

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

December 9, 2024

The following meetings have been scheduled for TUESDAY, DECEMBER 17, 2024

6:00PM Council Discussion

6:15PM EPA Presentation/Discussion to Council

**PRESENTATION OF THE WINNERS OF THE NT HOLIDAY
DECORATING CONTEST**

6:30 PM Common Council Meeting

Respectfully submitted,



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

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

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Regular Session TUESDAY, DECEMBER 17, 2024 6:30 PM

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

PROOF OF PUBLICATION PUBLISHED -11/23/24

**1) Legal Notice – Public Hearing on proposed
Local Law #1 2025-Sewer Rates-City Attorney**

COMMUNICATIONS FROM CITY OFFICIALS

I.1 Mayor		Re: Receive and file the appointment of Joy Kuebler and Cara Porto to the Planning Commission
I.2 Mayor		Re: Receive and file the re-appointment of Susan Taylor to the City Historian.
I.3 Mayor	-	Re: Receive and file the appointments of Andrea Williams and Diane Clark to the City Cemetery Board.
I.4 Mayor		Re: Receive and file the re-appointment of Christian DelPrince as the North Tonawanda City Market Clerk.
I.5 Mayor		Re: Receive and file the appointment of Fern Lew as the North Tonawanda Bingo Commissioner.

A. XIX. Building Inspector

**Re: Approval of the Budget Request Landlord
Policy & Additional Code Enforcement
Officer**

XXV. Monthly Reports

.1 Clerk/Treasurer

XXXII. Community Development

**Re: Approval of Amendment Agreement No. 1
Additional Green infrastructure Design
Services-DRI Oliver Street Walkability &
Implementation of Smart Growth 2.0**

COMMUNICATION FROM OTHERS

B. Columbia Hook & Ladder

**Re: Grant requests for 50 Year Exemptions to
Franklin T. Boeck Jr., Raymond A
Chojnowski & Wayne C. Salefske**

Respectfully submitted,



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

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

Jackie Bilogan, of said county, being duly sworn, deposes and says that she is now and during the whole time hereinafter mentioned was the Clerk of

NIAGARA GAZETTE

A newspaper published in the County and State aforesaid, and that the annexed printed legal # 341551 was printed and published in said paper on the following dates:

11/23/2024

J. Bilogan
Principal Clerk

Subscribed and sworn to before me this
11.26.24

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

Notary Public Expiration Date

LEGAL NOTICE

Please take notice that the Mayor and Common Council of the City of North Tonawanda will hold a public hearing on Tuesday, December 3, 2024, at 6:00PM in the Common Council Chambers, City Hall, 216 Payne Avenue, North Tonawanda, New York 14120.

The purpose of said public hearing will be to accept comments on proposed Local Law No. 1 of the year 2025 entitled Establishing Sewer Rates for 2025.

A copy of said proposed Local Law No. 1 for the year 2025 is available and may be inspected at www.northtonawanda.org
N#341551 11/23/2024

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

2024 DEC 9 AM 11:04
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

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N#341551 11/23/2024

TERESA L. MCCARTHY
Notary Public - State of New York
No. 01MC4962698
Qualified in Niagara County
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2024 DEC 9 AM 11:04
NORTH TONAWANDA NY

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CITY OF NORTH TONAWANDA

Office of the Mayor

AUSTIN J. TYLEC

I.1

December 17, 2024

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

Re: Appointments to the North Tonawanda Planning Commission

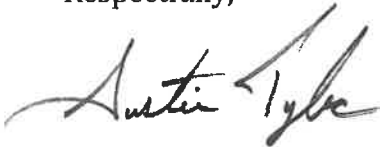
Dear Honorable Body:

Please be advised that I am appointing Joy Kuebler, 65 Zimmerman St, North Tonawanda, NY 14120 to the North Tonawanda Planning Commission, effective January 1, 2025, for a term of seven (7) years, expiring December 31, 2031 to replace Karl Heilemann who will not be renewing.

I am also appointing Cara Porto, 1801 Ellwood Ave, North Tonawanda, NY 14120, effective January 1, 2025, to complete Maureen Harding's term expiring December 31, 2028 as Maureen has resigned.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

CITY OF NORTH TONAWANDA

I.2

Office of the Mayor

AUSTIN J. TYLEC

December 17, 2024

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

Re: Re-appointment of City Historian

Dear Honorable Body:

Please be advised that I am re-appointing Susan Taylor, 451 Goundry St., North Tonawanda, NY 14120 as City Historian, effective January 1, 2025, for a one (1) year term, expiring December 31, 2025.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

RECEIVED
CITY CLERK'S OFFICE

CITY OF NORTH TONAWANDA

I.3

Office of the Mayor

AUSTIN J. TYLEC

December 17, 2024

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

Re: Appointment of City Cemetery Board Members

Dear Honorable Body:

Please be advised that I am re-appointing the following members to the City Cemetery Board:

1. Andrea Williams, 78 Jackson Ave North Tonawanda, NY 14120 effective January 1, 2025, for a two (2) year term, expiring December 31, 2026
2. Diane Clark, 15 D'Angelo Drive, North Tonawanda, NY 14120 effective January 1, 2025, for a two (2) year term, expiring December 31, 2026

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

2024 DEC 9 PM 12:22
NORTH TONAWANDA NY

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CITY OF NORTH TONAWANDA

I.4

Office of the Mayor

AUSTIN J. TYLEC

December 17, 2024

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

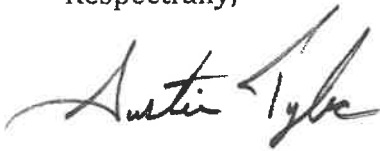
Re: Re-Appointment of City Market Clerk

Dear Honorable Body:

Please be advised that I am re-appointing Christian Delprince, 800 W Thomas Fox Dr, North Tonawanda, NY 14120 as the North Tonawanda City Market Clerk, effective January 1, 2025, for a one (1) year term, expiring December 31, 2025.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

CITY OF NORTH TONAWANDA

I.5

Office of the Mayor

AUSTIN J. TYLEC

December 17, 2024

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

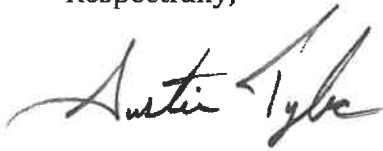
Re: Appointment of Bingo Commissioner

Dear Honorable Body:

Please be advised that I am appointing Fern Lew, 361 Walck Rd, North Tonawanda, NY 14120 as the North Tonawanda City Bingo Commissioner, effective January 1, 2025, for a one (1) year term, expiring December 31, 2025.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

I.6

CITY OF NORTH TONAWANDA

Office of the Mayor

AUSTIN J. TYLEC

December 17, 2024

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

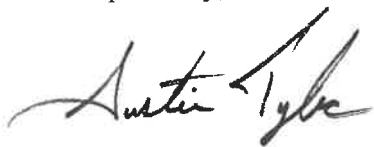
Re: Appointment to Board of Assessment Review Committee

Dear Honorable Body:

Please be advised that I am appointing Lou Santiago, 147 8th Avenue, North Tonawanda, NY 14120 to the Board of Assessment Review Committee, effective immediately until September 30, 2029, to replace Althena Tucker-Pasiak whose term ended September 30, 2024.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor
City of North Tonawanda

Office of the Mayor

AUSTIN J. TYLEC

December 17, 2024

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

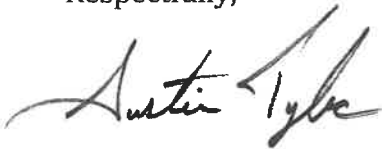
Re: Re-appointment to the North Tonawanda Zoning Board of Appeals

Dear Honorable Body:

Please be advised that I am re-appointing Scott Kuebler 220 Tremont Street, North Tonawanda, NY 14120 to the North Tonawanda Zone Board of Appeals, effective January 1, 2025 for a term of five (5) years, expiring December 31, 2029.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec
Mayor

City of North Tonawanda

III.1

EDWARD A. ZEBULSKE, III
CITY ATTORNEY

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

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

NICHOLAS B. ROBINSON
ASSISTANT CITY ATTORNEY

MATTHEW T. MOSHER
ASSISTANT CITY ATTORNEY

December 5, 2024

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

RE: Proposed Local Law No. 1 for 2025 – Establishing Sewer Rates for 2025

Dear Honorable Body:

Attached, for your consideration, is the proposed Local Law No. 1, establishing new sewer rates for 2025 for the City of North Tonawanda. The “aging” requirement has been met, and a Public Hearing was held on December 3, 2024.

Should your Honorable Body concur, please pass a resolution to adopt Local Law No. 1 at this time, so as to move the process forward under General Municipal Home Rule Law §20(4). Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Edward A. Zebulske, III
City Attorney

EAZ/lk
Att.

2024 DEC 9 AM 11:01
NORTH TONAWANDA NY

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LOCAL LAW NO. 1 FOR 2025

ESTABLISHING SEWER RATES FOR 2025

Section 1.-Section 75-15 of the City Code of the City of North Tonawanda, is hereby amended to read:

Section 75-15, Establishment of Rates

(a) The sewer rent for the year 2025, is established according to a formula wherein the capital costs for such sanitary sewer system are recovered on hundred percent (100%) from water consumption through the sewer fund, and the costs of operation and maintenance of the sewage treatment system are recovered one hundred percent (100%) from water consumption through the sewer fund.

(b) Billing Schedule, additional charges.

1. A minimum sewer charge of (\$15.00) per quarter is established and the gallons of consumption used associated with minimum will be zero.
2. The sewer rent rate for the year 2025 for meter consumption shall be six dollars (\$6.00) per thousand gallons of water consumption and shall be assessed and collected in conformance with the following schedule:

Billing Month

June

September

December

March

The sewer rent rate will be in effect- March of 2025, June 2025, September 2025 & December 2025

This Local Law shall take effect immediately upon filing with the Secretary of State and shall apply to the March 2025 billing and all billings in June 2025, September 2025 & December 2025

City of North Tonawanda

II.2

EDWARD A. ZEBULSKE, III
CITY ATTORNEY

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

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

NICHOLAS B. ROBINSON
ASSISTANT CITY ATTORNEY

MATTHEW T. MOSHER
ASSISTANT CITY ATTORNEY

December 10, 2024

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

RE: Proposed Memorandum of Agreement Between the City of North Tonawanda, New York, and the North Tonawanda Professional Firefighters, IAFF Local 1333, for Approval of a Change in their Medical Advantage Plan Provider

Dear Honorable Body:

Attached, for your consideration, is the proposed Agreement between the City of North Tonawanda and the North Tonawanda Professional Firefighters, IAFF Local 1333, approving a change in their Medical Advantage Plan provider under Article 12.32 of their CBA from United Healthcare Plan to Highmark.

After review, should your Honorable Body concur, please pass a resolution approving the above-referenced Agreement, subject to any further review by the City Attorney.

Very truly yours,



Edward A. Zebulske, III
City Attorney

EAZ/lk
Att.

cc: Donna L Braun, City Clerk-Treasurer

2024 DEC 10 PM 12:18
NORTH TONAWANDA NY

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**MEMORANDUM OF AGREEMENT
BETWEEN THE
CITY OF NORTH TONAWANDA
AND THE
NORTH TONAWANDA PROFESSIONAL FIREFIGHTERS IAFF LOCAL 1333**

WHEREAS, the City of North Tonawanda (“City”) and the North Tonawanda Professional Firefighters, IAFF Local 1333, are parties to a collective bargaining agreement (“CBA”); and

WHEREAS, the parties have a dispute with respect to a change in health insurance and compliance with Article 12.32 of the CBA;

NOW, THEREFORE, the parties wish to enter into the following Memorandum of Agreement (“MOA”) to resolve their dispute;

1. The City agrees that the coverage provided by the Medicare Advantage Plan offered by Highmark is the same or better than the previous plan, said plan being the United Healthcare Plan. In the event the Medicare Advantage Plan by Highmark does differ, the City agrees to cover any healthcare expense approved by Medicare and not covered under the Medicare Advantage Plan by Highmark that was covered under the United Healthcare Plan. Any such reimbursement to pay for that expense shall be made within 45 days of the City’s or member’s notification of such error.
2. The City shall also provide the member with any and all communications with Highmark regarding refusal of payment, refusal of procedure approval or any other refusal of anything covered in previous plan. The burden of rectifying the situation to provide the payment or coverage shall be the City’s.
3. All of the terms of the parties’ CBA not otherwise addressed in this MOA shall remain in full force and effect, except as specifically detailed herein, and any violation of this agreement is subject to the grievance and arbitration provisions of the parties’ CBA>
4. The parties agree that this MOA is non-precedent setting and does not alter the terms and conditions of employment consistent with the parties’ collective bargaining agreement and applicable law.

NORTH TONAWANDA PROFESSIONAL
FIREFIGHTERS, IAFF LOCAL 1333

By: _____

Date: _____

CITY OF NORTH TONAWANDA

By: _____

Date: _____

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

December 10, 2024

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

Re: East Hill Foundation Grants-2025

Dear Honorable Body:

We have been advised that the grants for the 2025 year have been approved by the East Hill Foundation for area non-profit organizations, as required under their PILOT agreement with the City of North Tonawanda. As you know, the grants must total \$50,000, per the agreement dated July 1, 2012. These payments represent Year 13 (January 1, 2025 to December 31, 2025) pursuant to Section 3 of the Agreement. The 2025 grants and recipients are attached for your information.

Should you have any questions, please do not hesitate to contact me.

Sincerely,



**Donna L Braun
City Clerk/Treasurer**

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2024 DEC 10 PM3:42
NORTH TONAWANDA NY



EAST HILL FOUNDATION

17 Island Street
P.O. Box 547
North Tonawanda, NY 14120
www.easthillfdn.org

III.

(716) 204-0204
December 2, 2024

(716) 694-6353 - FAX

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

Dear Ms. Braun:

Re: Agreement with Island Street Foundation & East Hill Foundation

The Board of Directors of East Hill Foundation has approved \$50,000 in grants to eight nonprofit organizations within the City of North Tonawanda per the Agreement dated July 1, 2012, for Payments in Lieu of Tax. These grants represent Year 13 (January 1, 2025 to December 31, 2025) pursuant to Section 3 of the Agreement. The grants are listed below:

1. Friends of North Tonawanda Intermediate: \$5,000 to purchase outdoor play equipment.
2. North Tonawanda Fire Department: \$7,000 to purchase an enclosed gear dryer and drying racks.
3. North Tonawanda Police Benevolent Association: \$10,000 for winter coats, boots and shoes for underserved children in North Tonawanda.
4. Ohio Home Interest Organization: \$7,000 for new age-appropriate and inclusive playground equipment.
5. Oliver Street Merchants Association: \$2,000 toward new Streetscapes 37-gallon round trash receptacles with canopy.
6. Rainies Foster Closet, Inc.: \$4,000 for new cribs, car seats, footwear, diapers and clothing.
7. Spruce Parent Teach Organization: \$7,000 for four heavy-duty outdoor benches (including one ADA-accessible bench) for outdoor learning in the pavilion, and sensory/alternative play stations for children with disabilities.
8. Twin Cities Meals on Wheels: \$8,000 for protein-rich foods.

In addition to the above grants, the Foundation also provided the Riviera Theatre with three separate grants totaling \$46,000 toward the expansion project for the guitar wall and the concession stand (non-alcohol-related items). This was made possible through Family Member's grants.

A WNY Grant was also provided to the YWCA of the Niagara Frontier, Inc. for \$7,500 for landscaping, and patio furniture for the courtyard at 49 Tremont Street. For more information, please contact Michele Schmidt at mschmidt@easthillfdn.org or phone: 716-204-0204.

Sincerely,

EAST HILL FOUNDATION


Ami A. Greatbatch
President & Board Chair

Copy: The Honorable Austin J. Tylec, Mayor
Edward A. Zebulske III, City Attorney
Barbara W. Klenke, Assessor
Michael de Freitas, William C. Moran & Associates

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2024 DEC 4 PM 2:49
NORTH TONAWANDA NY



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

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

IV.1

December 9, 2024

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

Re: Project 2024-04 Farnsworth Extension Project
Approval of Change Order No. 1 and Final Project Acceptance


Dear Honorable Body:

Approval of Change Order No. 1, balancing the project and addressing extra work, and final acceptance of the Farnsworth Extension Project is hereby requested. The change order is a deduct change order. Attached is the change order showing the additions and deductions at the end of the project.

Accordingly, I respectfully request that the Common Council approve the deduct Change Order No. 1 for the Farnsworth Extension Project in the amount of \$21,047.41 with Milherst Construction, 10025 County Road, Clarence Center, NY 14032; decreasing the contract amount from \$221,120.10; to the final contract amount of \$200,072.69; authorizing the Mayor to sign said change order. Further, that the Common Council accept this project as complete and approve the final payment subject to review by the City Attorney.

Also requested, is that the Council adopt a resolution that the City accepts responsibility for the maintenance, repair, and all legal responsibilities for this new section of Farnsworth Avenue from Meadow Drive to the previously dead end of Farnsworth, south of Castlebar Drive, approximately 100 LF.

Very truly yours,


Chelsea L. Spahr, P.E.
City Engineer

CLS:cls

Cc: file
Edward Zebulske, City Attorney
Jeffrey Zellner, City Accountant
Mark Zellner, Superintendent of Public Works
Mark DiPasquale, P.E., Nussbaumer and Clarke
Jim Collins Jr., Milherst Construction

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2024 DEC 9 AM 11:54
NORTH TONAWANDA NY



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

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

CHANGE ORDER NO. 1

DATE: December 4, 2024

TO: Jim Collins Jr.
 Milherst Construction, Inc.
 10025 County Road
 Clarence Center, NY 14032

PROJECT NO: 2024-04, Farnsworth Avenue Extension

ADDITION: \$9,445.70

DEDUCTION: \$30,493.11

UNDER YOUR CONTRACT 08/06/2024 with the City of North Tonawanda,

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

Item 1B2: Deduct 8" PVC Watermain (12 LF) =	(\$1,080.00)
Item 5A: Deduct Rock Excavation (10 CY) =	(\$0.10)
Item 9A: Deduct Sawcutting (95 LF) =	(\$475.00)
Item 10A: Deduct 8" PVC Sanitary Sewer (16 LF) =	(\$1,120.00)
Item 12A: Deduct Testing and Disinfection of Watermain (12 LF) =	(\$120.00)
Item 14A: Deduct Construction Allowance (LS) =	(\$11,205.11)
Item 207.21: Deduct Geotextile Fabric (3 SY) =	(\$18.00)
Item 304.12: Deduct Subbase Course - Type 2 (7 CY) =	(\$595.00)
Item 404.0982: Add Asphalt Pavement 9.5 Top (21.89 TON) =	\$2,845.70
Item 404.1989: Deduct Asphalt Pavement 19 Binder (5.3 TON) =	(\$636.00)
Item 404.3789: Deduct Asphalt Pavement 37.5 Base (75.49 TON) =	(\$8,303.90)
Item 407.0102: Deduct Diluted Tack Coat (200 GAL) =	(\$1,000.00)
Item 490.1: Deduct Production Milling (140 SY) =	(\$2,100.00)
Item 609.04: Deduct Concrete Curb (48 LF) =	(\$3,840.00)
Alt 1 - 404.0982: Add Asphalt Pavement 9.5 Top (60 TON) =	\$6,600.00
TOTAL =	(\$21,047.41)

The sum of **\$21,047.41** is hereby **deducted** from the contract.

<u>Original Contract</u>	<u>C.O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$221,120.10	1	\$9,445.70	\$30,493.11	\$200,072.69

ACCEPTED BY *[Signature]* DATE 12/5/24
 (Contractor)

RECOMMENDED BY *[Signature]* DATE 12/9/24

APPROVED BY _____ DATE _____
 (Owner)

COMMON COUNCIL RESOLUTION DATE _____

Change Order No. 1 - Balancing Quantities for Final Payment

ITEM NO.	DESCRIPTION OF WORK	UNITS	UNIT PRICE	Current		Change		Revised	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1B2	8" PVC WATERMAIN	LF	\$ 90.00	380.00	\$ 34,200.00	-12.00	\$ (1,080.00)	368.00	\$ 33,120.00
2A2	8" GATE VALVE	EA	\$ 3,000.00	4.00	\$ 12,000.00	0.00	\$ -	4.00	\$ 12,000.00
4A	TEST PIT EXCAVATION & BACKFILL	EA	\$ 150.00	3.00	\$ 450.00	0.00	\$ -	3.00	\$ 450.00
5A	ROCK EXCAVATION	CY	\$ 0.01	10.00	\$ 0.10	-10.00	\$ (0.10)	0.00	\$ -
6A	SELECT BACKFILL	CY	\$ 65.00	430.00	\$ 27,950.00	0.00	\$ -	430.00	\$ 27,950.00
7A	INTERCONNECTION 1	LS	\$ 10,000.00	1.00	\$ 10,000.00	0.00	\$ -	1.00	\$ 10,000.00
9A	SAWCUTTING	LF	\$ 5.00	860.00	\$ 4,300.00	-95.00	\$ (475.00)	765.00	\$ 3,825.00
10A	8" PVC SANITARY SEWER PIPE	LF	\$ 70.00	330.00	\$ 23,100.00	-16.00	\$ (1,120.00)	314.00	\$ 21,980.00
10B	SANITARY SEWER MANHOLES	EA	\$ 12,000.00	2.00	\$ 24,000.00	0.00	\$ -	2.00	\$ 24,000.00
11C1	LANDSCAPE RESTORATION - LANDSCAPING	LF	\$ 12.00	750.00	\$ 9,000.00	0.00	\$ -	750.00	\$ 9,000.00
11C2	LANDSCAPE RESTORATION - TREE PLANTING	EA	\$ 1,000.00	1.00	\$ 1,000.00	0.00	\$ -	1.00	\$ 1,000.00
11C4	LANDSCAPE RESTORATION - TREE REMOVAL GREATER THAN 12"	EA	\$ 750.00	1.00	\$ 750.00	0.00	\$ -	1.00	\$ 750.00
12A	TESTING & DISINFECTON OF WATERMAIN	LF	\$ 10.00	380.00	\$ 3,800.00	-12.00	\$ (120.00)	368.00	\$ 3,680.00
14A	CONSTRUCTION ALLOWANCE	LS	\$ 20,000.00	1.00	\$ 20,000.00	8794.89	\$ (11,205.11)	8,794.89	\$ 8,794.89
207 21	GEOTEXTILE FABRIC	SY	\$ 6.00	420.00	\$ 2,520.00	-3.00	\$ (18.00)	417.00	\$ 2,502.00
304.12	SUBBASE COURSE: TYPE 2	CY	\$ 85.00	100.00	\$ 8,500.00	-7.00	\$ (595.00)	93.00	\$ 7,905.00
404.0982	ASPHALT PAVEMENT 9.5 TOP, 80 SERIES COMPACTION, TYPE F2	TON	\$ 130.00	60.00	\$ 7,800.00	21.89	\$ 2,845.70	81.89	\$ 10,645.70
404.1989	ASPHALT PAVEMENT 19 BINDER, 80 SERIES COMPACTION, TYPE F9	TON	\$ 120.00	100.00	\$ 12,000.00	-5.30	\$ (636.00)	94.70	\$ 11,364.00
404.3789	ASPHALT PAVEMENT 37.5 BASE, 80 SERIES COMPACTION, TYPE F9	TON	\$ 110.00	160.00	\$ 17,600.00	-75.49	\$ (8,303.90)	84.51	\$ 9,296.10
407.0102	DILUTED TACK COAT	GAL	\$ 5.00	250.00	\$ 1,250.00	-200.00	\$ (1,000.00)	50.00	\$ 250.00
490.1	PRODUCTION MILLING OF BITUMINOUS CONCRETE	SY	\$ 15.00	620.00	\$ 9,300.00	-140.00	\$ (2,100.00)	480.00	\$ 7,200.00
608.0101	CONCRETE SIDEWALKS	CY	\$ 1,500.00	20.00	\$ 30,000.00	0.00	\$ -	20.00	\$ 30,000.00
609.04	CAST IN PLACE CONCRETE CURB	LF	\$ 80.00	280.00	\$ 22,400.00	-48.00	\$ (3,840.00)	232.00	\$ 18,560.00
645.5101	GROUND MOUNTED SIGN PANELS WITHOUT Z-BARS	SF	\$ 175.00	18.00	\$ 3,150.00	0.00	\$ -	18.00	\$ 3,150.00
685.0101	PAVEMENT MARKINGS	LF	\$ 50.00	30.00	\$ 1,500.00	0.00	\$ -	30.00	\$ 1,500.00
11C1	ALT. #: LANDSCAPE RESTORATION - LANDSCAPING	LF	\$ (10.00)	750.00	\$ (7,500.00)	0.00	\$ -	750.00	\$ (7,500.00)
11C2	ALT. #: LANDSCAPE RESTORATION - TREE PLANTING	EA	\$ (900.00)	1.00	\$ (900.00)	0.00	\$ -	1.00	\$ (900.00)
11C4	ALT. #: ASPHALT PAVEMENT 9.5 TOP, 80 SERIES COMPACTION GREATER THAN 12"	EA	\$ (600.00)	1.00	\$ (600.00)	0.00	\$ -	1.00	\$ (600.00)
404.0982	ALT. #: ASPHALT PAVEMENT 9.5 TOP, 80 SERIES COMPACTION, TYPE F2	TON	\$ (110.00)	60.00	\$ (6,600.00)	-60.00	\$ 6,600.00	0.00	\$ -
608.0101	ALT. #: CONCRETE SIDEWALKS	CY	\$ (1,000.00)	20.00	\$ (20,000.00)	0.00	\$ -	20.00	\$ (20,000.00)
645.5101	ALT. #: GROUND MOUNTED SIGN PANELS WITHOUT Z-BARS	SF	\$ (150.00)	18.00	\$ (2,700.00)	0.00	\$ -	18.00	\$ (2,700.00)
685.0101	ALT. #: PAVEMENT MARKINGS	LF	\$ (45.00)	30.00	\$ (1,350.00)	0.00	\$ -	30.00	\$ (1,350.00)
6A	ALT. #3: SELECT FILL	CY	\$ (60.00)	430.00	\$ (25,800.00)	0.00	\$ -	430.00	\$ (25,800.00)
TOTALS					\$ 221,120.10		\$ (21,047.41)		\$ 200,072.69



**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

December 11, 2024

IV.2

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

**Re: 2024-01: Downtown Revitalization Initiative (DRI) Oliver Street Walkability
& Implementation of Smart Growth 2.0
Street Lighting**

Dear Honorable Body:

Part of the plans for the DRI Oliver Street Walkability and Smart Growth 2.0 is to add new street lighting to areas of Charlie Fleishmann Park and Oliver Street between Sweeney Street and Thompson Street.

We estimate that there will be approximately 50 new streetlights installed in total.

I recommend that the Council resolve to authorize approval of installation of new street lighting at Charlie Fleishmann Park and on Oliver Street between Sweeney and Thompson and that the City Clerk be directed to send a copy of the Council's Resolution to Ms. Bernice Montague, Customer Representative for National Grid.

Please let me know if you have any further questions or concerns. Thank you for your consideration.

Very truly yours,

Chelsea L. Spahr, PE
City Engineer

CLS:cls

Cc: file
Mark Zellner, Superintendent DPW
Laura Wilson, Director of Community Development
Edward A. Zebulke III, City Attorney
Jeffery Zellner, City Accountant
Dennis Ressman, LaBella Associates
Bernice Montague, National Grid

RECEIVED
CITY CLERK'S OFFICE

2024 DEC 12 AM 9:52
NORTH TONAWANDA NY



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD

NORTH TONAWANDA, NEW YORK 14120

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

Fax: (716) 389-3351

E-mail: JKoepsell@northtonawanda.org

V

Jason W. Koepsell
Superintendent

December 9, 2024

Honorable Mayor Austin Tylec and Common Council
216 Payne Ave. – City Hall
North Tonawanda, NY 14120

RE: Award of Professional Services Contract to G&G Municipal Consulting to Conduct Income Survey

Honorable Body:

On September 3, 2024, we received a proposal from G&G Consulting to conduct a income survey of residents using our services in the City of North Tonawanda. Income surveys are essential in establishing and demonstrating grant eligibility for Federal and State funding programs. G&G Consulting previously performed these services in 2017 resulting in 0% financing on our Wastewater Capital Improvement Project Phase 1 saving a considerable amount of money for our city. Conducting this survey will allow us to potentially receive 0% financing on future projects and become eligible for CDBG Grant funding.

Based upon our experience with this company and past results, I recommend that G&G Municipal Consulting be awarded the contract for professional services performing the income survey at the price of \$48,900 + Postage.

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

Very truly yours,

RECEIVED
CITY CLERK'S OFFICE

Jason W. Koepsell

Jason W. Koepsell,
Superintendent Water / Wastewater

2024 DEC 9 PM 3:38
NORTH TONAWANDA NY



MUNICIPAL CONSULTING
AND GRANT WRITING

Sep 3, 2024

INCOME SURVEY Proposal

Proposed to

City of North Tonawanda



131 S. UNION ST. | PO BOX 39
SPENCERPORT, NY 14559
PHONE; (585) 368 - 8866
EMAIL: CONTACT@GGPROCESS.COM
WEBSITE: WWW.GGPROCESS.COM

9/3/24

Mayor Austin J. Tylec
City of North Tonawanda
216 Payne Ave
North Tonawanda, New York 14120

Mayor Austin J. Tylec,

Thank you for giving G&G Municipal Consulting and Grant Writing the opportunity to serve your community.

This letter of agreement serves to outline the terms under which G&G Municipal Consulting and Grant Writing (hereinafter referred to as "G&G") would perform services for the City of North Tonawanda, ("the City") and the reciprocating responsibilities to be provided by the city to ensure the success of the project.

To reiterate, income surveys are essential in establishing and demonstrating grant eligibility for Federal and State funding programs.

Thank you for your consideration. We look forward to being of service to you and your community. Please do not hesitate to reach out with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jay Grasso'. The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail that extends to the right.

Jay Grasso
Founder & President

PROPOSAL

Our Company

Incorporated in 2014, G & G Municipal Consulting and Grant Writing has written and administered grants totaling over \$150,000,000 and over \$200,000,000 in low/zero percent interest loans. The grants and zero/low-interest loans that we facilitate are wide-ranging from USDA, FEMA, Empire State Development, Consolidated Funding Applications, to Community Block Development Grants, and more.

SURVEYS

01

LOW TO MODERATE INCOME (LMI) SURVEY

The LMI Survey report is required for Community Development Block Grants (CDBG) funding programs.

02

MEDIAN HOUSEHOLD INCOME (MHI) SURVEY

The MHI survey report is required for USDA Rural Development and NYS Environmental Facilities Corporation funding applications.

Purpose for Income Surveys

Federal and State funding agencies assess hardship and need through the income levels of communities. Income surveys are conducted to establish and determine both Low to Moderate Income (LMI) and Median Household Income (MHI) for the purpose of identifying grant and funding eligibility.

G&G utilizes a hands-on approach that is highly effective for collecting survey data. The data generated offers communities a mechanism to show the necessary and qualifying need for Federal and State grant funding. This need is not always obvious, especially in communities that are on the cusp of eligibility according to the American Community Survey (ACS). G&G's unique survey collection methods help to prove grant eligibility in cases where such a community would have otherwise been deemed ineligible.

LMI and MHI survey reports can be generated from one survey, however, the data for each report is extrapolated and published differently based on the criteria and requirements of the funding program. Therefore, these reports are handled separately.



MUNICIPAL CONSULTING
AND GRANT WRITING



Our Commitment

- Meet with stakeholders, engineers, and municipal partners to learn the scope and define the project area.
- Obtain survey authorization if necessary.
- Obtain list of survey households from municipality.
- Map project area responses.
- Draft the survey per State and Federal guidelines and confidentiality mandates.
- Conduct and coordinate the survey mailing including a cover letter approved by the village. If necessary, conduct at least six (6) door to door canvassing events of non-respondents to ensure the necessary return rate percentage (per state and federal guidelines) is achieved. G&G firmly believes the only way to obtain a favorable MHI/LMI is by going door to door.
- Tabulate all survey returns to calculate the MHI/LMI.
- Provide to the municipality and a funding entity, a findings summary, letter report, survey methodology, and any other documentation required by the funding agencies.
- Raw survey data is confidential and proprietary to G&G, pursuant to grant funding entity rules and regulations. Raw data is kept secure to protect the identities and privacy of survey participants. This raw data cannot and will not be shared.
- G&G will extrapolate data from the overall survey into future smaller service areas (at no additional charge) with the understanding by the village that a smaller household universe size may require additional door to door canvassing, which may incur possible additional charges to be determined at that time.

Municipality Agreement

- Provide a master list of all residences in the survey area in spreadsheet format (Excel). A fee of up to \$600.00 may apply if the municipality is unable to supply the list.
- Promote and advertise that G&G is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at municipal meetings, posted in municipal offices, local print, social media and/or other methods as appropriate. G&G will provide a sample press release.
- Review and revise as appropriate, the draft cover letter created by G&G promoting the purpose and importance of the survey. The cover letter will be on municipal letterhead and used with the mailing of the survey.
- Assist G&G with suggestions to maximize response efficiency.



MUNICIPAL CONSULTING
AND GRANT WRITING



Income Survey Cost

Income Survey: \$48,900.00 + postage
Includes - Data collection and Median Household Income (MHI) Report to be used for EFC/WIIA/ OTHER applications for approximately 14,108 occupied residences.

À La Carte Reports/Services:

Low/Moderate Income (LMI) Report for CDBG Report: \$500 (a \$1,750 savings) *for CDBG application*

Service Area Specific Report: \$1,500 *(extrapolated/condensed from the larger report & does NOT include additional door to door canvassing)*

Municipality List Generation: \$600

TERMS: 30% Down (Billed after mailing), 70% upon completion



131 S. Union St. | PO Box 39
Spencerport, NY 14559
Phone; (585) 368 - 8866
Email: Contact@GGProcess.com
Website: www.GGProcess.com

Agreement

The parties hereto have executed this letter of agreement as of the date of its signing.

City of North Tonawanda

By:

(Printed)

(Signed)

Date:

Title:

G&G MUNICIPAL CONSULTING AND GRANT WRITING

By:

(Printed)

(Signed)

Date:

Title:

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

December 9, 2024

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 17th, 2024, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2024 DEC 10 AM 9:05
NORTH TONAWANDA NY

RECEIVED
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



www.ntparksrec.com

XIV-2

November 11, 2024

DEC 03 2024

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

Attached is the updated proposed program fee schedule for 2025, based on revenue amendments voted on by the council. Our budgeted revenue for 2025 is based off this following schedule which sees increases to youth sports, adult team sports, pavilion rentals, boat launch permits and golf fees (all fees highlighted in yellow are reflective of an increase compared to 2024).

These fee increases will help to offset the increase costs of providing services with an anticipated \$101,284.00 in personnel costs from last year, simply due to contractual raises and upgrades per CSEA and OPEIU unions as well as the minimum wage increase which takes affect in 2025.

<u>Revenue Increase</u>	<u>Program</u>
\$6,000.00	Youth & Adult Sports/Programs
\$2,500.00	Pavilion Rentals
\$3,000.00	Tree Planting Program
\$5,500.00	Boat Launch Permits
\$55,000.00	Golf Course (Greens fees, & Passes)
\$60,000.00	Golf Concessions (Carts, Merch, Concessionaire)

Respectfully Submitted,

Alex Domaradzki
Director of Youth, Recreation, Parks & Seniors

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CITY CLERK'S OFFICE

2024 NOV 18 AM 10:05
NORTH TONAWANDA NY

City of North Tonawanda

2025 Budget

Department Estimated Revenue Form

Department of Youth, Recreation & Parks

<u>Description of Revenue</u>	<u>Account Number</u>	<u>Estimated Revenue</u>
Park & Recreation Charges Sports league fees, swimming charges, instructional programs.	A2001	\$120,000
Park Permits	A2002	\$18,000
Tree Planting Program	A2003	\$8,000
Boat Launch Permits	A2004	\$17,000
Docking Fees	A2006	\$55,000
Marina Concessionaire Revenues	A2007	\$46,000
Golf Concessions	A2012	\$390,000
Golf Charges	A2050	\$1,100,000
State Aid- Youth Project Svcs 1st Offender & Youth Court	1.1000.3821	\$13,800
State Aid- Youth Center	1.1000.3820	\$22,000
	Total Department Estimated Revenue	\$1,789,800

PROGRAM FEE SCHEDULE 2025

Youth Touch Football

Resident	\$75	Chg \$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$110	\$15
NR Sibling Rate	\$100	\$15

Youth Golf

Resident	\$100	Chg \$10
Resident Sibling Rate	\$90	\$10
Non-Resident	\$120	\$10
NR Sibling Rate	\$110	\$10

Summer Basketball

Resident	\$75	Chg \$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$110	\$15
NR Sibling Rate	\$100	\$15

Winter Basketball

Resident	\$75	Chg \$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$110	\$15
NR Sibling Rate	\$100	\$15

Youth Softball/Soccer

Resident	\$60	
Resident Sibling Rate	\$50	
Non-Resident	\$85	
NR Sibling Rate	\$75	

Youth Tennis

Resident	\$60	Chg \$10
Resident Sibling Rate	\$50	\$10
Non-Resident	\$85	\$10
NR Sibling Rate	\$75	\$10

Swimm Lessons

Resident	\$75	Chg \$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$95	\$10
NR Sibling Rate	\$85	\$10

Open-Swim

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

MISC FEES

Forfeit Fee	\$40	
Protest Fee	\$20	
Trees	\$85	

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	\$50	> Permit is PER League (NTNLL, NTABR, etc) One time permit gives season long access to all teams

Adult Kickball

Team Fee	\$200	(umpire fees not included)	Chg \$50
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Adult Softball

Team Fee	\$350	(umpire fees not included)	Chg \$50
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Adult Volleyball

Team Fee	\$250		Chg \$25
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Adult Flag Football

Team fee	\$250	(ref fees not included)	Chg \$50
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Pavilion Rental

w. Kitchen	\$95 & \$105	\$10-\$20
w.out Kitchen	\$70 & \$80	\$5-\$15
Non-Res. w. kitchen	\$115 & \$125	\$15-\$25
Non-Res w.out kitchen	\$85 & \$95	\$10-\$20

Botanical Gazebo

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

Band Shell

	\$50	
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Launch Permit

Season Permit	\$40	Chg \$5
Non-Res Season Permit	\$55	\$5
Gratwick Kiosk	\$8/day	Chg \$2

Gateway Docking Fees

2 hours or less	\$5	
Daily		
25' & Under	\$15	
26'-40'	\$20	
41' & over	\$25	
Commerical boats	\$35	
Overnight w. elec & h20		
25' & Under	\$30	
26'-40'	\$35	
41' & over	\$40	
Commerical boats	\$50	
Overnight no elec or h20		
25' & Under	\$25	
26'-40'	\$30	
41' & over	\$35	
Commerical boats	\$50	

Hallwalking

Resident/Non-Resident	\$10/season	
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Exercise & Pickleball (varies)

Resident	\$5/class	
Non-Resident	\$6/class	

Golf Course

Season Pass

Resident	\$600	Chg \$30
Resident w. cart	\$1,090	\$60
Resident DAV	\$425	\$30
Youth	\$280	\$30
Senior	\$415	\$30
Senior w. cart	\$905	\$60
Family plan (1st adult)	\$600	\$30
Family plan (2nd adult)	\$500	\$30
Non-Resident	\$880	\$30
Non-Resident w. cart	\$1,370	\$60
Non-Resident DAV	\$760	\$30
Cart Pass	\$490	\$30
Private Cart Permit	\$420	
NR Reservation Pass	\$50	

Resident Card

Adult	\$30/\$50	Chg \$5
Senior	\$20/\$40	\$5
Youth	\$20	\$5

18 Hole Rate

Resident	\$18	Chg \$1
Non-Resident	\$31	\$1
Seniors	\$13	\$1
Youth	\$13	\$1

9 Hole Rate

Resident	\$14	Chg \$1
Non-Resident	\$19	\$1

Cart (per person)

9-hole	\$9	Chg \$1
18-hole	\$15	\$1

Tournament Fees

18-hole	\$40	Chg \$2
9-hole	\$26	\$2

League Fees

Weekday	\$25	Chg \$2
Weekend	\$35	
Weekend-extended	\$40	

Golf Cards

20 use (9-holes) R	\$255	Chg \$20
20 use (9-holes) NR	\$355	\$20
20 use cart (9-holes)	\$160	\$20
10-rounder (10 w. cart)	\$310	\$20

Senior Center Membership

Seasonal Membership	\$5	
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PROGRAM FEE SCHEDULE 2025

Youth Touch Football

Resident	\$75	
Resident Sibling Rate	\$65	\$10
Non-Resident	\$110	\$15
NR Sibling Rate	\$100	\$15

Youth Golf

Resident	\$100	\$10
Resident Sibling Rate	\$90	\$10
Non-Resident	\$120	\$10
NR Sibling Rate	\$110	\$10

Summer Basketball

Resident	\$75	\$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$110	\$15
NR Sibling Rate	\$100	\$15

Winter Basketball

Resident	\$75	\$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$110	\$15
NR Sibling Rate	\$100	\$15

Youth Softball/Soccer

Resident	\$60	
Resident Sibling Rate	\$50	
Non-Resident	\$85	
NR Sibling Rate	\$75	

Youth Tennis

Resident	\$60	\$10
Resident Sibling Rate	\$50	\$10
Non-Resident	\$85	\$10
NR Sibling Rate	\$75	\$10

Swimm Lessons

Resident	\$75	\$10
Resident Sibling Rate	\$65	\$10
Non-Resident	\$95	\$10
NR Sibling Rate	\$85	\$10

Open Swim

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

MISC FEES

Forfeit Fee	\$40	
Protest Fee	\$20	
Trees	\$85	

Field Rental

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Practice Permit	\$50	> Permit is PER League (NTNLL, NTABR, etc) One time permit gives season long access to all teams

Adult Kickball

Team Fee	\$200	
	(umpire fees not included)	

Adult Softball

Team Fee	\$350	
	(umpire fees <u>not</u> included)	

Adult Volleyball

Team Fee	\$250	\$25
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Adult Flag Football

Team fee	\$250	
	(ref fees <u>not</u> included)	

Pavilion Rental

w. Kitchen	\$95 & \$105	\$10-\$20
w.out Kitchen	\$70 & \$80	\$5-\$15
Non-Res. w. kitchen	\$115 & \$125	\$15-\$25
Non-Res w.out kitchen	\$85 & \$95	\$10-\$20

Botanical Gazebo

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

Band Shell

	\$50	
--	------	--

Launch Permit

Season Permit	\$40	\$5
Non-Res Season Permit	\$55	\$5
Gratwick Kiosk	\$8/day	\$2

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Overnight w. elec & h2o		
25' & Under	\$30	
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41' & over	\$40	
Commerical boats	\$50	
Overnight no elec or h2o		
25' & Under	\$25	
26'-40'	\$30	
41' & over	\$35	
Commerical boats	\$50	

Hallwalking

Resident/Non-Resident	\$10/season	
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Exercise & Pickleball

(varies)	
Resident	\$5/class
Non-Resident	\$6/class

Golf Course

Season Pass		
Resident	\$600	\$30
Resident w. cart	\$1,090	\$60
Resident DAV	\$425	\$30
Youth	\$280	\$30
Senior	\$415	\$30
Senior w. cart	\$905	\$60
Family plan (1st adult)	\$600	\$30
Family plan (2nd adult)	\$500	\$30
Non-Resident	\$880	\$30
Non-Resident w. cart	\$1,370	\$60
Non-Resident DAV	\$760	\$30
Cart Pass	\$490	\$30
Private Cart Permit	\$420	
NR Reservation Pass	\$50	

Resident Card

Adult	\$30/\$50	\$5
Senior	\$20/\$40	\$5
Youth	\$20	\$5

18 Hole Rate

Resident	\$18	\$1
Non-Resident	\$31	\$1
Seniors	\$13	\$1
Youth	\$13	\$1

9 Hole Rate

Resident	\$14	\$1
Non-Resident	\$19	\$1

Cart (per person)

9-hole	\$9	\$1
18-hole	\$15	\$1

Tournament Fees

18-hole	\$40	\$2
9-hole	\$26	\$2

League Fees

Weekday	\$25	\$2
Weekend	\$35	
Weekend-extended	\$40	

Golf Cards

20 use (9-holes) R	\$255	\$20
20 use (9-holes) NR	\$355	\$20
20 use cart (9-holes)	\$160	\$20
10-rounder (10 w. cart)	\$310	\$20

Senior Center Membership

Seasonal Membership	\$5	
---------------------	-----	--

XXV
✓

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Minor Sales	Certified Copies - Marriage	11	110.00
			Sub-Total:	\$110.00
A1603	Misc. Fees	Birth Certificates	25	250.00
		Death Certificates	36	360.00
		Deaths Recorded	10	0.00
		Free Death Certificates	1	0.00
			Sub-Total:	\$610.00
A2110	Planning & Zoning Fees	Board of Appeals App.	1	50.00
		Terrace Park. Permit	1	5.00
		Terrace Parking App	1	25.00
			Sub-Total:	\$80.00
A2501	Permit Fees	Christmas Tree Permit	1	1.00
		Snowplow Permit	10	440.00
			Sub-Total:	\$441.00
A2505	Marriage License Fee	Marriage License Fee	6	105.00
			Sub-Total:	\$105.00
A2506	Conservation	Conservation	12	57.17
			Sub-Total:	\$57.17
A2540	Racing & Wagering Fees	Bingo Proceeds	4	241.74
			Sub-Total:	\$241.74
A2542	Dog Licensing	Female, Spayed	70	630.00
		Female, Unspayed	8	136.00
		Male, Neutered	43	387.00
		Male, Unneutered	5	85.00
			Sub-Total:	\$1,238.00
A2610	Minor Sales	Parking Tickets	20	2,785.00
			Sub-Total:	\$2,785.00
				Total Local Shares Remitted: \$5,667.91
Amount paid to:	New York State Department of Health			135.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			152.00
Amount paid to:	NYS Environmental Conservation			1,355.83
Total State, County & Local Revenues:	\$7,310.74	Total Non-Local Revenues:	\$1,642.83	

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

Donna L. Braum 12/4/24

 City Clerk-Treasurer Date

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 CITY CLERK'S OFFICE
 2024 DEC 4 AM 11:37
 NORTH TONAWANDA NY



City of North Tonawanda

XXXVII.

Department of Community Development
500 Wheatfield Street
North Tonawanda, New York 14120

Telephone: (716) 695-8580

December 17, 2024

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

**Re: Downtown Revitalization Initiative (DRI) Oliver Street Walkability & Implementation of Smart Growth 2.0 Amendment Agreement No. 1
Additional Green Infrastructure Design Services**

Dear Honorable Body:

Enclosed is a proposal from LaBella Associates to complete design services for additional Green Infrastructure improvements on Oliver Street from Sweeney to Thompson Streets. The City received a \$1.5 million Green Resiliency Grant (GRG) through the New York State Environmental Facilities Corporation (NYSEFC) to complete additional green infrastructure improvements to the corridor of Oliver Street where we are currently in design with LaBella to make Walkability Improvements under their current agreement.

Accordingly, I respectfully request that the Common Council approve the enclosed agreement for additional design services with LaBella Associates, 300 State Street, Suite 201, Rochester, NY 14614; in an amount of \$96,270; and authorize the Mayor to sign said agreement subject to review by the City Attorney.

Please let me know if you have any further questions or concerns. Thank you for your consideration.

Very truly yours,

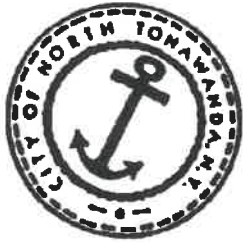
Laura Wilson
Director of Community Development

LW:cls

Cc: file
Chelsea L. Spahr, PE, City Engineer
Edward A. Zebulske III, City Attorney
Mark Zellner, Superintendent of Public Works
Jeffery Zellner, City Accountant
Douglas C. McCord, RLA, LaBella Associates

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CITY CLERK'S OFFICE

2024 DEC 3 PM 2:52
NORTH TONAWANDA NY



City of North Tonawanda
216 Payne Ave.
North Tonawanda, NY 14120-5446

(716) 695-8595
Fax (716) 695-8544

Building Department

Re: Budget Request for Landlord Policy and Additional Code Enforcement Officer

Honorable Mayor Tylec & Common Council,

The City of North Tonawanda currently has approximately 5,000 rental units, a number that continues to grow. As we work diligently to address code violations, maintain accurate rental and tenant information, conduct safety inspections, and review building permits, the demand for additional resources in our department has become increasingly urgent.

Given the ongoing development in our city and the negative impact absentee landlords have on our neighborhoods, I am requesting that the 2025 budget include funding for an additional Code Enforcement Officer (Group VII, Step 1 at \$48,228). This position is essential for the Building Department to carry out New York State-mandated inspections of two-family and multi-unit dwellings and to support other critical code enforcement duties.

To cover the costs of this position and to modernize our outdated permitting software, I am proposing the attached Rental Dwelling Unit Registration Policy. This program will help fund the expenses incurred by our department, while also establishing a framework to address absentee landlords, combat neighborhood blight, and ensure the safety of rental properties.

The addition of this position, along with the proposed program and funding, is crucial for the Building Department to meet State requirements and maintain the quality of rental housing for our residents.

Thank you for your attention to this important matter.

Respectfully,

Robert C. DePaolo
City of North Tonawanda
Building Inspector

2024 DEC 12 PM 2:15
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE



Rental Dwelling Unit Registration Application

City of North Tonawanda

Purpose and Scope

The article establishes rules, regulations, and enforcement procedures for identifying owners of rental housing units and providing a mechanism for legal process service. Its objectives are to preserve housing stock and ensure the health, safety, and welfare of the public.

Definitions

- **Dwelling Unit:** Any building used or intended for living or sleeping by occupants.
- **Multiple Dwelling:** A building with three or more dwelling units.
- **Owner:** Includes individuals or entities with legal title or control over rental units.
- **Rental Unit:** Any residential unit not solely occupied by the owner.

Registration Requirements

Owners and lessors of rental units or multiple dwellings outside Niagara County or adjacent counties must register with the North Tonawanda Building Department. They must provide contact information for property managers or responsible parties within Niagara County or adjacent counties.

Effects of Denial or Revocation

- **Vacant Units:** No rental or occupancy is allowed until registration is reissued.
- **Occupied Units:** Units posing immediate health hazards must be vacated within 30 days of notice. Notices are served to the owner and posted at the building.

Registration Term and Renewal

Registration is valid for one year and must be renewed annually. Applications for renewal must be submitted 60 days before expiration.

Transfer of Registration

Registration can be transferred to a new owner for the remainder of the registration term, provided the transfer application is filed within 30 days of ownership change.

Revocation of Registration

Registration may be revoked for reasons including fraud, non-compliance with the code, or tax arrears. The Code Enforcement Office will issue a written statement outlining revocation reasons.

Duties of Certificate Holders

- Post the registration certificate in a common area or provide it upon request.
- Comply with state, county, and local laws, including smoking policy disclosures in rental agreements.

Penalties

Failure to register or pay fines can result in fines ranging from \$250 to \$2,500 and may become a lien on the property.

Inspection and Compliance

Registration implies consent to inspections by the Code Enforcement Office to ensure compliance with housing codes.

1. Notice of Violation

Notices will detail violations and give up to 30 days for correction, with possible extensions granted for sufficient cause.

2. Tenant Accountability

Tenants are responsible for maintaining the unit and complying with occupancy limitations and sanitary conditions.

3. Public Hearing

Any person affected by any notice or order which has been issued under any provision of this chapter or of any rule or regulation adopted pursuant thereto may request a hearing with the City Attorney. Any such appeal shall be in the form of a written petition from such person and shall contain a brief statement of the grounds of their appeal.

4. Appeals Process

Individuals can appeal notices or orders to the mayor within five days, and emergency orders can be issued without prior notice. In the event of a decision from the City Attorney that upholds any denials, revocations, suspensions or fines, the Petitioner may request a review of said decision with the Mayor. Said request for review shall be in the form of a written request and received by the Mayor's Office no later than five (5) days after the issuance of the City Attorney's decision.

5. Public Database

The Code Enforcement Office will maintain a public database of registered rental units, including owner and manager details.

6. Proof of Registration

Certificates can be issued upon request and remain valid for one year or until ownership changes.

7. Fees

There is no initiation application fee; however, an annual registration fee of \$35 per unit per year is required, with a cap of \$140 for buildings with four or more units. Registration fee is not required by owner-occupied rental buildings with 2 rental units or less. Proof that owner resides at a property may be required by the Code Enforcement Office.

8. Severability and Remedies

The article's provisions are independent and do not affect other legal remedies or housing codes.



Rental Dwelling Unit Registration City of North Tonawanda

51D-1. Purpose.

The purpose of this article is to establish rules, regulations and enforcement procedures for the identification of owners, as defined below, of rental housing units and to provide a means to effectuate service of legal process upon such owners or authorized agents of rental housing units located in the City of North Tonawanda. This article is intended to preserve the City's existing housing stock and to protect the health, safety and welfare of the general public.

§ 51D-2. Word usage; definitions.

The following definitions shall apply in the interpretation and enforcement of this article:

A. Word usage.

- (1) Whenever the words "dwelling" and "dwelling unit," "rooming house," "rooming unit," "premises" and "structure" are used in this article, they shall be construed as though they were followed by the words "or any part hereof."
- (2) Whenever the phrase "any provision of this article" is used in this article, it shall be construed as though it were followed by the words "or any rule or regulation adopted pursuant thereof."
- (3) Whenever the words "Code Enforcement Officer, Director of Code Enforcement and/or Code Enforcement Inspector" are used, it shall be construed to mean or be equivalent to the "Chief Building Inspector of the City of North Tonawanda."

B. Definitions. As used in this article, the following terms shall have the meanings indicated:

DWELLING UNIT — Any building, except for temporary housing, which is used or intended to be used for living or sleeping by human occupants.

MULTIPLE DWELLING — Any dwelling containing three (3) or more dwelling units.

OCCUPANT — Any person over one year of age living, sleeping, cooking or eating in or having actual possession of a dwelling unit or rooming unit, unless otherwise provided.

OPERATOR — Any person who has charge, care or control of a building, or a part thereof, in which units are let.

OWNER — Any person who, alone or jointly or with others shall have legal title (including through a land contract) to any rental unit or multiple dwelling, with or without accompanying possession thereof, or shall have charge, care or control of any rental unit or multiple dwelling as either owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any person thus representing the actual owner according

to the definition provided shall be bound to comply with the provisions of this article to the same extent were he or she the owner.

PERSON — Any party, land contract, individual, firm, corporation, limited-liability company, association, partnership or any other similar entity.

RENTAL UNIT — Any residential dwelling, dwelling unit, rooming house or rooming unit not solely occupied by the owner.

RESIDENCE — That place where a person maintains a fixed, permanent and principal home and to which he, wherever temporarily located, always intends to return. Any two of the following may be considered by the Building Department as proof of residency; a valid New York State driver's license, New York State voter registration card, utility bills, 911 service listing, New York State income tax return, social security statement and/or automobile registration.

§ 51D-3. Registration of rental units

- A. Owners and lessors, or their respective agents, of rental housing units or multiple dwellings who do not reside or maintain a principal place of business within Niagara County, New York, or an adjoining county of Niagara County, New York, shall, within two months after the effective date of this provision or within 30 days from the date of mailing forms by the Code Enforcement Officer, whichever occurs first, register with the Building Department each rental housing unit or multiple dwelling they own or operate in the City of North Tonawanda. The following information shall be provided:
- (1) The names and addresses of the owner and/or lessor and of his or her respective property manager, agents or other person responsible for the maintenance of the leased premises. The address shall not be a post office address.
 - (2) If the property is titled to an LLC, Corporation or any other entity not consisting of individuals or multiple individuals, the names and addresses of all Managers, Share Holders, Trustees, Officers or any other individuals with ownership interest, shall be provided.
 - (3) The name, address, and phone number(s) of a property manager or other person responsible for the maintenance of the leased premises located within Niagara County, New York or a contiguous county in the State of New York, who can be reached 24 hours per day seven days a week, and upon whom violation orders may be served within the County of Niagara, State of New York, or a contiguous county in the State of New York.
 - (4) All applicants must provide a copy of their photo identification upon submission of application.
 - (5) Such other appropriate information as may be requested, including, but not limited to, number of units, number and type of rooms, number of stories, type of heating system and location of such, sprinkler system and fire alarm controls, etc.
- B. It shall be the responsibility of the property owner to maintain all information provided to the Code Enforcement Office pursuant to this article, and such owners must inform the Code Enforcement Office of any change in the information provided within ten (10) days of the change. Failure to maintain the information provided to the Code Enforcement Office pursuant to this article shall subject the owner to the penalties provided for in § 51D-9 of this article.

§ 51D-4. Effect of Denial or Revocation

- A. Vacant Units. In the event of denial or revocation of rental dwelling unit registration, no further rental and occupancy of dwelling units then vacant shall be permitted until a rental dwelling unit registration certificate has been issued,
- B. Occupied Units: Immediate Hazard. In addition to other penalties under this chapter, when a rental dwelling unit registration certificate has been denied or revoked due to reasons which, at the discretion of the code enforcement office, present violations of the housing code that create and immediate hazard to the health and safety of the occupants, the dwelling units containing such violations shall be vacated within a period of time set by the Code Enforcement Inspector. The period determined by the Code Enforcement office shall be in writing and direct the owner and occupants of the dwelling units containing such violations to vacate the premises within a period of time not to exceed thirty (30) days, as determined by the Code Enforcement office. This notice shall be mailed by first class mail to the owner at the address provided by the owner pursuant to §51D-3 of this chapter or personally served upon the owner by delivering the notice to the owner or by delivering the notice to a person of suitable age and discretion at the owner's residence or place of business. The Code Enforcement office's determination shall also be posted at the subjected building and, to the extent possible, it shall also be posted conspicuously at each dwelling unit. Vacated dwelling units shall not be reoccupied until a rental dwelling unit registration certificate has been issued.
- C. The notices provided under this section shall not be used to institute or deemed to establish sufficient grounds for a summary eviction proceeding under the Real Property Actions and Proceedings Law.
- D. Failure to comply with the inspection requirement shall result in denial or immediate revocation of the rental dwelling unit certificate.

§ 51D-5. Term of Rental Dwelling Unit Registration

A rental dwelling unit registration issued pursuant to § 51D-3 shall renew on an annual basis pursuant to the issue date, unless revoked sooner pursuant to § 51D-11. Within sixty (60) days prior to the expiration of a rental dwelling unit certificate, the owner shall make written application for a rental dwelling unit registration certificate in accordance with § 51D-3 of this chapter. The term of a rental dwelling unit certificate shall not extend past the 1-year its date of issuance unless decided on by the Code enforcement Office.

§ 51D-6. Transfer of Rental Dwelling Unit Registration.

A rental dwelling unit registration issued pursuant to this chapter is transferrable to any person who has acquired ownership of a registered building for the unexpired portion of the registration term, provided that a transfer application for the rental dwelling unit certificate is filed with the Code Enforcement Inspector within thirty (30) days of the title transfer, the information required by § 51D-3 is provided and the dwelling units are in compliance with the housing codes.

§ 51D-7. Revocation of Rental Dwelling Unit Registration Certificate

- A. A rental dwelling unit registration certificate issued pursuant to this chapter may be revoked by the Code enforcement office for any one or more of the following reasons:
- (1) Fraud, misrepresentation, or a false statement to a material fact in the application.
 - (2) A finding that a rental dwelling unit registration certificate was issued in error and not in accordance with applicable law.
 - (3) A violation of any of the provisions of this chapter, including noncompliance with a notice of violation pursuant to § 51D-11
 - (4) The Code Enforcement Office, or other designated representatives of such, determines the rental dwelling unit does not substantially conform with this chapter or the New York State Uniform Fire Prevention and Building Code.
 - (5) A finding by the Code Enforcement office that the owner or other persons responsible for payment of property taxes of the rental dwelling unit is in arrears on said property taxes.
- B. Prior to such revocation, the Code Enforcement office shall review the findings. The Code Enforcement office shall issue a written statement setting forth the reasons for such revocation.

§ 51D-8. Duties of Certificate Holder

Every holder of a rental dwelling unit certificate shall:

- A. Conspicuously post the certificate in a protected mounting in the public corridor, hallway or lobby of the building for which the certificate was issued. This posting shall be in a common entrance. If no common entrance exists, then the posting shall be made at the entrance of each dwelling unit. An alternative to such posting, the certificate shall be produced by the owner, or other responsible parties at the request of the tenant, a prospective tenant, or upon the demand of the Code Enforcement office.
- B. Conform with all other applicable state, county, and local laws and regulations on matters not specifically addressed in this chapter.
- C. The rental agreement or lease for a dwelling unit regulated under this chapter must include a disclosure of the smoking policy for the premises on which the dwelling is located. The disclosure must state whether smoking is prohibited on the premises, allowed on the premises, or allowed in limited areas on the premises. If the smoking policy allowed smoking in limited areas, the disclosure must specify the areas on the premises where smoking is permitted.

§ 51D-9. Penalties for offenses.

- A. A failure to register any rental unit or multiple dwelling required to be registered under this article shall be a violation, and any person or entity convicted of such violation shall be punished as follows:
- (1) Upon the first conviction, a fine of not less than \$250, but not exceeding \$500; and
 - (2) Upon a second such conviction within a twelve-month period, a fine of not less than \$500, but not exceeding \$2,500.
- B. Failure to register and/or pay a fine within 30 calendar days of the court order imposing the fine shall thereupon become and be a charge and lien upon the real property of the rental housing unit and shall be collected the same as other taxes upon the rental housing unit.

§ 51D-10. Enforcement Inspection Criteria and Authority

- A. Upon the rental dwelling unit registering with the Code Enforcement office, the owner of the rental dwelling unit consents to the inspection of the dwelling unit by the Code Enforcement office or another designated representative. The Code Enforcement office, or designated representative may make an inspection of the rental dwelling unit to determine whether or not such rental dwelling unit is in substantial compliance with this chapter and the New York State Uniform, Fire Prevention and Building Code. At the conclusion of said inspection, the Code Enforcement office, or designated representative, shall provide the owner, or the owner's representative, at the inspection with a copy of the results of the inspection.
- B. If the Results of the inspection conducted pursuant to § 51D-10 above demonstrate that the dwelling unit is in substantial compliance with this chapter and the New York State Uniform, Fire Prevention and Building Code, the owner shall be entitled to retain his/her rental dwelling unit certificate.

§ 51D-11. Notice of Violation.

- A. Whenever the Code Enforcement Office Determines that a building or dwelling unit contained therein is in violation of the housing code, he/she shall issue a notice of violation setting forth at a minimum:
 - (1) The location of the subject property.
 - (2) Specific violations of the City Code; and
 - (3) A reasonable time, not to exceed thirty (30) days, for the correction of any violations.
- B. Such notice may contain any additional information as determined by the code enforcement office which may be necessary to achieve the goals of this chapter.
- C. For the purposes of this chapter, the Code Enforcement office, upon good cause shown, may grant additional time to correct violations of the housing code beyond thirty (30) days for sufficient cause as determined by the code enforcement office. Any such extension shall be issued in writing by the code enforcement office stating the reasons for such extension and otherwise in accordance with the requirements of this section.
- D. The notice of violation may be mailed by first class mail to the address provided by the owner pursuant to § 51D-3 of this chapter.

§ 51D-12. Tenant Accountability.

- A. With respect to the dwelling unit which the tenant occupies, controls or uses, the tenant shall be responsible for the following:
 - (1) Occupancy limitations and the lawful use of a dwelling unit.
 - (2) Maintenance of the dwelling unit in a clean safe and sanitary condition.
 - (3) Maintenance of plumbing, cooking, and refrigeration equipment, appliances, fixtures and facilities contained in the dwelling unit in a clean and sanitary condition and providing reasonable care in the operation and use thereof.
 - (4) Keeping exits in the dwelling unit free and clear.
 - (5) Disposing of garbage and refuse into provided facilities in a sanitary manner and keeping the dwelling unit free and clear from garbage, refuse, and debris.
 - (6) Keeping domestic animals and pets in an appropriate manner and under control.

- B. To the extent that the owner can provide the Code enforcement office with competent evidence that tenants have not complied with the above standards or that tenants have contributed to the existence of housing code violations at the property, the Code enforcement office may deem such circumstances to be sufficient cause to extend time for the correction of the violations pursuant to § 51D-11 of this chapter.

§ 51D-13. Appeals.

- A. Any person affected by any notice or order which has been issued under any provision of this chapter or of any rule or regulation adopted pursuant thereto may request a hearing with the City Attorney. Any such appeal shall be in the form of a written petition from such person and shall contain a brief statement of the grounds of their appeal. At said hearing such person shall be given an opportunity to show why such notice or order should be modified or withdrawn. No such hearing shall be required unless the written petition is received by the Building Department or City Attorney within five (5) days after the date the notice or order was issued. After such hearing, the City Attorney may sustain, modify, or withdraw the notice or order complained of by the petitioner, depending upon their findings as to whether the provisions of this chapter and of the rules and regulations adopted pursuant thereto have been complied with. After any such hearing, in the case of any notice or order has been suspending any permit required by this chapter, when such notice is sustained by the City Attorney, such suspended permit shall be deemed to have been revoked. The results of the hearing, including the findings and the decision of the City Attorney shall be reduced to writing and entered as a matter of public record with the City Clerk. Such records shall also include a copy of every notice or order issued in connection with the matter. In the event of a decision from the City Attorney that upholds any denials, revocations, suspensions or fines, the Petitioner may request a review of said decision with the Mayor. Said request for review shall be in the form of a written request and received by the Mayor's Office no later than five (5) days after the issuance of the City Attorney's decision.
- B. No provision or requirement herein contained for a review shall in any way whatsoever affect or impair the right of the code enforcement office to at any time bring such legal proceedings, actions, or prosecutions as otherwise or elsewhere are permitted by law or ordinance.
- C. Whenever the code enforcement office finds that an emergency exists which requires immediate action to protect the public health, he/she may, without notice or review, issue an order reciting the existence of such an emergency and requiring that such action be taken as he/she deems necessary to meet the emergency. Notwithstanding the other provisions of this chapter, such an order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately but upon written petition to the Code enforcement office, shall be afforded a review as soon as possible. After such review, depending upon his/her finding as to whether the provisions of this chapter and the rules and regulations adopted pursuant thereto have been complied with, the code enforcement office shall continue such order in effect or modify or revoke it.

§ 51D-15. Public Database to be Maintained.

The Code Enforcement Office shall maintain, for public review, a database of rental units or multiple dwellings registered pursuant to this article. That database shall list the name of the owner or lessor and the owner's addresses. It shall also include the name, local address and phone number of the property manager, agent or person otherwise responsible for the maintenance of the building. It shall also state whether there is a currently valid certificate of registration on file for each building.

§ 51D-16. Proof of registration.

A certificate of registration may be issued for any rental housing unit, regardless of whether it is required to be registered by § 51D-3 of this article, pursuant to the request of owners, lessors or lessees. A certificate of registration shall be issued and shall remain in effect for one year or until a change of ownership, whichever occurs first.

§ 51D-17. Fees.

There is no initiation fee at the time of application, for the issuance of a rental dwelling unit registration certificate. The certificate shall be valid for one (1) year. Upon registration or renewal of application, the owner shall pay a fee of \$35.00 per rental dwelling unit per year during the (1) year term. Registration fee is not required by owner-occupied buildings with 2 rental units or less. Rental properties exceeding 4-units shall not pay more than the 4-units, totaling \$140.

§ 51D-18. Severability.

Each and every clause, sentence, paragraph and section in this article is separately written; in the event that any such provision should be decided by a court of competent jurisdiction to be unconstitutional or invalid, such a decision does not affect the validity of this article as a whole, or any part thereof, other than the part declared to be unconstitutional or invalid.

§ 51D-19. Remedies not exclusive.

The provisions of this chapter are not exclusive and are in addition to and do not supersede or preempt other remedies or provisions of the town, state, or federal laws and housing codes as may apply.



Rental Dwelling Unit Registration Application City of North Tonawanda

Applicant Information

Owner's Full Name: _____
Owner's Address: _____
Phone Number: _____
Email Address: _____

Property Information

Property Address: _____
Number of Units: _____
Type of Units: [Type, e.g., apartments, rooms, etc.] _____

Property Management Details (if applicable)

Property Manager's Full Name: _____
Property Manager's Address: _____
Phone Number: _____
Email Address: _____

Registration Details

Application Date: _____
Registration Type: Initial / Renewal
Certificate Term: [e.g., 1 Year] _____
Fee Enclosed: \$ _____

Required Documentation

- Completed Rental Dwelling Unit Registration Application Form
- Proof of Owner's Address and Identification
- Contact details for the property manager (if applicable)
- Additional information as requested by the Building Department

Acknowledgment

By submitting this application, I acknowledge the following:

- I have provided accurate and complete information.
- I understand that the registration must be renewed annually.
- I am aware of the penalties for non-compliance and will adhere to all applicable regulations.

Signature: _____ Date: _____

Signature of Building Inspector _____ Date _____

COLUMBIA HOOK & LADDER CO., NO. 1, INC.

P.O. Box 357 North Tonawanda, New York 14120-0357



Established 1876

December 9, 2024

Honorable Austin Tylec, Mayor
Honorable Common Council
c/o City Clerk
216 Payne Ave.
North Tonawanda, nY 14120

Re: Volunteer Firefighters - 50-Year Exemptions

Dear Council and Mayor:

Columbia Hook & Ladder Co. No. 1 respectfully requests that 50-Year Exemptions be granted to, and 50-Year Certificates be prepared for:

FRANKLIN T. BOECK, JR.

RAYMOND A. CHOJNOWSKI

WAYNE C. SALEFSKE

The three gentlemen joined our volunteer fire company on December 4, 1974. They continue to serve the fire company in different capacities and on various projects.

Very truly yours,
COLUMBIA HOOK & LADDER CO. No. 1, INC.

A handwritten signature in blue ink, appearing to read "David L. Evans". The signature is fluid and cursive, written over a horizontal line.

David L. Evans
Recording Secretary

RECEIVED
CITY CLERK'S OFFICE
2024 DEC 10 PM 3:28
NORTH TONAWANDA NY