

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

**FROM: Daniel R. Quinn, City Clerk-Treasurer**

**RE: Agenda for Reorganization MONDAY, JANUARY 2, 2017, 6:30P.M.**

**#1 Adjournment of last regular session of 2016.**  
**#2 Designation of Common Council President for 2017.**  
**#3 Designation of Common Council meeting nights.**

**COMMUNICATIONS FROM CITY OFFICIALS**

- III.1 Clerk-Treasurer - Re: Designation of Banks for 2017.
- III.2 Clerk-Treasurer - Re: Authorization to make investments during 2017 according to the Cash Management and Investment Policies and Procedures.
- III.3 Clerk-Treasurer - Re: Authorization to make transfers from the General Fund.
- III.4 Clerk-Treasurer - Re: Authorization for each Department Head to submit petty cash slips & vouchers to the City Accountant.
- III.5 Clerk-Treasurer - Re: Designation of the Niagara Gazette, the Buffalo News the Niagara-Wheatfield Tribune and the North Tonawanda Extra as official Newspapers for the City of North Tonawanda.

Respectfully submitted,



**Daniel R. Quinn  
City Clerk-Treasurer**

# City of North Tonawanda

III.1

JAN 02 2017

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

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

December 16, 2016

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

Dear Honorable Mayor and Common Council:

The following Commercial Banks hold checking, savings and/or Money Market accounts with the City of North Tonawanda at the present time:

M & T Bank                                          Checking/Savings/Money Market/Cash Management

Bank of America                                      Investments

Please designate the aforementioned banks as depositories for the City of North Tonawanda, New York for the year 2017.

In the best interest of the City, with the current market situation, please grant me the authority to make any necessary modifications to the above referenced bank designations.

Thank you for your cooperation.

Respectfully,



Daniel R. Quinn  
City Clerk-Treasurer

NORTH TONAWANDA NY

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Manufacturers and Traders Trust Company, North Tonawanda Office:

General Fund (Checking/Savings)  
Water Fund (Checking/Savings)  
Chemlink (transfer account only)  
Golf Course Account - Charges  
Rental Assistance HUD Fund  
Trust & Agency Fund  
Community Development Fund  
Community Development Block Grant Fund  
Municipal Payroll Fund  
Flex Plan  
Health Reimb  
Housing Rehab  
HOME Re-Habilitation  
Municipal Clearing Account  
Payroll  
Section 108 Fund  
Capital Construction Fund (Checking/Savings)

Bank of America, North Tonawanda Office:

Belmont - Rental Assistance (transfer account only)

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December 16, 2016

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

Dear Honorable Mayor and Common Council:

Please pass the necessary resolution for the year 2017, authorizing the City Treasurer to invest City of North Tonawanda monies in either, Treasury Bills, Money Market Savings Accounts, Commercial Market Rate Investments or Certificates of Deposit, Municipal Investments, whichever promises to produce the highest interest yield per the City of North Tonawanda Cash Management and Investment Policies and Procedures, which are to be followed by the City Clerk-Treasurer, when said investments are made.

Thank you for your cooperation.

Respectfully,



Daniel R. Quinn  
City Clerk-Treasurer

NORTH TONAWANDA, N.Y.

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# City of North Tonawanda

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Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

December 16, 2016

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

Dear Honorable Mayor and Common Council:

It is likely that various funds will be in need of monies to meet payroll and voucher payments throughout the year 2017.

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

Thank you for your cooperation.

Respectfully,



Daniel R. Quinn  
City Clerk-Treasurer

NORTH TONAWANDA, N.Y.

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# City of North Tonawanda

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DANIEL R. QUINN  
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**December 28, 2016**

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

**Dear Honorable Mayor and Common Council:**

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

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

Building Inspector	\$ 100.00
City Clerk	\$ 100.00
Engineering	\$ 100.00
Fire Department	\$ 500.00
Flexible Spending Acct	\$10,000.00
Golf Course	\$ 1,000.00
Health Reimburse Acct	\$10,000.00
Police Department	\$ 1,000.00
Public Works	\$ 500.00
Recreation	\$ 850.00
Treasurer	\$ 1,000.00
Water Distribution @ DPW	\$ 100.00
Water Department @ WWTP	\$ 400.00
WWTP	\$ 500.00

Regards,



**Daniel R. Quinn**  
City Clerk-Treasurer

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NORTH TONAWANDA, N.Y.

# City of North Tonawanda

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

Lori Swartz  
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III.5  
JAN 02 2017

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**December 19, 2016**

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

**Dear Honorable Mayor and Common Council:**

**I respectfully request that your Honorable body designate the Niagara Gazette, the Buffalo News, the Niagara-Wheatfield Tribune and the North Tonawanda Extra as the official newspapers for the City of North Tonawanda.**

**The above mentioned publications are used for a variety of legal notices during the course of the year. The designation of these newspapers allow for a fair and balanced use for publication of said notices based on the best price quoted for the City of North Tonawanda.**

**If your Honorable Body should concur, I respectfully request that you vote in the affirmative for this official designation.**

**Respectfully,**



**Daniel R. Quinn  
City Clerk-Treasurer**

NORTH TONAWANDA, N.Y.

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