

**TO: Honorable Mayor & Common Council  
President Rizzo  
Aldermen Zadzilka, Needler, Clark, Braun**

**FROM: Scott P. Kiedrowski, City Clerk-Treasurer**

**RE: Agenda for regular session TUESDAY, AUGUST 5, 2014, 6:30PM**

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

**PROOF OF PUBLICATION PUBLISHED MAY 24, 2014**

**1) Legal Notice – Invitation for Bids for “Upfitting” of 2014 Chevrolet Tahoe – Police Dept.**

**PROOF OF PUBLICATION PUBLISHED JUNE 20, 2014**

**1) Legal Notice – Invitation for Bids for the Purchase of Natural Gas – Wastewater Plant**

**PROOF OF PUBLICATION PUBLISHED JULY 2, 2014**

**1) Legal Notice – 2014 Final Assessment Roll – Assessor**

**PROOF OF PUBLICATION PUBLISHED JULY 9 & 11, 2014**

**1) Bid – Ironton Avenue Storm Sewers – Engineer**

**COMMUNICATIONS FROM CITY OFFICIALS**

**II. Attorney - Re: Antique United States Flag donation**

**III. Clerk Treasurer - Re: Removal of parcels from In Rem foreclosure proceeding**

- IV.1 Engineer - Re: Award of Construction Contract for the 2014 Storm Sewer Separation Project Bid
- IV.2 Engineer - Re: GHD Electrical Design Services Agreement for Pump Station
- V. Water - Re: Award of Bid for Natural Gas
- VII.1 Accountant - Re: Payment of the Abstract of Claims dated August 5, 2014.
- VII.2 Accountant - Re: City Audit for 2013 from Amato, Fox and Company
- VII.3 Accountant - Re: Budget Amendment
- VII.4 Accountant - Re: Budgetary Transfer

**XXVI. Vacation & Sick Day Reports**

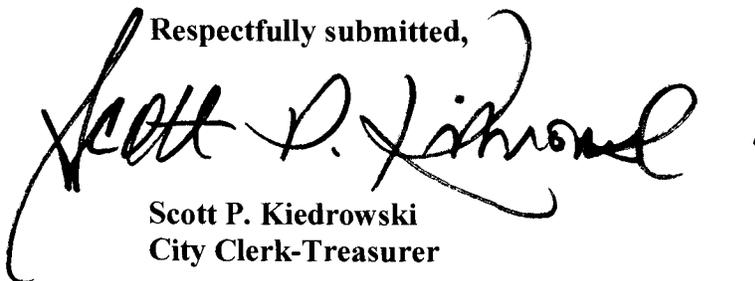
- .1 Police

**COMMUNICATIONS FROM OTHERS**

- A.  
Wattengel Funeral Home - Re: Purchase of lot behind property at 533 Meadow Dr.
- B.  
St. Mark's Church - Re: Permission to hold 5k race on October 11, 2014.
- C.  
Colleen Andres - Re: Sale of 26-27 Weatherbest Slip.
- D.  
David Conti - Re: Leave of Absence from his job as Wastewater Treatment Plant Operator.

- E.**  
**Jennifer Baker** - **Re: Permission for block party on Keil St. August 24, 2014.**
- F.**  
**Mark Iskander** - **Re: Permission to hold St. Mary and St. Moses annual Egyptian Festival on September 5-7, 2014**
- G.**  
**OLC Church** - **Re: Permission to hold OLC Feast Day Celebration on August 24, 2014**
- H.**  
**Gratwick Hose** - **Re: Removal of Alex Samanka from fire roll**
- I.**  
**Cosimo Capozzi** - **Re: Purchase of City Owned property between 1779 and 1794 Sweeney St**
- J.**  
**Adam Yaro** - **Re: Leave of absence from his job of Water Treatment Plant Chief Operator**

Respectfully submitted,

A handwritten signature in black ink, reading "Scott P. Kiedrowski". The signature is written in a cursive style with a large, sweeping initial "S".

**Scott P. Kiedrowski**  
**City Clerk-Treasurer**

AUG 05 2014

STATE OF NEW YORK  
ERIE COUNTY, } SS, \_\_\_\_\_

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

TONAWANDA NEWS

A newspaper published in the County and State aforesaid, and that the annexed printed legal # 112690 was printed and published in said paper on the following dates:

05/24/2014

*Linda Elliott*  
Principal Clerk

Subscribed and sworn to before me this  
*30 May 2014*

*PJ King*  
Patricia J King      07/27/2014

Notary Public      Expiration Date

PATRICIA J. KING  
Notary Public, State of New York  
Qualified in Niagara County  
My Commission Expires ~~March 08, 2014~~

**LEGAL NOTICE**  
**CITY OF NORTH TONAWANDA, NEW YORK**  
**POLICE DEPARTMENT**  
**INVITATION FOR BIDS FOR**  
**"UPFITTING" OF 2014 CHEVROLET TAHOE**  
**(PPV 2WD)**

Notice is hereby given that sealed bids for the purchase and installation of emergency lights, sirens and other "upfitting" equipment for 2014 Chevrolet Tahoes (PPV 2WD) for the North Tonawanda Police Department, North Tonawanda, New York will be received by the City Clerk of North Tonawanda until 11:00 A.M., prevailing time, Tuesday, June 24, 2014 at which time they will be publicly opened.

Specifications may be obtained at the Police Department or the City Clerk's Office. Both offices may be found at 216 Payne Avenue, North Tonawanda, NY 14120. The City of North Tonawanda reserves the right to waive any informalities or to reject any and all bids.

**CHECK NYS OGS PRICING.** In the event any item or items in this bid are made available to the City of North Tonawanda on a New York State Government contract at a unit price lower than that price on which award was made to the low bidder, the City reserves the right to purchase at the lower price under NYS Government contract.

No Bidder may withdraw his bid within sixty (60) days after the actual opening thereof. Bidders must agree to sign a statement of non-collusion in accordance with Chapter 751 of the Laws of the State of New York.

William Hall                      Scott P. Kiedrowski  
 Chief of Police                      City Clerk-Treasurer

#T112690                              Publish: May 24, 2014

AUG 05 2014

STATE OF NEW YORK  
ERIE COUNTY, } SS, \_\_\_\_\_

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

TONAWANDA NEWS

A newspaper published in the County and State aforesaid, and that the annexed printed legal # 115737 was printed and published in said paper on the following dates:

06/20/2014

*Linda Elliott*  
Principal Clerk

Subscribed and sworn to before me this

*24 June 2014*

*[Signature]*  
Patricia J King

07/27/2014

Notary Public

Expiration Date

PATRICIA J. KING  
Notary Public, State of New York  
Qualified in Niagara County  
My Commission Expires ~~March 30, 2019~~

**LEGAL NOTICE**  
**CITY OF NORTH TONAWANDA**  
**WASTEWATER TREATMENT PLANT**

**INVITATION FOR BIDS FOR THE PURCHASE OF NATURAL GAS**

Notice is hereby given that sealed proposals for the purchase of Natural Gas from gas producers, gas supply companies, or authorized marketers of natural gas for the City of North Tonawanda Wastewater Treatment Plant will be received by the City Clerk-Treasurer of the City of North Tonawanda until 11:30 A.M., prevailing time, Wednesday, July 16, 2014 at which time they will be publicly opened.

Specifications may be obtained at the Water/Wastewater Office, 830 River Road, North Tonawanda, NY. The City of North Tonawanda reserves the right to waive any informalities in or to reject any and all bids.

No bidder may withdraw his bid within sixty (60) days after the actual opening thereof. Bidders must agree to sign a statement of non-collusion in accordance with Chapter 751 of the Laws of the State of New York.

David Scott  
Superintendent of Water/Wastewater

Scott P. Kiedrowski  
City Clerk-Treasurer

#T115737 Publish: June 20, 2014

AUG 05 2014

STATE OF NEW YORK  
ERIE COUNTY, } SS, \_\_\_\_\_

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

TONAWANDA NEWS

A newspaper published in the County and State aforesaid, and that the annexed printed legal # 116553 was printed and published in said paper on the following dates:

07/02/2014

Linda Elliott  
Principal Clerk

Subscribed and sworn to before me this  
7 July 2014

PJ King 07/27/2014  
Patricia J King Expiration Date

PATRICIA J. KING  
Notary Public, State of New York  
Qualified in Niagara County  
My Commission Expires ~~March 30, 19...~~

**LEGAL NOTICE  
COMPLETION OF  
2014 FINAL ASSESSMENT ROLL**

Notice is hereby given that the Final Assessment Roll for the City of North Tonawanda, New York has been completed and verified pursuant to Section 516 of the Real Property Tax Law and is on file in the office of the City Assessor, on the web page [ntassessor.net](http://ntassessor.net) and at the North Tonawanda Public Library, where it is open to public inspection as provided by law.

Flora D. Carozzolo  
City Assessor  
City of North Tonawanda

Dated: July 1, 2014

#T116553 Publish: July 2, 2014

STATE OF NEW YORK  
ERIE COUNTY, } SS, \_\_\_\_\_

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

TONAWANDA NEWS

A newspaper published in the County and State aforesaid,  
and that the annexed printed legal # 117550  
was printed and published in said paper on the following dates:

07/09/2014 07/11/2014

*Linda Elliott*

Principal Clerk

Subscribed and sworn to before me this

*13 July 2014*

*AJ*

Patricia J King

07/27/2014

PATRICIA J. KING  
Notary Public, State of New York  
Qualified in Niagara County  
My Commission Expires ~~March 08, 19...~~

Notary Public

Expiration Date

**LEGAL NOTICE  
CITY OF NORTH TONAWANDA, NEW YORK  
ENGINEERING DEPARTMENT**

**NOTICE TO BIDDERS**

SEALED PROPOSALS for the installation of approximately 550 feet of new storm sewer, on Ironton Avenue between 3rd and 1st avenue, approximately 680 feet of new storm sewer, on 3rd Avenue between Ironton Avenue and Oliver Street, approximately 800 feet of new storm sewer, on 2nd Avenue between Ironton Avenue and Oliver Street, and approximately 685 feet of new storm sewer, on 1st Avenue between Ironton Avenue and Oliver Street, as indicated on the drawings and specifications herein, will be received by the City Clerk of the City of North Tonawanda, New York, until 11:00 a.m., Prevailing Time, Tuesday, July 29, 2014, at which time they will be publicly opened.

A copy of the Contract Documents is on file and is available for inspection during the usual business hours at the office of the City Engineer in the City hall, Payne Avenue, North Tonawanda, New York.

Copies of the Contract Documents required for review or bidding purposes may be obtained at the City Engineer's office, City Hall, 216 Payne Avenue, North Tonawanda, New York, upon deposit of \$50.00 (2 - \$25.00 checks made payable to the City Treasurer of North Tonawanda) for each set of documents so obtained. The full amount of the deposit for one set of documents, and one-half of the deposit for any additional sets of documents will be refunded to each bidder who submits a formal proposal to the City, and who also returns the documents in good condition to the office of the City Engineer within thirty (30) days after his bid security has been returned to him. Equipment manufacturers, contractors, subcontractors and others who do not submit formal proposals to the City, will be refunded one-half the amount of the deposit for all sets of complete documents returned in good condition to the office of the City Engineer within thirty (30) days after the opening of bids. No refund will be made for documents received after this thirty - (30) day period.

The Owner reserves the right to reject any or all bids for failure to comply with the requirements of the Contract Documents but may, at its discretion, waive any informalities or irregularities.

The Owner further reserves the right to reject any or all bids or to award a contract which, in its judgment, is in the best interest of the Owner.

No bidder may withdraw his bid within sixty (60) days after the opening thereof, but may withdraw same at any time prior to the opening thereof. Bidder must sign the statement of non-collusion in accordance with Chapter 751 of the Laws of the State of New York.

Scott P. Kiedrowski  
City Clerk/Treasurer  
City of North Tonawanda

#T117550

Publish: July 9, 11, 2014

# City of North Tonawanda

11  
AUG 05 2014

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

SHAWN P. NICKERSON  
CITY ATTORNEY

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

KATHERINE D. ALEXANDER  
ASSISTANT CITY ATTORNEY

July 30, 2014

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

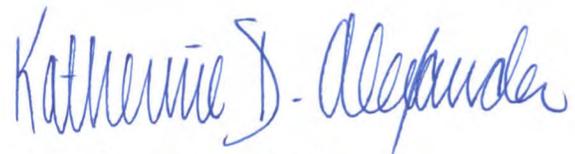
Re: Brett Sommer Flag Contract

Dear Honorable Body:

In May 2003, former Council President Brett Sommer provided two American Flags to the City for display in City Hall. Mr. Sommer desires said flags to remain on display for public viewing. Should the City discontinue display of the flags for public view, Mr. Sommer would request they be returned to him, his family or heirs. For assurance that they be returned, Mr. Sommer would like an agreement with the City.

Please find attached a copy of the proposed agreement for your review and passage. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Katherine D. Alexander, Esq.  
Assistant City Attorney

Enc.

RECEIVED  
CITY CLERK'S OFFICE  
2014 JUL 30 PM 2:37  
NORTH TONAWANDA, N.Y.

## AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the CITY OF NORTH TONAWANDA, NEW YORK (hereinafter "CITY"), having a principal place of business at 216 Payne Avenue, North Tonawanda, New York 14120 and BRETT SOMMER, (hereinafter "LENDOR"), residing at 19 Kingsbridge Court, Getzville, New York 14068.

### WITNESSETH:

WHEREAS, as former CITY Common Council President, LENDOR provided two American flags for display at CITY's principal place of business in May 2003, and

WHEREAS, said flag one is approximately twenty-eight (28) by twenty-one (21) inches, and contains thirteen (13) stars, thirteen (13) stripes and a yacht ensign; flag two contains forty-four stars and thirteen stripes and was flown in the Village of North Tonawanda between 1891 and 1896, and

WHEREAS, LENDOR desires said flags to remain on display in the CITY for public viewing, and

WHEREAS, should the CITY discontinue display of the flags for public view, LENDOR would request return of said flags to LENDOR, his assigns or heirs, and

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, and for other good and viable consideration, the parties **AGREE** as follows:

1. The term of this Agreement shall commence on the date in which this Agreement is entered and shall continue until said time that the City of North Tonawanda, New York discontinue display of said flags for public viewing.
2. The CITY shall not alter or change the condition of the artifacts in any way, except with the permission from the legal owner as granted above.
3. This contract may be amended at any time during the term hereof by mutual written agreement of the parties. This contract may be terminated at any time by either party upon sixty (60) days written notice to the other party; however, in the event CITY defaults in the performance of any of its obligations under this contract, the LENDOR may terminate the contract effective upon written notice at any time.
4. The CITY shall, during the time the artifacts are in its possession or control, take all reasonable precautions to protect the artifacts from destruction by fire, or other casualty and disappearance by theft. The CITY shall have no financial responsibility nor any other obligation to insure the artifacts against damage, destruction or disappearance. Furthermore, LENDOR shall indemnify and hold harmless the CITY from any liability as to the condition of the artifacts or from liability concerning the procurement of the artifacts from their original location.



111

AUG 05 2014

# City of North Tonawanda

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

Clerk's Office: (716) 695-8555  
Clerk's Fax: (716) 695-8557  
Treasurer's Office: (716) 695-8575  
Treasurer's Fax: (716) 505-2133

SCOTT P. KIEDROWSKI  
City Clerk-Treasurer  
scottkie@northtonawanda.org

Catherine P. Gambino  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

July 17, 2014

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

Dear Honorable Mayor and Common Council:

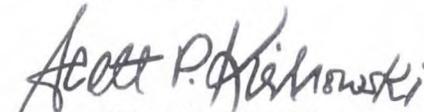
Please be advised that I have received payment in full for back City, School and County taxes, per their tax agreements with the City, for the following parcels:

181.36-2-49	28 Fourteenth Avenue	James Vlaovich
182.53-3-74	28 Center Avenue	Helen Krzywda
182.61-3-39	20 First Avenue	Carol King

Therefore, please pass the necessary resolution withdrawing these parcels from the appropriate In Rem foreclosure proceeding.

Thank you for your cooperation.

Very truly yours,

  
Scott P. Kiedrowski  
City Clerk-Treasurer

cc: Shawn Nickerson, City Attorney



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

**Dale W. Marshall, P. E.**  
*City Engineer*  
 Phone: (716) 695-8565  
 Fax: (716) 695-8568

July 31, 2014

**AUG 05 2014**

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

**Re: 2014 Storm Sewer Separation Project - Ironton, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Avenues  
 Project No. 2014-03  
 City of North Tonawanda, Niagara County  
 Award of Construction Contract**

Dear Honorable Body:

On July 30, 2014, bids were received and opened by the City Clerk for the 2014 Storm Sewer Separation Project. The total bid results are as follows:

- |  |                     |
|--|---------------------|
| 1. <b>New Frontier Excavating &amp; Paving, Inc.</b> | <b>\$294,748.19</b> |
| 2. NFP & Sons Construction                           | \$361,086.70        |
| 3. Kandey Company                                    | \$517,596.00        |
| 4. Mark Cerrone Inc.                                 | \$557,940.00        |
| 5. Pinto Construction Services.                      | \$564,526.00        |

The City of North Tonawanda Engineering Department, has tabulated the bids, checked the contractor's references and is recommending award of contract.

Accordingly, I respectfully request that the Common Council award the 2014 Storm Sewer Separation Project to New Frontier Excavating & Paving, Inc., 8265 East Eden Road, Eden, New York, 14057, at their low total bid amount of \$294,748.19; authorizing the Mayor to sign said contract subject to review by the City Attorney.

Very truly yours,

Dale W. Marshall, P.E.  
 City Engineer

DWM:dwm

Cc: file  
 Shawn P. Nickerson, City Attorney  
 Bradley Rowles, Superintendent of Public Works

NORTH TONAWANDA, N.Y.

2014 JUL 31 PM 3:07

RECEIVED  
 CITY CLERK'S OFFICE

*Handwritten initials*



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

**Dale W. Marshall, P. E.**  
City Engineer  
Phone: (716) 695-8565  
Fax: (716) 695-8568

**AUG 05 2014**

July 31, 2014

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

**Re: Project No. 2014-2, Pump Station Stand-by Emergency Power Generation  
GHD Electrical Design Services Agreement**

Honorable Body:

On Tuesday, July 22, 2014, proposals were received from qualified consultants to perform the design and construction documents necessary to provide stand-by emergency power generation at critical sewage pump station facilities throughout the city. Proposals were reviewed by the Superintendent of Public Works and I to determine the consultant's adherence to the scope of work and project budget issued in the city's request for proposals.

Accordingly, Superintendent Rowles and I respectfully request the Common Council approve the enclosed agreement with GHD Consulting Services, Inc., Audubon Center 200 John James Audubon Parkway Suite 101, Amherst, NY 14228, in an amount not to exceed \$29,400; authorizing the Mayor to sign said agreement subject to the review by the City Attorney.

Very truly yours,

Dale W. Marshall, P.E.  
City Engineer

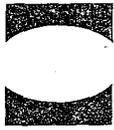
DWM:dwm

Cc: file  
Shawn P. Nickerson, City Attorney, w/encls  
Bradley Rowles, Superintendent of Public Works  
David Rowlinson, GHD

**NORTH TONAWANDA NY**

**2014 JUL 31 PM 3:07**

**RECEIVED  
CITY CLERK'S OFFICE**



July 22, 2014

Mr. Dale W. Marshall, P.E.  
City of North Tonawanda  
City Engineer  
216 Payne Avenue  
North Tonawanda, NY 14120-5493

Re: Emergency Stand-by Power Generation Design Proposal  
Nash Road, East Avenue, Ward Road and Division Street Pump Stations  
Engineering Proposal and Agreement – EXHIBIT A

RECEIVED  
ENGINEERING DEPT  
CITY OF N. TONAWANDA  
2014 JUL 23 PM 3:21

Dear Mr. Marshall:

GHD Consulting Services Inc. (GHD) is pleased to respond to your request to provide professional engineering services for the referenced project.

#### PROJECT DESCRIPTION

The City of North Tonawanda wishes to provide stand-by emergency power generation at the Nash Road, East Avenue, Ward Road and Division Street Sewage Pump Stations. Stand-by power generation shall be provided by an exterior natural gas generator in a sound attenuated weather protective enclosure.

#### SCOPE OF BASIC SERVICES – EXHIBIT A

Basic Services Scope shall be specifically as follows:

##### East Avenue, Ward Road and Division Street Pump Stations:

1. Provide design of exterior natural gas generator in a sound attenuated weather protective enclosure. Generator size to match existing pump station electrical service size.
2. Provide design for automatic transfer switch (ATS).
3. Where no Main Distribution Panel (MDP) exists, provide design for MDP.
4. Provide design to modify existing electrical distribution equipment and associated wiring to incorporate exterior natural gas generator and ATS.
5. Provide coordination with utility company to provide natural gas service to natural gas generator. Provide design of natural gas piping from utility meter to exterior natural gas generator.
6. Provide design to tie generator run conditions and common alarms into existing King-Fisher alarm panel at pump station. Modifications to existing King-Fisher alarm panel not part of design as this work will be performed by the City.
7. Provide design for fence around exterior stand-by natural gas generator.
8. Develop site plans using existing hard copy plans provided by the City.
9. Provide Probable Construction Cost.

##### Nash Road Pump Station:

1. Provide design of exterior natural gas generator in a sound attenuated and weather protective enclosure. Generator size to match existing pump station high-leg delta electrical service size.
2. Provide design for automatic transfer switch (ATS).
3. Provide design to incorporate exterior stand-by natural gas generator and ATS into existing high-leg delta electrical service distribution equipment. Existing high-leg delta electrical service distribution equipment to remain. Generator will initially be configured to match characteristics of high-leg delta system. Eventually the Generator alternator will be rewired,

#### GHD Consulting Services Inc.

Audubon Center 200 John James Audubon Parkway Suite 101 Amherst NY 14228  
T 1 716 748 6620 F 1 716 748 6621 E amhmail@ghd.com W www.ghd.com



- output breaker to be replaced, and ATS potential transformers to be replaced when the electrical service is upgraded as part of another project.
4. Provide coordination with utility company to provide natural gas service to natural gas generator. Provide design of natural gas piping from utility meter to exterior natural gas generator.
5. Provide design to tie generator run conditions and common alarms into existing King-Fisher alarm panel at pump station. Modifications to existing King-Fisher alarm panel not part of design as this work will be performed by the city.
6. Provide design for fence around exterior stand-by natural gas generator.
7. Develop site plans using existing hard copy plans provided by owner.
8. Provide Probable Construction Cost.

Required meetings with The City of North Tonawanda during design shall be specifically as follows:

1. Kick-off meeting.
2. 50% Design Review Meeting.
3. 100% Design Review Meeting.

Bid Phase Services shall be specifically as follows:

1. Provide Contract Document Copies for public bid as one contractor bid as Electrical.
2. Project advertisement.
3. Distribution and sale of Contract Documents
4. Attendance at pre-bid walk through.
5. Response to RFIs and provide addendums as required.
6. Review of bids, provide bid abstract, and provide letter of recommendation for award.

Construction Phase Services for each pump station site shall be specifically as follows:

1. Shop drawing review and approval.
2. Change order review.
3. Response to RFIs.
4. Review contractors payment requisitions.
5. Four site visits during construction at each pump station.
6. Four construction meetings including minutes.
7. Site walk through and generate punch list
8. Review of closeout documents.
9. Record drawings in AutoCAD format from contractor generated red-line as-built drawings.

## **DELIVERABLES**

GHD will provide the following deliverables:

1. 50% Review Drawings
2. 100% Review Drawings, Book Specifications and Opinion of Probable Construction Cost
3. Bid Set drawings, Book Specifications and Opinion of Probable Construction Cost

## **ADDITIONAL SERVICES**

Additional Services not included are any beyond those stated in the Scope of Basic Services including, but not limited to, items listed in the executed contract and the following:

1. Work associated with hazardous materials including survey, identification and management of design for removal.
2. Site Survey
3. Building and site systems testing to determine existing structural, mechanical, electrical systems capabilities, capacities and performance.
4. Feasibility or other special studies
5. Building code evaluations



6. Attendance at planning or zoning board meetings

#### **OWNER FURNISHED SERVICES**

1. Hard copies of existing site plans for each pump station

#### **PAYMENTS TO ENGINEER**

For the Basic Services outlined in the above Scope of Services, OWNER shall pay ENGINEER a lump sum amount of \$29,400 for all services on the Project. Our fee includes costs such as travel and subsistence expenses, telecommunications charges, shipping, CAD plotting, progress reports, printing of documents and similar expenses in the interest of the project.

#### **PERIOD OF SERVICE**

We are prepared to begin work upon receipt of your written authorization and acceptance of our proposal. We anticipate completing our work in accordance with the agreed schedule with your office. The above Scope of Services for design will be performed within 45 days and construction administration will be completed as acceptable with the OWNER and authorization by the OWNER, said authorization as described hereinafter.

We are pleased to submit this proposal and excited to work with the City of North Tonawanda. If there are any questions, please do not hesitate to call.

Very truly yours,

GHD CONSULTING SERVICES INC.

David Rowlinson  
Project Manager

DR/snb

Enclosure

Pc: 8616730.0



**AGREEMENT  
BETWEEN**

**CITY OF NORTH TONAWANDA**

**AND**

**GHD CONSULTING SERVICES, INC.**

**FOR  
SERVICES  
FOR**

**EMERGENCY STAND-BY POWER GENERATION DESIGN PROPOSAL  
NASH ROAD, EAST AVENUE, WARD ROAD, DIVISION STREET  
PUMP STATIONS**

JULY 2014



# GHD – USA

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## Services Agreement

Duly authorized representatives to execute this Agreement:

**On Behalf of GHD:**

_____	Paul J. McGarvey, P.E.	Service Group Manager	_____
(Signature)	(Print name)	(Title)	(Date)

**On Behalf of OWNER:**

_____	_____	_____	_____
(Signature)	(Print name)	(Title)	(Date)

**Additional Signatures, if required:**

_____	_____	_____	_____
(Signature)	(Print name)	(Title)	(Date)

_____	_____	_____	_____
(Signature)	(Print name)	(Title)	(Date)



# GHD – USA

## Services Agreement

### Total Liability for Damages

10. (a) Notwithstanding any other provisions of this Agreement, but subject to clause 10(b) below, to the maximum extent permitted by law, the total aggregate Liability of GHD to OWNER and/or anyone claiming by, through, or under OWNER shall be limited to the amounts set out in clause 7 for the relevant insurance policy or, if no insurance is applicable, to \$1,000,000.
- (b) With respect to professional errors or omissions only, notwithstanding any other provision of this Agreement, to the maximum extent permitted by law, the total aggregate Liability of GHD to OWNER and/or anyone claiming by, through, or under OWNER, for all Liabilities arising out of, or resulting from the professional errors or omissions of GHD in the performance or non-performance of the services shall be limited to \$1,000,000, or the total Fees actually paid to GHD under this Agreement, whichever is greater.
- (c) Neither party to this Agreement shall be liable to the other for any indirect, special, incidental, punitive or consequential damages, including but not limited to loss of profits, arising in connection with the performance or non-performance of this Agreement.

### Intellectual Property

11. All Documents prepared or furnished by GHD are instruments of service in respect of the Project and GHD shall retain an ownership and property interest therein whether or not the Project is completed. Any reuse without written verification or adaptation by GHD for the specific purpose intended will be at OWNER's sole risk and without Liability or legal exposure to GHD, and OWNER shall indemnify and hold harmless GHD from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

### Confidentiality, documents and information

12. GHD agrees to keep confidential and not disclose to any person or entity, other than GHD's employees and subcontractors, without the prior written consent of OWNER (which consent shall not be unreasonably withheld, delayed, or conditioned), all data and Information not previously known to GHD and marked "CONFIDENTIAL" by OWNER and provided in the course of GHD's performance of the services. This provision shall not apply to data or Information which is in the public domain or which was acquired by GHD independently from third parties not under any obligation to OWNER to keep such data and Information confidential or which GHD is required to disclose under any law, rule, regulation, ordinance, code, standard, or court order.

### Termination

13. (a) The obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Upon such termination, OWNER shall pay to GHD all amounts owing to GHD under the Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.
- (b) This Agreement may be terminated for convenience by OWNER upon thirty days prior written notice to GHD. In the event of termination for convenience by OWNER, GHD shall be entitled to receive all amounts owing to GHD under the Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

### Indemnification

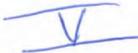
14. To the maximum extent permitted by law, each party shall indemnify and hold harmless the other party, its appointed and elected officials, partners, officers, directors, employees, and agents; from and against any and all Liabilities arising from the negligent or wrongful acts, errors, or omissions, or breach of contract, by a party; but only to the extent of that party's relative degree of fault.
15. In furtherance of these obligations, and *only* with respect to OWNER, GHD waives any immunity it may have or limitation on the amount or type of damages imposed under any industrial insurance, worker's compensation, disability, employee benefit, or similar laws. GHD ACKNOWLEDGES THAT THIS WAIVER OF IMMUNITY WAS MUTUALLY NEGOTIATED.

### Dispute Resolution

16. Both parties agree in good faith to attempt to resolve amicably, without litigation, any dispute arising out of or relating to this Agreement or the work to be performed hereunder. In the event that any dispute cannot be resolved through direct discussions, the parties agree to endeavor to settle the dispute by mediation. Either party may make a written demand for mediation, which demand shall specify the facts of the dispute. The matter shall be submitted to a mediator mutually selected by the parties. The mediator shall hear the matter and provide an informal nonbinding opinion and advice in order to help resolve the dispute. The mediator's fee shall be shared equally by the parties. If the dispute is not resolved through mediation, the matter may be submitted to the judicial system, in the courts of general jurisdiction where the Project is located, in which event all litigation and collection expenses, witness fees, court costs and attorneys' fees shall be paid to the prevailing party.

**CITY OF NORTH TONAWANDA WATER WORKS  
WASTEWATER DIVISION**

830 RIVER ROAD  
NORTH TONAWANDA, NEW YORK 14120  
PHONE: (716) 695 - 8560  
FAX: (716) 695 - 8563

  
AUG 05 2014

**David A. Scott**  
*Superintendent*



**Dennis F. Molnar**  
*Chief Operator*

**Kelley Williams**  
*Maintenance Supervisor*

**William M. Davignon**  
*Lab Director / Chemist*

July 24, 2014

Honorable Mayor Robert G. Ortt  
And Common Council  
216 Payne Avenue  
N. Tonawanda, NY 14120

Re: Award of Bid for Natural Gas

Honorable Body:

On July 16, 2014 bids were received and opened for the purchasing of Natural Gas for the Water and Wastewater Plants.

The bids have been reviewed by Enerscope (our third -party gas price monitor) and they have recommended the low bidder, Energy Mark LLC, 6653 Main Street, Williamsville, NY 14221 be awarded the bid. I concur with Enerscope. The award of the bid has been reviewed by the City Attorney.

Thank you in advance for your time and consideration in addressing this request.

Sincerely,

David A. Scott

Superintendent of Water/Wastewater

CITY OF NORTH TONAWANDA, N.Y.

2014 JUL 29 PM 1:45

CITY ENGINEER'S OFFICE

July 17, 2014

Scott P. Kiedrowski  
City Clerk/Treasurer  
City of North Tonawanda  
David Scott, Superintendent  
North Tonawanda Waste Treatment Facility  
216 Payne Avenue  
North Tonawanda, N.Y. 14120

RE: 2014/2015 Natural Gas Bid Results and Award Recommendation

Dear Scott and Dave,

We have completed our review of the natural gas bid that took place on Wednesday, July 16, 2014 at 11:30 AM. Below is our review of the bids for each Lot and our recommendation for award of each lot bid.

The following firms provided bids in accordance with instructions:  
Crown Energy Services, Inc.  
Direct Energy Business Marketing, LLC  
EnergyMark, LLC  
National Fuel Resources, Inc.

This year's bid included 2 separate bid lots - the Waste Treatment Plant and the Water Plant at 1 Archer Street. Each entity is transporting gas under different National Fuel Gas tariffs - The Waste Treatment Plant as SC13-M and the Water plant as SC3. Each has significantly different qualifications required for transporting based on size and grandfathering features of the Waste Treatment Plant. Each has different supplier pool and customer aggregation thresholds that required separate bidding.

This report contains common historical data regarding market conditions and outlooks that affects each account. Further, each bid lot resulted in very different results. As a result, our report is integrated with separate pricing data for each lot and then, based on that analysis separate recommendations for each lot.

In all, 4 bidding firms provided 4 bids for review for Lot#1 and 3 bids for Lot#2. Our bid specifications offered two Indexed based pricing methods. Method 2 was NYMEX plus index pricing each month plus a price addition for swing volume consumption outside tolerance zones. Method 3 pricing was NYMEX plus index pricing each month for Full Requirements (FR) wherein there was no cost associated with monthly consumption variations from historical standards. The bidders were personally known and the bidders were qualified bidders under the bid specification.

There were no Method 2 bids received this year for either Lot and there were no Fixed Annual Bids (Method#1) for either Lot.

July 18, 2014  
Scott P. Kiedrowski  
David Scott  
Page 2

The following information and criteria were used to quantify each bid method for each Lot provided by the bidding firms:

- Bids were submitted in the LDC billing units -DTH for RG&E.
- Provisions for both fixed price bids and index (basis) bids were made.
- Bids requested provision of 100% of the Facility's consumption needs.
- The term of the contract is for one year.
- Conversion from index prices to fixed prices are available to the City.
- All prices are to be presented to the NFGD "Citygate".

The bidders provided the following qualified bids (in alphabetical order):

**Lot#1 - Waste Treatment Plant:**

**Crown Energy Services, Inc.** - Indexed Bid #3 - NYMEX Natural Gas Futures Price monthly settlement price plus \$.4000 per DTH (margin/basis) (Full requirements per Bid)

**Direct Energy Business Marketing, LLC** - Indexed Bid #3 - NYMEX Natural Gas Futures Price monthly settlement price minus \$.5590 per DTH (margin/basis). (Full Requirements per Bid)

**EnergyMark, LLC** - Indexed Bid #3 - NYMEX Natural Gas Futures Price monthly settlement price minus \$.6000 per DTH (margin/basis). (Full Requirements per Bid)

**National Fuel Resources, Inc.** - Indexed Bid Method #3 - NYMEX Natural Gas Futures Price monthly settlement price minus \$.3310 per DTH (margin/basis). (Full Requirements per bid)

**Lot# 2- Water Plant - Archer Street**

**Direct Energy Business Marketing, LLC** - Indexed Bid #3 - NYMEX Natural Gas Futures Price monthly settlement price plus \$.7770 per DTH (margin/basis). (Full Requirements per Bid)

**EnergyMark, LLC** - Indexed Bid #3 - NYMEX Natural Gas Futures Price monthly settlement price plus \$.3200 per DTH (margin/basis). (Full Requirements per Bid)

**National Fuel Resources, Inc.** - Indexed Bid Method #3 - NYMEX Natural Gas Futures Price monthly settlement price plus \$.3310 per DTH (margin/basis). (Full Requirements per bid)

To each of the prices, we must add any taxes and all NFGD distribution charges for Transportation.

As of the close of the regular session on July 13, 2014, per INO, the NYMEX monthly prices through the bid period averaged \$4.1330 per DTH. This average forward looking price for 2014/2015 is \$.2692 per DTH higher than the similar period for last year's bid and amounts to an increase of

July 18, 2014  
Scott P. Kiedrowski  
David Scott  
Page 3

7% in the raw product price alone. Actual closing monthly prices will vary, but the referencing point is representative of the market.

The bidding margins were significantly adjusted compared to last year's bid. Included in the margin is what is known industry-wide as "basis". "Basis", in its most simple terms is the known cost to transport, store and command space in the pipelines to move the natural gas from its source to the utility city-gate. Currently, "Basis" is down significantly when compared to 2013. For the Waste Treatment plant bid, year-to-year "basis" decreased \$.6700 per DTH. The Water Plant basis decreased by \$.6344 per DTH. An abundance of targeted supply and need for consumption have triggered basis improvements with increasing negative basis for the first time in memory.

The year-to-year look at the monthly range of NYMEX index prices demonstrates our focus on short term prices against a backdrop of uncertain economy. Currently, prices have settled but local margins remain unpredictable. The range of price deviations within the comparative set are important to assess and to illustrate current levels of volatility viewed in the market at the time of the bid. In 2013/2014, the range from the lowest monthly price to the highest monthly price was \$.328(8.9%); in 2014/2015, the range is \$.356 (8.2%). This is two years of continued stability at bid time even though it is 6.4% higher than last year at this time, we must remember that, in the near term, extreme events that include a hurricane disaster or negative Geo-political events can booster the market immediately and have lingering upward effects through the early winter.

Since last year's bid, we experienced the second coldest winter in 10 years and a return to over 7,000 Heating Degree Days for only the second time this century. As a result, the level of speculative force remains slightly tense and possibly more reactionary than last year. Pricing is more reflective of fundamentals. As of this report, storage of gas is 27% lower than the 5 year average. Projected storage numbers are within 5 year averages by season close and last year showed how we go through a very cold winter without significant problems. From independent calculations, the EIA projects calendar year increase in prices of roughly 4.6% from the annualized 2014 average through the 2015 average. ( These projections have had significant corrections and revisions since 2010). When we did our 2013/2014 bid for the Waste Treatment Plant only, we anticipated annual prices at \$3.97 per DTH. Actual Prices are at approximately \$4.42 per DTH which is 11% higher than our bid forecast for 2013/2014 bid. We expect that our bid year will produce actual bid price decreases of approximately 8%-14% year to year from our \$4.42 per DTH actual (\$3.80-\$4.06 per dth). EIA data indicates we are in a period of correction that is quite complex. First, natural gas production shifts over the last 10 years have made Gulf natural gas production's price influence significantly less overall. Shale gas production has reduced that risk and, at the same time, brought about "freeze off" worries as we

July 18, 2014  
Scott P. Kiedrowski  
David Scott  
Page 4

saw last January. The guessing will come from potential price risks deeper into the winter than our last 10 years. With a return to normal winter ranges, the risk of sustained price hikes seems less likely. But, increased shale production costs and return to a colder winter can quickly change the price dynamic. Overall we think burner tip prices look like a \$3.80 to \$4.10 commodity for the Waste Treatment Plant.

As it relates to the Water Plant, this bid is the first full year bid as we only completed our conversion from Oil to Natural Gas in February 2014. While the same market expectations exist generally, the Water Plant's success benchmark is both saving money from retail gas purchasing and saving money from the fuel conversion that also made a significant reduction in the City's carbon footprint. Overall, we expect, based on the Lot#2 bid to save between \$1,500 and \$1,900 from retail gas prices over the next year. But, using a \$3.11 per gallon Oil price as a measuring base, we expect to shed 24,626 gallons of oil and approximately \$52,000 in costs.

As a result, we prepared the attached 4 page Exhibit that reports on analyzed results for both Lots. When we add the individual forecasted monthly futures prices as listed above to the margin/basis of each bidders indexed bid for each lot and the estimated monthly usage for each lot, we get the following end results to make a comparable analysis in lowest to highest order:

**Lot #1 - Waste Treatment Plant:**

EnergyMark, LLC -Indexed Method #3	-\$3.6366/dth
Direct Energy Business - Indexed Method# 3	-\$3.6776/dth
National Fuel Resources-Indexed Method #3	-\$3.9056/dth
Crown Energy Services, Inc. -Indexed Method#3	-\$4.6366/dth

The bid included current estimates based on returns to more historical climate and building use Based on the estimated annual consumption of the Waste Treatment Plant of 14,196 DTH, which is the same estimate as last year, the following estimated annual costs for the bid gas are, starting at the lowest cost:

EnergyMark, LLC -Indexed Method #3	-\$51,625
Direct Energy Business - Indexed Method#3	-\$52,207
National Fuel Resources-Indexed Method #3	-\$55,444
Crown Energy Services, Inc. -Indexed Method#3	-\$65,821

July 18, 2014  
Scott P. Kiedrowski  
David Scott  
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**Lot #2 - Water Plant - Archer Street:**

EnergyMark, LLC -Indexed Method #3	-\$4.5426/dth
National Fuel Resources-Indexed Method #3	-\$4.5566/dth
Direct Energy Business - Indexed Method# 3	-\$4.9996/dth

The bid included current estimates based on returns to more historical climate and building use Based on the estimated annual consumption of the Water Plant of 3,449 DTH, which is the same estimate as last year, the following estimated annual costs for the bid gas are, starting at the lowest cost:

EnergyMark, LLC -Indexed Method #3	-\$15,667
National Fuel Resources-Indexed Method #3	-\$15,716
Direct Energy Business - Indexed Method#3	-\$17,244

In addition to the bid cost of gas, the each Lot will incur transportation charges that are based on formally approved NFGD tariff rates and either import tax or gross receipts tax on the gas purchases.

**BID CONSIDERATIONS:**

The bid on July 16, 2014 attracted 1 more bidder than participated in our annual bid of last year. One bidders was absent from our expected participants as we expected 5 bidders. Bid margins, however, were in no way penalized by those who declined to bid. Our results were lower than we expected and margins year to year were down by significant amounts which translates into a \$9,500 savings over the prior year for the Waste Plant and \$2,188 savings for the Water Plant in just basis alone.

**PRICE CONSIDERATION:**

Gas fundamentals - supply, demand, and gas storage are still favorable. Natural Gas stored is 26% lower than the EIA's published 5year average. We are coming off the colder than average winter season and now facing colder summer temperatures to date. The recent impact of this cooler weather is a \$.25/DTH decrease in the market. As is always the case, the value of the dollar against world currencies and continued slow economic recovery add to the intricate world of predicting future prices. Geo-political speculation and nervous predictions of the hurricane season remain as obstacles to identifying consistent pricing trends.

NYMEX Future prices today are 7% higher than last year at this time and actual prices during our 2013/2014 bid year will finish 15% higher than the forecast at the 2013/2014 bid date. EIA forecasts are suggesting a flat trend. If prices respond to another average winter without any hurricane disruptions, we expect actual prices for 2014/2015 to be lower

July 18, 2014  
Scott P. Kiedrowski  
David Scott  
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than 2013/2014 as much as by 8.0% to \$14% (bid year to bid year indicates a 9% decrease).

"Basis" changes since last year are a game changer. Based on the relation of "Basis" to NYMEX strip average, current calculations represent a 15% markdown from NYMEX strip prices.

Overall, we see a 6% commodity cost increase from last year to this year and an overall 15% increase in cost projections from bid to actual in bid year 2013/2014. That said, "basis" decreasing by \$.67 per Dth is by itself a 15% decrease against a current market. If the NYMEX finishes over \$5.00 per Dth (21% higher than currently) for our 2014/2015 bid period, we will still reduce our overall costs per DTH.

The remaining benchmark for the program is the estimated amount of savings the district will achieve versus purchasing their Natural Gas needs on a retail basis directly from NFGD. We believe the relationship of savings will remain static as a pure percentage in this fiscal year.

**BID RECOMMENDATION:**

**Lot#1 - Waste Treatment Plant**

With the ability to convert such market based prices to fixed during the contract duration; and with continued inclusion in balancing pools, etc., we highly recommend that you award the natural gas bid to EnergyMark, LLC, under the index method for full requirements at the monthly NYMEX Natural Gas Futures settlement price minus \$.6000 per Dth. (Method#3). Using this method of purchase and reflecting current prices and standardized consumption, your computed estimated annual natural gas supplier cost will be \$51,625 plus any appropriate taxes, if any.

**Lot#2 - Water Plant - Archer Street**

With the ability to convert such market based prices to fixed during the contract duration; and with continued inclusion in balancing pools, etc., we highly recommend that you award the natural gas bid to EnergyMark, LLC, under the index method for full requirements at \$.3200 per Dth over the monthly NYMEX Natural Gas Futures settlement price. (Method#3). Using this method of purchase and reflecting current prices and standardized consumption, your computed estimated annual natural gas supplier cost will be \$15,667 plus any appropriate taxes, if any.

July 18, 2014  
Scott P. Kiedrowski  
David Scott  
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**OUTLOOK:**

Based on the data provided above, we expect that NFGD retail rates will follow suit and the spread between our prices and the NFGD retail prices will be closer. Based on annual usage of around 14,196 DTH, we expect the Waste Treatment Plant will save between \$14,000 and \$26,000.

We also expect that the Water Plant will save between \$1,500 and \$1,900 from transporting versus retail natural gas purchasing and close to \$50,000 from the fuel conversion to natural gas from oil. In addition, I believe that our savings to date has completely paid off the costs of initial conversion.

We will assist you in the preparation of any Purchase Order or agency/supplier paperwork with the LDC and request a review of any documents the water plant or city is asked to sign in addition to the bid specification and open purchase order in favor of the winning bidder.

The detailed bid analysis is attached.

Sincerely,

EnerScope

Attachments- Detailed analysis schedules

**BID INFO: BIDDER**

**PRICING OFFERED**

**LOT#1 -WASTE PLANT**

**IN DTH -**

	<b>METHOD #1 FIXED ANNUAL</b>	<b>METHOD #2 INDEX METHOD SWING VOLUMES</b>	<b>METHOD #3 INDEX METHOD FULL REQUIRE</b>
<b>Crown Energy Services, Inc.</b>	<b>\$0.0000</b>	<b>\$0.0000</b>	<b>\$0.4000</b>
<b>Direct Energy Business</b>			<b>-\$0.5590</b>
<b>Energy Mark, LLC</b>	<b>\$4.1500</b>	<b>\$0.0000</b>	<b>-\$0.6000</b>
<b>National Fuel Resources, Inc.</b>	<b>\$0.0000</b>	<b>\$0.0000</b>	<b>-\$0.3310</b>

**LOT#2 - WATER PLANT**

**IN DTH -**

	<b>METHOD #1 FIXED ANNUAL</b>	<b>METHOD #2 INDEX METHOD SWING VOLUMES</b>	<b>METHOD #3 INDEX METHOD FULL REQUIRE</b>
<b>Direct Energy Business</b>	<b>\$0.0000</b>	<b>\$0.0000</b>	<b>\$0.7770</b>
<b>Energy Mark, LLC</b>	<b>\$0.0000</b>	<b>\$0.0000</b>	<b>\$0.3200</b>
<b>National Fuel Resources, Inc.</b>	<b>\$0.0000</b>	<b>\$0.0000</b>	<b>\$0.3340</b>

## NORTH TONAWANDA WASTE TREATMENT

BID DATE

July 16, 2014

WASTE PLANT  
LOT#1WATER PLANT  
LOT#2

## CONSUMPTION ESTIMATES

IN DTH

IN DTH

September, 2014	120	30
October, 2014	372	89
November, 2014	1,200	270
December, 2014	2,914	638
January, 2015	3,255	715
February, 2015	2,576	595
March, 2015	2,108	570
April, 2015	840	256
May, 2015	589	256
June, 2015	160	30
July, 2015	31	0
August, 2015	31	0

TOTAL ESTIMATED USE

14,196

3,449

## INDEX PRICE CHANGES

Closing Session - 7/13/14 5:00 - INO

NOcom. -Exchanges-Henry Hub NYMEX

Price per DTH

September, 2014	\$4.1360
October, 2014	\$4.1440
November, 2014	\$4.1860
December, 2014	\$4.2650
January, 2015	\$4.3240
February, 2015	\$4.3040
March, 2015	\$4.2330
April, 2015	\$3.9780
May, 2015	\$3.9680
June, 2015	\$3.9980
July, 2015	\$4.0280
August, 2015	\$4.0320
	\$4.1330

## NORTH TONAWANDA WASTE TREATMENT

BID DATE

July 16, 2014

## PROJECTED TOTAL ANNUAL COST PER BIDDER

LOT#1-WASTE PLANT

## PRICING OFFERED IN DTH

	METHOD FIXED ANNUAL	METHOD INDEX METHOD monthly index	METHOD INDEX METHOD seasonal index
Crown Energy Services, Inc.	\$0.00	\$0.00	\$65,820.80
Direc Energy Business	\$0.00	\$0.00	\$52,206.83
Energy Mark, LLC	\$0.00	\$0.00	\$51,624.80
National Fuel Resources, Inc.	\$0.00	\$0.00	\$55,443.52

LOT#2- WATER PLANT

## PRICING OFFERED IN DTH

	METHOD FIXED ANNUAL	METHOD INDEX METHOD monthly index	METHOD INDEX METHOD seasonal index
Direct Energy Business	\$0.00	\$0.00	\$17,243.53
Energy Mark, LLC	\$0.00	\$0.00	\$15,667.33
National Fuel Resources, Inc.	\$0.00	\$0.00	\$15,715.62

**LOT#1 - WASTE PLANT**

<b><u>PRICE SUMMARY:</u></b>	<b><u>METHOD</u></b>	<b><u>ESTIMATED ANNUAL COST</u></b>	<b><u>BID PLACE</u></b>	<b><u>PRICE PER DTH</u></b>
ENERGY MARK , LLC	MONTHLY INDEX #3	\$51,624.80	1	\$3.6366
DIRECT ENERGY BUSINESS	MONTHLY INDEX #3	\$52,206.83	2	\$3.6776
NATIONAL FUEL RESOURCES	MONTHLY INDEX #3	\$55,443.52	3	\$3.9056
CROWN ENERGY SERVICES, INC.	MONTHLY INDEX #3	\$65,820.80	4	\$4.6366

**LOT#2 - WATER PLANT**

<b><u>PRICE SUMMARY:</u></b>	<b><u>METHOD</u></b>	<b><u>ESTIMATED ANNUAL COST</u></b>	<b><u>BID PLACE</u></b>	<b><u>PRICE PER DTH</u></b>
ENERGY MARK , LLC	MONTHLY INDEX #3	\$15,667.33	1	\$4.5426
NATIONAL FUEL RESOURCES	MONTHLY INDEX #3	\$15,715.62	2	\$4.5566
DIRECT ENERGY BUSINESS	MONTHLY INDEX #3	\$17,243.53	3	\$4.9996

**LOT#1 -WASTE PLANT - ONLY  
COMPARATIVE SUMMARY  
2011/2012 VS 2012/2013 VS 2013/2014 VS 2014-2015**

	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>13/14 TO 14/15 CHANGE (DECREASE) INCREASE</u>	<u>13/14 TO 14/15 CHANGE % (DECREASE) INCREASE</u>
<b>BID DATE</b>	7/21/2011	7/19/2012	7/18/2013	7/16/2014		
<b>BIDDERS</b>	4	2	3	4	1	25%
<b>LOWEST BID PER UNIT NYMEX PLUS PER DTH \$</b>	0.5150 \$	0.2270 \$	0.0700 \$	(0.6000) \$	(0.6700)	-957%
<b>NYMEX STRIP AVERAGE PER DTH \$</b>	4.7851 \$	3.3263 \$	3.8638 \$	4.1330 \$	0.2692	7%
<b>WEIGHTED MONTHLY AVERAGE COST \$</b>	5.3571 \$	3.6051 \$	3.9665 \$	3.6366 \$	(0.3299)	-8%
<b>CONSUMPTION ESTIMATE DTH</b>	14,196	14,196	14,196	14,196 \$	-	0%
<b>ESTIMATED ANNUAL COST OF GAS ONLY \$</b>	76,050 \$	51,178 \$	56,308 \$	51,625 \$	(5,130)	-9%
<b>ESTIMATED TRANSPORT COSTS \$</b>	31,231 \$	31,231 \$	31,231 \$	31,321 \$	-	0%
<b>TOTAL ESTIMATED COSTS \$</b>	107,281 \$	82,409 \$	87,540 \$	82,946 \$	(5,130)	-6%

<b>SUPPLIER</b>	NATIONAL FUEL RESOURCES, INC.	NATIONAL FUEL RESOURCES, INC.	ENERGYMARK,LLC	ENERGYMARKLLC	SAME	N/A
					<u>13/14 TO 14/15 CHANGE (DECREASE) INCREASE</u>	<u>13/14 TO 14/15 CHANGE % (DECREASE) INCREASE</u>

<b>LOT#2 ARCHER STREET WATER PLANT</b>		<b>INITIAL ENROLLEE</b>	<b>FIRST 1 YR BID</b>		
<u>BID DATE</u>		3/1/2014	7/16/2014		
<b>BIDDERS</b>		2 \$	3		
<b>LOWEST BID PER UNIT NYMEX PLUS PER DTH \$</b>		0.9544 \$	0.3200 \$	(0.6344)	-66%
<b>NYMEX STRIP AVERAGE PER DTH \$</b>		5.163 \$	4.1330 \$	(1.0296)	-20%
<b>WEIGHTED MONTHLY AVERAGE COST \$</b>		6.117 \$	4.5426 \$	(1.5744)	-26%
<b>CONSUMPTION ESTIMATE DTH</b>		1,379	3,449		
<b>ESTIMATED ANNUAL COST OF GAS ONLY \$</b>		8,437 \$	15,667		
<b>ESTIMATED TRANSPORT COSTS \$</b>		3,267 \$	8,585		
<b>TOTAL ESTIMATED COSTS \$</b>		11,704 \$	24,252		

<b>SUPPLIER</b>	ENERGYMARK,LLC	
<b>DISPLACED OIL</b>	9846.06	24,626
<b>PRICE PER GALLON</b>	3.00/3.25 \$	3.11
<b>COST OF OIL \$</b>	30,636 \$	76,586
<b>ANNUAL CONVERSION SAVINGS AT BID DATE \$</b>	18,932 \$	52,334



# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE  
NORTH TONAWANDA, NEW YORK 14120-5477

VII.1

AUG 05 2014

MARK W. DOTTERWEICH  
CITY ACCOUNTANT

AMANDA L. REIMER  
STAFF ACCOUNTANT

TELEPHONE  
(716) 695-8545

FAX  
(716) 695-8573

August 1, 2014

Honorable Robert G. Ortt, Mayor

& Common Council

City Hall – 216 Payne Avenue

North Tonawanda, New York 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 **August 5, 2014**, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Very truly yours,

Mark W. Dotterweich

City Accountant

MWD

NORTH TONAWANDA N.Y.

2014 AUG - 1 PM 1:55

RECEIVED  
CITY CLERK'S OFFICE



# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL

216 PAYNE AVENUE  
NORTH TONAWANDA, NEW YORK 14120-5477

VII.2

AUG 05 2014

MARK W. DOTTERWEICH  
CITY ACCOUNTANT  
markdot@northtonawanda.org

TELEPHONE  
(716) 695-8545

FAX  
(716) 695-8573

AMANDA L. REIMER  
STAFF ACCOUNTANT  
amandarei@northtonawanda.org

June 25, 2014

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

Dear Honorable Body:

In accordance with General Municipal Law, as amended by Chapter 376 of the Laws of 1988, I have attached a copy of the City of North Tonawanda Single Audit with Independent Auditor's Report, Communication with Those Charged with Governance, and Management Letter, for the fiscal year ended December 31, 2013. The City Clerk-Treasurer will publish a legal notice in the newspaper stating that these reports are available to the public.

The auditor's opinion is that the General Purpose Financial Statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and aggregate remaining fund information of the City of North Tonawanda as of December 31, 2013, and the respective changes in financial position thereof, and the respective budgetary comparison for the General Fund for the year ended in conformity with accounting principles generally accepted in the United States of America.

Copies of the audits will be mailed to the appropriate Federal and State Agencies.

If you have any questions on these documents, please feel free to contact me.

Very truly yours,

Mark W. Dotterweich  
City Accountant

2014 JUN 25 PM 8:42  
CITY CLERK'S OFFICE

Attachments

**MANAGEMENT LETTER**

**Common Council  
City of North Tonawanda  
North Tonawanda, NY 14120**

Dear Common Council Members:

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the December 31, 2013 as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the City of North Tonawanda's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of North Tonawanda's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of North Tonawanda's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

We identified no deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

36 Niagara Street  
Tonawanda, New York 14150  
**Phone: 716.694.0336**  
Fax: 716.694.5081  
email: [info@amatofox.com](mailto:info@amatofox.com)

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We consider there to be no deficiencies in the City of North Tonawanda's internal control.

\*\*\*\*\*

This communication is intended solely for the information and use of management, the City of North Tonawanda Common Council, and others within the administration of the City and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank various City of North Tonawanda officials, the Administration and Finance staff along with other employees for their cooperation during our audit of the basic financial statements.

Should you have any questions concerning this letter, please let us know and we will meet with you at your earliest convenience.

Sincerely,



Amato, Fox & Company, P.C.  
Certified Public Accountants

June 16, 2014

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

June 16, 2014

Honorable Common Council  
City of North Tonawanda  
North Tonawanda, New York 14120

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of North Tonawanda for the year ended December 31, 2013, and have issued our report thereon dated June 16, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 17, 2014. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of North Tonawanda are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the historical cost and depreciation of fixed assets is based on useful lives and historical data. We evaluated the key factors and assumptions used to develop the historical cost and depreciation of fixed assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of State Aid and other accruals is based on assurances from third parties. We evaluated the key factors and assumptions used to develop these accruals in determining that it is reasonable in relation to the financial statements taken as a whole.

***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. As a result of audit procedures, there was no audit adjustments needed to be made by management.

***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated June 16, 2014.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

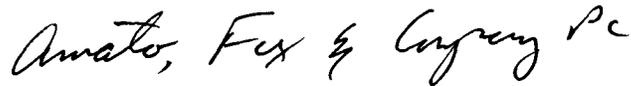
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

\*\*\*\*\*

In addition to the above comments, we have issued a separate management letter dated June 16, 2014 in which we make various recommendations in regard to the internal controls of the City.

This information is intended solely for the use of the Honorable Common Council and management of the City of North Tonawanda and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Amato, Fox & Company PC".

Amato, Fox & Company, PC



# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE  
NORTH TONAWANDA, NEW YORK 14120-5477

VII.3

AUG 05 2014

MARK W. DOTTERWEICH  
CITY ACCOUNTANT  
markdot@northtonawanda.org

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(716) 695-8545

FAX  
(716) 695-8573

AMANDA L. REIMER  
STAFF ACCOUNTANT  
amandarei@northtonawanda.org

August 1, 2014

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

Dear Honorable Body:

In accordance with Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following **budget amendment** of fiscal year 2014 revenues and appropriations, based on the requests of Department Heads:

<u>Control Number</u>	<u>Dollar Amount</u>	<u>Amend Revenue Account</u>	<u>Amend Appropriation Account</u>
6	\$71,350	1.1000.3897 State Aid - Kayak Launches	1-7197.200 Kayak Launches

**Explanation:** The City received a grant for the purpose of building kayak launches along the Erie Canal.

Very truly yours,

Mark W. Dotterweich  
City Accountant

MWD

NORTH TONAWANDA, N.Y.

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2014 AUG -1 PM 1:55

VII, 4



# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE  
NORTH TONAWANDA, NEW YORK 14120-5477

AUG 05 2014

MARK W. DOTTERWEICH  
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FAX  
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AMANDA L. REIMER  
STAFF ACCOUNTANT  
amandarei@northtonawanda.org

August 1, 2014

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

Dear Honorable Body:

In accordance with Article V, Division 2, Section 5.023 and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following transfer of fiscal year 2014 appropriations, based on the request of the Department Head, copy attached:

<u>Control Number</u>	<u>Dollar Amount</u>	<u>From: Appropriation Account</u>	<u>Into: Appropriation Account</u>
5	5,000.00	1-1930.480 Judgments & Claims	1-1930.481 NYSDHR Stipulation of Settlement
6	30,000.00	1-1990.410 Contingent Account	1-3410.100 Fire Dept. Personal Services
7	18,000.00	1-1990.410 Contingent Account	1-3410.420 Fire Dept. Repairs & Maintenance
8	4,100.00	1-1990.410 Contingent Account	1-3640.420 Emergency Management Admin.
9	50,000.00	1-1990.410 Contingent Account	1-7197.200 Kayak Launch

Very truly yours,

Mark W. Dotterweich  
City Accountant

RECEIVED  
CITY CLERK'S OFFICE  
AUG 1 - 1 55 PM '14

MWD

AUG 05 2014

CITY OF NORTH TONAWANDA  
NORTH TONAWANDA, NEW YORK 14170

FIRE HEADQUARTERS  
495 ZIMMERMAN ST.  
JOHN C. LAPHAM  
CHIEF  
(716) 693-2201

Mayor Robert Ortt

July, 18, 2014

216 Payne Ave

N. Tonawanda, NY

Honorable Mayor,

In accordance with the Charter of the City of North Tonawanda Section 3.002e, I have offered the position of Fire Department Mechanic to:

Mr. Adam Berg

601 Witmer Rd

North Tonawanda, NY

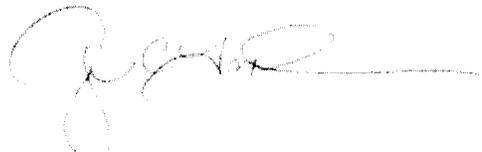
Mr. Berg comes to the Department from the Department of Public Works, where he has been employed since November of 2007, as a heavy equipment Mechanic. He has received support from his supervisors at DPW and comes highly qualified. He will begin as soon as funding is re-established, commensurate to present pay guidelines. He will be placed in the CSEA bargaining unit at Group XII step 4, totaling \$52,349.00 per year.

With that, I am requesting the Common Council to re-fund that position in the following manner. 1. Place \$30,000.00 in Personal Services to cover the balance of the calendar year, and, 2. Place \$18,000.00 into Account 3410.420 "Repairs and Maintenance", to cover expenses used to pay for labor in the absence of the past mechanic. Originally \$48,000.00 was removed from the Department budget.

I wish to thank you for all your help in this matter.

Respectfully,

Cc: Common Council

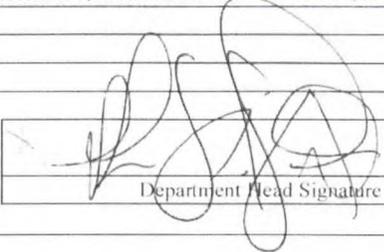
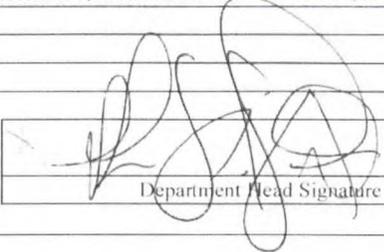
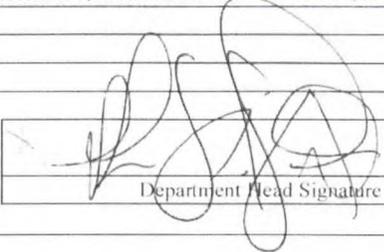


Fire Chief John C. Lapham

## Budgetary Transfer Request Form

Department: Attorney's Office

Date: 7.30.2014

Dollar Amount	Appropriation Accounts and Documentation							
\$5,000.00	From Appropriation Account	Into Appropriation Account						
	1,1930.480	1,1930.481	Judgment and Claims	NYS DHR Stipulation of Settlement				
	Account Number	Account Number	Account Description	Account Description				
<b>Explanation:</b> To transfer \$5,000.00 from Judgment and Claims Account 1,1930.480, to claims account 1,1930.481, NYS Division of Human Rights for Stipulation of Settlement on Case No. 10161661.								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">                       Department Head Signature                 </td> <td style="width: 30%; text-align: center;">                     7/30/14                      Date                 </td> </tr> </table>					 Department Head Signature	7/30/14 Date		
 Department Head Signature	7/30/14 Date							
<p><b>Please Check One (V)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Common Council Action</td> <td style="text-align: center;">No Common Council Action</td> </tr> </table>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Council Action	No Common Council Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Common Council Action	No Common Council Action							

### Budgetary Transfer Policy

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

1. Transfer of appropriations is less than \$1000.00
2. Transfer is between existing appropriation accounts within the Department's Budget
3. Within the fiscal year, aggregate transfers, made in any one appropriation account do not exceed \$1000.00

2.21 - Budgetary transfers must be initiated by a Department Head through the Common Council if one of the following criteria is met:

1. Transfer of appropriations is over \$1000.00
2. Transfer involves the establishment of a new appropriation account; or,
3. Transfer is between Department's (not within one Department's own Budget)

### For Accounting Department Use Only

Control #	Department of Accounting Audit	Common Council Meeting Date
5	ACF/30/2014	

CITY OF NORTH TONAWANDA  
NORTH TONAWANDA, NEW YORK 14120

FIRE HEADQUARTERS  
495 ZIMMERMAN ST.  
JOHN C. LAPHAM  
CHIEF  
(716) 693-2201

Mayor Robert Ortt

July, 18, 2014

216 Payne Ave

N. Tonawanda, NY

Honorable Mayor,

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601 Witmer Rd

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Mr. Berg comes to the Department from the Department of Public Works, where he has been employed since November of 2007, as a heavy equipment Mechanic. He has received support from his supervisors at DPW and comes highly qualified. He will begin as soon as funding is re-established, commensurate to present pay guidelines. He will be placed in the CSEA bargaining unit at Group XII step 4, totaling \$52,349.00 per year.

With that, I am requesting the Common Council to re-fund that position in the following manner. 1. Place \$30,000.00 in Personal Services to cover the balance of the calendar year, and, 2. Place \$18,000.00 into Account 3410.420 "Repairs and Maintenance", to cover expenses used to pay for labor in the absence of the past mechanic. Originally \$48,000.00 was removed from the Department budget.

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Respectfully,

Cc: Common Council

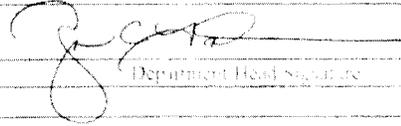


Fire Chief John C. Lapham

### Budgetary Transfer Request Form

Department: **Fire**

Date: **7/18/14**

Appropriation Accounts and Department			
Dollar Amount	From Appropriation Account	To Appropriation Account	
\$ 30,000.00	1-1990 410 Contingent Account	1-3410 (55) Personal Serv Mechar	
	Account Number	Account Number	Account Description
<b>Explanation:</b> Payroll that was removed, to cover balance of calendar year upon transfer of employee from DPW to Fire Dept			
Please Check One (X)			
<input checked="" type="checkbox"/> Common Council Action	<input type="checkbox"/> Non-Common Council Action	 Department Head Signature	7/18/14 Date

**Budgetary Transfer Policy**

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

1. Transfer of appropriations is less than \$1000.00
2. Transfer is between existing appropriation accounts within the Department's Budget
3. Within the fiscal year, aggregate transfers, made to any one appropriation account do not exceed \$1000.00

2.2 - Budgetary transfers must be initiated by a Department Head through the Common Council if one of the following criteria is met:

1. Transfer of appropriations is over \$1000.00
2. Transfer involves the establishment of a new appropriation account or
3. Transfer is between Departments or it within one Department's own Budget

**For Accounting Department Use Only**

Control	Department of Accounting/Audit	Common Council Meeting Date
6		

### Budgetary Transfer Request Form

Department: Fire

Date: 7/18/14

Dollar Amount	Appropriation Accounts and Documentation				
\$ 18,000.00	From Appropriation Account		Into Appropriation Account		
	1-1990 410	Contingent Account	3410 420	Repairs and Maintenan	
	Account Number	Account Description	Account Number	Account Description	
<b>Explanation:</b> Payroll that was removed caused labor costs for repairs to be deducted from equipment budget line					
Please Check One (X)					
XX			 Department Head Signature		
Common Council Action	No Common Council Action	7/18/14 Date			
Common Council Action	Common Council Action				

**Budgetary Transfer Policy**

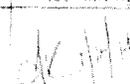
2.1.1 - Budgetary transfers can be initiated by a Department Head on his or her signature if all of the following criteria is met:

1. Transfer of appropriations is less than \$1000.00
2. Transfer is between existing appropriation accounts within the Department's Budget
3. Within the fiscal year, aggregate transfers made in any one appropriation account do not exceed \$1000.00

2.2.1 - Budgetary transfers must be initiated by a Department Head through the Common Council if one of the following criteria's met

1. Transfer of appropriations is over \$1000.00
2. Transfer involves the establishment of a new appropriation account, or
3. Transfer is between Department's that within one Department's own Budget

**For Accounting Department Use Only**

Control #	Department of Accounting Audit	Common Council Meeting Date
7		



CITY OF NORTH TONAWANDA, NEW YORK											
CONSOLIDATED SICK REPORT, VACATION DAY, AND PERSONAL DAY SCHEDULE											PG. 1
DEPARTMENT OF POLICE											
PERIOD COVERED: JANUARY 1 - JUNE 30, 2014											
SICK DAYS				VACATION DAYS				PERSONAL LEAVE DAYS			
NAME	BALANCE FWD.	EARNED	USED	REMAINING	AVAIL.	USED	REMAINING	AVAIL.	USED	REMAINING	
T. BAKULA	49.5	7.5	0	57	10	3	7	5	2	3	
B. BARNES	50.125	7.5	2	55.625	25	4	21	5	3	2	
G. BENJAMIN	46.375	7.5	9	44.875	15	10	5	5	1	4	
R. BOHNSTADT	142.125	7.5	2.125	147.5	20	8	12	5	3	2	
L. BOLSOVER	120.75	7.5	1.5	126.75	20	4	16	5	2	3	
R. BROCKLEHURST	121.25	7.5	0	128.75	25	9	16	5	1	4	
T. BUSH	135.875	7.5	0	143.375	20	2	18	5	1	4	
J. CAKE	35.25	7.5	4	38.75	15	5	10	5	4	1	
R. CINQUINO	113.25	7.5	2	118.75	20	6	14	5	3	2	
J. CRESS	100.5	7.5	1	107	20	2	18	5	0	5	
J. DAUGHERTY	199	7.5	2.25	200	30	10	20	5	2	3	
M. DAY	41.5	7.5	0	49	10	1	9	5	1	4	
S. DUERR	200	7.5	0	200	25	3	22	5	2	3	
R. DZIURA	19.25	7.5	7.375	19.375	10	2	8	5	1	4	
S. ENDRES	142.25	7.5	3	146.75	20	0	20	5	0	5	
R. FOLLENDORF	0	7.5	1	6.5	0	0	0	5	0	5	
R. FRANK	87.75	7.5	1	94.25	15	1	14	5	0	5	
K. GLASS	59.625	7.5	1	66.125	15	5	10	5	2	3	
T. GRAY	37.875	7.5	4	41.375	25	18	7	5	5	0	
W. HALL	272	9	1	272	30	6	24	N/A	N/A	N/A	
E. HERBERT	5.25	7.5	0.375	12.375	10	0	10	5	0	5	
T. HUEY	104.875	7.5	4	108.375	30	5	25	5	5	0	
N. IWANICKI	68.375	7.5	1	74.875	15	0	15	5	3	2	
R. KALOTA	186.625	7.5	0	194.125	30	2	28	5	0	5	

CITY OF NORTH TONAWANDA

2014 JUL 21 AM 8:56

CITY CLERK'S OFFICE

AUG 05 2014

~~XXXX~~



CITY OF NORTH TONAWANDA NEW YORK											PG. 3
CONSOLIDATED SICK REPORT, VACATION DAY, AND PERSONAL DAY SCHEDULE											
DEPARTMENT OF POLICE											
PERIOD COVERED: JANUARY 1 - JUNE 30, 2014											
<b>SICK DAYS</b>				<b>VACATION DAYS</b>			<b>PERSONAL LEAVE DAYS</b>				
<u>NAME</u>	<u>BALANCE FWD.</u>	<u>EARNED</u>	<u>USED</u>	<u>REMAINING</u>	<u>AVAIL.</u>	<u>USED</u>	<u>REMAINING</u>	<u>AVAIL.</u>	<u>USED</u>	<u>REMAINING</u>	
T. SWARTZ	95.25	7.5	0	102.75	20	4	16	5	4	1	
T. SYLVESTER	97.375	7.5	3	101.875	25	5	20	5	1	4	
D. TRUTY	71.25	7.5	0	78.75	20	5	15	5	0	5	
D. WILCZEK	0	7.5	1	6.5	0	0	0	5	0	5	
S. WILLARD	180.75	7.5	3	185.25	30	2	28	5	3	2	
R. WYDYSH	99.625	7.5	2.625	104.5	20	7	13	5	1	4	
R. ZGOLAK	200	7.5	3	200	30	1	29	5	1	4	
<b>OFFICE AND SUPPORT PERSONNEL</b>											
G. LEWIS	171.5	9	8.5	172	25	0	25	4	1	3	
R. ARBEITER	178	6	10	174	25	7	18	4	0	4	
G. THOMSEN	61.704	6	1.358	66.346	15	4	11	4	0	4	
S. DEMONTE	12.5	6	3	15.5	11	5	6	4	1	3	

CFO - A.

AUG 05 2014

# Wattengel

## FUNERAL HOME

TWIN CITY MORTUARY INC.

533 Meadow Drive ▪ North Tonawanda, NY 14120 ▪ (716) 693-0440

307 Oliver Street ▪ North Tonawanda, NY 14120 ▪ (716) 692-0440

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

RECEIVED  
CITY CLERK'S OFFICE  
2014 MAY -8 AM 11: 52  
NORTH TONAWANDA N.Y

May 6, 2014

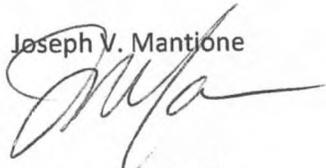
Mayor Robert G. Ortt  
216 Payne Ave.  
North Tonawanda, New York 14120

Dear Mayor Ortt,  
Wattengel Funeral Home is interested in purchasing (at fair market value) the land directly behind our new location, located at 533 Meadow Drive. This land would be developed into additional parking for the Meadow Drive facility.

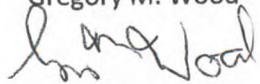
Thank you for your consideration of this matter and feel free to contact us regarding any questions or concerns.

Respectfully,

Joseph V. Mantione



Gregory M. Wood



RECEIVED  
MAY 08 2014  
BY: \_\_\_\_\_



**NORTH TONAWANDA PUBLIC LIBRARY**

505 Meadow Drive  
North Tonawanda, New York  
14120-2888  
716 693 4132  
716 693 0719 (fax)

**Library Board of Trustees**  
Paul Sikora, President  
Brenda Daigler, Vice President  
Marigail Sondel, Member  
Deborah Galas, Member  
David Jakubaszek Member  
Britt A. White, Library Director

Thursday, May 22, 2014

Mayor Robert G. Ort  
City Hall, 216 Payne Avenue  
North Tonawanda, NY 14120

RECEIVED  
CITY CLERK'S OFFICE  
2014 MAY 27 AM 10:12  
NORTH TONAWANDA N.Y.

re: Wattengel proposal to purchase and develop a parking lot

Dear Mayor Ort,

It was a pleasure meeting with you on May 19, 2014 in order to discuss parking lot issues at the North Tonawanda Public Library. You indicated to me and Library Director Britt White that the Wattengel Funeral Home is interested in purchasing property adjacent to the east end of the Library parking lot.

The Board of the North Tonawanda Public Library is very much in favor of this sale to Wattengel, as it would provide them with their own private parking lot.

There should be several considerations and points that the Library Board would like to emphasize, as follows:

1. There should be no "connecting road" or ingress or egress to the Wattengel lot from the Library lot. This would require a separate ingress and egress from the front lot of Wattengel's to the proposed rear lot.  
If there were a "connection" or common means of entry and exit, that would just add to the confusion of Library and funeral patrons both using the other entity's lot.
2. There should be some sort of "barrier," either shrubbery, trees or a fence, at the eastern edge of the new proposed lot, to "shield" it from the rear lots of the homes on Nash Road.

If these points are taken into consideration, the Library will be in favor of this sale and the proposed lot development.

Thank you for taking the time to meet with me and Director White on this important matter.

Sincerely,

COPY

Paul Sikora, President  
North Tonawanda Board of Trustees

Common Council  
Scott Kiedrowski, City Clerk

# Assessor's Office

## Memo

Date: July 2, 2014

To: Scott Kiedrowski, Clerk/Treasurer

Re: grassy areas next to Library parking lot and behind the Twin City Mortuary

Scott –

Attached please find an aerial view and tax map of the land behind the Twin City Mortuary that is owned by the City.

The 75 x 170 grassy area directly behind 533 Meadow is valued at approximately \$3000. The 118.8' x 170 grassy area to the east of that is valued at approximately \$5400 - or a total of \$8400 for the full 193.8 x 170' grassy area.

Regards,



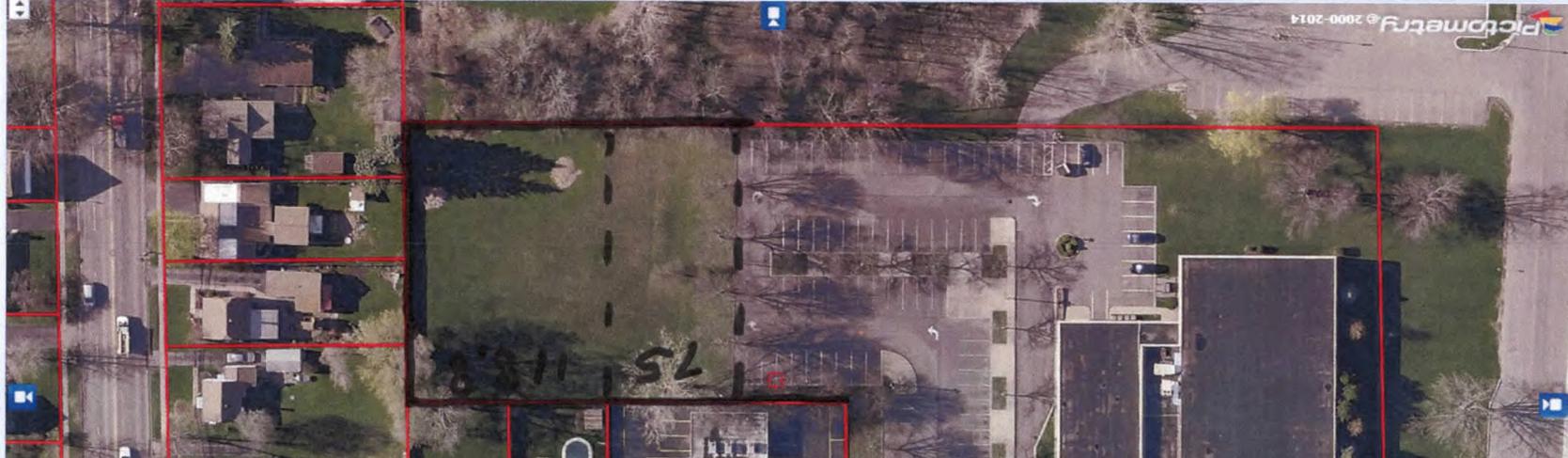
Flora D. Carozzolo  
City Assessor

RECEIVED  
CITY CLERK'S OFFICE  
2014 JUL -2 AM 11:47  
NORTH TONAWANDA, N.Y.

**US Parcels: 533 MEADOW DR**  
Owner: HILL, LAURIE L  
City: NORTH TONAWANDA  
State: NY  
Zip: 14120

**Properties**

Name	Value
US Parcels: 533 MEADOW DR	





# ST. MARK'S EPISCOPAL CHURCH

61 Payne Avenue  
North Tonawanda, New York 14120  
Phone: (716) 692-3735  
Fax: (716) 692-3155



July 21, 2014

Dear Members of the Common Council:

St. Mark's Episcopal Church in North Tonawanda is looking to host its first ever 5K race: "St. Mark's, get set, go! 5k" on Saturday, October 11, 2014.

The race is scheduled to start at 9:30 a.m. with runners beginning at the parking lot of St. Mark's Church, proceeding onto Schenck and several other city streets with it ending back at our church parking lot. I have enclosed a copy of the route for your review so you may see the streets that will be involved in our 5k.

As such, we are respectfully requesting the approval of the Common Council to run this race and permission to have a police escort during the race for the protection of our runners.

We are confident this race will be a success - a positive for both our parish community and the greater community of North Tonawanda.

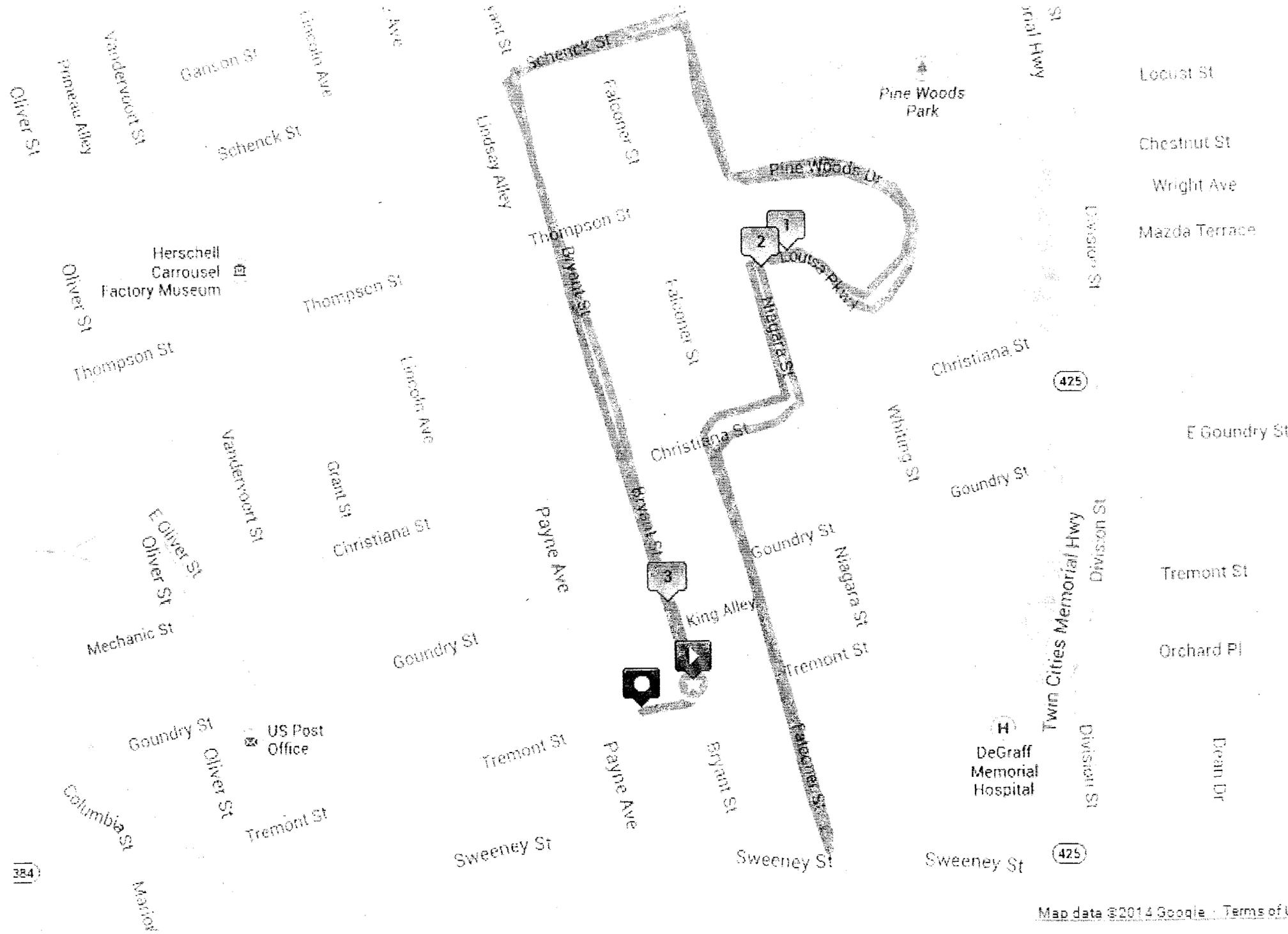
Should you require any further information, you may contact our coordinators of this event, Katie Orlowski-Williams at (716) 628-0561, Scott Ferguson at (716) 909-8834 or Faith E. Elliott at (716) 951-0704.

On behalf of St. Mark's Episcopal Church, I would like to thank you for your time and consideration of our request and await to hear from the honorable council in the near future.

Sincerely yours,

*Faith E. Elliott*  
Faith E. Elliott  
Coordinator

RECEIVED  
CITY CLERK'S OFFICE  
2014 JUL 21 AM 10:52  
NORTH TONAWANDA N.Y.



384

CFO-C.

AUG 05 2014

July 17, 2014

Dear Sirs,

A sale has been concluded for the sale of 26-27 Weatherbest Slip. The boathouse was previously owned by Dennis Marchewka and will now transfer to Colleen Andres. At your next scheduled Common Council meeting we request that the lease be transferred to Mrs. Andres.

If you have any further questions regarding this sale and request for lease transfer please contact Colleen Andres at 516-650-3518.

Sincerely,



**Colleen Andres**  
249 Wheatfield St.  
North Tonawanda, NY  
*Purchaser*



**Dennis Marchewka**  
59 Eighth Avenue  
North Tonawanda, NY  
*Seller*

NORTH TONAWANDA NY

2014 JUL 22 PM 3:38

CITY CLERK'S OFFICE

CFO - D.

AUG 05 2014

David Conti  
134 Main St.  
North Tonawanda, NY, 14120  
(716) 692-5627

July 28<sup>th</sup>, 2014

Honorable Council Members:

Please consider my request for a leave of absence from my current competitive Civil Service position of Wastewater Treatment Plant Operator to accept a competitive Civil Service trainee position of Water Treatment Plant Operator. I am requesting a one year leave from my current position consistent with the training period specified in the Water Treatment Plant Operator job specifications.

Thank you for your consideration,



David Conti

NORTH TONAWANDA, NY

2014 JUL 28 AM 11:46

CITY CLERK'S OFFICE

CFO - E.

AUG 05 2014

CITY CLERK'S OFFICE  
2014 JUL 28 PM 12:07  
NORTH TONAWANDA NY

July 22, 2014

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

Dear Common Council Members,

In the interest of increasing the sense of community in our neighborhood, my husband and I, along with several other residents, would like to have a block party on Keil Street. For the safety of the residents, especially the children, I am requesting that the council allow us the privilege of having Keil Street blocked off from Payne to Oliver Streets and Vandervoort Street blocked off at Robinson Street. We are planning our party for Sunday, August 24, 2014 from 2:00 to 10:00 pm.

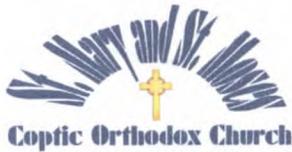
Many residents have been reminiscing about when a Keil Street block party was an annual event and they are looking forward to reinstating this tradition which builds up the community and increases the safety of its residents.

Thank you for your time and effort in considering my request in this matter.

Sincerely,

  
Jennifer A. Baker

CC: Russ Rizzo  
Donna Braun



CFO - F.

AUG 05 2014

July 10, 2014

Mayor Robert G. Ort &  
Honorable Common Council  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Dear Honorable Body:

It is my pleasure to write this letter to inform you about our upcoming Annual Egyptian Festival, which St. Mary & St. Moses Coptic Orthodox Church of North Tonawanda is planning to hold on September 5-7, 2014. As I am sure you know, this is the sixth year for St. Mary & St. Moses to hold this event which has been thankfully a tremendous success in the past. Last year, for example, we had over 800 visitors to our event, which included authentic Egyptian food, tours of our church, and fun games for the kids.

I am therefore writing to make a couple of requests of you and the Common Council. First, for the convenience and safety of our visitors, I would like to request permission to have Wheatfield Street blocked off between Payne Avenue and Bryant Street for traffic between the hours of Noon-8pm on each day of the festival. I would also like to request permission to have a banner announcing our upcoming festival, hung up over Payne Avenue by the Gersh Academy approximately one month prior to the event.

Finally, I would like to take this opportunity to invite you and to invite the honorable members of the Common Council to our event. Thank you in advance for your continuous help, support and encouragement. It is really a privilege to get the chance to work with you and with the outstanding staff in your office.

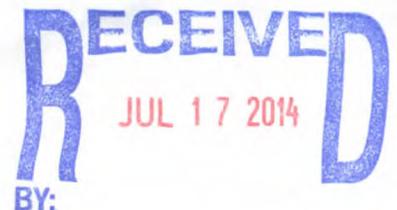
Sincerely yours,

Fr. Mark Iskander  
Priest of St. Mary & St. Moses  
Coptic Orthodox Church

NORTH TONAWANDA, NY

2014 JUL 28 PM 12:10

CITY CLERK'S OFFICE





## Our Lady of Czestochowa

64 Center Ave. • North Tonawanda • N.Y. 14120

(716) 693-3822 • Fax: 693-3882

CFO-G.  
AUG 05 2014

CITY CLERK'S OFFICE  
2014 JUL 28 PM 2:15  
NORTH TONAWANDA, N.Y.

July 22, 2014

North Tonawanda City Clerk-Treasurer  
Scott Kiedrowski  
216 Payne Avenue  
North Tonawanda, New York 14120  
Via electronic Delivery Only

**RE: August 24, 2014; Our Lady of Czestochowa Feast Day Celebration  
Request for Center Avenue Closure**

Dear Scott:

Please allow this letter to serve as the formal request from Our Lady of Czestochowa Parish to the City of North Tonawanda Common Council for approval of the closure of Center Avenue from the corner of Oliver Street going west to the property line of 64 Center Avenue. All traffic will have the ability to travel to their residences and OLC parking lot utilizing Iron-ton Street.

Briefly and similar to last year, the Parish is hosting a celebration in honor of the Feast Day of Our Lady of Czestochowa. Below is the information the Church has for the proposed for the event:

WHEN: August 24, 2014  
TIME: 8AM-5PM  
WHERE: Corner of Oliver Street and Center Avenue

Please advise if the City DPW will provide barricades or we will be required to provide. Please advise whether you would like a representative at the Common Council Meeting to discuss the above and if so the date of the same.

Thank you for your time and we look forward to hearing from the North Tonawanda Common Council regarding the approval of the closure of Center Ave.

Very truly yours,

Patricia A. Burngasser  
Director, Parish Development

cc Rev. Gary J. Szczepankiewicz

# Gratwick Hose Company, Inc.

CITY OF NORTH TONAWANDA FIRE DEPARTMENT  
110 WARD ROAD • NORTH TONAWANDA, NEW YORK 14120  
716-692-9675



July 21, 2014

Honorable Mayor and

Common Council:

Please remove the name of Alex Samanka from the Fire Rolls.

Thank you.

David A. Rogge

Membership Secretary

CFO - I

AUG 05 2014

Cosimo R. Capozzi  
227 Schenck Street  
North Tonawanda NY 14120  
716-692-8058

To: Hon. Mayor & Council

Date: July 9, 2014

From: Cosimo R. Capozzi  
Building Inspector

Re: Sale of City lot

Attached, please find a copy of a site map showing the location of a City owned parcel situated between 1776 and 1794 Sweeney, the parcel has a 70.21' frontage with an a depth of 198'.

I would like the opportunity to purchase this parcel for the purpose of constructing a single family dwelling for myself. I am prepared to offer \$25,000 for this parcel. Similar lots on East Robinson have been sold previously and the City gained at least three new single family dwellings.

I have discussed this parcel with our City Engineer and he states that there are no known City infrastructures on said lots and there are no planned uses for this lot.

Thank you in advance for your consideration and hope for a timely response as we are anxious to have plans drawn up and commence construction this season.

Cc. file  
Mayor  
Council

Cosimo R. Capozzi

Building Inspector

NORTH TONAWANDA NY  
2014 JUL 29 PM 1:16  
CITY CLERK'S OFFICE

REGISTERED  
2014 JUL 28 PM 3:45  
CITY OF  
NORTH TONAWANDA  
ASSESSORS OFFICE

# Assessor's Office

## Memo

Date: July 29, 2014

To: Scott Kiedrowski, Clerk/Treasurer

Re: Request to purchase city land between 1776 and 1794 Sweeney.

Scott –

Attached please find aerials and tax map referencing the requested property.

A lot of that size (approximately 70 x 200) would be assessed around \$27,000 to \$29,000.

Considering past offers to purchase city land, the offer of \$25,000 appears to be a fair offer.

Regards,



Flora D. Carozzolo  
City Assessor

Attachments

NORTH TOWNSHAND N.Y.

2014 JUL 29 AM 10:49

CITY CLERK'S OFFICE

**Scott Kiedrowski**

---

**From:** Dale Marshall <dalem@northtonawanda.org>  
**Sent:** Thursday, July 31, 2014 4:01 PM  
**To:** Scott Kiedrowski  
**Cc:** davidmaz  
**Subject:** Request to Purchase Vacant Lots at 1776 and 1794 Sweeney Street

Dear Scott,

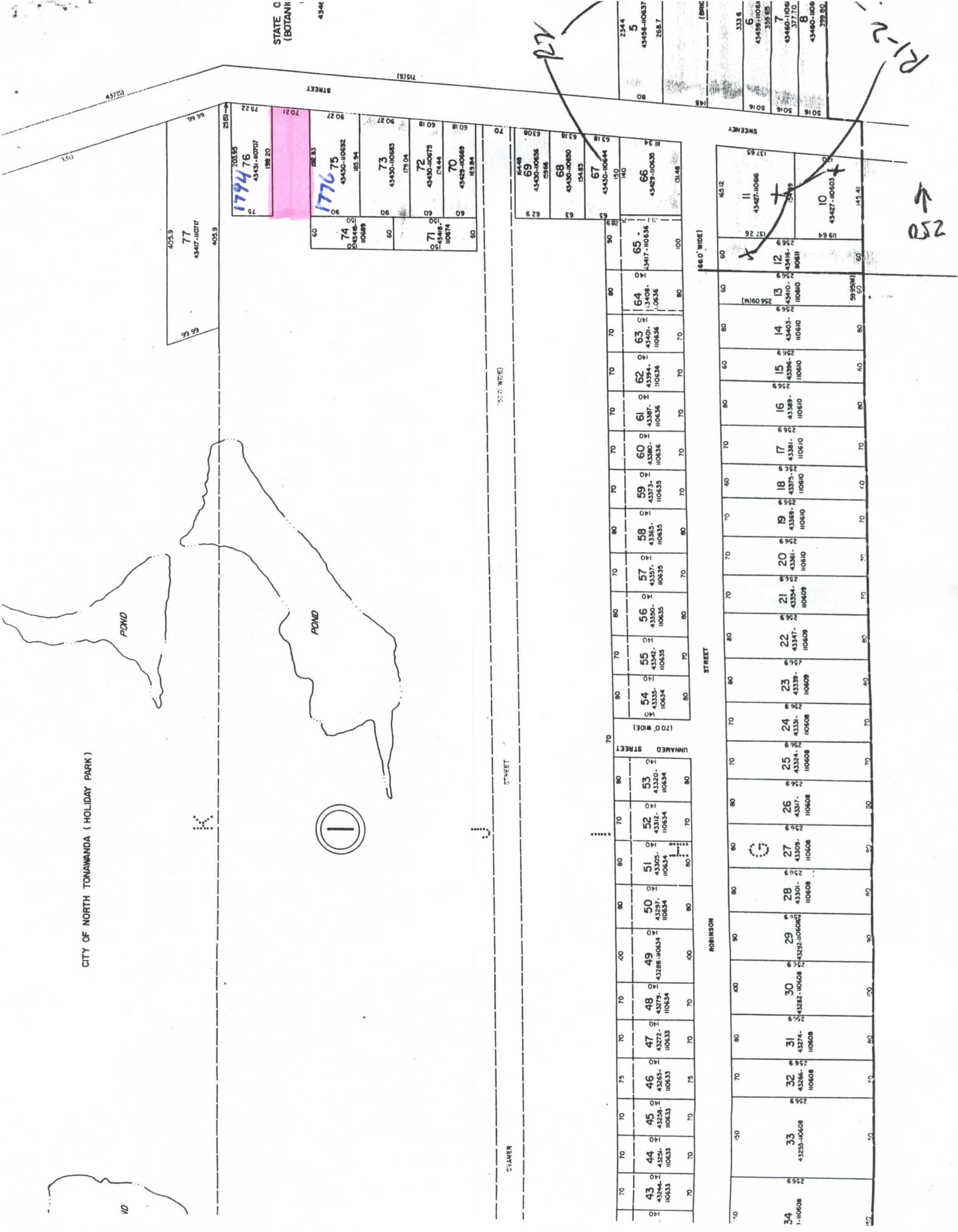
The engineering department has reviewed the referenced application and we find no city owned utilities encumbering these lots and therefore they could be sold if the city so chooses.

Regards,

Dale

RECEIVED  
CITY CLERK'S OFFICE  
2014 JUL 31 PM 4 18  
NORTH TONAWANDA N.Y.

CITY OF NORTH TONAWANDA (HOLIDAY PARK)



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(BOTANIH)

43.46

CLAMER STREET

75.0' WIDE

UNNAMED STREET

ROBINSON STREET

66.0' WIDE

SWEENEY STREET

(BRG)

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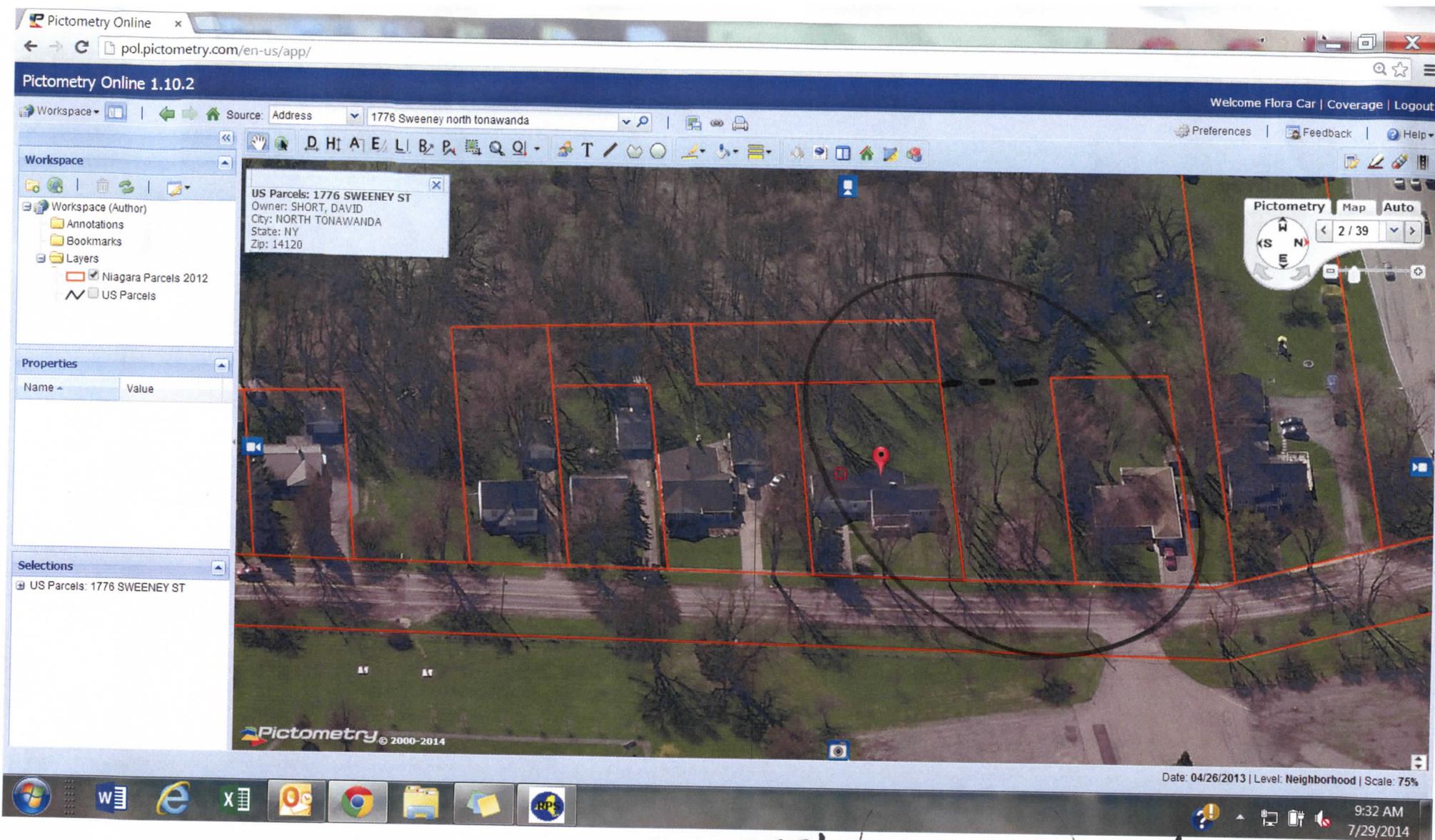
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1776 ( 1786 ) 1794  
Sweeney

CFO - J.

Adam Yaro  
124 DiMatteo Drive  
North Tonawanda, NY 14120

AUG 05 2014

July 28, 2014

Honorable Mayor Robert G. Ortt,  
North Tonawanda Common Council  
North Tonawanda City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Dear Mayor and the Members of the Common Council:

The position of Water Treatment Plant Chief Operator at the North Tonawanda Water Department has become available. I am next in line to accept this position providing the city would be willing to grant me a leave of absence from my present job as Water Treatment Plant Operator, until the new position of Water Treatment Plant Chief Operator would become permanent.

Thank you for your time and consideration on this matter.

Sincerely,



Adam J. Yaro

CITY CLERK'S OFFICE  
2014 JUL 29 PM 1:05  
NORTH TONAWANDA NY