

# City of North Tonawanda

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

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

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


**November 16, 2023**

**The following meetings have been scheduled for TUESDAY , NOVEMBER 21, 2023**

**6:15PM Common Council Meeting Discussion**

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

**Respectfully submitted,**



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

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

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

**RE: Agenda for Regular Session TUESDAY NOVEMBER 21, 2023 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**

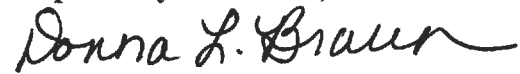
- I. Mayor - Re: Adoption of the North Tonawanda Climate Resilience Plan**
- I. 2 Mayor Re: Approval of Updated Purchasing Policy**
- III. Clerk-Treasurer - Re: Approval of the 2024 Agreement between the City of North Tonawanda and NiaCAP**
- IV.1 Engineer - Re: Approval of Amendment No.1 for Engineering Services with Glynn Group for the Live Hose Floor Repair**
- IV.2 Engineer - Re: Bush Meadow Subdivision-Phase 1 Dedication of Public Improvements**
- VII.1 Accountant - Re: Payment of the Abstract of Claims Dated November 21, 2023**
- VII.2 Re: Budgetary Transfer -Water Distribution-Water Meters**
  
- XXV. Monthly Reports**
  - .1 Clerk-Treasurer**

## **COMMUNICATIONS FROM OTHERS**

**A.**  
**Historic Preservation Commission -**

**Re: Approval of the Sweeney Estate Local  
Historic District Designation**

**Respectfully submitted,**

A handwritten signature in black ink that reads "Donna L. Braun". The signature is written in a cursive style with a long, sweeping tail on the letter "n" at the end.

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

CITY OF NORTH TONAWANDA

I.

*Office of the Mayor*

NOV 21 2023

AUSTIN J. TYLEC

October 24, 2023

North Tonawanda Common Council  
216 Payne Ave (City Hall)  
North Tonawanda, NY 14120

**Re: North Tonawanda Climate Resilience Plan Adoption**

Dear Honorable Body,

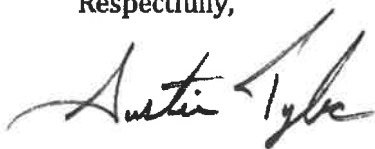
The City of North Tonawanda's first Climate Resilience Plan represents an important milestone. The plan helps prepare our city for extreme weather and natural hazards, which are expected to occur with greater intensity and frequency in the future. It also demonstrates the ability of North Tonawanda residents, elected leaders, and stakeholders to develop a deep understanding of the issues and to work together to take action. The plan identifies ways we can collectively adapt to climate-related challenges and create stronger, more resilience infrastructure and services in North Tonawanda.

The adoption of the City's Climate Resilience Plan represents a commitment on the part of my office and the Common Council to ongoing efforts to address climate-related hazards in our city. This will include protecting natural assets, improving infrastructure and emergency preparedness, and prioritizing the safety and quality of life for all residents for decades to come.

The city will soon begin the process of updating our Comprehensive Plan to guide future land use decisions. The findings and recommended strategies of the Climate Resilience Plan will help shape the new Comprehensive Plan and future community investments.

Thank you for your consideration of this matter.

Respectfully,



Austin Tylec  
Mayor

2023 OCT 26 AM 8:23  
NORTH TONAWANDA NY

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# **NORTH TONAWANDA CLIMATE RESILIENCE PLAN ADOPTION RESOLUTION**

**WHEREAS**, the City of North Tonawanda recognizes that climate change has the potential to increase future risks of natural hazards like flooding, extreme temperatures, and severe storms, which could endanger the City's residents, structures, economy, environment, and infrastructure; and

**WHEREAS**, there are further economic, environmental, and community benefits to implementing strategies to become resilient to potential future impacts of climate change; and

**WHEREAS**, the New York State Department of Environmental Conservation's (DEC)'s Climate Smart Communities framework outlines ways for communities to strategically adapt to the impacts of climate change for decades to come, including: using climate-smart materials management; implementing climate smart land use; enhancing community resilience to climate change, and engaging in an evolving process of climate action; and

**WHEREAS**, the City of North Tonawanda adopted the Climate Smart Community Pledge and formed a Climate Smart Task Force to coordinate actions and focus resources toward issues related to the above elements; and

**WHEREAS**, the City's Climate Smart Task Force has collaborated with the University at Buffalo Regional Institute to create a Climate Resilience Plan (the Plan) with key implementation strategies for climate resilience that were developed from stakeholder and community input; and

**WHEREAS**, the City of North Tonawanda has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

**NOW, THEREFORE, BE IT RESOLVED**, the City of North Tonawanda adopts the North Tonawanda Climate Resilience Plan and resolves to support the implementation of the strategies of the Plan;

1. Upgrading sewer systems to mitigate flooding;
2. Promoting green infrastructure on public and private property;
3. Enhancing emergency operations for extreme events;
4. Promoting sustainable development and protecting wetlands and natural spaces;
5. Bolstering climate awareness and household hazard preparedness;
6. Helping property owners upgrade structures to mitigate hazards; and
7. Acquiring additional funding to support climate resilience actions

CITY OF NORTH TONAWANDA

*Office of the Mayor*

AUSTIN J. TYLEC

II.

SEP 05 2023

TABLED

August 1, 2023

North Tonawanda Common Council  
216 Payne Ave (City Hall)  
North Tonawanda, NY 14120

Re: Updating Municipal Purchasing Policy

Dear Honorable Body,

To keep up with State and Federal guidelines, as well as daily flow within city departments, the Finance Advisory Committee met to review and update our current Municipal Purchasing Policy since it was last updated ten years ago.

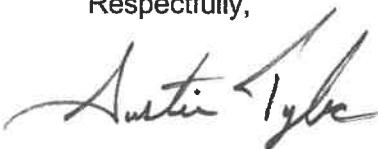
Attached please find the committee's proposed updated Municipal Purchasing Policy that has been reviewed by our Clerk-Treasurer, City Accountant, and Attorneys Office.

It is important to update this policy regularly as circumstances change and to be sure the City is following the most current union guidelines; I ask that the Council please review and approve the attached updated policy.

We are also asking Clerk-Treasurer Donna Braun to administer copies for signatures from each Department Head.

Thank you for your consideration of this matter.

Respectfully,



Austin Tylec  
Mayor

# City of North Tonawanda


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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

OFFICE OF THE CITY CLERK - TREASURER  
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NORTH TONAWANDA, N.Y. 14120

Treasurer's Office: (716) 695-8575  
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**NOV 21 2023**

**November 13, 2023**

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

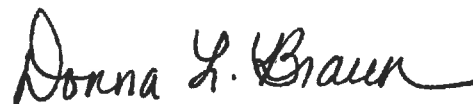
**Re: 2024 Agreement between the City of North Tonawanda and NiaCAP**

**Dear Mayor and Common Council:**

**I am asking that the Council approve this agreement between the City of North Tonawanda and Niagara Community Action Program for the amount of \$3,000.00 contingent upon City Attorneys approval. Once approved the Mayor will be able to sign the contract.**

**Niagara Community Action Program has provided emergency services to the needy and disadvantaged persons within Niagara County for many years and this amount will help them in providing these services.**

**Regards,**



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

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2023 NOV 13 AM 11:34  
NORTH TONAWANDA NY

# NIAGARA COMMUNITY ACTION PROGRAM, INC.

1521 Main Street, Niagara Falls, New York 14305-2521 716/ 285-9681 Fax 716/ 285-9693

E-mail niagaracap@niagaracap.org

*Serving Niagara County*



November 9, 2023

Ms. Donna Braun, City Clerk  
City of North Tonawanda  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Dear Ms. Braun:

RE: 2024 AGREEMENT BETWEEN THE CITY OF NORTH TONAWANDA  
AND NIAGARA COMMUNITY ACTION PROGRAM, INC.

Enclosed please find two original agreements in the amount of \$3,000 between the City of North Tonawanda and Niagara Community Action Program, Inc. for fiscal year 2024 to provide assistance to city residents. Please sign, notarize, and return one original fully executed agreement for our files.

As always, we appreciate the opportunity to work with the City of North Tonawanda. If you have any questions or concerns, please feel free to contact me.

Thank you for your continued support.

Respectfully,

Suzanne Shears  
CEO

SS/spb

Enclosures

2023 NOV 13 AM 11:34  
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# AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ of \_\_\_\_\_, 2024, by and between the CITY OF NORTH TONAWANDA, a municipal corporation of the State of New York having its offices at 216 Payne Avenue, North Tonawanda, New York 14120, herein called the "City" and NIAGARA COMMUNITY ACTION PROGRAM, INC., a not-for-profit corporation of the State of New York having its office at 1521 Main Street, Niagara Falls, New York, herein called "Niagara CAP" WITNESSETH:

WHEREAS, Niagara CAP has as one of its principal functions and purposes of providing emergency services to the needy and disadvantaged persons within Niagara County through use of funding grants and subsidies from federal, state, and municipal governments and agencies, and

WHEREAS, the City desires to contribute to and participate in the funding of Niagara CAP for such purposes in return for Niagara CAP's promise of emergency services to the residents of the City, and

WHEREAS, both parties jointly desire and intend to cooperate toward providing such services for the benefit of the City's residents under this agreement, and

WHEREAS, the execution of this agreement has been duly approved by resolutions adopted by the City Council and the Board of Directors of Niagara CAP,

NOW, THEREFORE, in consideration of the above, both parties mutually agree as follows:

1. The City of North Tonawanda shall allocate and pay over to Niagara CAP the sum of Three Thousand Dollars (\$3,000.00) within thirty (30) days of the signed agreement.

2. Niagara CAP will accept such payment from the City and use it to provide emergency services to qualified City residents through its outreach office located at 265 Falconer Street, City of North Tonawanda, New York.
3. In consideration of the services mentioned above, Niagara CAP will provide additional services such as counseling, budgeting, information, referral, application assistance, weatherization, fair housing, and child care to qualified City residents.
4. The term of this agreement shall commence January 1, 2024, and expire December 31, 2024.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement by their respective duly authorized officers on the day and year first above written.

CITY OF NORTH TONAWANDA

(Seal)

By: \_\_\_\_\_  
Austin Tylec  
City Mayor

\_\_\_\_\_  
Date

NIAGARA COMMUNITY ACTION PROGRAM, INC.

(Seal)

By: \_\_\_\_\_  
*Suzanne Shears*  
Suzanne Shears  
CEO

\_\_\_\_\_  
11-1-23  
Date

STATE OF NEW YORK  
COUNTY OF NIAGARA ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me, the subscriber, personally came Austin Tylec, to me personally known, who, being by me duly sworn, did depose and say that he resides at \_\_\_\_\_ City of North Tonawanda \_\_\_\_\_; that he is the Mayor of the CITY OF NORTH TONAWANDA, the corporation described in and which executed the within instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the City Council of said corporation; and that he signed his name thereto by like order.

---

Notary Public

STATE OF NEW YORK  
COUNTY OF NIAGARA ss:

On this 1st day of November, ~~2024~~ <sup>2023</sup>, before me, the subscriber, personally came Suzanne Shears, to me personally known, who, being by me duly sworn, did depose and say that she resides at \_\_\_\_\_ Town of Porter \_\_\_\_\_; that she is the CEO of the NIAGARA COMMUNITY ACTION PROGRAM, INC., the corporation described in and which executed the within instrument; that she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of said corporation; and that she signed her name thereto by like order.

Barbara A Rice

---

Notary Public

BARBARA A. RICE  
NOTARY PUBLIC STATE OF NEW YORK  
NIAGARA COUNTY  
LIC. #01RI4925828  
COMM. EXP. APRIL 11, 2026



**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 15, 2023

N.1

**NOV 21 2023**

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

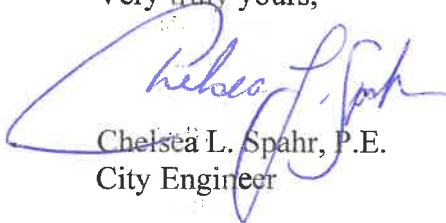
**Re: Live Hose Floor Repair  
Glynn Agreement Amendment No. 1  
Additional Engineering Services**

Honorable Body:

The Live Hose Floor Repair Project was developed to 100% in 2018. Due to funding considerations the project was placed on hold at that time. In that time, additional floor area has been compromised and needs repair. Additional design work will need to be done to incorporate this new floor area to be able to go out to bid. Additionally, we are asking for construction support from Glynn once construction has begun.

I therefore recommend that the Common Council authorize the Mayor to sign the enclosed agreement amendment no. 1 for the additional engineering services with Glynn Group Engineering & Architecture, PLLC, 415 South Transit Street, Lockport, NY 14091; in an amount of \$5,000; subject to review by the City Attorney.

Very truly yours,

  
Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls

Cc: file, w/encls  
Edward A. Zebulski III, City Attorney, w/encls  
Joseph Sikora, Fire Chief  
Jesse Grossman, PE, Glynn Group

2023 NOV 15 PM 3:21  
NORTH TONAWANDA NY

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## GGEA ENGINEERING SERVICES PROPOSAL

- CLIENT:** City of North Tonawanda  
Department of Engineering  
City Hall, 216 Payne Avenue  
North Tonawanda, New York 14120  
Attn: Mrs. Chelsea Spahr, P.E.
- DATE:** November 9, 2023
- PROJECT:** North Tonawanda Fire Hall - Live Hose #4
- PROJECT NO:** 05-1065
- DESCRIPTION:** This proposal is in regards to the provision of professional engineering services by Glynn Group Engineering & Architecture, PLLC (GGEA) for the planned investigation and repair design for the damaged first floor concrete slab/basement ceiling at the City of North Tonawanda Live Hose #4 Fire Hall located at 71 Vandervoort Street. This proposal is based on our visit to the fire hall and limited observations of the damage and a review of existing documentation for previous repair in 2002.
- GGEA SCOPE:**
- Review the available documents (design drawings, shop drawings and calculations).
  - Visit the site and investigate the nature and extent of the damage to the floor slab. This proposal serves as an extension and continuation to the support plan proposed by Glynn Group Engineering & Architecture in October 2018.
  - Prepare and provide a repair design for the damaged area. The repair design will include an update to the Construction documents dated October 19, 2018. Drawings will be updated to reflect the damaged areas observed on the initial site visit and investigation.
  - Provide an updated Engineer's estimate for use. This is not a construction estimate nor should it be used as a bill of materials. The estimate serves as a budgetary cost based on GGEA's previous costs of similar projects.
  - Provide limited support during the repair work to provide design clarifications, address encountered conditions and review minor alternates. Support during construction includes review of shop drawings and responding to Requests for Information (RFI's). Additional modification to the design beyond the "Issued for Construction" set will be billed on an hourly basis, as requested and approved by the City of North Tonawanda Engineering department.

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### GLYNN GROUP ENGINEERING & ARCHITECTURE, PLLC

415 South Transit Street, Lockport, New York 14094  
voice 716.625.6933 / fax 716.625.6983  
www.glynngroup.com

**SPECIFIC EXCLUSIONS:**

- Design of mechanical, electrical, and plumbing systems is not included.
- Code & energy analysis is not included.
- Re-design, multiple iterations, or value engineering is not included.

**CLIENT / OWNER RESPONSIBILITIES:**

- Provide feedback in a timely manner.
- Identify a single point of contact for project communication.
- Obtain any required permits and licenses.
- Coordinate inspections as required by the local building department and coordination of special inspections.

**EXCEPTIONS / CLARIFICATIONS**

- GGEA will provide design drawings in print (up to 4 copies) and electronic PDF format only. Additional prints are available upon request at an additional fee. Mailing/expediting prints will be billed as a reimbursable expense.
- GGEA services only include the specific items identified above. The scope of services specifically excludes a construction cost estimate, a bill of materials, calculation documents, permit application efforts, permit fees, and efforts related to environmental or hazardous materials studies or mitigation.
- Additional Engineering or Architectural services not specifically identified or included under this proposal and resulting in an expanded scope of services, will be invoiced based on accrued costs in accordance with GGEA's 2023 Fee Schedule, at a cost additional to the proposed estimated fee. If GGEA's involvement in the project proceeds into the following year(s), the adjusted rates will be used for that year.
- GGEA services to be provided in accordance with GGEA Standard Terms and Conditions dated 03/09/2023

**SCHEDULE:** GGEA will schedule the investigation/survey site visit within three weeks of the City's acceptance of this proposal and notice-to-proceed. GGEA anticipates completing the initial phase report within four weeks after completing the investigation/survey.

**TOTAL ESTIMATED FEE: \$5,000.00 (Budgetary)**

GGEA notes that the required scope of services with regards to the design requirements and assumptions made, may vary to accommodate actual conditions. GGEA presents the fee as budgetary based on information provided and observed during the site visit on 10/20/2023. If the trajectory of the project tends towards exceeding the estimated budgetary fee, the Client will be notified of such circumstance.

**AUTHORIZATION/AGREEMENT:**

**City of North Tonawanda - Live Hose #4 Fire House - First Floor and Basement Reinforcement  
First Floor Deck - Damage Investigation and Repair Design**

*By executing this document, undersigned agrees and acknowledges the provision of this proposal  
and the Standard Terms and Conditions for Field and Engineering Services.*

City of North Tonawanda  
City Hall, 216 Payne Avenue  
North Tonawanda, New York 14120

Glynn Group Engineering & Architecture, PLLC  
415 South Transit Street  
Lockport, New York 14094

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

*JEG*  
JESSE E. GROSSMAN

\_\_\_\_\_  
(Printed Name)

*FOR*  
MARK W. GLYNN  
\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

*11.9.23*



**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 15, 2023

IV.2

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

**Re: Bush Meadows Subdivision Phase I – East Goundry Extension, Cardinal Way Cul-De-Sac, and Collins Court Cul-De-Sac  
Dedication of Public Improvements**

Honorable Body:

Your acceptance of Bush Meadows Subdivision, Phase I is hereby requested.

The developer/contractor, Milherst Construction Co., Inc., has provided the city with the necessary maintenance bonds for the storm sewers, sanitary sewers, water main and asphalt pavement with concrete curbing in accordance with the provisions set forth under Chapter 72 of the city's Public Improvement Permit Ordinance. In addition, the developer's engineer, GPI Engineering, Landscape Architecture & Surveying, LLP, has provided the city with the required as-built maps and construction certification.

The developer/contractor, Milherst Construction Co., Inc., has agreed to post a letter of credit, cash deposit, or performance bond in the amount of \$5,000 estimated to be the value of the remaining punch list item work for sidewalk installations identified in the punch list walkthrough held on November 1, 2023.

Therefore, I respectfully request that the Common Council approve, Bush Meadows Subdivision, Phase I, accepting dedication of the roadway pavement and curbs, storm sewer system, sanitary sewer system, and water main with appurtenances. Also, your acceptance of the public drainage easements is also requested.

Further, that your acceptance of the project be contingent on the city receiving a deposit in the amount of \$5,000 in a form acceptable and approved by the City Attorney for the remaining punch list item work.

Please do not hesitate to call me at 695-8565 if you have any questions.

Very truly yours,

Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls

Cc: file  
Edward A. Zebulske III, City Attorney  
Mark Zellner, Superintendent of Public Works  
Jason Koepsell, Superintendent of Water and Wastewater  
Robert DePaolo, Building Inspector  
James L. Collins, Sr., Milherst Construction  
Kenneth Zollitsch, GPI

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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

NOV 21 2023

November 14th, 2023

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

Dear Honorable Body:

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

Accordingly, please authorize for payment the current Warrant of Claims for Common Council audit, dated November 21st, 2023, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

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2023 NOV 14 PM 2:47  
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.2

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11/16/2023

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

2023 NOV 16 PM 12:25  
NORTH TONAWANDA NY

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 2023 appropriations, based on the request of the Department Head, copy attached.

Dollar

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$90,200	002.8340.0270	002.8340.0100
	Water Distribution – Water Meters	Water Distribution – Personnel

Reason: Move funds from unhired laborers to purchase new software and new water meters.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

# Budgetary Transfer Request Form

Department: Water

Date: 11/16/2023

<b>Dollar Amount</b>	<b>Appropriation Accounts and Documentation</b>	<b>Into Appropriation Account</b>				
\$90,200	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">From Appropriation Account 002.8340.0100 - Water Distribution - Personnel</td> <td style="width: 50%;">Account Number 002.8340.0270 Water Distribution - Water Meters</td> </tr> <tr> <td style="width: 50%;">Account Number</td> <td style="width: 50%;">Account Description</td> </tr> </table>	From Appropriation Account 002.8340.0100 - Water Distribution - Personnel	Account Number 002.8340.0270 Water Distribution - Water Meters	Account Number	Account Description	
From Appropriation Account 002.8340.0100 - Water Distribution - Personnel	Account Number 002.8340.0270 Water Distribution - Water Meters					
Account Number	Account Description					

**Explanation:**

Moving funds that were designated for two additional laborers that were not hired, to cover cost of new software and meters. This is part of the new program the uses RDIF drive by for readings and billing.

**Please Check One**

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

Department Head Signature	11/16/2023
	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

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**For Accounting Department Use Only**

	Department of Accounting Audit	Common Council Meeting Date
	10	11/21/2023

# City of North Tonawanda

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

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

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

**NOV 21 2023**

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2023 NOV 7 AM 11:15  
NORTH TONAWANDA NY

11/8/2023

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

Dear Sirs:

The status of the City of North Tonawanda accounts is reflected by this cash statement for the month of October 2023.

## General Fund

Balance Fwd - Checking	2,683,737.94
Balance Fwd - Money Market	6,554,662.19
Investments	3,000,000.00
Receipts for the month	1,595,239.53
Warrants Drawn	(3,165,638.46)
	<hr/>
	\$10,668,001.20

## Sewer Fund

Balance Fwd - Checking	35,800.35
Balance Fwd - Money Market	10,522.55
Investments	0.00
Receipts for the month	352,451.26
Warrants Drawn	(264,982.32)
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	\$133,791.84

## Water Fund

Balance Fwd - Checking	949,494.21
Balance Fwd - Money Market	1,246,697.14
Investments	0.00
Receipts for the month	69,147.48
Warrants Drawn	(216,908.60)
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	\$2,048,430.23

## Trust & Agency Fund

Balance Fwd - Checking	405,487.99
Receipts for the month	34,819.40
Warrants Drawn	(55,987.01)
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	\$384,320.38

## Capital Construction Fund

Balance Fwd - Checking	954,343.13
Balance Fwd - Money Market	6,076,801.30
Investments	0.00
Receipts for the month	3,450,989.12
Warrants Drawn	(311,840.45)
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	\$10,170,293.10

## Community Development Fund

Balance Fwd - Checking	20,261.15
Receipts for the month	0.00
Warrants Drawn	0.00
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	\$20,261.15

## Rental Assistance Fund

Balance Fwd - Checking	0.00
Receipts for the month	330,593.00
Warrants Drawn	(330,593.00)
	<hr/>
	\$0.00

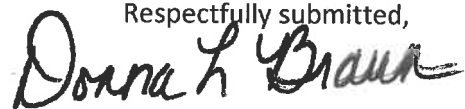
## Housing Rehabilitation Fund

Balance Fwd	1,480.86
Receipts for the month	0.63
Warrants Drawn	0.00
	<hr/>
	\$1,481.49

## Home Rehabilitation Fund

Balance Fwd	40,683.56
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$40,683.56

Respectfully submitted,



Donna L. Braun  
City Clerk-Treasurer



City of North Tonawanda

Historic Preservation Commission

CFO. A.

NOV 21 2023

November 6, 2023

Honorable Mayor Austin Tylec  
City of North Tonawanda Common Council Members  
City Clerk/Treasurer  
North Tonawanda City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Re: Sweeney Estate Local Historic District Designation

Historic places change all the time. We use preservation policies as a tool to navigate that change, so places can evolve while keeping what makes them meaningful. In order to help protect these assets and to align with NYS standards, the North Tonawanda Historic Preservation Commission has discussed and approved a motion to create a Local Historic District overlaying the Sweeney Estate National Register Historic District boundaries.

It is the NTHPC's recommendation to adopt a Local Historic District within existing boundaries. Reviews would apply to exterior portions of buildings visible from the public right of way and no interior changes require review pending window changes. Certificates of No Effect (automatic approval for building permits) will be issued for in-kind material replacement and painting of previously painted surfaces. Certificates of Appropriateness would be reviewed for demolitions, additions, new construction, and changes to historic materials (e.g. porches, original windows, slate and glazed tile roofing, wood siding, removal of defining features). This review ensures tax credits remain for eligible properties, a unique sense of place and local history is preserved, the City of North Tonawanda is operating within new guidelines presented by the NYSHPO and new additions are compatible in scale, massing, and material.

The NTHPC hosted a public meeting on this initiative on **Thursday, October 26, 2023, 6:30PM**, at the Carnegie Art Center (240 Goundry Street, North Tonawanda, NY 14120) with almost 30 residents in attendance, many of whom voiced their support.

**The North Tonawanda Historic Preservation Commission kindly requests the Common Council to vote on approving the adoption of a Local Historic District overlaying the same boundaries of the current Sweeney Estate National Register Historic District.**

Sincerely,

Kristin Derby, Co-Chair, North Tonawanda Historic Preservation Commission

2023 NOV 8 PM 12:13  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE