

# City of North Tonawanda

DANIEL R. QUINN  
City Clerk-Treasurer  
danquinn@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

**June 14, 2018**

**The following meetings have been scheduled for TUESDAY, JUNE 19, 2018:**

**6:15PM Common Council - Re: Agenda Discussion**

**6:30PM Common Council Meeting in the Common Council Chambers.**

**Respectfully submitted,**



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

**TO: Honorable Mayor & Common Council  
President Zadzilka  
Aldermen Braun, Berube, Pecoraro, Tylec**

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

**RE: Agenda for regular session TUESDAY, JUNE 19, 2018 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 4/27/2018 – 4/29/2018**

**1) Classified Ad – Seasonal Ordinance Enforcement Officer – Building Inspector**

**PROOF OF PUBLICATION PUBLISHED 6/02/2018**

**1) Legal Notice – Public Hearing to discuss the City’s economic development programs, and potential submission of an application for Community Development Block Grant Funding – Community Development**

**PROOF OF PUBLICATION PUBLISHED 6/06/2018**

**1) Legal Notice – Fiscal Affairs for the City of North Tonawanda for year ending December 31, 2017 – City Accountant**

**PROOF OF PUBLICATION PUBLISHED 6/06/2018**

**1) Legal Notice – Bond Resolution for the Issuance of Serial Bonds to Finance Various Public Improvements – City Accountant**

**COMMUNICATIONS FROM CITY OFFICIALS**

- #1.  
William DeMonte - Re: Resignation as the Assistant Emergency Management Director**
- #2.  
Patricia Brosius - Re: Resignation as Director of Youth, Recreation & Parks**

- II. Attorney** - **Re: Permission to submit 250 Miller Street to the Niagara County Land Bank**
  
- V.1 Supt. Wastewater/Water** - **Re: Award of Contract for Professional Services for the development of a Capital Improvement Plan for the Water Filtration Plant**
  
- V.2 Supt. Wastewater/Water** - **Re: Award of Contract for Engineering Services to replace the Ferric Chloride chemical storage tanks at the Wastewater Treatment Plant**
  
- V.3 Supt. Wastewater/Water** - **Re: Professional Services agreement for engineering work on phase #2 of the Storm Mechanical Bar Screen replacement project**
  
- V.4 Supt. Wastewater/Water** - **Re: Permission to send a Wastewater Plant Operator to the NYS Basic Operations of Wastewater Treatment Plants and Supervision & Technical Operations courses**
  
- VII.1 Accountant** - **Re: Payment of the Abstract of Claims Dated June 19, 2018**
  
- VII.2 Accountant** - **Re: Budgetary Transfer – for improvements to the Botanical Gardens Boat Launch & the repair and maintenance to the Gratwick Park Marina**
  
- XI. Fire Chief** - **Re: Appointment of John Mangus as the Assistant Emergency Management Director**

**XXV. Monthly Reports**

- .1 City Clerk-Treasurer**
- .2 Senior Citizen Center**
- .3 Police Department**

**XXXII. Community Development**

**Re: Permission to submit a Grant Application to the NY State Office of Community Renewal for Community Development Block Grant Funding**

**COMMUNICATIONS FROM OTHERS**

**A.**

**Glenn DiTillio**

- **Re: Permission to close Lincoln Avenue for a block party on Saturday, September 1, 2018**

**B.**

**Carousel Society**

- **Re: Permission to have a Children's Fourth of July Parade on Thompson Street**

**C.**

**Sob W. Haick**

- **Re: Permission to be reappointed as a Commissioner of Deeds for the City of North Tonawanda**

**D.**

**Joshua J. Hojnowski**

- **Re: Permission to be appointed as a Commissioner of Deeds for the City of North Tonawanda**

**Respectfully submitted,**



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

City of North Tonawanda  
 is looking for a seasonal  
 Ordinance Enforcement  
 Officer. Duties to include  
 Inspecting property for  
 abandoned vehicles,  
 weed and nuisance viola-  
 tions. Prepare and main-  
 tain records and reports.  
 Pay is \$12.75 Hr. Must be  
 a High School Grad or  
 GED, Valid Driver's  
 License. Call 695-8595

*published 4/27, 28, 29*

RECEIVED  
 CITY CLERKS OFFICE  
 NORTH TONAWANDA  
 2018 JUN 6 AM 11:51  
 2059%

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

JUN 19 2018

Janet M. Slipko, 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 # 227899 was printed and published in said paper on the following dates:

06/02/2018

RECEIVED  
CITY CLERK'S OFFICE

2018 JUN 6 AM 11:01  
NORTH TONAWANDA NY

*Janet M. Slipko*  
Principal Clerk

Subscribed and sworn to before me this  
6-4-18

*Allyson A. Millette (Briedman)*  
Allyson A. Millette 05/14/2019

Notary Public                      Expiration Date

ALLYSON A. MILLETTE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01M16165762  
Qualified in Niagara County  
My Commission Expires May 14, 2019

**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
CITY OF NORTH TONAWANDA  
OFFICE OF COMMUNITY RENEWAL  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM**

A public hearing will be held on June 12, 2018 at 6:00 PM in the Common Council chambers located at City Hall, 216 Payne Avenue, North Tonawanda, New York 14120 to discuss the City's economic development programs, and the potential submission of an application to the New York State Office of Community Renewal for Community Development Block Grant funding to provide financing to assist in the creation of a brewing operation by Woodcock Brothers Brewing Company in the city of North Tonawanda. More detailed information regarding the project will be presented at the hearing. Accommodations for disabled and non-English speaking residents will be made available upon advance request. Residents who cannot attend the hearing are welcome to express their ideas by calling the Community Development Office at 716-695-8580 or in writing to Director, Community Development Office, 500 Wheatfield Street, North Tonawanda, NY 14120.  
#N227899                                      6/2/2018

JUN 19 2018

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

Janet M. Slipko, 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 # 227968  
was printed and published in said paper on the following dates:

06/06/2018

*Janet M. Slipko*  
Principal Clerk

Subscribed and sworn to before me this  
6-6-18

RECEIVED  
CITY CLERK'S OFFICE  
2018 JUN 8 AM 10:32  
NORTH TONAWANDA NY

*Allyson A. Millette (Stridman)*

Allyson A. Millette 05/14/2019

Notary Public Expiration Date

ALLYSON A. MILLETTE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01MI6165762  
Qualified in Niagara County  
My Commission Expires May 14, 2019

LEGAL NOTICE

CITY OF NORTH TONAWANDA, NEW YORK

Notice is hereby given that the fiscal affairs of the City of North Tonawanda, N.Y. for the period beginning on January 1, 2017 and ending on December 31, 2017 have been examined by Amato, Fox & Company, PC, Certified Public Accountants. A copy of the reports entitled Basic Financial Statements and Single Audit with Independent Auditor's Reports for the Year Ended December 31, 2017 has been filed in my office, where they are available as a public record for inspection by all interested persons. Pursuant to Section 35 of General Municipal Law, the North Tonawanda Common Council may, in its discretion, prepare a written response to these audits not later than September 5, 2018, and file any such response in my office as a public record for inspection by all interested persons.

Daniel R. Quinn  
City Clerk-Treasurer

Amanda L. Reimer  
City Accountant

#N227968

6/6/2018

JUN 19 2018

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

Janet M. Slipko, 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 # 227850 was printed and published in said paper on the following dates:

06/06/2018

Janet M. Slipko  
Principal Clerk

Subscribed and sworn to before me this  
6-6-18

Allyson A. Millette (Siedman)

Allyson A. Millette 05/14/2019  
-----  
Notary Public                  Expiration Date

ALLYSON A. MILLETTE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01MI6165762  
Qualified in Niagara County  
My Commission Expires May 14, 2019

RECEIVED  
CITY CLERK'S OFFICE  
  
2018 JUN 8 AM 10:32  
NORTH TONAWANDA NY



## **ESTOPPEL NOTICE**

The resolution, a summary of which is published herewith, has been adopted by the Common Council of the City of North Tonawanda on June 5, 2018, and the validity of the obligations authorized by such resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the City of North Tonawanda, Niagara County, New York is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution.

Daniel R. Quinn, City Clerk  
City of North Tonawanda

## **SUMMARY OF BOND RESOLUTION**

Set forth below is a summary of said resolution adopted by the Common Council of the City of North Tonawanda on June 5, 2018.

1. The resolution is entitled "BOND RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF NORTH TONAWANDA, NIAGARA COUNTY, NEW YORK (THE "CITY") AUTHORIZING THE ISSUANCE OF \$12,674,000 IN SERIAL BONDS OF THE CITY TO FINANCE VARIOUS PUBLIC IMPROVEMENTS".
2. The resolution authorized serial bonds of the City for the following respective specific objects or purposes, including all the respective principal amounts, and the respective periods of probable usefulness ("PPU"), as indicated below:

(1) Bonds in the principal amount of \$375,000 to finance the cost of improvements to Gateway Harbor Park consisting of (i) the construction of an approximately 840 square-foot ADA-compliant facility with handicap accessible facilities for multiple use with showers, a storage room, and an office for the harbor master, (ii) the construction of new retaining walls with railings, (iii) the acquisition and installation of picnic tables and benches, (iv) renovations and improvements to the retaining walls, pavilion, picnic areas, lighting and railings, (v) the construction and extension of approximately 450 feet of docks to link Sweeney Docks with Gateway Harbor Park including upgraded book utility hookups, and (vi) and all related equipment, machinery, apparatus, appurtenances and incidental improvements related to each of the foregoing; PPU of 15 years;

(2) Bonds in the principal amount of \$253,000 to finance a portion of the cost of the Main Street Green Infrastructure Improvement Project consisting of (i) the design and construction of bioretention facilities along Main Street from Island Street to Thompson Street to collect and remove contaminants and sediment from stormwater runoff, (ii) the construction of new sidewalks, bike lanes, lighting, and plantings, (iii) crosswalk enhancements, additions of benches and bicycle racks, and implementation of complete streets principles on Main, Webster, and Oliver Streets, (iv) pocket park enhancements to improve safety and increase amenities, (v) signage and landscaping improvements, (vi) pedestrian and bicycle crossing enhancements at intersections on River Road, (vii) the construction of additional green space along Main Street, (viii) the reconfiguration of traffic lanes, and (ix) any appurtenant and incidental costs and expenses to each of the foregoing; PPU of 5 years;

(3) Bonds in the principal amount of \$6,008,000 to finance the cost of acquiring, constructing and installing upgrades and replacements to existing equipment at the City's wastewater treatment plant, including the replacement of the grit removal system and critical pumping systems, upgrades to the chlorination system, lighting systems, electrical systems, and all incidental and appurtenant improvements and expenses; PPU of 40 years; and

(4) Bonds in the principal amount of \$6,038,000 to finance the cost of replacing approximately 11,000 water meters and associated equipment in residential and commercial buildings located throughout the City, including all incidental and appurtenant improvements and expenses; PPU of 40 years.

3. Aggregate amount of Debt Obligations Authorized: up to \$12,674,000.

The resolution summarized herein shall be available for public inspection during normal business hours at the offices of the City Clerk/Treasurer, City of North Tonawanda, City Hall, 216 Payne Avenue, North Tonawanda, New York 14120.

#N227850

6/6/2018

#1

JUN 19 2018

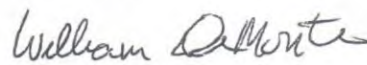
Fire Chief Sikora;

Thank you for the opportunity to let me serve as assistant Emergency Management Director.

I am submitting my resignation, effective June 19, 2018. The last four years doing this job have been very rewarding to me, and I have had nothing but positive experiences doing this work.

I will be available to help train my replacement if needed.

Thank You



William DeMonte

RECEIVED  
CITY CLERK'S OFFICE

2018 JUN 13 PM 12:09  
NORTH TONAWANDA NY

**CITY of NORTH TONAWANDA, NEW YORK** JUN 19 2018

**Department of  
Youth, Recreation, Parks & Senior Citizens**

Norman I. Keller Building  
500 Wheatfield St. North Tonawanda, New York 14120  
(716) 695-8520  
Director: Patricia A. Brosius

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June 13, 2018

Honorable Arthur G. Pappas, Mayor  
& Common Council  
216 Payne Avenue  
North Tonawanda, New York 14120

Dear Honorable Body,

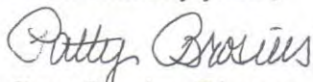
I write this letter to announce my formal retirement from the City of North Tonawanda as Director of the Department of Youth, Recreation and Parks effective as of July 6, 2018.

I would like to express my appreciation for your support in our combined efforts to maintain and improve the quality of life for the residents of North Tonawanda.

Although retirement signals a new phase of life I will surely miss the opportunity to affect our community in a constructive way. I have had the opportunity to work with many hardworking, reliable and selfless people who influenced me during my career.

Thank you to all.

Recreationally yours,



Patty Brosius, Director  
Dept. of Youth, Recreation & Parks

RECEIVED  
CITY CLERK'S OFFICE  
2018 JUN 14 AM 10:00  
NORTH TONAWANDA NY

# City of North Tonawanda

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

JUN 19 2018

LUKE A. BROWN  
CITY ATTORNEY

NICHOLAS B. ROBINSON  
ASSISTANT CITY ATTORNEY

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

June 13, 2018

Honorable Arthur G. Pappas, Mayor  
and Common Council Members  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Re: 250 Miller St. submission to Niagara County Land Bank

Dear Honorable Body:

As we discussed at the Common Council workshop June 12, 2018, the Niagara County Land Bank is now ready to accept properties. The Land Bank has identified 250 Miller Street as a property they would like to acquire and move forward with. As such, I am requesting that the Common Council review and approve the attached Property Submission Form for 250 Miller Street for the Mayor to sign.

Please review this proposal and vote as to approval for the Mayor's signature.

Very truly yours,



Luke A. Brown  
City Attorney

RECEIVED  
CITY CLERK'S OFFICE

2018 JUN 13 PM2:09  
NORTH TONAWANDA NY



# CITY OF NORTH TONAWANDA WATER WORKS

V. 1

830 RIVER ROAD  
NORTH TONAWANDA, NEW YORK 14120  
PHONE: (716) 695 – 8560, ext. #6411  
FAX: (716) 695 – 8563  
E-mail: billdavignon@northtonawanda.org

JUN 19 2018

**William M. Davignon**  
Superintendent

May 30, 2018

Honorable Mayor Arthur G. Pappas and Common Council  
216 Payne Ave. – City Hall  
North Tonawanda, NY 14120

**RE: Award of Professional Services Contract for the development of a Capital Improvement Plan for the Water Filtration Plant.**

**Honorable Mayor Pappas and City Council Members:**

On February 23, 2018 three (3) proposals were received and opened for the development of a Capital Improvement Plan (“CIP”) at the Water Filtration Plant.

The three proposals were reviewed by a four member committee consisting of Alderman, Robert Pecoraro, Staff Accountant Amanda Reimer, Civil Engineer Chelsea Spahr and myself. After reviewing the proposals we narrowed our selection down to three companies.

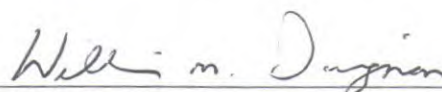
We conducted company interviews on April 19, 2018. A five point grading matrix was used and the company that had the highest point total would receive our recommendation to be presented to you.

Based upon the above process, our committee is recommending that **Arcadis of New York, Inc.**, One Lincoln Center, 110 Fayette St., Suite 300, Syracuse, NY 13202 be awarded the contract in the amount of \$61,400.00. The award of this contract is contingent upon the City Attorney’s approval. We have provided copies of the proposal for your review.

I respectfully request that you add this item to your next available Common Council meeting agenda for approval. Please contact me if you have any question or concerns regarding this Professional Services contract award.

Thank you for your time and consideration of our request.

Sincerely,

  
William M. Davignon, Superintendent

2018 JUN 6 PM 2:30  
RECEIVED  
CITY CLERKS OFFICE  
NORTH TONAWANDA NY



# CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD  
NORTH TONAWANDA, NEW YORK 14120  
PHONE: (716) 695 – 8560, ext. #6411  
FAX: (716) 695 – 8563  
E-mail: billdavignon@northtonawanda.org

V. 2  
JUN 19 2018  
RECEIVED  
CITY CLERK'S OFFICE

**William M. Davignon**  
*Superintendent*

2018 JUN 14 AM 9:56  
NORTH TONAWANDA NY

June 13, 2018

Honorable Mayor Arthur G. Pappas and Common Council  
216 Payne Ave. – City Hall  
North Tonawanda, NY 14120

**RE: Award of Professional Services Contract for Engineering Services to replace the Ferric Chloride chemical storage tanks at the Wastewater Treatment Plant (“WWTP”).**

**Honorable Mayor Pappas and City Council Members:**

On Jan. 25, 2018 the NYS D.E.C. conducted a surprise chemical bulk storage inspection at our Wastewater Treatment Plant (“WWTP”). We subsequently received a Notice of Violation (“NOV”) letter from the D.E.C. noting eight (8) Corrective Actions.

The eight Corrective Actions were rectified, but because of the poor condition of our system, the tank and pipe inspections are only valid for one (1) year. Therefore, we need to replace the Ferric Chloride system as soon as possible.

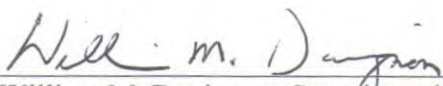
Due to our receiving the above mentioned NOV letter, the City Council approved the transfer of reserve funds into our 2018 Water Treatment Plant budget to cover the estimated \$320,250 total cost of this project.

Since Wendel Engineering was hired to develop our WWTP Capital Improvement Plan I asked them to prepare the attached professional services agreement price quote for the Engineering services for this project. On June 12, 2018 Wendel Engineering submitted the enclosed professional services agreement.

Therefore, I would like your permission to have the Mayor enter into the attached Professional Services agreement with Wendel Engineering for engineering services for the WWTP Ferric Chloride system replacement in the amount of \$34,920. The award of this professional services agreement is contingent upon City Attorney approval.

Thank you for your time and consideration of our request.

Sincerely,

  
\_\_\_\_\_  
William M. Davignon, Superintendent



CITY OF NORTH TONAWANDA WATER WORKS

V.3

830 RIVER ROAD  
NORTH TONAWANDA, NEW YORK 14120  
PHONE: (716) 695 – 8560, ext. #6411  
FAX: (716) 695 – 8563  
e-mail: billdavignon@northtonawanda.org

JUN 19 2018  
RECEIVED  
CITY CLERK'S OFFICE

2018 JUN 14 AM 9:56  
NORTH TONAWANDA NY

**William M. Davignon**  
*Superintendent*

June 12, 2018

Honorable Mayor Arthur G. Pappas and Common Council  
216 Payne Ave. – City Hall  
North Tonawanda, NY 14120

**RE: Wastewater Treatment Plant – Professional Services agreement for engineering work on phase #2 of the Storm Mechanical Bar Screen replacement project.**

Honorable Body:

I would like to recommend that we enter into the enclosed Professional Services agreement for engineering services with GHD Engineering for phase #2 of the Wastewater Treatment Plant Storm Mechanical Bar Screen replacement project at a cost of \$61,700.

GHD did a good job performing this work on phase #1 (east side bar screen) of this project in 2017. Due to the fact that phase #2 (west side bar screen) is the “twin” to the previous one and having GHD perform this service again will save us money and ensure that the project runs smoothly. Phase #1 cost us \$67,425.

The \$300,000 funding for this project was included in the City’s 2018 Capital Improvement Bond.

I respectfully request your permission to have the Mayor enter into the attached Professional Services agreement with GHD for phase #2 of the Storm Mechanical Bar Screen project in the amount of \$61,700. The award of this professional services agreement is contingent upon City Attorney approval.

Thank you for your time and consideration of my request.

Sincerely,

  
\_\_\_\_\_  
William M. Davignon, Superintendent



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD

NORTH TONAWANDA, NEW YORK 14120

Phone: (716) 695-8560, ext. #6411

Fax: (716) 695-8563

E-mail: [billdavignon@northtonawanda.org](mailto:billdavignon@northtonawanda.org)

V:4

JUN 19 2018

RECEIVED  
CITY CLERK'S OFFICE

**William M. Davignon**  
Superintendent

2018 JUN 14 AM 9:56  
NORTH TONAWANDA NY  
June 13, 2018

Honorable Mayor Arthur G. Pappas & Council Members:

NY State Law mandates that all North Tonawanda Wastewater Treatment Plant ("WWTP") Operators must obtain their Grade 3 license within 4 ½ and 6 years of their date of hire. Therefore, I would like to send Wastewater Treatment Plant Operator **Mark Gannon** to the **NYS Basic Operations of Wastewater Treatment Plants and Supervision & Technical Operations courses.**

The NYS Grade 3 Wastewater Operator courses are no longer offered in WNY due to the lack of an Instructor. The next closest school is located at Morrisville College near Syracuse, NY. The two week Grade 3 Basic Operations course will be held from 9/24/18 – 10/5/18. The one week Supervision & Technical Operations course will be held from 10/22/1/ - 10/26/18.

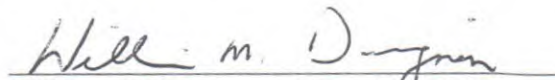
The City has always paid for Water & WWTP Operators to get their respective licenses. But, due to the increased cost of this program for the reason mentioned above, I would like your approval as per Article 15 of the City / CSEA contract before he registers for school.

There will be travel, logging and meal costs incurred and reimbursement will be granted as per the City's Travel Policy. These funds will come out of the Wastewater Treatment Plant's budget. I am asking your approval this far in advance to allow Mark enough time to make the necessary travel and logging arrangements.

I respectfully request your permission to have WWTP Operator **Mark Gannon** register and attend the **NYS Basic Operations of Wastewater Treatment Plants and Supervision & Technical Operations courses.** I have attached his tentative application and course description for your review.

Thank you for your time and consideration of my request.

Sincerely,

  
William M. Davignon, Superintendent

c.c. Mark Gannon, WWTP Operator  
Don Alesse, WWTP Chief Operator



*8/11/18*

AMANDA REIMER  
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

June 13, 2018

**JUN 19 2018**

Honorable Arthur G. Pappas, Mayor  
and 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 June 19, 2018, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Regards,



Amanda Reimer  
City Accountant

VII. 2

AMANDA REIMER  
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

JUN 19 2018

June 13, 2018

Honorable Arthur G. 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 transfer of fiscal year 2018 appropriations, based on the request of the Department Head, copy attached.

Control Number	Dollar Amount	Increase Revenue Account	Increase Exp. Account
10	\$50,000	001.1000.3097, State Aid, Capital Projects	001.7991.0200, Botanical Gardens, Equipment and Capital Outlay
Control Number	Dollar Amount	Decrease Reserve Account	Increase Exp. Account
11	\$30,000	001.0880.0000, Tax Stabilization Reserve	001.7990.0420, GRP Marina, R & M

Regards,



Amanda Reimer  
City Accountant

# Budget Amendment Request Form

Department: Accounting/Engineering

Date: 6.13.18

Accounts and Documentation	
<b>Dollar Amount</b> \$ 50,000	<b>Increase(Decrease) Account</b> 001.7991.0200 Botanical Equip <sup>7</sup>
<b>Explanation:</b> Amend the 2018 Budget for 100% Grant Funded Improvement to Botanical Garden Boat Launches. Net Impact on the budget is zero. Grant Agreement on file w/ Community Development Office	<b>Increase(Decrease) Account</b> 001.1000.3097 State Ad-Capital Projects
***COMMON COUNCIL ACTION IS NECESSARY***	
<b>Budget Amendment Policy</b>	
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.	
Department Head Signature: <u>[Signature]</u>	
Date: <u>6/13/2018</u>	

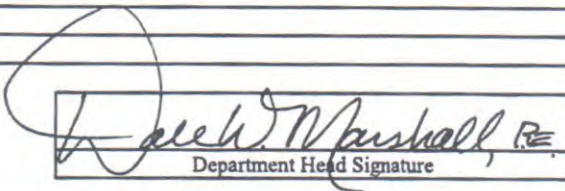
### For Accounting Department Use Only

Control #	Department of Accounting Audit	Common Council Meeting Date
10	<u>AC 13.2018</u>	<u>6.19.2018</u>

## Budgetary Transfer Request Form

Department: Engineering

Date: June 13, 2018

Dollar Amount	Appropriation Accounts and Documentation			
\$ 30,000	From Appropriation Account		Into Appropriation Account	
	001.0880.0000	Stabilization Reserve	001.7990.0420	GRP Marina R&M
	Account Number	Account Description	Account Number	Account Description
<b>Explanation:</b> Transfer needed for dock pile resetting and for slip collar fabrication and installation to prevent ice damaging piles in the future.				
Please Check One (v)				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common Council Action	No Common Council Action			
 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 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
11	<i>AP</i> 6/13/18	June 19, 2018



# City of North Tonawanda

Department of Engineering

216 Payne Avenue

North Tonawanda, New York 14120

(716) 695-8565/ 695-8568 fax

PROJECT: GRP Ice Damage Dock Remediation  
PROJECT NO. 2016-10

001.7990.0420 GRP Marina, Repair & Maint

ITEM NO.	ITEM DESCRIPTION	CONTRACT QUANTITY	CONTRACT UNIT PRICE	CONTRACT TOTAL
1	HF Darling - Pile Resetting (15 Piles)	1 LS	\$14,115.00	\$14,115.00
2	Anchor Marine - Remove and Reset Docks	1 LS	\$3,500.00	\$3,500.00
3	New Pipe 12" Sleeves (53 Piles)	1 LS	\$2,120.00	\$2,120.00
4	New Pipe 15" Sleeves (26 Piles)	1 LS	\$1,248.00	\$1,248.00
5	Stainless Steel Fittings	1 LS	\$1,185.00	\$1,185.00
6	Fabrication and Installation of Pipe Sleeves	1 LS	\$5,000.00	\$5,000.00
<b>Total:</b>				<b>\$27,000.00</b>
<b>Contingency (10%):</b>				<b>\$3,000.00</b>
<b>Grand Total:</b>				<b>\$30,000.00</b>

CONTROL  
#11

XI

CITY OF NORTH TONAWANDA  
NORTH TONAWANDA, NEW YORK 14120

EMERGENCY MANAGEMENT OFFICE  
495 ZIMMERMAN ST.

JUN 19 2018

June 13, 2018

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

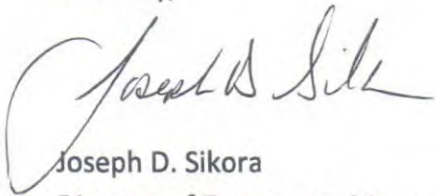
RE: Appointment of First Assistant Director, Emergency Management Office

Dear Honorable Body:

Please be advised that I am appointing John Mangus, 1207 Sherwood Avenue, North Tonawanda, NY 14120, as First Assistant Director of Emergency Management, effective June 20, 2018. The vacancy Mr. Mangus is filling was created with the resignation of William DeMonte, from that position, effective June 19, 2018.

Please feel free to contact me should you have any questions.

Sincerely,



Joseph D. Sikora  
Director of Emergency Management

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CITY CLERK'S OFFICE

2018 JUN 14 PM 2:39  
NORTH TONAWANDA NY


JUN 19 2018

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Minor Sales	Certified Copies - Marriage	12	120.00
		<b>Sub-Total:</b>		<b>\$120.00</b>
A1550	Minor Sales	Public Pound Fee	2	20.00
		<b>Sub-Total:</b>		<b>\$20.00</b>
A1603	Misc. Fees	Birth Certificates	47	470.00
		Death Certificates	101	1,010.00
		Deaths Recorded	13	0.00
		Free Birth Certificates	1	0.00
		<b>Sub-Total:</b>		<b>\$1,480.00</b>
A1980	Minor Sales	City Market	6	1,550.00
		<b>Sub-Total:</b>		<b>\$1,550.00</b>
A2110	Planning & Zoning Fees	Board of Appeals App.	2	100.00
		Planning - Rezoning	1	100.00
		<b>Sub-Total:</b>		<b>\$200.00</b>
A2501	Permit Fees	Chicken Permits	3	75.00
		Food Truck	1	100.00
		<b>Sub-Total:</b>		<b>\$175.00</b>
A2505	Marriage License Fee	Marriage License Fee	14	245.00
		<b>Sub-Total:</b>		<b>\$245.00</b>
A2506	Conservation	Conservation	19	56.64
		<b>Sub-Total:</b>		<b>\$56.64</b>
A2540	Racing & Wagering Fees	Bingo License	24	180.00
		Bingo Proceeds	10	158.71
		<b>Sub-Total:</b>		<b>\$338.71</b>
A2542	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	105	630.00
		Female, Unspayed	3	36.00
		Male, Neutered	72	432.00
		Male, Unneutered	12	144.00
		Replacement Tags	1	3.00
		<b>Sub-Total:</b>		<b>\$1,245.00</b>
A2610	Minor Sales	Parking Tickets	19	2,235.00
		<b>Sub-Total:</b>		<b>\$2,235.00</b>

RECEIVED  
CITY CLERK'S OFFICE  
2018 JUN 4 AM 9:02  
NORTH TONAWANDA NY

Account#	Account Description	Fee Description	Qty	Local Share
			<b>Total Local Shares Remitted:</b>	<b>\$7,665.35</b>
Amount paid to:	New York State Comptroller			270.00
Amount paid to:	New York State Department of Health			315.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			224.00
Amount paid to:	NYS Environmental Conservation			968.36
<b>Total State, County &amp; Local Revenues:</b>		<b>\$9,442.71</b>	<b>Total Non-Local Revenues:</b>	<b>\$1,777.36</b>

Pursuant to Section 27, Sub 1, of the City Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by the City Clerks Office, City of North Tonawanda, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

  
 City Clerk-Treasurer

6/4/18  
 Date



# City of North Tonawanda

XXV.1

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

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

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

6/13/2018

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

**JUN 19 2018**

RECEIVED  
CITY CLERK'S OFFICE

Dear Sirs and Mesdames:

The status of the City of North Tonawanda accounts is reflected by this cash statement for the month of May 2018.

2018 JUN 13 PM 2:14  
NORTH TONAWANDA NY

## General Fund

Balance Fwd - Checking	7,792,693.01
Balance Fwd - Money Market	1,829.31
Investments	(7,000,000.00)
Receipts for the month	4,929,137.04
Warrants Drawn	(2,673,083.86)
	<hr/>
	\$3,050,575.50

## Sewer Fund

Balance Fwd - Checking	522,419.87
Balance Fwd - Money Market	598,177.07
Receipts for the month	334,565.11
Warrants Drawn	(370,961.40)
	<hr/>
	\$1,084,200.65

## Water Fund

Balance Fwd - Checking	640,637.24
Balance Fwd - Money Market	1,232,421.37
Receipts for the month	236,872.54
Warrants Drawn	(201,861.31)
	<hr/>
	\$1,908,069.84

## Trust & Agency Fund

Balance Fwd - Checking	285,627.15
Receipts for the month	45,945.45
Warrants Drawn	(75,035.45)
	<hr/>
	\$256,537.15

## Capital Construction Fund

Balance Fwd - Checking	2,091,290.47
Balance Fwd - Money Market	1,463,724.77
Receipts for the month	14,751.13
Warrants Drawn	(54,888.40)
	<hr/>
	\$3,514,877.97

## Community Development Fund

Balance Fwd - Checking	41,044.41
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$41,044.41

## Rental Assistance Fund

Balance Fwd - Checking	0.00
Receipts for the month	235,024.00
Warrants Drawn	(235,024.00)
	<hr/>
	\$0.00

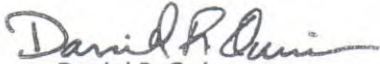
## Housing Rehabilitation Fund

Balance Fwd	1,468.90
Receipts for the month	0.03
Warrants Drawn	0.00
	<hr/>
	\$1,468.93

## Home Rehabilitation Fund

Balance Fwd	41,011.06
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$41,011.06

Respectfully submitted,

  
Daniel R. Quinn  
City Clerk - Treasurer

**CITY OF NORTH TONAWANDA**  
Senior Citizen Center  
110 Goundry St.  
North Tonawanda, New York 14120  
716-695-8582

XXV 2

JUN 19 2018

June 4, 2018

The Honorable Mayor Arthur Pappas  
And Common Council  
216 Payne Avenue  
North Tonawanda, New York 14120

Ladies and Gentlemen:

The following information is submitted for your perusal concerning participants in various programs offered at the Senior Citizen Center for the month of May 2018.

**Senior Center's Total Monthly Attendance**      **1,340**

**Recreation/Social Programs:** Bingo, Card Party, General Membership Meetings, trips, Club 99, club events, newsletter, games & Mother's Day Tea.

Unduplicated: 449      Duplicated: 217

**Educational Programs:** Technology Corner, Speakers Series, Information/Referral & new cooking class

Unduplicated: 26      Duplicated: 19

**Service Programs:** Grocery Shopping, Food Pantry, Nutrition, Food Stamp, Attorney & Income Tax program

Unduplicated: 410      Duplicated: 219

Sincerely,

Pamela A. Hogan

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CITY CLERK'S OFFICE

2018 JUN 4 AM 10:17  
NORTH TONAWANDA NY



Department of Police

CITY OF NORTH TONAWANDA  
216 Payne Avenue  
North Tonawanda, N.Y. 14120-5491

XXV. 3

TELEPHONE  
(716) 692-4111  
FACSIMILE  
(716) 692-4321  
EMERGENCY NO.  
9-1-1

JUN 19 2018

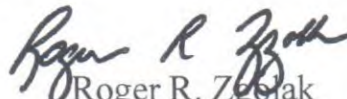
June 12, 2018

Honorable Mayor Arthur G. Pappas and  
Members of the City of North Tonawanda Common Council

Ladies and Gentlemen:

Please find attached the Summary of Police Activities Report, the Summary of Criminal Activities Report and the V&T Report for the month of May 2018.

Respectfully submitted,

  
Roger R. Zgolak  
Chief of Police

cc: Robert Pecoraro  
cc: Austin Tylec  
cc: Mark Berube  
cc: Donna Braun  
cc: Eric Zadilka

RRZ/sd

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2018 JUN 12 PM 1:26  
NORTH TONAWANDA NY

**V & T REPORT FOR THE MONTH OF MAY 2018**

SPEEDING	187
REDLIGHT VIO.	29
STOP SIGN VIO.	50
NO REGISTRATION	16
NO LICENSE	25
FAULTY EQUIPMENT	35
NO INSPECTION	34
FAILED TO YIELD RIGHT OF WAY	3
SEAT BELT VIO.	35
NO INSURANCE	1
LICENSE PLATE VIO.	6
IMPROPER TURN	9
DROVE ON LEFT OF PAVEMENT MARKINGS	6
FAILED TO KEEP RIGHT	1
LEAVING SCENE OF INCIDENT	1
FAILURE TO SUBMIT TO PRE-SCREEN BREATH TEST	1
AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE	5
FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS	10
UNSAFE BACKING	3
MISCELLANEOUS	51

TOTAL            508

**TRAFFICE MISD.**

**#OF COMPLAINTS/ARRESTS**

DWI-----	9
OPERATING WHILE REG. SUSPENDED/REVOKED-----	3
AGGRAVATED UNLICENSED OPERATION 3 <sup>RD</sup> -----	18
AGGRAVATED UNLICENSED OPERATION 2 <sup>ND</sup> -----	9

**FELONIES**

AGGRAVATED UNLICENSED OPERATION 1 <sup>ST</sup> .-----	2
--	---

**FINES:**            (CITY IMPOSED):

TRAFFIC:	\$ 29,148.00
PENAL LAW:	\$     200.00
CITY ORDINANCE:	\$       0.00
BAIL FORFEITURE:	\$       0.00
PARKING TAGS:	\$ 2,235.00
TOTAL FINES	<u>\$ 31,583.00</u>

MUG SHOTS: 42

PARKING TAGS: 56

MEAL TICKETS: 88

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF MAY 2018
---

CRIMINAL

Complaints received and investigated	109
Complaints cleared by arrest or exceptional clearance	70
Complaints ruled unfounded	1
Number of males arrested      under 18:      1      over 18:      26	27
Number of females arrested      under 18:      3      over 18:      18	21
Arrests for other authorities	2
Failure to Appear/Violation of Probation Warrant Arrests	20
Above complaints cleared by J.A.B.	20
Complaints cleared by J.A.B. from previous months	7

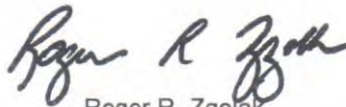
TRAFFIC

Traffic summonses issued	568
DWI arrests	9
Parking tags issued	56

MISCELLANEOUS

Miscellaneous service	2,681
Incident reports	236
Vehicle accidents	57
Vehicle accidents (fatal)	1
Vehicle stops	515
Police escorts	47
Prisoner meals	88
Mug shots taken	42
Fingerprints taken	42
Persons missing and located	2
Automobiles stolen	0
Automobiles recovered	0
Automobiles recovered for other authorities	0
Record check fees	\$150.00
Photocopy fees	\$19.75
Fingerprint fees	\$0.00
Fines collected	\$31,583.00
Value of property damaged	\$5,768.00
Value of property stolen	\$9,730.08
Value of property recovered	\$1,641.00

Respectfully submitted,

  
 Roger R. Zgolak  
 Chief of Police

RRZ/sd

<p>NORTH TONAWANDA POLICE DEPARTMENT  SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF MAY 2018</p>
--

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

<u>TYPE OF OFFENSE</u>	<u>COMPLAINTS</u>		
	Received	Cleared	Unfounded
AGG. ASSAULT	3	2	
ALL OTHER OFFENSES	7	5	1
ARSON	1	1	
BURGLARY	3	0	
COERCION	0	0	
CRIMINAL MISCHIEF	11	3	
CRIM POSS WEAPON	3	4	
DIS CON/HARASS	17	6	
DRUG OFFENSES	9	8	
EMBEZZLEMENT	0	0	
FAILURE TO APPEAR	20	20	
FORGERY	0	0	
FRAUD (ID THEFT)	1	0	
LARCENY	17	2	
LEAVING THE SCENE	4	0	
MURDER	0	0	
RAPE	1	0	
ROBBERY	1	1	
SEXUAL OFFENSES	2	0	
SIMPLE ASSAULT	9	6	
STOLEN PROPERTY	0	0	
UNAUTH USE M/V	0	0	
VIOL OF PROBATION	0	0	
ARRESTS FOR OTHER AUTHORITIES		2	
ARRESTS/CLEAR COMPS. FM PREV MONTHS		10	
TOTALS	109	70	1
# OF ABOVE COMPLAINTS CLEARED BY JAB		20	
# CLEARED BY JAB FROM PREV MONTHS		7	



# City of North Tonawanda

Department of Community Development  
500 Wheatfield Street  
North Tonawanda, New York 14120  
716-695-8580  
716-614-0519 (fax)

XXXXII

JUN 19 2018

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

Re: Request for authorization to submit a grant application to the New York State Office of Community Renewal for Community Development Block Grant funding

Dear Honorable Body;

Woodcock Brothers Brewing Company (WBBC) is considering establishing a second location at the Wurlitzer Building, 908 Niagara Falls Boulevard. WBBC is a craft brewery located in Wilson, NY, and the company has no more capacity to produce product at its current location. This proposed second location would add more brewing capacity for the company as well as establish a restaurant/brew pub to serve the local North Tonawanda market. The company anticipates this project will create 19 full-time and 32 part-time job positions at the North Tonawanda location.

WBBC has requested the City apply for funding from the New York State Office of Community Renewal's (OCR) Community Development Block Grant (CDBG) program. Lumber City Development Corporation (LCDC) is assisting the company with this project and further requests that, if awarded CDBG funds, the City grant these funds to LCDC for the purposes of making a loan or loans to WBBC.

The attached resolution would authorize the City to submit a grant application of approximately \$516,000; would authorize the Mayor, pending review by the City Attorney, to execute all documents with OCR related to the CDBG program; and would further designate the Mayor as Certifying Officer responsible for the federal environmental review process related to the project. I respectfully request this Honorable Body consider approving the attached resolution.

Kindest regards,

Michael Zimmerman  
Director of Community Development

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CITY CLERK'S OFFICE

2018 JUN 13 AM 11:34  
NORTH TONAWANDA NY



CFO-A

**Lori Swartz**

---

**From:** glenn ditillio <ditillioglenn@yahoo.com>  
**Sent:** Monday, June 04, 2018 10:02 AM  
**To:** Lori Swartz  
**Subject:** Block party

JUN 19 2018

Attn: council

I am requesting barricades for a block party on Lincoln ave. North Tonawanda  
Christiana to school parking lot.  
Saturday, September 1st, 2018. From 11am - 10pm.

Sent from Yahoo Mail for iPhone

RECEIVED  
CITY CLERK'S OFFICE

2018 JUN 4 AM 10:09  
NORTH TONAWANDA NY

CFO-B

JUN 19 2018

June 4, 2018

North Tonawanda Common Council  
216 Payne Avenue  
North Tonawanda NY 14120

Dear Member of the Common Council,

On behalf of the Carousel Society and Niagara County Legislator Rich Andres we are planning the 2<sup>nd</sup> Children's Fourth of July Parade, this was a huge success last year and the city was proud to help with this fun event. Once again there are a few requests that need to be addressed by the city. The parade will take place on July 4<sup>th</sup>, 2018 at 10:00 at Pinewoods Park.

1. Permission to march down Thompson Street from Pinewoods Park to the Carousel Museum. There will be adults to arrange and monitor the parade.
2. Signs posted the day before so there will be no parking along the parade route.
3. Assistance from the North Tonawanda Police and Auxiliary Police at each intersection.

The children and families participating in the parade will be given free admission to the Museum and Kiddieland along with 2 free ride tickets.

We look forward to another successful Children's Fourth of July Parade.

Submitted by



Donna Braun

2<sup>nd</sup> Ward Alderwoman

RECEIVED  
CITY CLERK'S OFFICE

2018 JUN 5 PM 8:26  
NORTH TONAWANDA NY

**HAICK BUSINESS SERVICES, INC.**

716 NIAGARA FALLS BOULEVARD  
NORTH TONAWANDA, NY 14120  
PHONE 695-9542 FAX 695-9182

SOB W. HAICK, SENIOR ACCOUNTANT

CHRISTOPHER W. HAICK, C.P.A.

RECEIVED  
CITY CLERK'S OFFICE  
2018 JUN 12 PM 12:29  
NORTH TONAWANDA NY  
CFO - C  
JUN 19 2018

June 12, 2018

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

Re: Reappointment of Commissioner of Deeds

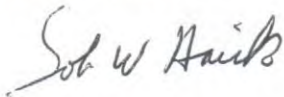
Dear City Clerk,

As per our telephone conversation in June 2018 with your office, I am requesting that the North Tonawanda City Council reappoint Sob W. Haick as Commissioner of Deeds in North Tonawanda, NY.

My appointment for this term expires March 3, 2018.

Thank you for your kind considerations.

Sincerely Yours.



Sob W Haick  
Senior Accountant

June, 14<sup>th</sup>, 2018

Honorable Mayor and Common Council  
City Hall, 216 Payne Avenue

North Tonawanda, NY 14120

RECEIVED  
CITY CLERK'S OFFICE  
2018 JUN 14 AM 10:14  
NORTH TONAWANDA NY

CFO-D  
JUN 19 2018

**RE: Commissioner of Deeds**

Dear Honorable Body:

I, Joshua J. Hojnowski, residing at 1139 Marcia Dr.,  
am hereby requesting to be appointed as a Commissioner of Deeds for the City of North Tonawanda.  
Thank you.

Respectfully submitted,

  
(signature)