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**APPOINTMENT OF CITY CLERK-TREASURER****MOVED by Alderman Pasiak****SECONDED by Alderman Andres****That the Common Council hereby appoints Scott P. Kiedrowski as City Clerk-Treasurer effective January 11, 2010.****Ayes: Andres, Pasiak, Zadzilka, Schwandt(4)****Nays: None****(0)****CARRIED.****COMMUNICATIONS FROM CITY OFFICIALS****III.1 Treasurer****December 18, 2009****Honorable Mayor and Common Council  
216 Payne Avenue, City Hall  
North Tonawanda, NY 14120****Dear Honorable Mayor and Common Council:****The following Commercial Banks hold checking, savings and/or Money Market accounts with the City of North Tonawanda at the present time:**

<b>M &amp; T Bank</b>	<b>Checking/Savings/Money Market/Cash Management</b>
<b>HSBC</b>	<b>Checking/Savings/Money Market/Cash Management</b>
<b>Key Bank</b>	<b>Checking</b>
<b>Bank of America</b>	<b>Investments</b>
<b>J. P. Morgan/Chase</b>	<b>Checking/Savings/Money Market Investments Cash Management</b>

**Please designate the aforementioned banks as depositories for the City of North Tonawanda, New York for the year 2010.****In the best interest of the City, with the current market situation, please grant me the authority to make any necessary modifications to the above referenced bank designations.****Thank you for your cooperation.****Very truly yours,  
Robert G. Ortt  
City Clerk-Treasurer****MOVED by Alderman Pasiak****SECONDED by Alderman Schwandt****That the Common Council hereby designates the following banks as depositories for the following funds or account groups for fiscal year 2010, subject to review and recommendation of the City Auditors:****Manufacturers and Traders Trust Company, North Tonawanda Office:****General Fund  
Water Fund  
Chemlink (transfer account only)  
Golf Course Account - Charges**

**Housing Re-Habilitation Loan Fund  
Rental Assistance/Bishop Gibbons HUD  
Trust & Agency Fund  
Community Development Fund**

**HSBC:**

**City Clerk  
HOME Re-Habilitation  
Municipal Payroll Fund  
Trust & Agency - Gift Account**

**Key Bank, North Tonawanda Office:**

**Municipal Clearing Account**

**Bank of America, North Tonawanda Office:**

**Belmont - Rental Assistance (transfer account only)**

**J. P. Morgan/Chase Manhattan Bank, Buffalo Office:**

**Capital Construction Fund (Checking/Savings)  
Investments/Cash Management**

**Citizens Bank, North Tonawanda Office**

**Investments/Cash Management**

**Ayes: Andres, Pasiak, Zadzilka, Schwandt(4)  
Nays: None  
CARRIED.**

**(0)**

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**III.2 Treasurer**

**December 18, 2009**

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

**Dear Honorable Mayor and Common Council:**

**Please pass the necessary resolution for the year 2010, authorizing the City Treasurer to invest City of North Tonawanda monies in either, Treasury Bills, Money Market Savings Accounts, Commercial Market Rate Investments or Certificates of Deposit, Municipal Investments, whichever promises to produce the highest interest yield.**

**On file in my office is a copy of the City of North Tonawanda Cash Management and Investment Policies and Procedures, which are to be followed by the City Treasurer, when said investments are made.**

**Thank you for your cooperation.**

**Very truly yours,  
Robert G. Ortt**

**01-04-10**

**City Clerk-Treasurer**

**MOVED by Alderman Pasiak**

**SECONDED by Alderman Andres**

**That the Common Council hereby authorizes the City Treasurer to invest City of North Tonawanda monies in either Treasury Bills, Money Market Savings Accounts, Commercial Market Rate Investments or Certificates of Deposit, Municipal Investments, whichever promises to produce the highest interest yield.**

**Ayes: Andres, Pasiak, Zadzilka, Schwandt(4)**

**Nays: None**

**(0)**

**CARRIED.**

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### **III.3 Treasurer**

**December 18, 2009**

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

**Dear Honorable Mayor and Common Council:**

**It is likely that various funds will be in need of monies to meet payroll and voucher payments throughout the year 2010.**

**Please authorize the City Treasurer to make temporary loans whenever necessary from the General Fund until revenues are received and these loans are repaid.**

**Thank you for your cooperation.**

**Very truly yours,  
Robert G. Ortt  
City Clerk-Treasurer**

**MOVED by Alderman Pasiak**

**SECONDED by Alderman Andres**

**That the Common Council hereby authorizes the City Treasurer to make temporary loans whenever necessary from the General Fund until revenues are received and these loans are repaid.**

**Ayes: Andres, Pasiak, Zadzilka, Schwandt(4)**

**Nays: None**

**(0)**

**CARRIED.**

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### **III.4 Treasurer**

**December 18, 2009**

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

**Dear Honorable Mayor and Common Council:**

**As of this date, I have counted the petty cash and receipts for all authorized Departments and found them to be correct.**

**Please authorize each Department to submit petty cash slips and vouchers to the City Accountant for payment.**

Also, please authorize each Department to continue using the following petty cash accounts:

<b>Building Inspector</b>	<b>\$ 100.00</b>
<b>City Clerk</b>	<b>\$ 100.00</b>
<b>Engineering</b>	<b>\$ 100.00</b>
<b>Fire Department</b>	<b>\$ 500.00</b>
<b>Flexible Spending Account</b>	<b>\$ 5,000.00</b>
<b>Golf Course</b>	<b>\$ 1,000.00</b>
<b>Police Department</b>	<b>\$ 1,000.00</b>
<b>Public Works</b>	<b>\$ 500.00</b>
<b>Recreation</b>	<b>\$ 600.00</b>
<b>Treasurer</b>	<b>\$ 3,000.00</b>
<b>Water Department</b>	<b>\$ 500.00</b>
<b>WWTP</b>	<b>\$ 500.00</b>

Thank you for your cooperation.

Very truly yours,  
Denise Proefrock  
Interim City Treasurer

MOVED by Alderman Pasiak

SECONDED by Alderman Andres

That the Common Council hereby authorizes the following petty cash accounts for 2010:

<b>Building Inspector</b>	<b>\$ 100.00</b>
<b>City Clerk</b>	<b>\$ 100.00</b>
<b>Engineering</b>	<b>\$ 100.00</b>
<b>Fire Department</b>	<b>\$ 500.00</b>
<b>Flexible Spending Account</b>	<b>\$ 5,000.00</b>
<b>Golf Course</b>	<b>\$ 1,000.00</b>
<b>Police Department</b>	<b>\$ 1,000.00</b>
<b>Public Works</b>	<b>\$ 500.00</b>
<b>Recreation</b>	<b>\$ 600.00</b>
<b>Treasurer</b>	<b>\$ 3,000.00</b>
<b>Water Department</b>	<b>\$ 500.00</b>
<b>WWTP</b>	<b>\$ 500.00</b>

Ayes: Andres, Pasiak, Zadzilka, Schwandt(4)

Nays: None

(0)

CARRIED.

## VII. Accountant

December 29, 2009

Honorable Robert G. Ortt, Mayor  
and Common Council  
City Hall  
North Tonawanda, New York 14120

Dear Honorable Body:

In accordance with new NYS Retirement Systems regulations, specifically Section 315.4, each elected or appointed city official, who is a member of the Retirement System, must document their time and attendance on a standard municipal time sheet or a calendar.

If the Time Sheet is used, officials will be required to complete a Time Sheet every two weeks during their term, recording a daily record of actual time worked. If the calendar option is used, officials must keep the record for three consecutive months within 150 days of the start of their term or appointment, and then submit it to the Clerk of the governing board within

180 days of taking office.

Accordingly, elected and appointed officials should choose the method of time keeping and begin to document their record of actual time worked.

Very truly yours,  
David R. Jakubaszek  
City Accountant

**MOVED** by Alderman Pasiak                      **SECONDED** by Alderman Andres  
That the Common Council hereby receives and files the aforementioned communication.  
**CARRIED.**

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**ADJOURNMENT**

**MOVED** by Alderman Pasiak                      **SECONDED** by Alderman Zadzilka  
That this reorganizational session of the Common Council be and hereby is adjourned.  
**CARRIED.**

**Time of adjournment: 6:10P.M.**

Respectfully submitted,

Catherine P. Gambino  
Assistant City Clerk