

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

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

**RE: Agenda for Reorganization WEDNESDAY, JANUARY 2, 2019, 6:30P.M.**

**#1 Adjournment of last regular session of 2018.**  
**#2 Designation of Common Council President for 2019.**  
**#3 Designation of Common Council meeting nights.**

**COMMUNICATIONS FROM CITY OFFICIALS**

- III.1 Clerk-Treasurer - Re: Designation of Banks for 2019
- III.2 Clerk-Treasurer - Re: Authorization to make investments during 2019 according to the Cash Management and Investment Policies and Procedures
- III.3 Clerk-Treasurer - Re: Authorization to make transfers from various City funds
- 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, as the official Newspaper for the City of North Tonawanda

Respectfully submitted,



Daniel R. Quinn  
City Clerk-Treasurer

# City of North Tonawanda

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

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

Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

III.1  
JAN 02 2019

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

December 18, 2018

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

**Dear Honorable Body:**

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

<b>M &amp; T Bank</b>	<b>Checking/Savings/Money Market/Cash Management</b>
<b>Bank of America</b>	<b>Investments</b>

**Please designate the aforementioned banks as depositories for the City of North Tonawanda, New York for the year 2019.**

**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**

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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
- Community Development Imprest Account
- 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 18, 2018

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

**Dear Honorable Body:**

**Please pass the necessary resolution for the year 2019, authorizing the City-Clerk 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**

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December 18, 2018

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

Dear Honorable Body:

It is likely that various funds will be in need of monies to meet payroll and voucher payments throughout the year 2019.

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

Thank you for your cooperation.

Respectfully,



Daniel R. Quinn  
City Clerk-Treasurer

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December 13, 2018

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

Dear Honorable Mayor and Common Council:

As of this date, I have counted the petty cash and receipts for all authorized Departments and found them to be correct.

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
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

Respectfully,



Daniel R. Quinn  
City Clerk-Treasurer

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Assistant City Treasurer

**December 18, 2018**

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

**Dear Honorable Body:**

**I respectfully request that your Honorable body designate the Niagara Gazette as the official newspaper for the City of North Tonawanda.**

**The above mentioned publication is used for a variety of legal notices during the course of the year. The designation of this newspaper allows for publication of said notices based on the best price 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**

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