

**TO: Honorable Mayor & Common Council
President Rizzo
Aldermen Zadzilka, Braun, Schwandt, Pecoraro**

FROM: Daniel R. Quinn, City Clerk-Treasurer

RE: Agenda for regular session TUESDAY, NOVEMBER 3, 2015 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 OCTOBER 17, 2015

- 1) Legal Notice – City of North Tonawanda 2016 Budgets – Clerk-Treasurer’s Office & Accounting Department**

COMMUNICATIONS FROM CITY OFFICIALS

- III. Clerk-Treasurer - Re: Sale of City Owned Property**
- VII.1 Accountant - Re: Payment of the Abstract of Claims dated November 3, 2015.**
- VII.2 Accountant - Re: Budgetary Transfer- New Basketball Court and Emergency & Preventative Repairs.**
- VII.3 Accountant - Re: Budget Amendment- New roof on Water Treatment Filter Building.**
- VII.4 Accountant - Re: Award of the Workers Compensation Third Party Administrator Contract.**
- XVII. Traffic Safety - Re: Various Traffic Safety Recommendations.**

COMMUNICATIONS FROM OTHERS

- A.
Barbara Hughes - Re: Carnegie Art Center "Art off the Wall"
Exhibit December 3, 2015.
- B.
Thomas Johnston - Re: Ride for Roswell June 25, 2016

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Daniel R. Quinn". The signature is fluid and cursive, with a long horizontal stroke at the end.

Daniel R. Quinn
City Clerk-Treasurer

City of North Tonawanda

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

DANIEL R. QUINN
City Clerk-Treasurer
danquinn@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

III
NOV 03 2015

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

October 29, 2015

Mayor and Common council
216 Payne Avenue
North Tonawanda NY 14120

Re: Sale of City owned Property

Dear honorable Body:

As you recall, the high bidder along with the second highest bidder backed out of the sale for 437 Kohl Street from our IN-REM auction. The City was approached by Thomas R. Fedeson of 400 Old Falls Blvd., North Tonawanda to purchase this property. Mr. Fedeson has offered to purchase 437 Kohl Street for \$16,000 plus applicable fees. I am requesting the Council approve the sale of 437 Kohl Street for the amount of \$16,000 plus fees.

Respectfully,



Daniel R. Quinn
City Clerk-Treasurer



City of North Tonawanda

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

XII.1

NOV 03 2015

MARK W. DOTTERWEICH
CITY ACCOUNTANT

AMANDA L. REIMER
STAFF ACCOUNTANT

TELEPHONE
(716) 695-8545

FAX
(716) 695-8573

October 29, 2015

Honorable Arthur G. Pappas, 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 **November 3, 2015**, 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

VII.2

NOV 03 2015



City of North Tonawanda

DEPARTMENT OF ACCOUNTING
CITY HALL
216 PAYNE AVENUE
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markdot@northtonawanda.org

AMANDA L. REIMER
STAFF ACCOUNTANT
amandare1@northtonawanda.org

October 29, 2015

Honorable Arthur A. Pappas, 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 transfers of fiscal year 2015 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>
8	2,823.00	1-1990.410 Contingent Account	1-7110.254 Recreation Equipment
9	10,000.00	1-3410.480 Operations	1-3410.420 Repairs & Maintenance

Very truly yours,

Mark W. Dotterweich
City Accountant

MWD
Attachment

Budgetary Transfer Request Form

Department: YOUTH, REC & PARKS

Date: 10/27/15

Dollar Amount		Appropriation Accounts and Documentation	
\$ <u>2,823.00</u>	From Appropriation Account <u>1990 410</u> Account Number	Account Description <u>tennis court</u>	Into Appropriation Account <u>7110.254</u> Account Number
		Account Description <u>Recreation Equipment</u>	Account Description
Explanation: <u>Balance of new basketball court at Payne Park plus repairs to cones playground.</u>			
Please Check One (✓)			
<input checked="" type="checkbox"/> Common Council Action	<input type="checkbox"/> No Common Council Action	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <u>Shirley A. Swails</u> Department Head Signature </div>	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <u>10/27/15</u> Date </div>	

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)

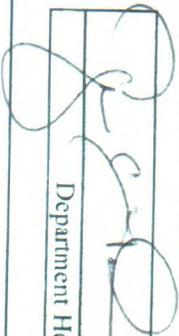
For Accounting Department Use Only

Control #	Department of Accounting Audit	Common Council Meeting Date
<u>8</u>	<u>W</u>	<u>11/3/15</u>

Budgetary Transfer Request Form

Department: FIRE

Date: 10/26/2015

Dollar Amount	Appropriation Accounts and Documentation			
\$ 10,000.00	From Appropriation Account	Gasoline/Oil	Into Appropriation Account	Repairs Maintenance
	1.3410.480 448	Account Number	1.3410.420 455	Account Number
	Account Number	Account Description	Account Number	Account Description
Explanation: Cost overruns for both emergency and preventative repairs have decimated the budget line. Repairs MUST be continued to allow operation of the fleet. By decommissioning of our fuel depot, we have reduced fuel costs.				
Please Check One (X)				
XX	Common Council Action	No Common Council Action		
 Department Head Signature				
			10/26/2015	Date

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 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
9	M 10/26/15	11/3/15



City of North Tonawanda

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

XII.3

NOV 03 2015

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AMANDA L REIMER
STAFF ACCOUNTANT
amandarei@northtonawanda.org

October 29, 2015

Honorable Arthur G. Pappas, 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 2015 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	\$85,000.00	2-912 Unappropriated Fund Balance	2-8320.440 Buildings & Grounds

Explanation: To transfer monies from Unappropriated Fund Balance for the completion of new roof on the Water Filtration Building.

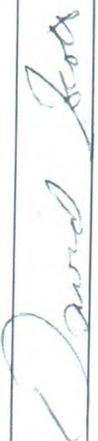
Very truly yours,

Mark W. Dotterweich
City Accountant

MWD

Budget Amendment Request Form

Department: Water Department Date: 10.29.2015

Accounts and Documentation	
Dollar Amount	Increase(Decrease) Account
\$85,000.00	<u>2.912</u> <u>Unappropriated Fund Bal</u> <small>Account Number Account Description</small>
	<u>2.8320.440</u> <u>Buildings and Grounds</u> <small>Account Number Account Description</small>
Explanation: Transfer \$85,000.00 from Unappropriated fund Balance for the completion of new roof on Water Treatment Filter Building.	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">  </div>	
<small>Department Head Signature</small>	
<small>Date</small>	
<u>10/29/15</u>	

COMMON COUNCIL ACTION IS NECESSARY

Budget Amendment Policy

- 2.31 - All Budget Amendments require authorization by the Common Council
- 2.32 - Budget amendments can be initiated by the Department Head by completing a Budget Amendment Form and submitting to the Accounting Department for review when:
 - a) The change will result in an overall increase or decrease to appropriations and either estimated revenues/fund balance.

For Accounting Department Use Only

<small>Control #</small>	<small>Department of Accounting Audit</small>	<small>Common Council Meeting Date</small>
	<u>df 10/29/15</u>	

2939 Lockport Road
Niagara Falls, NY 14305

(716) 285-0216

Sold
to

City of North Tonawanda
216 Payne Avenue
City Hall
North Tonawanda, NY 14120

Ship
to

NT Water Treat Filter Rm Roof
1 Archer Street
North Tonawanda, NY 14120

Account
NTONAWAN

P.O. Num

Ship Via
15-032R

Ship Date

Terms
Net 15

Invoice Date
10/26/15

Page
1

Item

Quantity

Description

Unit Price

Extended Price

1

We are requesting payment for completion of the re-roofing as per contract terms.

85,000.00

85,000.00

Subtotal 85,000.00

INVOICES NOT PAID WITHIN AGREED UPON PAYMENT TERMS WILL BE SUBJECT TO A SERVICE CHARGE OF 1.5% PER MONTH, 18% PER YEAR.

Total \$85,000.00



City of North Tonawanda

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

VII.4

NOV 03 2015

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amandarei@northtonawanda.org

October 29, 2015

Honorable Arthur G. Pappas, Mayor
and Common Council
City Hall
North Tonawanda, New York 14120

Dear Honorable Body:

Please be advised that Request for Proposals (RFP) were sent out, on September 4, 2015, to Third Party Administrators (TPA) for the City's self-insured workers compensation plan. The RFP required bids be submitted for a three year period of engagement (2016-2018) and on an annual contract fee basis, to insure pricing be transparent and inclusive. The three (3) bidders were as follows:

<u>Firm</u>	<u>Location</u>	<u>Bid</u>
FCS Administrators	Buffalo	96,000.00
Wright Risk Management	Uniondale	97,000.00
NCA Comp, Inc.	Buffalo	98,330.00

Our consultant, Self Funding Inc., has reviewed the proposals and determined that all three vendors have submitted qualified RFP's. Accordingly, based on the recommendation of our consultant, please award the Workers Compensation Third Party Administrator Contract to the lowest responsible bidder, FCS Administrators, for a three year term, beginning January 1, 2016, at a total cost of \$96,000.

Very truly yours,

Mark W. Dotterweich
City Accountant

MWD

XVII.

NOV 03 2015

October 27, 2015

Daniel R. Quinn
City Clerk-Treasurer
216 Payne Avenue
North Tonawanda, NY 14120

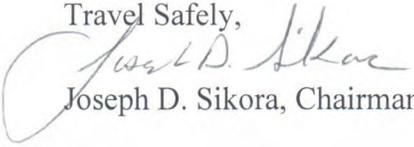
Traffic Safety Minutes:

The October meeting of the North Tonawanda Traffic Safety Committee was called to order at 1900 hours. Roll call showed all members present. The minutes from the previous meeting were read and accepted, the following new requests/concerns were discussed, and recommendations made.

1. Member Smolinski inquired on the status of milling the railroad crossing area at the intersection of Ward and River roads. Daigler will report back at the November meeting.
2. The Committee discussed the intersection of Carr and 14 th. With all members present the vote was unanimous to leave the intersection a two way stop.
3. Member Daigler made a motion to place "No Parking here to Corner" signs on the North side of Rumbold Ave. and the West side of Mead St. at the intersection of Rumbold and Mead. The motion received a second from Vater. After a vote of 7 in favor and 1 against the motion was carried.
4. Member Lemke will speak to St Mark School and see if "No Parking School Zone" signs are still needed on East Felton Street. He will report at the November meeting.
5. Member Frank is going to look into complaints on ATV use on the power lines in the Wurlitzer Park area of the City.
6. A request to place a cross walk on 19th Ave was discussed. Member Daigler researched and found no legal issues with mid-block cross walks, specific signage is necessary. As long as all legal signage is in place the Committee is in agreement with this request and recommends placing the cross walk. A small patch of grass will need to be paved/blacktopped from the street to the sidewalk to complete safe passage for all residents using the crosswalk.

Meeting Adjourned at 2000 hours.

Travel Safely,


Joseph D. Sikora, Chairman

NORTH TONAWANDA NY

2015 OCT 27 AM 2:29

CITY CLERK'S OFFICE
RECEIVED



Carnegie Art Center

October 20, 2015

Daniel R. Quinn
City Clerk/Treasurer
City of North Tonawanda
216 Payne Avenue
North Tonawanda, New York 14120

Dear Mr. Quinn,

We have scheduled our first event since the closing of the CAC for renovation. The exhibit, Art off the wall, is scheduled for Thursday, December 3, 2015. Visitors will have the unique opportunity to purchase original 5 x 7 artwork at \$20 each. All work will have been generously donated by local artists supporting the Carnegie Art Center. From 5:00-6:30 pm we will allow early viewing and first choice purchases for a \$10 donation at the door including complementary drink & hors d'oeuvres. Free Admission begins at 6:30 pm with a cash bar of beer and wine and hors d'oeuvres.

We are requesting permission for the following, allowance of a one-day change in our lease agreement, allowing the sale of wine and beer under a one day special permit from the State Liquor Authority. The permit will be filed by Webster's Bistro under their license as the named caterer for the event.

Please feel free to contact me with any questions.

Sincerely,

Barbara B. Hughes
Vice President

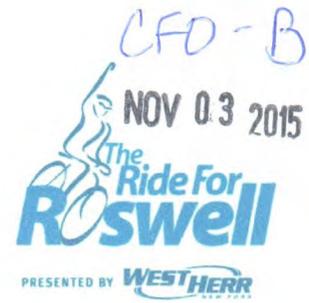
CFD - A

NOV 03 2015

RECEIVED
CITY CLERK'S OFFICE

2015 OCT 19 PM 9:21

NORTH TONAWANDA N.Y.



August 27, 2015

Mayor Arthur G. Pappas
City Hall
216 Payne Ave
North Tonawanda, NY 14120

Dear Mayor Pappas:

I am writing to request permission to conduct The Ride For Roswell within the City of North Tonawanda on Saturday June 25, 2016. The Canada Route would enter North Tonawanda on River Road at the city line with Wheatfield, and follow River Road and Gratwick Park bike lanes to the Seymour Street Bridge and the city line with the City of Tonawanda at Niagara Street.

We request assistance from City of North Tonawanda Police and Fire Police at critical traffic intersections on River Road, and along a protected bike lane on the Seymour Street Bridge to the hand off to City of Tonawanda Police at Niagara Street. The route map is attached.

We anticipate 750 riders riding the route through North Tonawanda from approximately 8:00 am – 12:00 pm.

The City of North Tonawanda is an integral part of The Ride For Roswell, and we appreciate the critical cooperation and support from city government that keeps The Ride safe and successful. I look forward to working with you and your team to make the 21st Ride For Roswell the best yet.

Sincerely,

Thomas Johnston
Operations Manager

thomas.johnston@roswellpark.org
(716) 845 – 3945
Elm & Carlton Streets
Buffalo, NY 14263

Cc: William Hall, Chief of Police

NORTH TONAWANDA NY
2015 OCT 20 PM 9:54
RECEIVED
CITY CLERK'S OFFICE

RECEIVED
OCT 21 2015
BY: _____

44 MILE ROUTE

Canada

SATURDAY, JUNE 27, 2015
 START TIME: 7:00 AM • 500 RIDERS



PRESENTED BY **WESTHERR**
ALCOHOL

REST STOPS

- 11. Ellicott Creek Park, Shelter #10 A&B,
Sponsored & Hosted by: West Herr Automotive
- 17. Townline Road
Sponsored by TVN.
- 18. Kingsbridge Park, Sponsored by TVN.
- 19. LaSalle City Park



How fast is your money?

AMERICA RUNS ON DUNKIN'

FLY YOUR OWN FLAG

Making our planet more productive

430

Freshly Marketed

The State University of New York

ON YOUR SIDE

Day-of-Ride Communications: 716-THE-RIDE (843-7433) • IN CASE OF SERIOUS INJURY: CALL 911

KEY	
L	= Left
R	= Right
X	= Cross
S	= Straight

THE RIDE FOR ROSWELL

44-Mile Canada (Actual Mileage: 44.8)

Miles/Distance Instructions

0.0	S	0.0	START – Carlton St
0.0	R	0.1	Main
0.1	L	0.3	Allen
0.4	X	0.2	Delaware
	S		Irving
	S		Park
0.6	X	0.3	Elmwood
0.9	S	0.5	Symphony Circle
1.4	X	0.2	Niagara
1.6	R	0.3	Baird Dr
1.9	S	1.4	Peace Bridge Plaza
3.3	S		Bridge Crossing
3.3	S	0.2	Canada Customs Lanes

NOTE: You must have sufficient ID (Passport, Enhanced Driver's License or NEXUS card) with you at the border crossing to be allowed to enter Canada.

3.5	L	5.9	Niagara Pkwy
	REST STOP		Townline Road
9.4	S	9.4	Townline Rd
18.8	S	0.3	Bridgewater
19.1	R	0.1	Portage - Bridge
19.2	R	0.2	Macklem
	REST STOP		Kingsbridge Park
19.4	R	2.9	Niagara Pkwy
22.3	L	0.1	Clifton Hill
22.4	R	0.1	Falls Ave
22.5	R	0.4	Rainbow Bridge Entrance
			Bridge Crossing
			Customs Lanes

NOTE: You must have sufficient ID (Passport, Enhanced Driver's License or NEXUS card) with you at the border crossing to be allowed to enter the United States.

22.9	R	0.7	Rainbow Blvd
23.6	R	0.4	First Street
24	L	0.6	Buffalo Ave
24.6	R	0.7	J Daly to RM Parkway closed lane.
25.7	R	2.0	River bike path
27.3	REST STOP		LaSalle City Park

Miles/Distance Instructions

28.8	R	1.2	LaSalle Expwy Ramp & River Rd
30	S	2.4	Williams Rd
32.4	S	2.2	Witmer Rd
	S		Gratwick Park
** DAY OF DECISION TO RIDE BIKE PATH IN PARK**			
34.6	S	1	Wheatfield St
	X		Seymour St Bridge
35.6	R	0.6	Niagara St
36.2	L	0.3	Clinton St
36.5	L	0.5	Fletcher
	X		Delaware St
37	R	0.1	Young
37.1	L	0.1	Fremont
37.2	L	0.3	Fillmore
37.5	R	0.8	East Niagara
38.3	X	1.4	Wales
39.7	R	0.4	Park Rd
40.1	REST STOP		Ellicott Creek Park
40.6	X	387 ft	NF Blvd
	R	0.1	Irwin Pl
40.7	L	0.3	Wayne Ave
	R	358 ft	Hennepin Rd
41	R	0.3	Creekside
41.3	R	0.2	Woodridge Dr
41.5	L	0.8	Commerce Dr
42.3	X	0.6	Sweethome Rd
42.9	L	305 ft	North Forest
43.4	L	0.5	Bryant Woods S
44.3	R	0.9	JJ Audubon Pkwy
44.3	L	0.3	Frontier Rd
44.6	R	0.1	St Rita Ln
44.8			Finish! Congratulations!

ENJOY THE REST OF THE DAY'S EVENTS!

CYCLE SAFETY

- Wear your helmet
- Obey all authorities
- Ride single file/2 abreast
- Pass Safely
- Obey all traffic signs
- Be Careful making turns
- Adjust speed to road conditions
- Use hand signals

IN CASE OF A SERIOUS INJURY, CALL 911 AND:

- Stay by the injured person and send someone for help. Have them flag down a ride volunteer
- Do not move the injured rider. Stabilize and cover the rider if necessary
- Keep witnesses, family and friends of the injured rider at the scene
- Ask other riders to keep moving on and to inform volunteers and staff up ahead

RIDE COMMUNICATIONS: 716-THE-RIDE (843-7433)