

# City of North Tonawanda

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

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

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

**March 27, 2025**

**The following meetings have been scheduled for TUESDAY, APRIL 1, 2025**

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

**6:30 PM Common Council Meeting**

**Respectfully submitted,**



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

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

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

**RE: Agenda for Regular Session TUESDAY, APRIL 1, 2025, 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 3/18/2025**

- 1.) Legal Notice- Request for Bids for the City Hall Elevator Modernization – City Engineer**

**PROOF OF PUBLICATION PUBLISHED 03/19/2025**

- 1.) Legal Notice – Request for Bids for the North Tonawanda Weed and Brush Cutting Contract – Building Inspector**

**COMMUNICATIONS FROM CITY OFFICIALS**

- |                             |   |
|-----------------------------|---|
| <b>I. Mayor</b>             | <b>Re: Appointment of John Urban as the Superintendent of Public Works for the City of North Tonawanda</b>  |
| <b>II. Attorney</b>         | <b>Re: Approval of Ordinance Revisions – Section 98-8 (c) – Application for Water Service and Section 98-11 (c)(1) – Installation of Meters – Domestic Meters</b> |
| <b>III. Clerk-Treasurer</b> | <b>Re: Approval of the 2025 Collectors Warrant for the City Taxes</b>   |
| <b>IV.1 Engineer</b>        | <b>Re: Approval for the Erie Canal Bike Path Extension – Mayor’s Park to Botanical Garden PIN 5765.74, Contract Agreement for CI &amp; CS Services</b>            |

**IV.2 Engineer** Re: **Approval for the Erie Canal Bike Path Extension – Mayor’s Park to Botanical Garden PIN 5764.74, Supplemental Agreement No.3**

**IV.3 Engineer** Re: **Approval of Change Order and Final Project Acceptance for the Live Hose Floor Repair Project – Project 2018-05**

**VII.1 Accountant** Re: **Payment of the Abstract of Claims Dated April 1, 2025**

**VII.2 Accountant** Re: **Budgetary Transfer – To Allocate Funds to open the Raindrop Pool**

**XI. Fire Chief** Re: **Approval of the appointment of David P. Cole to Captain for the North Tonawanda Fire Department**

**XIV. Dir. Youth, Recreation, Parks And Seniors** Re: **Approval to enter into a MOA between the City of North Tonawanda and Tonawanda Soccer Club for the use of the Gratwick Park Soccer Fields**

**COMMUNICATIONS FROM OTHERS**

**A.**  
**Natalie Brown** Re: **Permission to close Oliver Street Saturday, August 2<sup>nd</sup> for the 10<sup>th</sup> annual “Oliver Street Art Festival”**

**Respectfully submitted,**

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

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

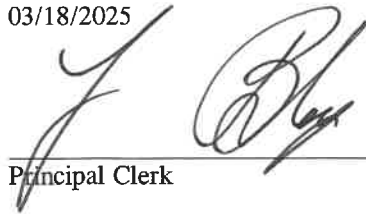
APR 01 2025

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

NIAGARA GAZETTE

A newspaper published in the County and State aforesaid,  
and that the annexed printed legal # 346116  
was printed and published in said paper on the following dates:

03/18/2025

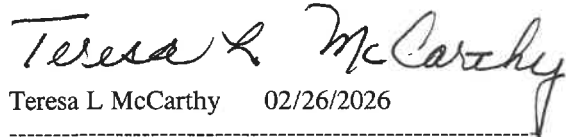


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Principal Clerk

Subscribed and sworn to before me this

3-18-25



Teresa L McCarthy 02/26/2026

Notary Public

Expiration Date

RECEIVED  
CITY CLERK'S OFFICE

2025 MAR 20 AM 11:28  
NORTH TONAWANDA NY

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

LEGAL NOTICE  
CITY OF NORTH TONAWANDA, NEW YORK  
ENGINEERING DEPARTMENT

NOTICE TO BIDDERS

SEALED PROPOSALS for the City Hall Elevator Modernization as called for by the Contract, in accordance with plans and specifications thereof, will be received by the City Clerk/Treasurer of the City of North Tonawanda, New York, until 11:00 am, Prevailing Time, Tuesday, April 8, 2025 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, 216 Payne Avenue, North Tonawanda, New York; and at Construction Exchange of Buffalo and Western New York, 2660 William Street, Cheektowaga, NY 14227.

The project consists of replacing an existing elevator machine, replacing miscellaneous car and hall-way components, minor shaft/hoistway modifications and associated electrical, fire alarm and communications work.

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, on or after March 18, 2025, 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. Contract Documents must be obtained from the City for bidding on this project. Electronically obtained copies of the bid documents will not be accepted.

Each proposal must be accompanied by cash, a certified check payable to the City of North Tonawanda, or bid bond, having as surety thereon a surety company acceptable to the City Attorney, in an amount not less than five percent (5%) of the amount of the base bid, conditioned that, if his proposal is accepted, he will enter into a contract for the same, and that he will execute any such further security as may be required for the faithful performance of the contract.

An optional pre-bid meeting will be held at 10:00am on Monday March 31, 2025 at the City of North Tonawanda City Hall in the large conference room. Attendance at the pre-bid meeting is recommended but is not mandatory.

All bids shall be submitted to the City Clerk/Treasurer's office in a sealed envelope addressed to the City of North Tonawanda and shall be plainly marked on the outside with the Contractor's name and title of the bid. Bids for contracts shall be designated as, Project Number 2024-11 City Hall Elevator Modernization.

Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract.

The minimum wage rates to be paid to laborers and mechanics engaged in the construction of this project shall be the latest wage rates established by the State Industrial Commissioner.

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.

Donna L. Braun  
City Clerk/Treasurer  
City of North Tonawanda

N#346116

3/18/2025

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

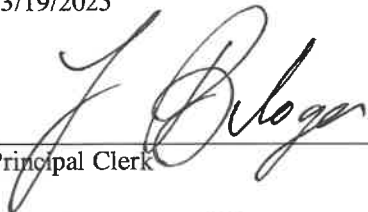
APR 01 2025

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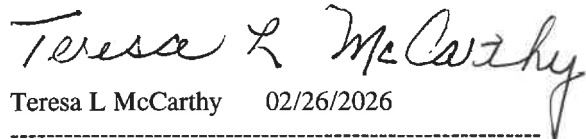
NIAGARA GAZETTE

A newspaper published in the County and State aforesaid, and that the annexed printed legal # 346123 was printed and published in said paper on the following dates:

03/19/2025

  
Principal Clerk

Subscribed and sworn to before me this  
3-19-25



Teresa L McCarthy 02/26/2026

Notary Public Expiration Date

2025 MAR 20 AM 11:24  
NORTH TONAWANDA NY  
RECEIVED  
CITY CLERK'S OFFICE

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

117 Bids 117 Bids

**LEGAL NOTICE**  
The City of North Tonawanda, Code Enforcement Department is requesting quotes from licensed and insured Landscape Contractors for grass, weed, and brush cutting, as well as nuisance clean up on private property.

Bid packets can be obtained by calling 716-695-8595 or emailing the building office at [office@northtonawanda.org](mailto:office@northtonawanda.org). All bids are due by April 3rd, 2025.  
N#346123

3/19/2025

CITY OF NORTH TONAWANDA

*Office of the Mayor*

AUSTIN J. TYLEC



APR 01 2025

March 27, 2025

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

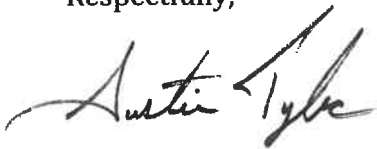
Re: Appointment of Superintendent of Public Works

Dear Honorable Body,

Please receive and file the following notice that the Civil Service Certified Eligible List has been received for the North Tonawanda Superintendent of Public Works position. I have appointed John Urban as Superintendent of Public Works effective March 29, 2025.

Thank you for your attention and Congratulations to John Urban!

Respectfully,



Austin Tylec  
Mayor

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2025 MAR 27 AM 11:48  
NORTH TONAWANDA NY

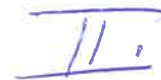
# City of North Tonawanda

EDWARD A. ZEBULSKE, III  
CITY ATTORNEY

NICHOLAS B. ROBINSON  
ASSISTANT CITY ATTORNEY

MATTHEW T. MOSHER  
ASSISTANT CITY ATTORNEY

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



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

APR 01 2025

March 17, 2025

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

RE: Ordinance Revisions – Section 98-8©– Application for Water Service and  
Section 98-11(c)(1) - - Installation of Meters - Domestic Meters

Dear Honorable Body:

Below, for your consideration, are two proposed ordinance revisions (in bold print) under North Tonawanda City Code Chapter 98 - Water.

## Section 98-8. Application for Water Service

C. When making a service application for newly-built structures, the consumer must come in person, sign the application, make an appointment for installation of the meter and pay a fee of \$200 for the installation of the meter. **In addition to the aforementioned installation cost of the meter, the consumer must pay the current cost and rate for the meter and labor established on the City website.** Property owner may furnish and install new City-approved meter with no charge by the City. Upon installation, meter must be inspected by the City Water Department.

## Section 98-11. Installation of Meters

### C. Domestic Meters.

- (1) **The City of North Tonawanda will provide, and the Water department will furnish, one (1) domestic meter up to and including a size of 5/8 by 3/4 inch to a property at no cost to the homeowner/property owner. If additional 5/8 by 3/4 meters are needed for the property, the property owner will be required to pay the current meter price and installation rate for each new and/or replacement meter. Once payment and installation is complete, the City of North Tonawanda will take ownership of all 3/4 inch domestic meters once installed.**

The Water Department shall install all such domestic meters, and the consumer shall be charged a service installation fee to be established by resolution of the

2025 MAR 18 AM 11:13  
NORTH TONAWANDA NY

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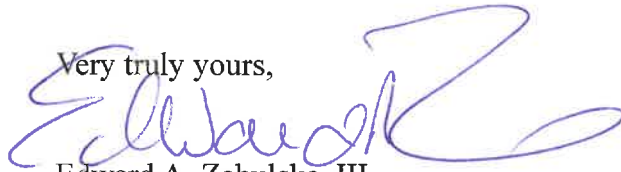


Common Council. The Water Department will maintain, keep in repair, and adjust all domestic meters except as may be otherwise provided.

**(4) If a meter is frozen and needs to be replaced, the property owner will be charged the current cost and rate of a new meter and labor as provided on the City of North Tonawanda website.**

If your Honorable Body concurs, please pass the appropriate resolutions for the City of North Tonawanda to allow these additions to our North Tonawanda City Code, subject to further review by the City Attorney.

Very truly yours,



Edward A. Zebulske, III  
City Attorney

EAZ/lk  
Att.

# City of North Tonawanda

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

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

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



APR 01 2025

March 21, 2025

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

**Re: Collection of 2025 City Taxes**

**Dear Common Council:**

**I am requesting that the Council approve the Collector's Warrant for the collection of the 2025 City Taxes. The collection period will begin on April 1, 2025 and conclude on May 9<sup>th</sup>, 2025. Taxes paid after May 9<sup>th</sup> will be subject to interest and fees.**

**Regards,**



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

2025 MAR 24 AM 10:12  
NORTH TONAWANDA NY

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# COLLECTOR'S WARRANT

STATE OF NEW YORK  
COUNTY OF NIAGARA,

SS:

A.D. 2025

From: The People of the State of New York

To: City of North Tonawanda, Receiver and/or Collector of Taxes, in said County of Niagara, Greetings;

YOU ARE HEREBY REQUIRED AND COMMANDED, pursuant to the provisions of Section 904 of the Real Property Tax Law of the State of New York:

To receive and start collection of taxes on or before the first day of April, 2025, from the several persons and corporations named in the assessment roll, which is annexed hereto, the amounts listed opposite their respective names, together with your fees thereon.

Pursuant to Section 920 of the Real Property Tax Law, upon receipt of the tax roll and warrant, the collecting officer shall cause a notice to be published once a week for two successive weeks in the official newspaper of the city, as set forth by such law.

To make no changes or alterations in the tax warrant or the attached tax rolls but the City may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of Section 554 of the Real Property Tax Law.

You shall receive taxes without interest that are paid on or before the ninth day of May, 2025, or within thirty days of the date of the receipt of the warrant required by Section 920 of the Real Property Tax Law, whichever is later. On all taxes you receive after this day, there shall be added interest as determined by the Commissioner of Taxation and Finance pursuant to Section 924-a of the Real Property Tax Law for each month or fraction thereof until such taxes are paid.

The warrant is issued pursuant to Sections 910, 912 and 914 of the Real Property Tax Law. It is effective immediately after it is properly signed by the Mayor and City Council Chairman. The warrant shall expire on the last day of the fiscal year, after which a Tax Lien will be issued against any and all unpaid taxes. In case any person personally liable for unpaid taxes listed on the tax roll shall refuse to pay his or her taxes, you are authorized to cause the same to be sold at public auction for the purpose of paying the taxes due and the expense of levy and sale.

TO THE CITY OF NORTH TONAWANDA, the sum of \$22,158,964.73 in witness whereof, The Common Council, in annual meeting assembled, have caused this Warrant to be signed by the City Council Chairman and the Mayor of North Tonawanda. FOR SO DOING THIS SHALL BE YOUR WARRANT.

Given under the hands and seal of the City of North Tonawanda,  
County of Niagara, State of New York, this First day of April 1, 2025.

\_\_\_\_\_  
Mayor of the City of North Tonawanda

\_\_\_\_\_  
Chairman of the North Tonawanda City Council



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

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

March 24, 2025

IV.1

**APR 01 2025**

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

**Re: Erie Canal Bike Path Extension - Mayor's Park to Botanical Garden**  
**PIN 5764.74**  
**Contract Agreement for CI & CS Services**

Dear Honorable Body:

The City has been awarded grant funding through the NYSDOS, DASNY, Canal Corps, and NYSDOT for the extension of the bike path from Mayor's Park to the Botanical Garden. With the City match, the total funding for this project is \$2,079,500.00.

As part of the grant requirements for the NYSDOT, the services from a professional engineering firm are required for the Construction Inspection and Construction Support (CI & CS) on this project.

A request for qualifications in accordance with the Local Design Services Agreement (LDSA) – Consultant Selection Procedure furnished by the New York State County Highway Superintendents Associations (NYSCHSA), was issued in January 2025 and the City received five proposals from professional firms. A review committee was convened with representation from City Engineering, Community Development, Lumber City Development Corporation, Parks and Recreation, and the Department of Public Works, to review the proposals and provide a recommendation to the Council.

Upon review, the committee is recommending the City select C&S Companies to perform the CI & CS services. C&S Companies is a local firm with experience in transportation engineering design. The review committee felt the team assembled by C&S Companies demonstrated the experience, expertise, and capacity to complete this project for the City.

I am hereby requesting this honorable body consider selecting C&S Companies to complete the CI & CS services for the Erie Canal Bike Path Extension Project from Mayor's Park to the Botanical Garden and authorize the Mayor to sign a contract with C&S Companies, pending review and approval by the City Attorney, for the proposed fee of \$186,000.

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2025 MAR 24 AM 11:57  
NORTH TONAWANDA NY

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

Very truly yours,



Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls

Cc: file  
Edward A. Zebulske III, City Attorney  
Mark Zellner, Superintendent of Public Works  
Laura Wilson, Director of Community Development  
Alex Domaradzki, Director of Parks and Recreation  
Jeffery Zellner, City Accountant  
Daniel Borcz, PE, C&S Companies

**CITY OF NORTH TONAWANDA**

**PASS THRU DESIGN SCOPE**

**Erie Canal Bike Path Extension**

**PIN 5764.74**

**DESIGN TASK LIST**

**March 14, 2025**

*C&S Engineers, Inc.  
141 Elm Street, Suite 100  
Buffalo, NY 14203*

## Table of Contents

	<u>Pages</u>
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Section 3    Preliminary Design	3.1
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Section 5    Right of Way	5.1
Section 6    Detailed Design	6.1
Section 7    Advertisement, Bid Opening and Award	7.1
Section 8    Construction Support	8.1
Section 9    Construction Inspection	9.1 to 9.3
Section 10   Estimating & Technical Assumptions	10.1 to 10.2

## Section 1 - General

### 1.01 Project Description and Location

This project is known as:

Project Name: City of North Tonawanda  
Erie Canal Bike Path Extension  
Niagara County

PIN: 5764.74

Project Description: Construct a trail connection between Mayor's Park (987 Sweeney Street) and the North Tonawanda Botanical Gardens (1825 Sweeney Street). The project will include an off-street path primarily along the public right-of-way of Sweeney Street as well as lands owned by the State of New York under jurisdiction of the Canal Corporation.

Project Limits: Mayor's Park (987 Sweeney Street) from the current bike path terminus and the North Tonawanda Botanical Gardens (1825 Sweeney Street).

Sponsor: City of North Tonawanda Engineering Department

City: North Tonawanda  
County: Niagara County

Letting: June 2025  
Construction: July to October 2025 (4 months)

All work performed by the **Consultant** at the **Consultant's** initiative must be within the current project limits specified above.

### 1.02 Project Manager

The **City's** Project Manager for this project is Chelsea Spahr, P.E., who can be reached at (716) 695-8565.

All correspondence to the **City** should be addressed to:

Mrs. Chelsea Spahr, P.E.  
City Engineer  
City of North Tonawanda Engineering Department  
216 Payne Avenue  
North Tonawanda, NY 14120

The Project Manager should receive copies of all project correspondence directed other than to the **City**.



### 1.03 Project Classification

This project is assumed to be a Class (II) action under USDOT Regulations, 23 CFR 771.

Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617) is assumed to be an Unlisted Action.

### 1.04 Categorization of Work

Project work is generally divided into the following sections:

Section 1	General
Section 2	<del>Data Collection &amp; Analysis</del>
Section 3	<del>Preliminary Design</del>
Section 4	<del>Environmental</del>
Section 5	<del>Right of Way</del>
Section 6	<del>Detailed Design</del>
Section 7	<del>Advertising, Bid Opening and Award</del>
Section 8	Construction Support
Section 9	Construction Inspection
Section 10	Estimating & Technical Assumptions

When specifically authorized in writing to begin work the **Consultant** will render all services and furnish all materials and equipment necessary to provide the **City** with reports, plans, estimates, and other data specifically described in each section below.

### 1.05 Project Familiarization

The **City** will provide the **Consultant** with the following information (if available):

- Approved project initiation document (Initial Project Proposal or similar documentation) indicating project type, project location, cost estimate, schedule, and fund source(s).
- Plans for future related transportation improvements or development in the area of the project.
- Record as-built plans.
- Available project studies and reports.
- Construction documents – plans, specifications, estimate
- Other relevant documents pertaining to the project.

The **Consultant** will become familiar with the project before starting any work. This includes a thorough review of all supplied project information and a site visit to become familiar with field conditions.

## 1.06 Meetings

The **Consultant** will prepare for and attend all meetings as directed by the **City's** Project Manager. Meetings may be held to:

- Present, discuss, and receive direction on the progress and scheduling of work in this agreement.
- Present, discuss, and receive direction on project specifics.
- Discuss and resolve comments resulting from review of project documents, advisory agency review, and coordination with other agencies.
- Manage subconsultants and/or subcontractors.

The **Consultant** will be responsible for the preparation of all meeting minutes; the minutes will be submitted to meeting attendees within one (1) week of the meeting date.

A detailed listing of assumed meeting is provided in Section 10.

## 1.07 Cost and Progress Reporting

For the duration of this agreement, the **Consultant** will prepare and submit to the **City** on a monthly basis a Cost Control Report, a Progress Report, and a Project Schedule in a format approved by the **City**. The beginning and ending dates defining the reporting period will correspond to the beginning and ending dates for billing periods, so that this reporting process can also serve to explain billing charges. (In cases where all work under this contract is officially suspended by the **City**, this task will not be performed during the suspension period.)

## 1.08 Policy and Procedures

The design of this project will be progressed in accordance with the current NYSDOT Design Procedure Manual (DPM), appropriate sections of the Federal Aid Policy Guide (FAPG) and the NYSDOT Procedures for Locally Administered Federal Aid Projects (PLAFAP) Manual including latest updates.

## 1.09 Standards and Specifications

The project will be designed and constructed in accordance with the current edition of the NYSDOT Standard Specifications for Construction and Materials, including all applicable revisions.

## 1.10 Subconsultants

The **Consultant** will be responsible for:

- Coordinating and scheduling work, including work to be performed by subconsultants.
- Technical compatibility of a subconsultant's work with the prime consultant's and other subconsultants' work.

## **1.11 Subcontractors**

Procurement of subcontractors must be in accordance with the requirements set forth in the "Locally Administered Federal Aid Procedures Manual."

## Section 2 - Data Collection & Analysis

Not included in contract.

## Section 3 - Preliminary Design

Not included in contract.

## Section 4 - Environmental

Not included in contract.

## Section 5 - Right-of-Way

Not included in contract.

## Section 6 - Detailed Design

Not included in contract.



## **Section 7 - Advertisement, Bid Opening and Award**

Not included in contract.

## Section 8 - Construction Support

### 8.01 Construction Support

The **Consultant** will provide design response to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the **City** under one of the tasks below:

- In response to unanticipated and/or varying field conditions or changes in construction procedures, the **Consultant** will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- The **Consultant** will analyze and make recommendations on the implementation of changes proposed by the **Sponsor** or the construction contractor.
- The **Consultant** will interpret and clarify design concepts, plans and specifications.
- The **Consultant** will review and approve shop drawings for construction.

Not reimbursable under this Section are:

- Corrections of design errors and omissions
- Straightforward interpretations of plans and designer intentions

## Section 9 - Construction Inspection

### 9.01 Equipment

The **Contractor** will furnish office space and basic office furnishings for the **Consultant**, as part of the contract.

The **Consultant** will furnish all other office, field and field laboratory supplies and equipment required to properly perform the inspection services listed below.

### 9.02 Inspection

The **Consultant** must provide, to the satisfaction of the **City**, contract administration and construction inspection services from such time as directed to proceed until the completion of the final agreement and issuance of final payment for the contract. The **Consultant** must assume responsibility, as appropriate, for the administration of the contract including maintaining complete project records, processing payments, performing detailed inspection work and on-site field tests of all materials and items of work incorporated into the contract consistent with federal policies and the specifications and plans applicable to the project.

### 9.03 Sponsor's Project Manager

This Project Manager will be the **City's** official representative on the contract and the **Consultant** must report to and be directly responsible to said Project Manager.

### 9.04 Ethics

Prior to the start of work, the **Consultant** will submit to the **City** a statement regarding conflicts of interest.

### 9.05 Health and Safety Requirements

The **Consultant** must provide all necessary health and safety related training, supervision, equipment and programs for their inspection staff assigned to the project.

### 9.06 Staff Qualifications and Training

The **Consultant** must provide sufficient trained personnel to adequately and competently perform the requirements of this agreement. The **Consultant** will recommend inspectors to the Sponsor for approval prior to their assignment to the project. Resumes, proof of required certification and the proposed initial salary shall be furnished. The Sponsor may want to interview before approval and reserves the right to disapprove any application. The employment of all consultant personnel is conditional, subject to satisfactory performance, as determined by the Sponsor.

For all construction inspection agreements, it is mandatory that all technician personnel be identified by the National Institute for Certification in Engineering Technologies (NICET) certification levels in the staffing tables. In addition, all Transportation Engineering Technicians-Construction assigned to the project at and above level III, Engineering and

Senior Engineering Technicians, must be certified by NICET. Transportation Engineering Technicians-Construction below level III assigned to the project must have successfully completed the General Work Element requirements and at least those Special Work Elements which apply to their specific project assignments at the level of their rating.

In lieu of the NICET certification requirements, the Sponsor may accept evidence that the person proposed for employment has a combination of education and appropriate experience commensurate with the scope of the position in question.

Technicians employed by the **Consultant** who perform field inspection of geotechnical construction (earthwork), including, but not limited to embankment construction, subbase placement, structure and culvert backfill placement, and testing of earthwork items for in-place density and/or gradation, shall possess a current certification and/or proof of training from the following organization:

North East Transportation Technician Certification Program (NETTCP) Soils and Aggregate Inspector Certification. An alternative to the certification/training listed above would be proof of previous training (within the past 5 years) of the NYSDOT Earthwork Inspectors School, given by the Department's Geotechnical Engineering Bureau.

## 9.07 Scope of Services/Performance Requirements

### A. Quality

The **Consultant** will enforce the specifications and identify in a timely manner to the **Sponsor** local conditions, methods of construction, errors on the plans or defects in the work or materials which would conflict with the quality of work, and conflict with the successful completion of the project.

### B. Record Keeping & Payments to the Contractor

- 1) All records must be kept in accordance with the directions of the **Sponsor and must be consistent with the requirements of the [NYSDOT Manual of Uniform Recordkeeping \(MURK\)](#).<sup>1</sup> The **Consultant** must take all measurements and collect all other pertinent information necessary to prepare daily inspection reports, monthly and final estimates, survey notes, record plans showing all changes from contract plans, photographs of various phases of construction, and other pertinent data, records and reports for proper completion of records of the contract.**
- 2) Any record plans, engineering data, survey notes or other data provided by the Sponsor should be returned to the Sponsor at the completion of the contract. Original tracings of record plans, maps, engineering data, the final estimate and any other engineering data produced by the Consultant will bear the endorsement of the Consultant. Any documents that require an appropriate review and approval of a Professional Engineer (P.E.) licensed and registered to practice in New York State must be signed by the P.E.

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<sup>1</sup> <https://www.dot.ny.gov/main/business-center/contractors/construction-division/forms-manuals-computer-applications-general-information>

- 3) Unless otherwise modified by this agreement, the **Sponsor** will check, and when acceptable, approve all structural shop drawings.
- 4) The **Consultant** must submit the final estimate of the contract to the **Sponsor** within four (4) weeks after the date of acceptance of the contract. All project records must be cataloged, indexed, packaged, and delivered to the **Sponsor** within five (5) weeks after the date of the acceptance of the contract.

#### Health & Safety/Work Zone Traffic Control

- 1) The **Consultant** must ensure that all inspection staff assigned to the project are knowledgeable concerning the health and safety requirements of the contract per **Sponsor** policy, procedures and specifications and adhere to all standards. Individual inspectors must be instructed relative to the safety concerns for construction operations they are assigned to inspect to protect their personal safety, and to ensure they are prepared to recognize and address any contractor oversight or disregard of project safety requirements.
- 2) The **Consultant** is responsible for monitoring the Contractor's and Subcontractor's efforts to maintain traffic and protect the public from damage to person and property within the limits of, and for the duration of the contract.

#### Monitoring Equal Opportunity/Labor Requirements

The **Consultant** must assign to one individual the responsibility of monitoring the Contractor's adherence to Equal Opportunity and Labor requirements contained in the contract. When monitoring the Contractor's Equal Opportunity and Labor compliance, the Consultant, will utilize the guidance contained in the contract, standard specifications and the **Sponsor's** policies. The Consultant is also to input required disadvantaged business enterprise (DBE) information into the NYSDOT maintained [Equitable Business Opportunities \(EBO\) database](https://www.dot.ny.gov/dotapp/ebo)<sup>2</sup>.

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<sup>2</sup> <https://www.dot.ny.gov/dotapp/ebo>

## Section 10 - Estimating & Technical Assumptions

### 10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

Section 1: Estimate 2 meetings during the life of this agreement.

Estimate 6 cost and progress reporting periods will occur during the life of this agreement.

Section 2: N/A

Section 3: N/A

Section 4: N/A

Section 5: N/A

Section 6: N/A

Section 7: N/A

Section 8: Construction Support will include but not be limited to:

- Preparation of addendums
- Providing technical support during construction on questions relating to the design.
- Providing assistance in construction bid proceedings.
- Analysis of bids
- Review of shop drawings

Estimate 2 requests that require effort will be made during the construction phase of the project.

Section 9: Construction Inspection will include but not be limited to:

- Providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications.
- Preparation of as-built plans.

Estimate construction will take place from July to October 2025 (4 months).

Estimate full time inspection will be required.

## 10.02 Technical Assumptions

The following technical assumptions are in addition to those made in the scope of services, Sections 1 through 9:

### Section 1

- 1.01 The project will include the installation of a trail connection between Mayor's Park (987 Sweeney Street) and the North Tonawanda Botanical Gardens (1825 Sweeney Street). The project will include an off-street path primarily along the public right-of-way of Sweeney Street as well as lands owned by the State of New York under jurisdiction of the Canal Corporation. Primary improvements will include:
- Construction of an asphalt trail along Sweeney Street
  - Creating a buffer between the trail and traffic along Sweeney Street by removing excess pavement on a portion of Sweeney Street
  - Traffic Signal work at the Sweeney/Robinson intersection
  - Installation of a timber pedestrian bridge across from Parkview Dr
  - Landscaping amenities at Mayor's Park and the North Tonawanda Botanical Gardens (subject to available funding)
  - Installation of RRFBs (subject to available funding)

**Section 2:** N/A

**Section 3:** N/A

**Section 4:** N/A

**Section 5:** N/A

**Section 6:** N/A

**Section 7:** N/A

### **Section 8**

- 8.01 Assume construction will take 4 months.  
8.01 Assume design attendance at progress meetings is required.  
8.01 Assume **Consultant** will review the contractor submittals.

### **Section 9**

- 9.02 Assume construction will take 4 months.  
9.02 Assume a NICET Level IV inspector is required.  
9.02 Assume C&S will provide material testing through a subconsultant  
9.02 Assume full-time inspection is required.

# EXHIBIT A

## Wage Rates

PIN 5764.74

Erie Canal Bike Path Extension

City of North Tonawanda

### Construction Support/Construction Inspection Services

Job Title	Grade	Average Salary Rates		Maximum Hourly Rates			Overtime Category
		Certified Payroll June '24	Project Midpoint June '25	2024	2025	2026	
Senior Principal	VIII (A)	\$78.01	\$81.13	\$86.50	\$89.96	\$93.56	A
Service Group Manager	VIII (A)	\$94.03	\$97.79	\$120.50	\$125.32	\$130.33	A
Department Manager	VII (A)	\$75.65	\$78.68	\$84.00	\$87.36	\$90.85	A
Chief Engineer	VI (A)	\$67.83	\$70.54	\$70.00	\$72.80	\$75.71	A
Managing Engineer	VI (A)	\$62.45	\$64.95	\$68.50	\$71.24	\$74.09	A
Senior Project Engineer	V (A)	\$56.49	\$58.75	\$64.00	\$66.56	\$69.22	B
Project Engineer	IV (A)	\$47.51	\$49.41	\$55.00	\$57.20	\$59.49	B
Environmental Scientist	III (A)	\$37.14	\$38.63	\$38.50	\$40.04	\$41.64	B
Engineer	III (A)	\$43.56	\$45.30	\$50.00	\$52.00	\$54.08	B
Staff Engineer	I/II (A)	\$38.13	\$39.66	\$41.00	\$42.64	\$44.35	B
Senior Construction Supervisor	IV (N)	\$78.15	\$81.28	\$78.40	\$81.54	\$84.80	B
Construction Supervisor	IV (N)	\$63.07	\$65.59	\$67.00	\$69.68	\$72.47	B
Resident Engineer	IV (N)	\$59.12	\$61.48	\$70.50	\$73.32	\$76.25	C
Chief Inspector	III (N)	\$51.30	\$53.35	\$55.00	\$57.20	\$59.49	C
Senior Inspector	III (N)	\$49.65	\$51.64	\$57.20	\$59.49	\$61.87	C
Inspector	II (N)	\$42.28	\$43.97	\$47.80	\$49.71	\$51.70	C
Student Technician I	N/A	\$21.67	\$22.54	\$23.00	\$23.92	\$24.88	B
Project Coordinator	N/A	\$41.83	\$43.50	\$42.50	\$44.20	\$45.97	B

Hourly rates shall not exceed those shown above or the current NYSDOT Salary Roster.

#### OVERTIME POLICY

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Category A - No overtime compensation.

Category B - Overtime compensated at straight time rate.

Category C - Overtime compensated at straight time rate x 1.50.

Overtime applies to hours worked in excess of the normal working hours of 8 hours per day.



**Exhibit B**  
**Staffing Table - Construction Phase Services**

C&S Engineers, Inc.  
 PIN 5764.74  
 Erie Canal Bike Path Extension  
 City of North Tonawanda

JOB TITLE	ASCE OR NICET GRADE	BIDDING	PRE CONST.	REVISED DESIGN	CONST. ADMIN	POST CONST.	(1)	(2)	(3)	(4)	(5)	(6)
Department Manager	VII (A)		8	4	8	8	28	0	\$78.68	\$0.00	\$0	\$2,203
Project Engineer	IV (A)		6	12	16	6	40	0	\$49.41	\$0.00	\$0	\$1,976
Engineer	III (A)		12	20	80	20	132	0	\$45.30	\$0.00	\$0	\$5,980
<b>TOTALS</b>							200	0			\$0	\$10,159

NOTES:

(1) Total Hours (straight time)	TOTAL SALARIES (PREMIUM PORTION)	\$0
(2) Total Hours (overtime)		
(3) Projected Hourly Rate (straight time)	TOTAL SALARIES (STRAIGHT TIME PORTION)	\$10,159
(4) Projected Hourly Rate (premium time)		
(5) Direct Technical Salaries (premium portion)		
(6) Direct Technical Salaries (straight time portion)		

**Exhibit B**  
**Staffing Table - Construction Inspection**

C&S Engineers, Inc.  
 PIN 5764.74  
 Erie Canal Bike Path Extension  
 City of North Tonawanda

NAME	TITLE	MIDPT RATE	PRE CON	2025				OCT	NOV	POST CONS	TOTAL HOURS	LABOR COST	OT COST
				JUNE	JULY	AUG	SEPT						
Construction Phase				XXXX	XXXX	XXXX	XXXX						
Senior Construction Supervisor	IV (N)	\$81.28	0	0	0	0	0	0	0	0	0	\$0	\$0
Construction Supervisor	IV (N)	\$65.59	4	0	4	4	4	4	0	4	24	\$1,574	\$0
Resident Engineer	IV (N)	\$61.48	24	0	173	173	173	173	0	40	756	\$46,483	\$6,972
Chief Inspector	III (N)	\$53.35	0	0	0	0	0	0	0	0	0	\$0	\$0
Senior Inspector	III (N)	\$51.64	0	0	0	0	0	0	0	0	0	\$0	\$0
Inspector	II (N)	\$43.97	0	0	8	8	8	8	0	0	32	\$1,407	\$0
LABOR											\$49,464	\$6,972	

**Exhibit C**  
**Direct Non-Salary Cost Estimate - Construction Phase Services**

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C&S Engineers, Inc.  
PIN 5764.74  
Erie Canal Bike Path Extension  
City of North Tonawanda

1. On-Job Travel	\$0
2. Communication Equipment	\$0
3. Insurance	\$0
4. Printing	\$0
5. Postage	\$0
<b>TOTAL DIRECT NON-SALARY COST</b>	<b>\$0</b>

**Exhibit C**  
**Direct Non-Salary Cost Estimate - Construction Inspection**

---

C&S Engineers, Inc.  
PIN 5764.74  
Erie Canal Bike Path Extension  
City of North Tonawanda

1. On-Job Travel	\$1,500
2. Insurance	\$0
3. Expendable Supplies	\$0
4. Communication	\$0
5. Postage, Mailings	\$0
<b>TOTAL DIRECT NON-SALARY COST</b>	<b>\$1,500</b>

**Exhibit C**  
**Subcontractor Cost Estimate**

C&S Engineers, Inc.  
PIN 5764.74  
Erie Canal Bike Path Extension  
City of North Tonawanda

**Material Testing**

<u>Item</u>	<u>Unit Cost</u>	<u>No.</u>	<u>Total</u>
Soil & Concrete Testing	\$700 /day	3	\$2,100
Soils Lab Technician	\$600 /day	3	\$1,800
Cylinder Breaks	\$25 ea	4	\$100
Asphalt Technician	\$750 /day	0	\$0
		Subtotal	<u>\$4,000</u>

**TOTAL SUBCONTRACTOR COST      \$4,000**

Exhibit D  
Summary

C&S Engineers, Inc.  
PIN 5764.74  
Erie Canal Bike Path Extension  
Construction Phase Services

		<b>Const. Support</b>	<b>Const. Inspection</b>
Item IA, Direct Technical Salaries (Estimated, Subject to Audit)		<u>\$10,159</u>	<u>\$49,464</u>
Item IB, Direct Technical Salaries Premium Portion of Overtime (Estimated, Subject to Audit)		<u>\$0</u>	<u>\$6,972</u>
Item IIA, Direct Non-Salary Cost (Estimated, Subject to Audit)		<u>\$0</u>	<u>\$1,500</u>
Item IIB, Direct Non-Salary Cost Sub-Contractor Cost (Estimated, Subject to Audit)		<u>\$0</u>	<u>\$4,000</u>
Item III, Overhead (Estimated, Subject to Audit)	172% (office) 159% (field)	<u>\$17,473.93</u>	<u>\$78,647.46</u>
Item IV, Fixed Fee (Negotiated) On Items IA, IB, IIA & III	11%	<u>\$3,040</u>	<u>\$14,092</u>
Total Estimated Cost Construction Phase Services		<u>\$30,673</u>	<u>\$154,676</u>
<b>Maximum Amount Payable (combined)</b>			<b>\$186,000</b>



**City of North Tonawanda  
Department of Engineering**

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

**Chelsea L. Spahr, P.E.**

*City Engineer*

Phone: (716) 695-8565

Fax: (716) 695-8568

March 24, 2025

IV.2

**APR 01 2025**

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

**Re: Erie Canal Bike Path Extension - Mayor's Park to Botanical Garden  
PIN 5764.74  
Supplemental Agreement No. 3**

Dear Honorable Body:

Additional ROW work is required for this project that was not part of the original scope with C&S. This work includes preparation of additional ROW maps for land acquisition at the Nor Ton Red Jacket Club, formerly Canal Corp land, and research and mapping to confirm property acquisition easements on Canal Corp lands where the new bike path will be.

I therefore recommend that the Common Council authorize the Mayor to sign the enclosed Supplemental Agreement No. 3 for the additional design scope with C&S Companies, 141 Elm Street, Buffalo, NY 14203; in an amount not to exceed of \$20,042.00; subject to review by the City Attorney.

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

Very truly yours,

Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls

Cc: file  
Edward A. Zebulski III, City Attorney  
Mark Zellner, Superintendent of Public Works  
Laura Wilson, Director of Community Development  
Alex Domaradzki, Director of Parks and Recreation  
Jeffery Zellner, City Accountant  
Daniel T. Borcz, PE, C&S Companies

2025 MAR 24 AM 11:58  
NORTH TONAWANDA NY

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**C&S Companies**  
 141 Elm Street, Suite 100  
 Buffalo, NY 14203  
 p: (716) 847-1630  
 f: (716) 847-1454  
 www.cscos.com

March 19, 2025

Mrs. Chelsea Spahr  
 City Engineer  
 City of North Tonawanda Engineering Department  
 216 Payne Avenue  
 North Tonawanda, NY 14120

Re: PIN 5764.74; Erie Canal Bike Path Extension Project  
 Supplemental Agreement 03 Proposal

Dear Chelsea;

As the project progressed, additional right of way (ROW) work was required including:

1. Preparation of an additional ROW map for the Nor Ton Red Jacket Club parcel (Map 6)
2. Research to confirm the limit of Canal Corp lands in Mayor's Park.
3. Preparation of up to three abandonment maps (permanent easements) for the sections of trail on Canal Corp property (potentially Mayor's Park, just south of Donald Miller Park, and the North Tonawanda Botanical Gardens)

This work was not included in our original contract with the City.

C&S has subcontracted the mapping work to KHEOPS Architecture, Engineering & Survey, DPC (Kheops). Their proposal is attached (total \$12,500.00 max). In addition, we have included some incidental time for C&S to coordinate with all involved parties:

40 hours of Managing Engineer @ \$188.55 (loaded rate) = \$7,542.00

Loaded rate includes \$62.45 DTL, 172% overhead, and 11% profit

The total amount requested is up to **\$20,042.00**

I appreciate your understanding that these costs are justified and allowing this request for extra compensation. Please do not hesitate to contact me if you need additional information to complete this process.

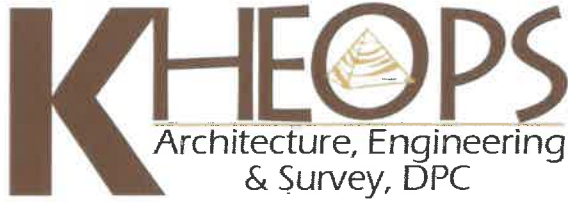
Very truly yours,

C&S ENGINEERS, INC.

Daniel T. Borcz, P.E.  
 WNY Transportation Dept Manager

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

By: \_\_\_\_\_  
 Austin J. Tylec  
 Mayor, City of North Tonawanda



Tel (716) 849-8739  
Fax (716) 856-0981  
www.kheopsdpc.com

392 Pearl Street  
Suite 401  
Buffalo, NY 14202

3/19/2025  
C&S Companies

**Re: City of North Tonawanda Bike Path – NYS Canal Abandonment Mapping, City of North Tonawanda, Niagara County, NY**

**SCOPE OF WORK:**

KHEOPS Survey, has been consulted prepare a scope and fee to prepare NYS Canal Abandonment Maps along certain portions of the bike/pedestrian path under current design and based on previous survey work prepared by KHEOPS. See information and description of work required for the following tasks as requested;

1. An additional ROW map is necessary for another portion of lands within the Nor Ton Red Jacket Club to accommodate bike path design.
2. Office/Field Research to be provided to confirm the boundary limits and ownership of Canal Corp. lands within City of North Tonawanda Mayor's Park. NYS Canal Corp. is questioning the difference between City tax mapping and Canal Record information in order to determine if an Abandoned Map is necessary.
3. Preparation of up to three Canal Abandonment Maps (Permanent Easements), that will be necessary to accommodate the design and construction of the bike/pedestrian pathway. KHEOPS will consult with C&S as to the exact locations and limits of each map.

**DELIVERABLES:**

All final maps will be completed to NYS Canal Authority Mapping Standards and created in MicroStation Inroads Format.

**ASSUMPTIONS:**

- **Current New York State prevailing wage rates DO NOT APPLY for field time (boundary survey).**
- Site access will be provided by owner.
- No confined space entry will be required.

**PROPOSED FEES:**

**Task 1 - \$2,500.00**

**Task 2 – \$2,500.00**

**Task 3 - \$2,500.00 PER MAP, up to 3 maps**

**Total \$12,500.00 MAX**





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

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

*IN. 3*

March 27, 2025

**APR 01 2025**

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

**Re: Project 2018-05: Live Hose Floor Repair Project**  
**Approval of Change Order and Final Project Acceptance**

Dear Honorable Body:

Approval of Change Order No. 1 and final acceptance of the Live Hose Floor Repair Project is hereby requested. The change order is to balance the project. Attached is the change order showing the deductions at the end of the project.

Accordingly, I respectfully request that the Common Council approve the deduct Change Order No. 1 for the Live Hose Floor Repair Project in the amount of \$341.12 with Walter S. Johnson Bldg. Co. Inc., 6638 Mooradian Drive, Niagara Falls, NY 14302; decreasing the contract amount from \$235,116.00; to the final contract amount of \$234,774.88; authorizing the Mayor to sign said change order. Further, that the Common Council accept this project as complete and approve the final payment subject to review by the City Attorney.

Very truly yours,

Travis J. Sikora, E.I.T.  
Assistant City Engineer

TJS:tjs

Cc: file  
Edward Zebulske, City Attorney  
Doug Orłowski, Fire Chief  
Jeffery Zellner, City Accountant  
Bill Silvis, WSJ Bldg. Co. Inc.

2025 MAR 27 AM 10:25  
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**City of North Tonawanda**  
**Department of Engineering**  
 City Hall, 216 Payne Avenue  
 North Tonawanda, NY 14120-5493  
 www.northtonawanda.org

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

CHANGE ORDER NO. 1

DATE: March 11, 2025

TO: Bill Silvis  
 Walter S. Johnson Bldg. Co. Inc.  
 6638 Mooradian Drive  
 Niagara Falls, NY 14302

PROJECT NO: 2018-05, Live Hose Floor Repair

ADDITION: \_\_\_\_\_ \$0.00

DEDUCTION: \_\_\_\_\_ \$341.12

UNDER YOUR CONTRACT 07/16/2024 with the City of North Tonawanda,

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

Balancing Chang Order No. 1 – Deduct remaining Contingency = (\$341.12)

TOTAL = (\$341.12)

The sum of **\$341.12** is hereby **deducted** from the contract.

<u>Original Contract</u>	<u>C.O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$235,116.00	1	\$0.00	\$341.12	\$234,774.88

ACCEPTED BY Joy Johnson  
 (Contractor)

DATE 3/13/25

RECOMMENDED BY mi

DATE 3/27/25

APPROVED BY \_\_\_\_\_  
 (Owner)

DATE \_\_\_\_\_

COMMON COUNCIL RESOLUTION DATE \_\_\_\_\_

JEFFREY ZELLNER  
CITY ACCOUNTANT

JENNIFER CRESS  
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP  
JUNIOR ACCOUNTANT

# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE NORTH  
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545

FAX: (716) 695-8573

VII.1

March 26<sup>th</sup>, 2025

APR 01 2025

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

Dear Honorable Body:

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

Accordingly, please authorize for payment the current Warrant of Claims for Common Council audit, dated April 1st, 2025, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

2025 MAR 26 AM 10:26  
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE

JEFFREY ZELLNER  
CITY ACCOUNTANT

JENNIFER CRESS  
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP  
JUNIOR ACCOUNTANT

# City of North Tonawanda

DEPARTMENT OF ACCOUNTING  
CITY HALL  
216 PAYNE AVENUE NORTH  
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545

FAX: (716) 695-8573

APR 01 2025

3/26/2025

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

Dear Honorable Body:

In accordance with Article V, Division 2, Section 5.023, and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2025 appropriations, based on the request of the Department Head, copy attached.

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$13,000	001.7180.0100	001.9060.0807
	Swimming Pool - Personal services	Medical Insurance

Reason: With construction for the Pool not anticipated to start until after our summer season, Parks superintendent and the Mayor are proposing that we allocate funds to open the Raindrop pool. This is possible due to the savings generated by our Medical RFP.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

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2025 MAR 26 AM 10:26  
NORTH TONAWANDA NY

# Budgetary Transfer Request Form

Department: Parks

Date: 3/26/2025

<b>Dollar Amount</b>	<b>Appropriation Accounts and Documentation</b>	<b>Into Appropriation Account</b>
\$13,000	From Appropriation Account 001.9060.0807 - Medical Insurance Account Number      Account Description	001.7180.0100 - Swimming Pool - Personal services Account Number      Account Description

**Explanation:**

With construction for the Pool not anticipated to start until after our summer season, Parks superintendent and the Mayor are proposing that we use funds to open the Raindrop pool. This is possible due to the savings generated from our Medical RFP.

**Please Check One**

Common Council Action	NO Common Council Action
-----------------------	--------------------------

X

	3/26/2025
Department Head Signature	Date

**Budgetary Transfer Policy**

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

1. Transfer appropriations must be less than \$250,000
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than \$250,000 within any fiscal year

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

1. Transfer appropriations must be over \$250,000
2. Creation of a new appropriation account your budget

**For Accounting Department Use Only**

	Department of Accounting Audit	Common Council Meeting Date
	1	4/1/2025



## **NORTH TONAWANDA FIRE DEPARTMENT**

**OFFICE OF THE FIRE CHIEF**

495 Zimmerman St., North Tonawanda, NY 14120

Tel. (716)693-2201 Fax. (716)693-2216

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XI

March 25, 2025

APR 01 2025

Honorable Mayor Austin Tylec  
Common Council Members  
216 Payne Ave.  
North Tonawanda, NY 14120

Honorable Body,

In accordance with the City Charter of the City of North Tonawanda, and pursuant to the authority vested in me by §3.002.e thereof, I make the following promotion:

Firefighter David P. Cole is promoted to the rank of Captain within the City of North Tonawanda fire Department.

A brief ceremony will be held in the Council Chambers on March 28, 2025, beginning at 9:30 am, and David will start as a Captain on the aforementioned date.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "D. Orlowski".

Douglas D. Orlowski  
Fire Chief

2025 MAR 25 AM 10:00  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE

**NORTH TONAWANDA**  
**Dept. of Youth, Recreation, Parks & Seniors**

500 Wheatfield Street  
North Tonawanda, NY 14120  
Phone: (716) 695-8520  
Fax: (716) 695-8533



March 26, 2025

XIV.  
APR 01 2025

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

Dear Mayor Tylec and Common Council,

I am requested approval to sign a Memorandum of Agreement between the City and the Tonawanda Soccer Club allowing their use of the soccer fields located at Gratwick Riverside Park for their soccer program under the terms of the agreement. The MOA has been forwarded to the City Attorney's office for review.

Respectfully Submitted,



Alex Domaradzki  
Director of Youth, Recreation, Parks & Seniors

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CITY CLERK'S OFFICE

2025 MAR 27 AM 9:33  
NORTH TONAWANDA NY

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE CITY OF NORTH TONAWANDA  
AND  
THE TONAWANDA SOCCER CLUB**

In consideration for the City of North Tonawanda's (City) support and assistance to the Tonawanda Soccer Club (Club), whereas a youth soccer program is a beneficial program for the community, and whereas the Club needs field space to conduct their soccer league. The following guidelines are to be observed:

1. The City agrees to provide space at Gratwick Riverside Park (1300 River Road) for two full-sized soccer fields to be used for practices and games.
2. Practice and game schedules will be provided to the City prior to the use of the field. Dates will be approved by the City. (Exclusion dates include but are not limited to Thursdays in July-August, & August 1-3).
3. The City will provide soccer goals, player benches and maintain the field weekly (cutting grass & lining the fields).
4. The City will provide one portable restroom to be placed in a desirable location next to the fields.
5. The City will provide sufficient garbage containers while the Club is responsible for ensuring all garbage is cleaned up and thrown into the proper receptacles.
6. The City agrees to provide two additional soccer goals for an alternate site on NT School District Property (location TBD) as agreed upon by the NT School District. The City will not be responsible for field maintenance outside of lining the fields and providing a portable bathroom onsite. The Club will be responsible for providing benches at this location, and the School District will be responsible for general grounds maintenance.
7. The Club will reimburse the City the end of the season for the cost of field paint and bathroom rentals. The Club agrees to pay the invoice no later than November 30, 2025. If requested by the Club, the City will provide copies of receipts for the aforementioned items.
8. The club must provide the City with a Certificate of Insurance that conforms to current City policy prior April 7, 2025.

The above guidelines shall be effective from April 7, 2025 through October 31, 2025

**AGREED TO BY \_\_\_\_\_**

**AGREED TO BY \_\_\_\_\_**

**DIRECTOR OF YOUTH, RECREATION & PARKS**

**ASSOCIATION PRESIDENT**



**Donna Braun**

CFO. A.

**From:** Natalie Brown <nataliebrown628@gmail.com>  
**Sent:** Friday, March 14, 2025 9:27 PM  
**To:** Donna Braun; Lori Swartz  
**Subject:** Letter to NT Council: Please add to agenda THANK YOU!

**APR 01 2025**

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

**Can you please add the request below to the next Council meeting Agenda?**

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

Dear Common Council Members,

My name is Natalie Brown. I own and manage the Project 308 Gallery located at 308 Oliver Street in North Tonawanda. I am requesting Oliver Street to be closed from Robinson St. to Schenck Street (one block) on **Saturday, August 2, 2025 from 9am -5pm** for the 10<sup>th</sup> Annual Oliver Street Art Festival. I am excited to bring the art festival to the neighborhood for its tenth year!

As we've done in the past, I'd like to showcase the work of over 80 artist vendors while attendees enjoy live music all day, food trucks and activities for kids. As I've done in the past, I plan to reach out to local community groups to showcase like the Oliver Street Merchants Association, the Old Chapel Antique Store and more. The community not only expects the festival each year, but they also enjoy how the festival livens up the neighborhood for a day.

Allowing me to close the street to host the festival is the first step towards a successful and fun event for the community. Please feel free to contact me with questions at the number below. Thank you for your time and consideration.

Sincerely,

Natalie Brown  
Project 308 Gallery  
308 Oliver Street  
North Tonawanda, NY 14120  
716-523-0068  
[Nataliebrown628@gmail.com](mailto:Nataliebrown628@gmail.com)

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Natalie Brown  
716-523-0068

2025 MAR 17 PM12:42  
NORTH TONAWANDA NY

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