in *green italics*):

Proposed Recommendations:

1. Safer Environment for all Users
2. Reduction of Speed on Sweeney Street
3. Preservation of the unique Aesthetic Streetscape
4. Project Construction Strategies

Proposed Actions for Recommendations 1 & 2: Safety & Speed Reduction

- Drop speed limit to 25 MPH (for the entire length of Sweeney Street).  
*Sweeney Street is classified as an urban major collector. The minimum design speed for this roadway type (per the NYSDOT HDM) is 30mph. Without implementing geometric changes to the roadway, Municipalities cannot arbitrarily reduce the speed limit as driver behavior will not change. As part of the proposed plan, we are re-striping the roadway from two wide lanes (approx. 15 feet each) to two narrow lanes (approx. 10 feet each). Reducing travel lane width is one proven strategy to reduce driver speeds as the operator feels constrained and will naturally reduce their operating speed. The posted speed limit will remain 30mph.*
- In-lane marked and painted bike lanes in strategic locations with accompanying “rumble strips”.  
*Based on feedback during the initial public outreach and discussions between the design team and project steering committee, the use of in-street bike lanes was eliminated from consideration for several reasons. Based on the design standards, bike lanes would need to be a minimum of 4 foot wide and provided on each side of the road (for two-way travel along Sweeney). Pedestrians would still need to be accommodated on a minimum 4-foot-wide sidewalk with 5-foot-wide passing spaces every 200 feet to ensure PROWAG compliance. This does not align with the project objective to extend the existing path, instead, is transitioning Sweeney Street into a ‘complete street’ with sidewalks and bike lanes located on both sides of the road.*  
  
*The design team reviewed on-road options for the path but eliminated them from consideration due to safety concerns and confusion associated with this design. An on-road option would require splitting the path on both sides of the road (bikes travel with traffic and pedestrians against traffic per NYS Law) on a minimum 5’ wide space. This design creates unnecessary crossings of Sweeney Street and confusion for path users. This condition is present on the existing path (between downtown North Tonawanda and Mayor’s Park). The public and steering committee noted that most users do not navigate this section properly and pushed for an off-road path on one side of the road.*
- Include “slow roll” speed humps along Sweeney Street or at the very least the “S-curved speed slot” section of Sweeney Street (between 1345 Sweeney – 1430 Sweeney).  
*Speed humps are only appropriate on local roads/streets. Sweeney Street does not meet this criterion; as such, speed humps will not be installed.*
- Aggressive fluorescent street signage (Speed Strictly Enforced, etc.).  
*Signage along Sweeney Street will be reviewed during final design. The team will ensure adequate spacing of speed limit signs and look for opportunities to add additional signage relating to speed enforcement. The design team must also avoid ‘sign clutter’ where too many signs are posted that motorists end up ignoring them. All signs and their layout must be in conformance with the MUTCD.*
- Florescent Bike Path signage.  
*Signage along the bike path will be detailed during final design. All signs and their layout along the bike path must be in conformance with the MUTCD.*
- Fully developed and painted crosswalks with street markings and signage.  
*Marked crosswalks are under consideration at Dimatteo Dr. and Parkview Dr. as shown on the*

November 28, 2022

Re: PIN 5764.74 Erie Canal Bike Path Extension Impacting South Side Residents of Sweeney Street Response

- 30% plans. If installed, crosswalk markings would be Type LS (as shown on the plans) and the appropriate warning signage would be installed along the roadway. These crosswalks may include RRFBs (Rectangular Rapid Flashing Beacons) which are pedestrian activated lights that alert motorists the crosswalk is actively being used. The City recently installed an RRFB on Robinson Street adjacent to the Farmer's Market (near Robinson/Bryant). At the intersection of Sweeney/Robinson, marked crosswalks complete with pedestrian signals (hand/man, countdown timer, and audible pedestrian push buttons) will be installed at all crosswalks.*
- Overhead flashing yellow signal lights at the beginning of each blind and "S-shaped" curved area of the roadway.  
*Installation of an overhead flashing yellow light for the S-shaped curve area is not an appropriate design per the MUTCD. Roadway signage will be reviewed during final design and updated as needed.*
  - Solar lights along un-lamped street sections on the bike path alongside the roadway.  
*Installation of lighting is outside the scope of this project. Like other City paths, this will be operational from dawn to dusk.*
  - Introduce intermittent parking spaces along Sweeney Street in strategic areas that can function as a buffer zone.  
*Parking for path users will be provided in Mayor's Park (existing), the North Tonawanda Botanical Gardens (existing) and a new, off-road parking area adjacent to Parkview Drive. The design objective is to provide off-road parking whenever possible. Motorists driving to the path will likely have bikes, roller blades, etc. that must be unloaded from the vehicle and it is safer to complete this operation in an off-road parking area.*

#### Proposed Actions for Recommendation 3: Aesthetic & Environmental Preservation

- Over 60 mature trees are scheduled to be destroyed along 1.8 miles of Sweeney Street under the existing Project Plan. Strongly consider the use of in-lane sections of the proposed bike path in areas to reduce the number of trees being destroyed.  
*Impacts to trees will be refined during final design. In addition to the impact from the path construction, relocation of the overhead utilities (power and communication) will require some tree removals/trimming as well. In talking with National Grid, they have expressed concern about the existing mature tree canopy knocking out power should a bad storm hit the area. As part of the pole relocation, they are planning to reduce the exposure of their overhead facilities by removing or trimming high risk trees. These tree impacts are shown on the 30% plans.*  
*In addition, trees that will be removed will be replaced based on feedback from residents and other geometric constraints. These trees are not shown on the plan as the exact location and logistics around this operation will be finalized during final design.*
- Save longstanding environmental features that are accretive to residential property values while scaling back "green space" buffer zones to allow path to be moved closer to the roadway.  
*The design standards require a minimum 5-foot offset from the edge of pavement to the roadside edge of the path unless 6" tall barrier curb is used. Installation of curbing requires a closed drainage system which substantially increases the construction cost, not to mention the maintenance burden on the City. This 5' minimum buffer zone needs to remain.*
- Reduce proposed path width to four (4) to six (6) feet maximum to save other trees scheduled to be destroyed on private residential properties, while also limiting the inherent strong potential from other motorized vehicles from entering the path.  
*The design standards call for a minimum 10-foot-wide path but will allow 8 feet in constrained locations. Adjacent to developed properties the path is shown at 8 foot wide to reduce impacts. Unfortunately, we are not able to reduce the path width below 8 feet as shown on the 30% plans.*

November 28, 2022

Re: PIN 5764.74 Erie Canal Bike Path Extension Impacting South Side Residents of Sweeney Street Response

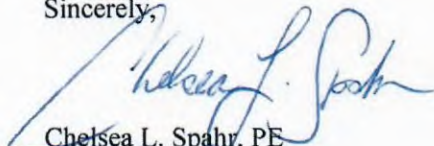
- Intermittent parking areas of three (3) to five (5) cars in strategic areas will reduce the need for “green space” buffer zones and reduce the number of trees to be destroyed.  
*As mentioned above, we are not able to reduce the 5' minimum buffer zone. In addition, off-road parking will be provided whenever possible.*
- To have an amended Project Plan that protects the legacy of this storied thoroughfare and maintains the “canopy” of trees that have shaded and framed the streetscape for generations.  
*One of the preliminary design options reviewed was maintaining the existing centerline of Sweeney Street and installing a 10-foot-wide path. The impacts of this alternative were much more significant, basically wiping out all trees on the south/east side of Sweeney Street. This was not in-line with the project objective to maintain the character of the neighborhood and was quickly eliminated. Instead, the design team looked for creative ways to meet all the project objectives. The design shown on the 30% plans shifts the centerline of Sweeney Street approx. 2 feet north in some locations which allows for excess pavement to be removed (on the south side of the road), and the path to be placed closer to the edge of pavement on Sweeney Street (while still maintaining the 5' minimum buffer space as mentioned above). We do not share all the design iterations with the public, but please know that many options are investigated and the preferred alternative looks to balance all project objectives.*

Proposed Actions for Recommendation 4: Project Construction Strategies

- Using a painted “In-lane bike path” in several strategic areas along the roadway will reduce construction costs, save trees (and costs), reduce interaction (and costs) with residents on private lands, reduce “replace in-kind” relocation of private driveway lampposts, trees, landscaping, and other appurtenances “some of which have precedent on other existing Bike Paths in both the City and Town of Tonawanda, the Villages of Lewiston and Youngstown and surrounding communities”.
- Intermittent parking areas in strategic locations will reduce the need for construction of several feet of “green space” buffers as well as on-going maintenance costs for these “green space” areas
- Use (if applicable) federal COVID dollars and other funds to supplement grant money to offset some infrastructure costs associated with signal lights, crosswalk markings and security lighting for the path  
*The first two bullet points have been addressed in the responses above. The City successfully secured construction money for this project from four different sources, in addition to City funds and potentially in-kind services (City forces completing some of the work instead of the contractor). At this point we do not anticipate additional funding will be provided to the project. The design team and steering committee will look to provide the best project given the funding constraints.*

I hope this letter provides clarity on the 30% design plans and our intention moving forward. Please reach out if you have further questions or concerns.

Sincerely,



Chelsea L. Spahr, PE  
City Engineer

cc: Daniel Borez, Project Manager, C&S Engineers, [dborez@cscos.com](mailto:dborez@cscos.com)  
Joseph Lavey Jr., Third Ward Alderman, City of North Tonawanda, [jlavey@northtonawanda.org](mailto:jlavey@northtonawanda.org)  
Joseph Loncar, Alderman-at-Large, City of North Tonawanda, [jloncar@northtonawanda.org](mailto:jloncar@northtonawanda.org)  
Austin Tylec, Mayor, City of North Tonawanda, [ATylec@northtonawanda.org](mailto:ATylec@northtonawanda.org)  
William Conrad, NYS Assemblyman 140 District, [conradw@nyassembly.gov](mailto:conradw@nyassembly.gov)

**Attachment 5**  
**EAF Part 1, 2 and 3**

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

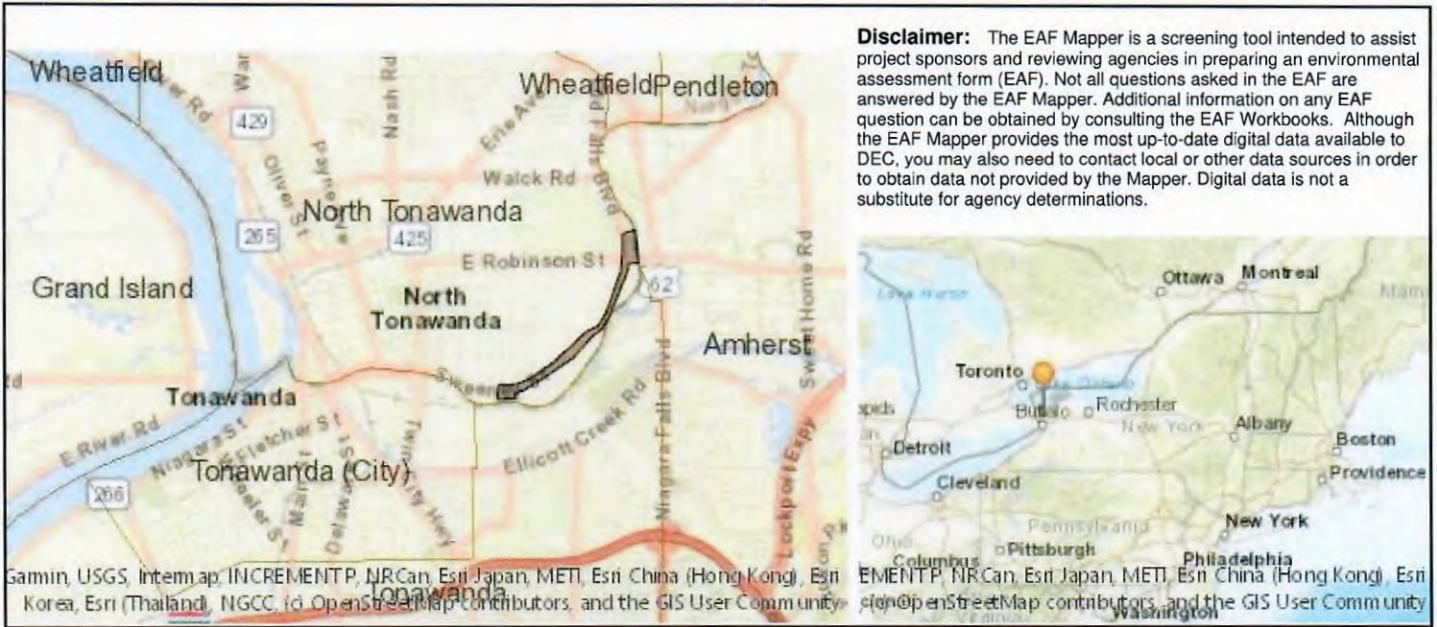
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: PIN 5764.74 Erie Canal Bike Path Extension			
Project Location (describe, and attach a location map): Located from Mayor's Park (987 Sweeney St) to NT Botanical Gardens (1825 Sweeney St) in the City of North Tonawanda, Niagara County, NY			
Brief Description of Proposed Action: The project will construct an off-road two-mile bike and pedestrian trail between Mayor's Park and the North Tonawanda Botanical Gardens, which are two waterfront parks with direct access to the Erie Canal. Extending the existing trail originating in the City's downtown will connect another waterfront park to the regional trail system and give a large residential area of the city access to the Erie Canal.			
Name of Applicant or Sponsor: Austin Tylec, Mayor, City of North Tonawanda		Telephone: (716) 695-8540 E-Mail: ATylec@northtonawanda.org	
Address: 216 Payne Avenue			
City/PO: North Tonawanda		State: NY	Zip Code: 14120
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: USACE Nationwide Permit 42, NYSDEC NOI, Canal Corp Permit		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		14.40 acres	
b. Total acreage to be physically disturbed?		4.40 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		14.40 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input checked="" type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ The project will impact 400 sq. feet of the banks of a Tributary to the Erie Canal (837-19). _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
_____		
Storm Water runoff from the new trail will be collected in established conveyance systems.		
_____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Underground Storage Tank-WARDELL'S MARINA - Facility ID NY265257- Completed		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <u>Austin Tylec, City of North Tonawanda</u> Date: _____		
Signature: _____      Title: <u>Mayor</u>		

**PRINT FORM**



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Yes
Part 1 / Question 20 [Remediation Site]	Yes



Project:

Date:

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	

**PRINT FORM**

Project:	
Date:	

**Short Environmental Assessment Form  
Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City of North Tonawanda

Name of Lead Agency

Date

Austin Tylec

Mayor

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**



**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

IV.2

**DEC 06 2022**

November 29, 2022

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

**RE: Compensation for Travis Sikora as Acting City Engineer  
City Engineer Maternity Leave**

RECEIVED  
CITY CLERK'S OFFICE  
2022 NOV 29 PM 2:25  
NORTH TONAWANDA NY

Honorable Body:

I will be out for maternity leave for 12 weeks (60 working days) starting at the end of December. My tentative last day will be December 23, 2022. Travis Sikora, as the Assistant City Engineer, will be acting as the City Engineer in my absence. As the first department head taking maternity leave out of the OPEIU union, this scenario has yet to present itself where, a CSEA union member will be acting in a higher rated classification for an extended period outside of their own union.

Below, I have tabulated a couple scenarios for possible additional compensation for Travis while he acts as City Engineer in my absence. The first, is if he were paid for the 12 weeks at the top step within his group within the CSEA union. The second, is if he were paid for the 12 weeks at the bottom step of the City Engineer job title within the OPEIU union.

	Salary	Hourly	Difference in Hourly Pay	Total Pay for 12 weeks (60 days)	Potential Additional Compensation
Travis's Current 2023 Salary (Step 3)	\$78,080.00	\$42.90		\$18,018.46	
Asst. City Engineer 2023 Salary (Step 6 Top)	\$88,320.00	\$48.53	\$5.63	\$20,381.54	<b>\$2,363.08</b>
City Engineer 2023 Salary (Step 1 Bottom)	\$113,529.00	\$62.38	\$19.48	\$26,199.00	<b>\$8,180.54</b>

My other thought was for a straight stipend for him for taking on my duties while I am away. The average of the two potential compensations above is approximately **\$5,300.00** as a possibility for a stipend. However, the scenario that follows existing language within

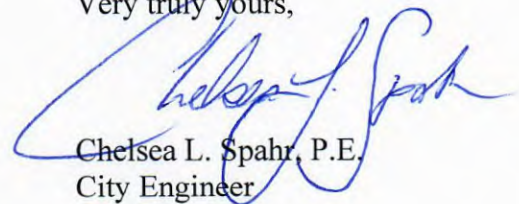
both the CSEA and OPEIU contract language the closest is that of getting paid for the 12 weeks at bottom step of the City Engineer job title either as out of title pay or as a stipend. That language is as follows:

Section 6.22 CSEA contract – *“An employee who is temporarily assigned to perform the duties of a higher rated classification than his own, for a period of one or more days, shall be paid for all time assigned to the higher rated classification at the lowest salary step in that classification which will result in the employee’s receiving higher compensation than that which he is then currently receiving in his regular classification plus an incremental step in that same higher classification.”*

Section 5.5.2 OPEIU contract – *“An employee who is temporarily assigned to perform the duties of a higher rated classification than his/her own, for a period of one or more days, shall be paid for all time assigned to the higher rated classification at one step above the lowest salary step in that classification which shall result in the employee’s receiving higher compensation than that which he/she is then currently receiving.”*

Between remaining engineering account budgets for 2022 and the engineering overtime budget for 2023, any additional compensation will be covered within existing engineering budgeted funds and will not impact the overall budget for 2023. I ask that the Common Council consider and approve the use of budgeted funds to cover additional compensation for Travis Sikora as he acts as City Engineer while I am on maternity leave. I appreciate you all taking the time to review and consider this.

Very truly yours,



Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls

Cc: File  
Edward Zebulski III, City Attorney  
Nicholas Robinson, Asst. City Attorney  
Jeff Zellner, City Accountant  
Jennifer Crest, Payroll/Personnel Specialist  
Donna Braun, City Clerk Treasurer

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

DEC 06 2022

November 30, 2022

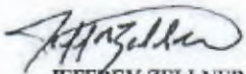
Honorable Austin J. Tylec, Mayor  
And Common Council Members  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

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 December 6th, 2022, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

RECEIVED  
CITY CLERK'S OFFICE

2022 NOV 30 AM 11:21  
NORTH TONAWANDA NY

JEFFREY ZELLNER  
CITY ACCOUNTANT

JENNIFER CRESS  
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP  
JUNIOR ACCOUNTANT

# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE NORTH  
TONAWANDA, N.Y. 14120

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

DEC 06 2022

11/17/2022

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 2022 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$50,000	004.8130.0480 Sewage Operations	004.8130.0100 Sewage – Personal services
\$50,000	004.8130.0480 Sewage Operations	004.8130.0460 Sewage – Utilities
\$20,000	004.8130.0420 Sewage Repairs and Maintenance	004.8130.0460 Sewage – Repairs and Maintenance
\$1,340.21	004.8130.0266 Sewage – Lab Equipment	004.8130.0268 Sewage – IPP Equipment
\$2,000	004.8130.0260 Sewage – Public Safety Equipment	004.8130.0253 Sewage – Maintenance Equipment

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

11/17/2022

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

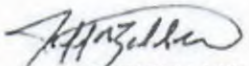
Dear Honorable Body:

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 2022 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$70,000	004.9790.0600 State Loan - Principle	004.1990.0410 Sewer Contingent
\$17,500	004.9790.0600 State Loan - Principle	004.9710.0600 Serial Bond - Principle

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

RECEIVED  
CITY CLERK'S OFFICE

2022 NOV 17 PM 3:41  
NORTH TONAWANDA NY

# Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$50,000	(Decrease) Account 004.8130.0100 - Personal Services Account Number	Increase Account 004.8130.0480 - Sewage Operations Account Number Account Description

**Explanation:**


**Please Check One**

Common Council Action	NO Common Council Action

### 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
13		12/6/2022



## Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$50,000	(Decrease) Account 004.8130.0460 Account Number	Increase Account 004.8130.0480 Account Number
	Sewage Utilities Account Description	Sewage Operations Account Description

**Explanation:**


**Please Check One**

<input type="checkbox"/> Common Council Action	<input type="checkbox"/> NO Common Council Action
<input type="checkbox"/> Department Head Signature	<input type="checkbox"/> 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
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- 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
14		12/6/2022

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation			
\$20,000	004.8130.0440	-	004.8130.0420	-
	Account Number	Account Description	Account Number	Account Description
		Sewage Buildings and Grounds		Sewage - Repairs and Maintenance
				Increase Account

**Explanation:**


**Please Check One**

<input type="checkbox"/>	<input type="checkbox"/>
Common Council Action	NO Common Council Action
<input type="checkbox"/>	<input type="checkbox"/>
	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
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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	
15			12/6/2022

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$1,340.21	(Decrease) Account 004.8130.0268 Account Number	Increase Account 004.8130.0266 Account Number
	Sewage IPP equipment Account Description	Sewage - Lab Equipment Account Description

**Explanation:**

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**Please Check One**

Common Council Action	Date
NO Common Council Action	Department Head Signature

### Budgetary Transfer Policy

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

1. Transfer 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
16		12/6/2022

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$2,000.00	(Decrease) Account 004.8130.0253 Account Number	Increase Account 004.8130.0260 Account Number
	Sewage Maintenance equipment Account Description	Sewage public safety equipment Account Description

**Explanation:**

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**Please Check One**

Common Council Action	NO Common Council Action
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
16		12/6/2022

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$70,000	(Decrease) Account 004.1990.0410 - Contingent Account Account Number	Increase Account 004.9790.0600 - State Loan - Principle Account Number Account Description

**Explanation:**  
 To cover the principle payment for the EFC loan for project C9-6675-03-00

**Please Check One**

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

### 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

Department Head Signature	Date

**For Accounting Department Use Only**

	Department of Accounting Audit	Common Council Meeting Date
11		12/6/2022

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**CITY CLERK'S OFFICE**  
 2022 NOV 17 PM 3:41  
 NORTH TONAWANDA NY

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/17/2022

Dollar Amount	Appropriation Accounts and Documentation			
\$17,500	(Decrease) Account	Increase Account		
	004.9710.0600 - Serial Bond - Principle	004.9790.0600 - State Loan - Principle		
	Account Number	Account Number	Account Description	

**Explanation:**

To cover the EFC loan for project C9-6675-03-00

**Please Check One**

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

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
12		12/6/2022

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CITY CLERK'S OFFICE

2022 NOV 17 PM 3:41  
NORTH TONAWANDA NY

JEFFREY ZELLNER  
CITY ACCOUNTANT  
JENNIFER CRESS  
PAYROLL PERSONNEL SPECIALIST  
SHERI GAMPP  
JUNIOR ACCOUNTANT

# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE NORTH  
TONAWANDA, N.Y. 14120

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

VII.3

DEC 06 2022

11/23/2022

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

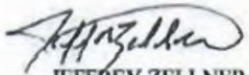
Dear Honorable Body:

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 2022 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$7,513.73	002.8320.0226	002.8330.0100
	Water Pumping – Electrical Equipment	Water Purification – Personal services
\$12,486.27	002.8330.0480	002.8330.0100
	Water Purification – Operations	Water Purification – Personal Service
\$10,000	002.8330.0480	002.8330.0266
	Water Purification – Operations	Water Purifications – Lab Equipment
\$8,000	002.8330.0480	002.8330.0440
	Water Purification – Operations	Water Purification – Buildings and Grounds

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

RECEIVED  
CITY CLERK'S OFFICE

2022 NOV 23 PM2:47  
NORTH TONAWANDA NY

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/23/2022

Dollar Amount	Appropriation Accounts and Documentation			
\$7,513.73	002.8330.0100	(Decrease) Account Water Purification - Personal Services	002.8320.0226	Increase Account Water Pumping - Electrical Equipment
	Account Number	Account Description	Account Number	Account Description

**Explanation:**


**Please Check One**

Common Council Action	NO Common Council Action
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
17		12/6/2022



## Budgetary Transfer Request Form

Department: Accounting

Date: 11/23/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$12,486.27	(Decrease) Account 002.8330.0100 Water Purification - Personal Services <small>Account Number</small>	Increase Account 002.8330.0480 Water Purification - Operations <small>Account Number</small>
	<small>Account Description</small>	<small>Account Description</small>

**Explanation:**


**Please Check One**

Common Council Action	NO Common Council Action

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
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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
18		12/6/2022

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/23/2022

Dollar Amount	(Decrease) Account	Increase Account
\$10,000.00	002.8330.0266 - Water Purification - Lab Equipment Account Number	002.8330.0480 - Water Purification - Operations Account Number
	Account Description	Account Description

**Explanation:**


**Please Check One**

<input type="checkbox"/> Common Council Action	<input type="checkbox"/> NO Common Council Action
<input type="checkbox"/> Department Head Signature	<input type="checkbox"/> 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:

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2. Creation of a new appropriation account your budget

For Accounting Department Use Only		
Department of Accounting Audit	Common Council Meeting Date	
19	12/6/2022	

## Budgetary Transfer Request Form

Department: Accounting

Date: 11/23/2022

Dollar Amount	Appropriation Accounts and Documentation	
\$8,000.00	002.8330.0440 Account Number	(Decrease) Account Water Purification Buildings and Grounds Account Description
	002.8330.0480 Account Number	Increase Account Water Purification - Operations Account Description

**Explanation:**


**Please Check One**

Common Council Action	NO Common Council Action

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:

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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
20		12/6/2022

JEFFREY ZELLNER  
CITY ACCOUNTANT

JENNIFER CRESS  
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP  
JUNIOR ACCOUNTANT

# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE NORTH  
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545

FAX: (716) 695-8573

VII.4

DEC 06 2022

November 30, 2022

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

Please be advised that this office sent out a Request for Proposal (RFP) on November 10, 2022, to five (5) qualified consultants for the renewal of claims management and loss control services for the City of North Tonawanda. A four-person team was formed to evaluate the proposals received. This team consisted of City Accountant, Jeffrey Zellner, City Attorney, Edward Zebulske, the City's Personnel/Payroll Specialist, Jennifer Cress, and Lawley representative Neal Cunningham

The evaluation of each firm was based on the following criteria: quality of proposal received, financial strength, reputation and stability of the firm, expertise, quality and experience of personnel, ability to provide value-added solutions in areas of risk management, loss control and claims management and cost-effectiveness. Five proposals were received by the City. Each proposal was ranked by the selection team. Based on the criteria defined above, and interviews conducted with the firms, the proposals solicited for and received were ranked as follows:

<u>Consulting Firm</u>	<u>Score</u>
NCA Comp Inc.	4.85
PMA Management	4.45
FCS Administrators	4.05
Future Comp	2.85
Triad Group	2.00

Based on our evaluation of the rating criteria and the annual cost to the City, it is our recommendation that NCA Comp Inc., be awarded a three-year contract, with two one-year options to renew, for a year one fee of \$45,000 with 3 % increase per year. The recommended contract start date will be effective February 1, 2023, upon review and approval of the City Attorney.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

2022 NOV 30 PM 2:13  
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE

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

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



November 23, 2022

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

Dear Mayor Tylec and Common Council,

We are looking for approval to renew the lease agreement with CHANT (Community Health Alliance of North Tonawanda). CHANT has provided valuable services to our community through their preventative programs and educational outreach. Our department has developed a strong relationship with this organization and they have teamed up with us for a number of events to provide thousands of dollars a year in contributions to our special events and programs which serve the community (Summer Kick Off Event, End of Summer Event, Post Prom, Veterans Day Breakfast, etc).

Respectfully Submitted,

Alex Domaradzki  
Director of Youth, Recreation, Parks & Seniors

2022 NOV 28 AM 10:30  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE

FRENTAL AGREEMENT

CITY OF NORTH TONAWANDA, N.Y.

AND

COMMUNITY HEALTH ALLIANCE OF NORTH TONAWANDA

(CHANT)

FOR SPACE AT THE NORMAN KELLER BUILDING

This agreement made this \_\_\_ day of December, 2022 by and between the City of North Tonawanda, New York, a municipal corporation organized pursuant to the laws of the State of New York with offices at 216 Payne Avenue, North Tonawanda, New York, hereinafter "Owner", and

The Community Health Alliance of North Tonawanda (CHANT), a non-profit corporation organized and operating under the laws of the State of New York offices at 500 Wheatfield Street, North Tonawanda, New York, hereinafter "Lessee".

1. Owner has agreed to let and by these presents does hereby grant, demise and lease unto the said Lessee the following space at the Norman Keller Building, 8' x 12' office space in the Sports Office in the Norman Keller Building, 500 Wheatfield Street, North Tonawanda, New York. Owner has agreed to continue weekly cleaning. Term of this agreement shall be from December 2022 through December 2025.
2. Owner is to provide daily maintenance for the leased area and shall be responsible for minor repairs to the leased area necessitated by or caused by the use of the lease area.
3. Owner will not charge a monthly rent. CHANT will then be enabled to grow as a coalition and reduce drug use by NT Youth. This in-kind donation amounts to \$600 per month. Lessee will supply its own office equipment and supplies.
4. Owner will allow installation of a sign to be placed by the door or near-by wall.
  - a. The Lessee hereby covenants as follows:
    1. To allow the Owner, in person or by agent, to enter the said premises at all reasonable times of the day and to allow the Owner to do any and all housekeeping of all common use areas, and general care and maintenance to the interior and exterior of the building.

2. To take special care that no damage happens to the building or any fixtures therein, the use of electricity, water or gas and be liable for all damages occasioned by the Lessee, their agents or servants in the commission or omission of any acts causing such damage, and to observe and keep all the rules and regulations of the electric, gas and water companies and the sewer authority supplying such premises with electricity, gas, water and use of sewer.
3. To return the premises broom-clean at the expiration of the lease to the Owner and in the same condition as when taken, reasonable wear and tear thereof expected.
4. Every covenant herein contained shall be deemed and Conditions is hereby made a condition.
5. In the event of the violation by the Lessee of any covenant, agreement, or condition contained in this agreement, then in either case the Owner shall have the right at the Owner's election to terminate this agreement, on first giving to the Lessee thirty days' notice of such election, to be served personally, and the above mentioned term shall thereupon cease at the expiration of said thirty days, in the manner and to the same effect as if that were the expiration of the original term of this agreement.
6. If the said premises shall at any time become vacant during the said term in consequence of the removal of the Lessee by legal process, or any other cause, the Owner may re-enter the same, and use such force for that purpose as the Owner shall think fit, without being liable to any prosecution therefor, and may thereupon treat the said agreement as terminated, and re-let the said premises for his own use; or the Owner may re-let said premises as the agent of the Lessee applying avails thereof; first, to the expenses that may accrue in re-entering and then to the payment of the rent due as herein provided and the balance to pay over the Lessee for such balance shall survive the issuance of any warrant to dispossess or re-entry by the owner or other termination or cancellation of the agreement.
7. In case the premises herein leased shall be partially damaged by fire, the same shall be repaired as speedily as possible by the Owner. In case the premises shall be totally destroyed by fire, or so much damage as to render them un-tenantable, either party hereto may serve personally, or by registered mail, upon the other party within ten days after such fire, a thirty-day written notice of the intention of such party to terminate this agreement and the term therein provided for at the end of such thirty days the Lessee shall surrender up the Owner said premises discharged of this agreement.
8. The Lessee agrees to maintain Public Liability Insurance for a combined single limit of not less than \$250,000 per occurrence. The Lessee further agrees to indemnify and hold harmless the Owner for any negligence of the lessee, its employees, agents and servants.
9. Either party may terminate this agreement on sixty (60) days written notice to the other party, said sixty (60) days shall be a minimum period and shall be measured for the beginning of each month.
10. The Lessee shall operate with operational hours set in conjunction with and with advise, consent, and permission of the Owner. The Lessee shall use said premises for the purpose of dissemination of information regarding its programs and also referral of various clients to the appropriate agencies.
11. This agreement contains all the terms and conditions of said rental and there are no other terms and conditions with regard to same. Either party may amend this

agreement but any such amendment, and/or addition, must be in writing and signed by either party to be charged with same.

IN WITNESS WHEREOF, the parties have executed this agreement the date above mentioned.

CITY OF NORTH TONAWANDA, NEW YORK

BY: \_\_\_\_\_

Alex Domaradzki, Director Parks & Recreation

COUNTY OF NIAGARA, NEW YORK

\_\_\_\_\_

Lyndsay Stover, CHANT Director



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

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



[www.ntparksrec.com](http://www.ntparksrec.com)

XIV.2

DEC 06 2022

November 30, 2022

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

Attached are the proposed fee schedules for recreational program and facility charges for the 2023 season. Items highlighted in yellow reflect price increases from the 2022 fee structure. These price increases are in correlation with the continued rise in product expenses and staffing costs (state minimum wage increases) that are required to provide programs and services for the public at the same level that our community has come to expect.

Please note that despite the fee increases, our research found that our price points are still a value compared to similar program/facility rates in the Town of Tonawanda, City of Tonawanda, Amherst, Buffalo, Lockport and Wheatfield. Furthermore, I would be remised should I not emphasize that our North Tonawanda Youth Board offers program tuition assistance with their "Everyone Plays Recreation Program Scholarship". This scholarship program is meant to ensure that program costs are not a barrier for a youth to participate, by providing financial assistance to cover the program cost for a youth participant in a low-income household. More information on our Everyone Plays Scholarship can be found at our website [www.ntparksrec.com](http://www.ntparksrec.com).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Alex Domaradzki', written over a white rectangular area.

Alex Domaradzki  
Director of Youth, Recreation, Parks & Seniors

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NORTH TONAWANDA NY

**PROGRAM FEE SCHEDULE 2023**

**Youth Touch Football**

Resident	\$60
Resident Sibling Rate	\$50
Non-Resident	\$90
NR Sibling Rate	\$80

**Youth Golf**

Resident	\$90
Resident Sibling Rate	\$80
Non-Resident	\$110
NR Sibling Rate	\$100

**Summer Basketball**

Resident	\$60
Resident Sibling Rate	\$50
Non-Resident	\$90
NR Sibling Rate	\$70

**Winter Basketball**

Resident	\$60
Resident Sibling Rate	\$50
Non-Resident	\$90
NR Sibling Rate	\$80

**Youth Softball/Soccer**

Resident	\$50
Resident Sibling Rate	\$40
Non-Resident	\$80
NR Sibling Rate	\$70

**Youth Tennis**

Resident	\$50
Resident Sibling Rate	\$40
Non-Resident	\$60
NR Sibling Rate	\$50

**Swimm Lessons**

Resident	\$60
Resident Sibling Rate	\$50
Non-Resident	\$80
NR Sibling Rate	\$70

**Open Swim**

Resident Youth	\$1
Resident Adult	\$1
Non-Resident	\$3.00

**MISC FEES**

Forfeit Fee	\$40
Protest Fee	\$20
Trees	\$60

**Field Rental**

Game day prep (Weekday)	\$30	>	dragged, lined/prepped day of the game
Game Day Prep (weekend)	\$150 1 field (\$50 each additional field)	>	dragged, lined/prepped day of the game (added cost is to cover staff OT for weekend)
General Use (weekend)	\$30	>	dragged, lined/prepped Friday, field left "as is" for weekend
Practice Permit	\$0	>	no prep

**Adult Kickball**

Team Fee	\$150 (umpire fees not included)
----------	-------------------------------------

**Adult Softball**

Team Fee	\$300 (umpire fees <u>not</u> included)
----------	--

**Adult Volleyball**

Resident	\$200
Non-Resident	\$225

**Adult Flag Football**

Team fee	\$200 (ref fees <u>not</u> included)
----------	---

**Pavilion Rental**

w. Kitchen	\$85
w.out Kitchen	\$65
Non-Res. w. kitchen	\$100
Non-Res w.out kitchen	\$75

**Botanical Gazebo**

Resident	\$20/hr
Non-Resident	\$40/hr

**Band Shell**

	\$50
--	------

**Launch Permit**

Season Permit	\$35
Non-Res Season Permit	\$40
Gratwick Kiosk	\$6/day

**Gateway Docking Fees**

<b>Daily</b>	
25' & Under	\$15
26'-40'	\$20
41' & over	\$25
Commerical boats	\$35
<b>Overnight w. elec &amp; h20</b>	
25' & Under	\$30
26'-40'	\$35
41' & over	\$40
Commerical boats	\$50
<b>Overnight no elec or h20</b>	
25' & Under	\$25
26'-40'	\$30
41' & over	\$35
Commerical boats	\$50

**Hallwalking**

Resident	\$10/season
Non-Resident	\$10/season

**Exercise (varies)**

Resident	\$4/class
Non-Resident	\$5/class

**Golf Course**

**Season Pass**

Resident	\$535
Resident w. cart	\$995
Resident DAV	\$360
Youth	\$215
Senior	\$350
Senior w. cart	\$810
Family plan (1st adult)	\$535
Family plan (2nd adult)	\$435
Non-Resident	\$815
Non-Resident w. cart	\$1,275
Non-Resident DAV	\$695
Cart Pass	\$460

**Resident Card**

Adult	\$25/\$40
Senior	\$15/\$30
Youth	\$15

**18 Hole Rate**

Resident	\$16
Non-Resident	\$29
Seniors	\$11
Youth	\$11

**9 Hole Rate**

Resident	\$12
Non-Resident	\$17

**Cart (per person)**

9-hole	\$8
18-hole	\$14
Private Cart Permit	\$420

**Tournament Fees**

18-hole	\$37
9-hole	\$23

**League Fees**

Weekday	\$23
Weekend	\$35
Weekend extended	\$40

**Golf Cards**

20 use (9-holes) R	\$215
20 use (9-holes) NR	\$315
20 use cart (9-holes)	\$140

November 21, 2022

Donna Braun

City Clerk/Treasurer

216 Payne Avenue North Tonawanda, NY 14120

Traffic Safety Minutes:

The November 2022 meeting of the North Tonawanda Traffic Safety Committee was called to order at 1800 hours. Roll call showed the following members present: R. Frank, J. Sikora, M. Meisenburg, A. DiBernardo, D. Grinnell. The minutes from the previous meeting were read and accepted, the following new concerns/requests were discussed, and recommendations made.

1.) Eric Thompson of Grand Island wrote a letter to North Tonawanda City Attorney Edward Zebulski requesting to have the "School Zone" removed on Nash Road. Member Frank wrote a letter to Mr. Thompson informing him on why this request was denied. The letter is on file for anyone that wishes to see it.

2.) Elaine Sommers of 670 East Robinson Street would like the "Child at Play" sign removed from her yard as there are no longer children that are in that area. The committee agrees with this recommendation. Sommers also would like "No Parking" signs placed in front of her property due to vehicles parking on the sidewalk. The committee reviewed this request and believe that "No Parking on Terrace" signs would be appropriate in front of the property at 670 East Robinson Street.

3.) Vincent Williams of Walck Road requested that the intersection of Erie Avenue and Walck Road be looked at for safety issues. Williams states that it is difficult to see oncoming traffic when drivers are heading eastbound on Walck Road and are trying to make a left hand turn onto Erie Avenue. The committee looked at this intersection and believes Williams has a valid point. Member Meisenburg will be looking into ways to fix the yellow road marking lines although it may have to be fixed in the spring due to weather.

The next Traffic Safety Committee meeting will be held on December 19th, 2022, at 1800 hours.

Travel safely, Robert J. Frank

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NORTH TONAWANDA NY

XVII.

DEC 06 2022



Department of Police

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

XXV.1

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

DEC 06 2022

November 30, 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 October 2022.

Respectfully Submitted,

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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NORTH TONAWANDA NY

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NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF OCTOBER 2022
---

CRIMINAL

Complaints received and investigated	66
Complaints cleared by arrest or exceptional clearance	26
Complaints ruled unfounded	0
Number of males arrested	0
under 18:	0
over 18:	14
Number of females arrested	8
under 18:	0
over 18:	8
Arrests for other authorities	0
Failure to Appear/Violation of Probation Warrant Arrests	23
Above complaints cleared by J.A.B.	12
Complaints cleared by J.A.B. from previous months	0

TRAFFIC

Traffic summonses issued	1060
DWI arrests	17
Parking tags issued	12

MISCELLANEOUS

Miscellaneous service	2,624
Incident reports	137
Vehicle accidents	42
Vehicle accidents (fatal)	0
Vehicle stops	962
Police escorts	2
Prisoner meals	0
Mug shots taken	29
Fingerprints taken	29
Persons missing and located	4
Automobiles stolen	5
Automobiles recovered	4
Automobiles recovered for other authorities	0
Record check fees	\$60.00
Photocopy fees	\$8.00
Fingerprint fees	\$0.00
Fines collected	\$69,757.00
Value of property damaged	\$1,150.00
Value of property stolen	\$231,253.94
Value of property recovered	\$84,710.00

Respectfully submitted,



Keith T. Glass  
Chief of Police

KTG/as

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF OCTOBER 2022
---

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

<u>TYPE OF OFFENSE</u>	<u>COMPLAINTS</u>		
	Received	Cleared	Unfounded
AGG. ASSAULT	1	1	
ALL OTHER OFFENSES	19	10	
ARSON	0	0	
BURGLARY	1	0	
COERCION	0	0	
CRIMINAL MISCHIEF	4	2	
CRIM POSS WEAPON	0	0	
DIS CON/HARASS	16	7	
DRUG OFFENSES	3	0	
EMBEZZLEMENT	0	0	
FAILURE TO APPEAR	23	23	
FORGERY	0	0	
FRAUD (ID THEFT)	2	0	
LARCENY	10	0	
LEAVING THE SCENE	3	0	
MURDER	0	0	
RAPE	0	0	
ROBBERY	0	0	
SEXUAL OFFENSES	0	0	
SIMPLE ASSAULT	2	2	
STOLEN PROPERTY	0	0	
UNAUTH USE M/V	5	4	
VIOL OF PROBATION	0	0	
ARRESTS FOR OTHER AUTHORITIES		0	
ARRESTS/CLEAR COMPS. FM PREV MONTHS		5	
TOTALS	89	54	0
# OF ABOVE COMPLAINTS CLEARED BY JAB		12	
# CLEARED BY JAB FROM PREV MONTHS		0	

V & T REPORT FOR THE MONTH OF OCTOBER 2022

TRAFFIC INFRACTIONS:	
SPEEDING	417
REDLIGHT VIOLATION	90
STOP SIGN VIOLATION	171
NO REGISTRATION	12
NO LICENSE	31
FAULTY EQUIPMENT	35
NO INSPECTION	46
FAILED TO YIELD RIGHT OF WAY	3
SEAT BEAT VIOLATION	12
NO INSURANCE	6
LICENSE PLATE VIOLATION	5
IMPROPER TURN	5
DROVE ON LEFT SIDE OF PAVEMENT MARKINGS	3
FAILED TO KEEP RIGHT	1
LEAVING SCENE OF INCIDENT	6
FAILURE TO SUBMIT TO PRE-SCREEN BREATH TEST	1
AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE	0
FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS	7
UNSAFE BACKING	3
MISCELLANEOUS	<u>123</u>
TOTAL	<u>977</u>

TRAFFIC MISDEMEANORS:	
DWI	17
OPERATING WHLE REGIS. SUSPENDED/REVOKED	15
AGGRAVATED UNLICENSED OPER 3RD	26
AGGRAVATED UNLICENSED OPER 2ND	13
RECKLESS DRIVING	0
LEAVING SCENE INJURY ACCIDENT	0
DISPLAY FORGED CERTIFICATE W/O INSPECTION	1
OPER MV WHEN LICENSE/REGISTRATION IS SUSPENDED	0
FAILURE TO SURRENDER SUSP/REVOKED LICENSE/REGIS	5
USE/LEASE/RENTED/LOANED VEHICLE W/O INTERLOCK DEVICE	1
FAIL TO SECURE SHIFTABLE LOAD/LOGS INSECURELY FASTENED	<u>0</u>
TOTAL	<u>78</u>

TRAFFIC FELONIES:	
AGGRAVATED UNLICENSED OPERATION 1ST	1
AGGRAVATED DWI/CHILD IN VEHICLE	0
OPERATE MV .08 OF 1% OR MORE ALC-PRIOR CONV DESIG	1
DWI/PREVIOUS CONVICTION W/IN 10 YEARS	1
DRIVING W/ABILITY IMPAIRED BY DRUG(SPECIAL)	1
DRIVING W/ABILITY IMPAIRED BY DRUG(FELONY)	<u>1</u>
TOTAL	<u>5</u>

FINES:	(CITY IMPOSED)		
		TRAFFIC	\$68,420.00
		PENAL LAW	\$250.00
		CITY ORDINANCE	\$150.00
		BAIL FORFEITURE	\$0.00
		PARKING TAGS	<u>\$937.00</u>
		TOTAL	\$69,757.00

MUG SHOTS: 29      PARKING TAGS: 17      MEAL TICKETS: 83

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DEC 06 2022

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Minor Sales	Certified Copies - Marriage	23	230.00
			<b>Sub-Total:</b>	<b>\$230.00</b>
A1603	Misc. Fees	Birth Certificates	22	220.00
		Coroner Death Certificates	6	6.00
		Death Certificates	116	1,160.00
		Deaths Recorded	21	0.00
			<b>Sub-Total:</b>	<b>\$1,386.00</b>
A1980	Minor Sales	City Market	2	495.00
			<b>Sub-Total:</b>	<b>\$495.00</b>
A2110	Planning & Zoning Fees	Board of Appeals App.	2	100.00
			<b>Sub-Total:</b>	<b>\$100.00</b>
A2501	Permit Fees	Chicken Permits	1	25.00
		Christmas Tree Permit	1	1.00
	Snowplow Permit	Snowplow Permit	18	750.00
			<b>Sub-Total:</b>	<b>\$776.00</b>
A2505	Marriage License Fee	Marriage License Fee	8	140.00
			<b>Sub-Total:</b>	<b>\$140.00</b>
A2506	Conservation	Conservation	11	35.20
			<b>Sub-Total:</b>	<b>\$35.20</b>
A2508	Miscellaneous	Miscellaneous	2	1.00
			<b>Sub-Total:</b>	<b>\$1.00</b>
A2540	Racing & Wagering Fees	Bingo Proceeds	2	86.97
			<b>Sub-Total:</b>	<b>\$86.97</b>
A2542	Dog Licensing	Female, Spayed	65	585.00
		Female, Unspayed	3	51.00
		Male, Neutered	65	585.00
		Male, Unneutered	7	119.00
		Replacement Tags	1	3.00
			<b>Sub-Total:</b>	<b>\$1,343.00</b>
A2610	Minor Sales	Parking Tickets	25	4,685.00
			<b>Sub-Total:</b>	<b>\$4,685.00</b>

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Account#	Account Description	Fee Description	Qty	Local Share
			<b>Total Local Shares Remitted:</b>	<b>\$9,278.17</b>
Amount paid to:	New York State Department of Health			180.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			160.00
Amount paid to:	NYS Environmental Conservation			603.80
<b>Total State, County &amp; Local Revenues:</b>		<b>\$10,221.97</b>	<b>Total Non-Local Revenues:</b>	<b>\$943.80</b>

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.

  
 \_\_\_\_\_  
 City Clerk-Treasurer

12/1/22  
 \_\_\_\_\_  
 Date

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

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



December 1, 2022

DEC 06 2022

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

Ladies and Gentlemen:

The following information is submitted for your perusal concerning participants in various programs offered at the Senior Citizen Center for the month of November 2022

**Senior Center's Total Monthly Services      1,892**

**Unduplicated      705**

**Duplicated      1,187**

Please note: We also sponsor a "Little Free Food Pantry" and a "Little Library" both of these are available to the public 24/7 and is not included in this monthly count.

Sincerely,

Pamela A. Hogan

Recreation & Senior Coordinator

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# City of North Tonawanda

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

XXXX

DEC 06 2022

November 30, 2022

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

Re: Community Development Block Grant Program- Request for Public Hearing

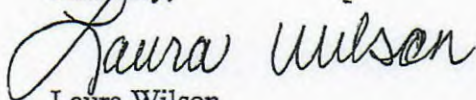
Dear Honorable Body,

As per Community Development Block Grant (CDBG) regulations, the City of North Tonawanda is required to hold a second public hearing to discuss CDBG activities. The hearing must be held at a meeting with a quorum of the Common Council.

I would like to formally request authorization to hold two (2) required public hearings for the Community Development Block Grant program to be held on **December 20<sup>th</sup>, 2022 at 6:00 PM and 6:15 PM** in the Common Council Chambers immediately preceding the regularly scheduled Common Council meeting.

Thank you for your consideration.

Sincerely,

  
Laura Wilson  
Director

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NORTH TONAWANDA NY



# LIVE HOSE CO. NO. 4 *CFD. A.*

71 VANDERVOORT STREET  
NORTH TONAWANDA, NEW YORK 14120  
Est. July 18, 1887



**DEC 06 2022**

November 14, 2022

Honorable Mayor & Common Council  
C/O City Clerk Treasurer  
City Hall, 216 Payne Avenue  
North Tonawanda, New York 14120

Re: Volunteer Firefighter

Dear Mayor & Council

On September 12, 2022, Lori Kunselman, of 441 East Stenzil Street, North Tonawanda, NY 14120 was voted in as an active volunteer member of the Live Hose Co. Volunteer Fire Company No. 4, all background check paperwork was delivered to the North Tonawanda Fire Department to be processed at that time.

Sincerely,  
Live Hose Vol. Co. No. 4

David C. Maziarz  
President

CFO-B.

DEC 06 2022

Dear City Officials,

As I'm sure you are aware, we have a great NT citizen among us that fought in WW2 and has served this city in a variety of capacities including as alderman of the 2nd ward.

Of course I'm referring to Mr. William "Bill" Gosch. In honor Mr. Gosch's 99th Birthday, I propose that we designate the section of Goundry Street from Whiting north to Twin Cities Memorial Highway as William Gosch Way.

This honorary designation would not change the official name of the street for map purposes, however it would be a lasting tribute to this great man who continues to be beacon of positivity and a tremendous asset to our community.

If you decide to move forward, the DPW could prepare a white colored street sign with black letters denoting the honorary street marking, and install it on or near Dec. 8. I would ask the city officials to join me in unveiling the sign on or around that date.

Please let me know if this is a possibility, thank you for your consideration.

Sincerely,

Richard Andres Jr.  
Legislator

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NORTH TONAWANDA NY