

City of North Tonawanda

MATTHEW L. PARISH
City Clerk-Treasurer
mattparish@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

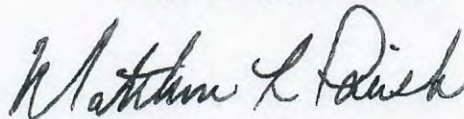
August 30, 2019

The following meetings have been scheduled for TUESDAY, SEPTEMBER 3, 2019:

6:15PM Common Council - Re: Agenda Discussion

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

Respectfully submitted,



**Matthew L. Parish
City Clerk-Treasurer**

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

FROM: Matthew L. Parish, City Clerk-Treasurer

RE: Agenda for regular session TUESDAY, SEPTEMBER 3, 2019 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 8/21/2019

1) Legal Notice – Estoppel Notice for the 2019 Serial Bond to Finance Various Improvements to the City’s Water Treatment Plant – City Clerk-Treasurer

COMMUNICATIONS FROM CITY OFFICIALS

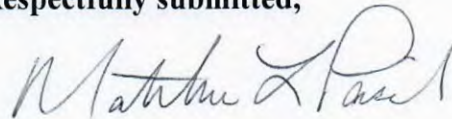
IV. Engineer	-	Re: Approval of Change Order No.1 and Final Project Acceptance for Project 2018-02, Sweeney Canal Dock Extension
V.1 Supt. Wastewater/Water	-	Re: Approval of Award of Aluminum Sulfate Bid for the Water Treatment Plant
V.2 Supt. Wastewater/Water	-	Re: Approval of Nussbaumer & Clarke to execute a Grant Agreement and authorize the appropriation of funds with the NYS Clean Water Infrastructure Improvement Act (WIIA) Grant Funds, for the Standby Generator and Variable Frequency Drive Replacement Project

- V.3 Supt. Wastewater/Water - Re: Approval of Rotella Grant Management to execute a Grant Agreement and authorize the appropriation of funds with the NYS Clean Water Infrastructure Improvement Act (WIIA) Grant Funds, for Phase #1 of the CIP for the Water Filtration Plant
- VII.1 Accountant - Re: Payment of the Abstract of Claims Dated September 3, 2019
- VII.2 Accountant - Re: Budgetary Transfer – for Historic Preservation, Survey of the Sweeney Estate District and to Water/Wastewater for G&G Municipal Consulting

COMMUNICATIONS FROM OTHERS

- A.
Niagara Falls International
Film Festival - Re: Permission to display a sign at the corner of River Road and Witmer Road to advertise their Thursday Music events

Respectfully submitted,



Matthew L. Parish
City Clerk-Treasurer

SEP 03 2019

STATE OF NEW YORK
NIAGARA COUNTY, } SS, _____

RECEIVED
CITY CLERK'S OFFICE

2019 AUG 28 AM 8:29
NORTH TONAWANDA NY

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 # 254358 was printed and published in said paper on the following dates:

08/21/2019

Janet M. Slipko

Principal Clerk

Subscribed and sworn to before me this
8-21-19

Teresa L. McCarthy

Teresa L. McCarthy 02/26/2022

Notary Public Expiration Date

TERESA L MCCARTHY
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MC4962698
Qualified in Niagara County
Commission Expires February 26, 2022

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 August 20, 2019, 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.

Matthew L. Parish, City Clerk-Treasurer
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 August 20, 2019.

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 \$8,440,000 IN SERIAL BONDS OF THE CITY TO FINANCE VARIOUS IMPROVEMENTS TO THE CITY'S WATER TREATMENT PLANT".

2. The resolution authorized serial bonds of the City for the following respective objects or purposes, in the respective principal amounts, and with the respective periods of probable usefulness ("PPU"); as indicated below:

(1) improvements included in Phase I of the City's Water Treatment Plant Capital improvement Project, consisting of (i) intake, low-service pumping and finished water flow metering system improvements (ii) low-service suction well structural improvements, (iii) sedimentation basin structural improvements, and (iv) filter building structural and backwash drain piping improvements, in the principal amount of \$6,340,000; PPU of 40 years; and

(2) energy efficiency improvements at the City's water treatment plant; including the replacement of high-service pumps with high-efficiency equipment and variable frequency drive (VFD) pumps, replacement of interior and exterior lighting with high-efficiency light-emitting diode (LED) lighting systems, and certain heating, ventilation and air-conditioning upgrades, including steam boilers at the Main pumping station building, air conditioning systems and the replacement of select windows and doors at the new Main pumping station building, in the principal amount of \$2,100,000; PPU of 40 years.

3. Aggregate amount of Debt Obligations Authorized: up to \$8,440,000.

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.

#N254358

8/21/2019



**City of North Tonawanda
Department of Engineering**

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


Dale W. Marshall, P. E.
City Engineer
Phone: (716) 695-8565
Fax: (716) 695-8568

August 28, 2019

SEP 03 2019

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

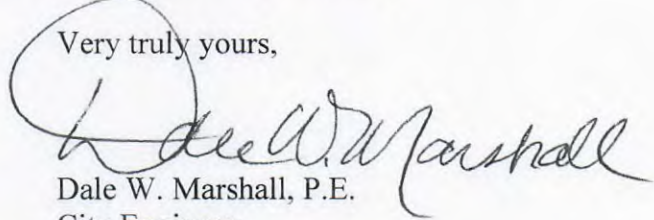
**Re: Project 2018-02: Sweeney Canal Dock Extension Project
Approval of Change Order and Final Project Acceptance**

Dear Honorable Body:

Approval of Change Order No. 1 and final acceptance of the Sweeney Canal Dock Extension Project is hereby requested. The change order is for the additional cost of changes made to the project after deductions were taken off for modifications to the project. Attached is a change order listing the deductions and additions that were performed on this project and their associated costs.

Accordingly, I respectfully request that the Common Council approve add Change Order No. 1 for Sweeney Canal Dock Extension Project in the amount of \$14,849.95 with Pinto Construction Services Inc., 132 Dingens Street, Buffalo, NY 14206; increasing the contract amount from \$594,067.00; to the final contract amount of \$608,916.95; 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,


Dale W. Marshall, P.E.
City Engineer

DWM:cls

Cc: file
Luke A. Brown, City Attorney
Alex Domaradzki, Director of Parks and Recreation
Amanda Reimer, City Accountant
Andrew Kosicki, Pinto Construction

2019 09 03 25 PM 2:08
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE



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

Dale W. Marshall, P. E.
 City Engineer
 Phone: (716) 695-8565
 Fax: (716) 695-8568

CHANGE ORDER NO. 1

DATE: August 27, 2019

TO:

PROJECT NO: 2018-02 Sweeney Canal Dock Extension

Pinto Construction Services, Inc.
 132 Dingens Street
 Buffalo, NY 14206

ADDITION: \$14,849.95

DEDUCTION: _____

UNDER YOUR CONTRACT 10/02/2018 with the City of North Tonawanda,

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

See attached spreadsheet with additions and deductions and their associated costs.

The sum of \$14,849.95 is hereby added to the contract.

<u>Original Contract</u>	<u>C. O. No.</u>	<u>Addition</u>	<u>Deduction</u>	<u>Contract to Date</u>
\$594,067.00	1	\$14,849.95		\$ 608,916.95

ACCEPTED BY PINTO [Signature] DATE 8/28/19
 (Contractor)

RECOMMENDED BY [Signature] Dale W. Marshall DATE 8/29/19
 City Engineer

APPROVED BY _____ DATE _____
 (Owner)

COMMON COUNCIL RESOLUTION DATE _____

City of North Tonawanda

Department of Engineering
216 Payne Avenue
North Tonawanda, New York 14120
(716) 695-8565/ 695-8568 fax

PROJECT: Sweeney Canal Dock Extension

PROJECT NO. 2018-02

CHANGE ORDER COSTS

ITEM NUMBER	ITEM DESCRIPTION	CHANGE VALUE
1	MILL SECONDARY PIPE PILES	\$ 18,900.00
2	10' DEDUCTION IN STEEL DECKING	\$ 225.00
3	10' DEDUCTION IN HFD STRUCTURAL STEEL	\$ 2,482.03
4	80 SF DEDUCTION IN CONCRETE DECK WORK	\$ 800.00
5	CONCRETE DEDUCTION ON BENCH	\$ 6,490.00
6	222 LF DEDUCTION OF BENCH AT \$125/LF	\$ 27,750.00
7	SAW CUTTING (DESIGN INTENT WAS TO BUST)	\$ 20,808.90
8	FORM AND POUR NEW CAP	\$ 14,718.53
9	CHIP BATTER OFF WALL FOR NEW SIDEWALK	\$ 753.82
10	ADDITIONAL FLATWORK (7CY)	\$ 1,286.25
11	BOULDER WALL	\$ 2,419.06
12	HFD EXPLORATORY	\$ 5,883.00
13	HFD PILE 14	\$ 7,349.00
14	HFD 50% CAP BEAM GALVANIZING	\$ 3,858.00
15	TREX INSTALL ON NEW DECKS	\$ 2,906.55
16	REMOVE AND REINSTALL NEW PEDESTAL	\$ 1,476.04
17	INSTALL HANDRAIL AT WEST TERMINUS	\$ 2,347.63
18	MECHANICAL COVER W/ ACM	\$ 7,690.20
TOTAL ADDITIONAL EXPENSES:		\$ 71,496.98
TOTAL DEDUCTS:		\$ 56,647.03
CHANGE ORDER COSTS:		\$ 14,849.95

V.L. |



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD
NORTH TONAWANDA, NEW YORK 14120
PHONE: (716) 695 – 8560, ext. #6411
Cell: (716) 583-1518
E-mail: billdavignon@northtonawanda.org

SEP 03 2019

William M. Davignon
Superintendent

August 23, 2019

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

RE: Award of Aluminum Sulfate Bid for the Water Treatment Plant

Honorable Body:

On August 14, 2019 three (3) bids were received and opened for the provision of Aluminum Sulfate to the Water Treatment Plant.


Based upon these bids, I would like your approval of Thatcher Company of New York, Inc. P.O. Box 27407, Salt Lake City, UT 84127-0407, at the low three (3) year bid rate of \$400.00 / ton.

Due to an average annual increase of \$51/ton by all bidders since 2015 we would be paying \$450/ton by 2021. Therefore, by accepting the three (3) year bid price of \$400.00/ton the City will save \$50/ton (\$3,750.00) in year 3 of the contract.

The awarding of this contract is subject to review and approval by the City Attorney.

Please contact me if you have any question or concerns regarding this Bid Award. Thank you for your time and consideration of my request.

Sincerely,


William M. Davignon, Superintendent

2019 AUG 27 AM 11:15
NORTH TONAWANDA NY
RECEIVED
CITY CLERK'S OFFICE

V.2



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD
NORTH TONAWANDA, NEW YORK 14120
PHONE: (716) 695 – 8560, ext. #6411
Cell: (716) 583-1518
Email: billdavignon@northtonawanda.org

SEP 03 2019

William M. Davignon
Superintendent

August 23, 2019

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

RE: Approval for Nussbaumer & Clarke to apply for NYS Clean Water Infrastructure Improvement Act (WIIA) Grant funds.

Honorable Mayor Pappas & Common Council Members:

Attached is a request from Nussbaumer & Clarke to apply for NYS Clean Water Infrastructure Improvement Act Grant funding. The WIIA Grant application deadline is Sept. 13, 2019.

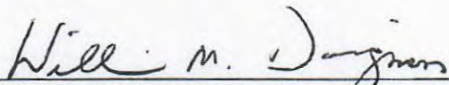
The City contracted with Nussbaumer & Clarke Engineering to assist us in developing an RFP to replace our backup Power Generator at the Water Filtration Plant. The Council approved the contracts bids for this project at your Aug. 20, 2019 meeting.

Nussbaumer & Clarke has prepared the attached WIIA Grant application which allows our project to be available for up to 60% reimbursement up to a maximum of \$3,000,000.

Due to the importance of our ability to provide an uninterrupted public water supply for drinking water & fire protection to our residents during a power outage or catastrophic event, I respectfully request that the Council give Mayor Pappas approval to sign the attached WIIA Grant application at your next available Council meeting.

Thank you for your support of this very important project.

Sincerely,



William M. Davignon, Superintendent

RECEIVED
CITY CLERK'S OFFICE
2019 AUG 27 4:11:15
NORTH TONAWANDA NY

To Whom It May Concern:

Please be advised that at a regular session of the North Tonawanda Common Council held on the 3rd day of September, 2019 the following resolution was passed:

Clerk-Treasurer

Honorable Mayor Common Council
216 Payne Ave -City Hall

Re: Authorization to execute a Grant Agreement for the City of North Tonawanda Standby Generator and Variable Frequency Drive Replacement Project

WHEREAS, the City of North Tonawanda (City) is planning a Standby Generator and Variable Frequency Drive Replacement Project at the Water Treatment Plant located at 1 Archer Street; and

WHEREAS, the Drinking Water Infrastructure Improvement Act (WIIA) authorizes the New York State Environmental Facilities Corporation (NYSEFC) to provide grants to eligible Municipal Drinking Water Projects; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to apply for and execute a Grant Agreement with the NYS Environmental Facilities Corporation and any all contracts, documents and instruments necessary to bring about the Project to fulfill the City's obligations under the Water Infrastructure Improvement Act agreement.

MOVED by

SECONDED by

Ayes:

()

Nays:

()

CARRIED.

Sincerely,

Matthew L. Parish
City Clerk-Treasurer

Matthew L. Parish
City Clerk-Treasurer
danquinn@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

City of North Tonawanda

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

September 3, 2019

To Whom It May Concern:

Please be advised that at a regular session of the North Tonawanda Common Council held on the 3rd day of September, 2019 the following resolution was passed:
Clerk-Treasurer

Honorable Mayor Common Council
216 Payne Ave -City Hall

Re: **Authorization for appropriation of funds for the City of North Tonawanda Standby Generator and Variable Frequency Drive Replacement Project**

WHEREAS, the City of North Tonawanda (City) is planning a Standby Generator and Variable Frequency Drive Replacement Project at the Water Treatment Plant located at 1 Archer Street; and

WHEREAS, the Drinking Water Infrastructure Improvement Act (WIIA) authorizes the New York State Environmental Facilities Corporation (NYSEFC) to provide grants to eligible Municipal Drinking Water Projects; and

WHEREAS, if awarded, the WIIA grant will fund 60% of eligible project costs totaling \$1,836,907; and

NOW, THEREFORE, BE IT RESOLVED that the City authorizes and appropriates 40% of the proposed project as required by the WIIA grant application for the Standby Generator and VFD Replacement Project. If grant funds are awarded, the balance of the project cost shall be appropriated from the City's Water Fund Reserve. The maximum local share appropriated subject to any changes agreed to by the Mayor shall not exceed \$ 1,224,605 based upon a total estimated project cost of \$3,061,512. The Mayor may increase this amount through the use of in kind services without further approval from the City.

MOVED by

SECONDED by

Ayes:

()

Nays:

()

CARRIED.

Sincerely,

Matthew L. Parish
City Clerk-Treasurer



CITY OF NORTH TONAWANDA WATER WORKS

830 RIVER ROAD
NORTH TONAWANDA, NEW YORK 14120
PHONE: (716) 695 – 8560, ext. #6411
Cell: (716) 583-1518
Email: billdavignon@northtonawanda.org

V. 3

SEP 03 2019

William M. Davignon
Superintendent

August 29, 2019

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

RE: Approval for Rotella Grant Management to apply for NYS Clean Water Infrastructure Improvement Act (WIIA) Grant funds.

Honorable Mayor Pappas & Common Council Members:

I am working with Rotella Grant Management to apply for NYS Clean Water Infrastructure Improvement Act Grant funding on behalf of the City. The WIIA Grant application deadline is Sept. 13, 2019.


The City contracted with Arcadis Engineering to assist us in developing a Capital Improvement Plan for the Water Filtration Plant. The Council approved the Arcadis contract for the Engineering Report for phase #1 at your Aug. 20, 2019 meeting.

Rotella Grant Management is preparing a WIIA Grant application which will allow our project to be available for 60% reimbursement up to a maximum of \$3,000,000.

I respectfully request that the Council approve the attached resolution and give Mayor Pappas permission to sign the WIIA Grant application for various improvements at the Water Treatment Plant as defined in the Aug. 20, 2019 Bond Resolution from the Sept. 3, 2019 Council Meeting.

Thank you for your support of this very important project.

Sincerely,


William M. Davignon, Superintendent

RECEIVED
CITY CLERK'S OFFICE
2019 AUG 30 AM 8:50
NORTH TONAWANDA NY

Matthew L. Parish
City Clerk-Treasurer
mattparish@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

City of North Tonawanda

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

September 3, 2019

To Whom It May Concern:

Please be advised that at a regular session of the North Tonawanda Common Council held on the 3rd day of September, 2019 the following resolution was passed:
Clerk-Treasurer

Honorable Mayor and Common Council
216 Payne Ave -City Hall

Re: Municipal Resolution for NYS Water Infrastructure Improvement Act ("WIIA") - 2019 NYS Water Grant.

WHEREAS, the City of North Tonawanda, after thorough consideration of the various aspects of the problem and review of available data, has hereby determined that certain work, as described in its NYS Drinking Water Infrastructure Grant Program application and attachments, to address the repair and maintenance of the City of North Tonawanda Drinking Water Plant, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project and address said compliance requirements; and

WHEREAS, the NYS Environmental Facilities Corporation (EFC) authorizes State assistance to municipalities for clean water quality improvement projects by means of a contract, and the City of North Tonawanda deems it to be in the public interest and benefit under this law to enter into a contract therewith.

NOW, THEREFORE, BE IT RESOLVED BY the City of North Tonawanda Common Council that:

1. Mayor Arthur Pappas, or his representative or successor in office, is the representative authorized to act on behalf of the City of North Tonawanda Common Council in all matters related to State assistance under the New York State Environmental Facilities Corporation (EFC) and/or any applicable State grant provisions.
2. The Mayor or his representative, is also authorized to make an application in the amount of \$8,450,000 which the City is requesting 60% of the total project cost in grant funding, list the Project in the DWSRF Intended Use Plan (IUP) as needed, submit Project documentation, and otherwise act on behalf of the City of North Tonawanda Common Council in all matters related to the Project and to State assistance;
3. The City of North Tonawanda agrees to fund its portion of the cost of the Project, a 40% minimum match since the grant amount is up to \$3,000,000 and therefore this City's cost would be \$5,450,000

by way of a General Obligation Bond or a series of Bond Anticipation Notes financed over a period of five or more years as well as a contribution from the City's capital reserves account or capital improvement BOND, and that funds will be made available to initiate the Project efforts within 12 months of written approval of its application by the NYS Department of Health and the New York State Environmental Facilities Corporation authority;

4. The one certified copy of this Resolution be prepared and sent to the Albany office of the NYS Environmental Facilities Corporation; and
5. This Resolution takes effect immediately.

CERTIFICATION OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the City of North Tonawanda Common Council duly held on the ___ day of September, 2019; and further, that such Resolution has been fully recorded in the _____ in my office.

In Witness thereof, I have hereunto set my hand this ____ day of _____, 2019

Signature of Recording Officer _____

Title of Recording Officer _____

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

SEP 03 2019

August 20, 2019

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 September 3, 2019, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Regards,



Amanda Reimer
City Accountant

RECEIVED
CITY CLERK'S OFFICE
2019 AUG 29 AM 8:31
NORTH TONAWANDA NY

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

SEP 03 2019

August 20, 2019

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

RECEIVED
CITY CLERK'S OFFICE

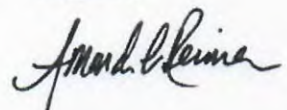
2019 AUG 29 AM 8:31
NORTH TONAWANDA NY

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 2019 appropriations, based on the request of the Department Head, copy attached.

<u>Control Number</u>	<u>Dollar Amount</u>	<u>Decrease/Increase Account</u>	<u>Increase Appropriation Account</u>
28	\$10,000.00	001.1000.3889, State Aid C&R	001.8020.0410, CD-Administration
29	\$49,083.70	001.0880.0000, Contingent	001.8020.0410, Parks Operations

Regards,



Amanda Reimer
City Accountant

Budget Amendment Request Form

Department: Accounting

Date: 8/20/2019

Dollar Amount	Increase(Decrease) Account	Account Number	Accounts and Documentation
\$ 10,000.00	001 8020.0410	001 1000.3889	Admin Other culture & other
<p>Explanation: The Mayor and Common Council passed a resolution to support of the Historic Preservation Committee in the presentation to support the Sweeney State District for which the City is now named back related reimbursement is to pay said expenditure of \$10,000.00. ***COMMON COUNCIL ACTION IS NECESSARY***</p>			
			<p style="text-align: center;">Department Head Signature: <u>[Signature]</u> Date: <u>8/20/2019</u></p>

Budget Amendment Policy

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

For Accounting Department Use Only

Control #	Department of Accounting Audit	Common Council Meeting Date
28	<u>ACS/20/19</u>	<u>9/6/19</u>

081 7520.0440
001.8020.0410

kta preservation specialists

422 Parker Avenue
Buffalo, New York 14216
716.864.0628
Email ktraynor@kta-preservation.com

August 12, 2019

City of North Tonawanda
The Honorable Arthur G. Pappas
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

RE: INVOICE

Preparation of Reconnaissance Level Survey of Historic Resources (Sweeney Estate District),
City of North Tonawanda

KTA file # 35-18-55
Fed. ID # 82-2381131

Dear Mayor Pappas:

The scope of work for the preparation of the Reconnaissance Level Survey of Historic Resources (Sweeney Estate District), City of North Tonawanda, has been completed and submitted to the New York State Historic Preservation Office (SHPO) and CRIS.

The current invoice represents the completion of that scope of work. Kta is continuing to consult with SHPO on the finalization of boundaries for National Register Historic district.

Please remit the amount of **TWELVE THOUSAND SIX HUNDRED & EIGHTY—FIVE DOLLARS AND 00/100 (\$12,685.00)** for consulting services provided on the above referenced project.

We look forward to completion of the National Register nomination.

Sincerely yours,



Kerry L. Traynor
Preservation Specialist

Amanda Reimer

From: Kerry Traynor <ktraynor@kta-preservation.com>
Sent: Monday, August 12, 2019 9:15 AM
To: Holycross, Amber M.
Cc: Art Pappas; Ashlee Rydzewski; Matthew Parish; Amanda Reimer; kderby@syr.edu; jfonzi@roadrunner.com
Subject: Re: Sweeney Estate District invoice
Attachments: North Tonawanda Survey Invoice.pdf

Please find invoice attached.

I would like to have a public meeting in September. It is my understanding that Jennifer Walkowski from SHPO would like to attend so we will need to co-ordinate with her also.

I look forward to completion of the National Register district.

Best,
Kerry

On Mon, Aug 12, 2019 at 8:49 AM Holycross, Amber M. <aholycross@ciminelli.com> wrote:

Kerry,

Please submit your invoice to those people on this e mail.

Thank you,

Amber Holycross, AIA, LEED AP ID+C

Senior Development Manager

Ciminelli Real Estate Corporation
50 Fountain Plaza, Suite 500
Buffalo, New York 14202

t 716.631.8000

f 716.631.8034

e aholycross@ciminelli.com

Amanda Reimer

From: Michael Zimmerman <mzimmerman@lumbercitydc.com>
Sent: Tuesday, August 13, 2019 11:07 AM
To: Amanda Reimer; Art Pappas
Subject: Historic Preservation grant invoice

Hi Mayor and Amanda,

I got to the bottom of the historic preservation grant situation and the invoice you have from Kerry Traynor.

The City has a grant contract for \$10,000 with the State to cover the majority of this project. But it is a reimbursable grant, so we will have to pay the costs out of pocket now and seek reimbursement. Shouldn't be a long reimbursement though, our grant contract requires we submit for reimbursement by November of this year.

The City also received a \$3,200 grant from the Preservation League of NYS way back in 2015 for this project. That money was actually forwarded by the Preservation League back then, so it is sitting in the Community Development account. We'll just have to split the voucher to pull \$10,000 from General (or wherever you deem appropriate) and the remainder from CD.

HOWEVER: before we go ahead and pay could you please forward the invoice to me so I can share it with the HP committee? They want to review it and make sure she completed all the tasks in her contract.

Thanks!

--
Michael Zimmerman
Executive Director
Lumber City Development Corporation
500 Wheatfield Street
North Tonawanda, NY 14120
716-695-8580 ext 5515
mzimmerman@lumbercitydc.com

Find Lumber City on [Facebook](#) for news and updates

Amanda Reimer

From: Michael Zimmerman <mzimmerman@lumbercitydc.com>
Sent: Monday, August 19, 2019 11:05 AM
To: Amanda Reimer
Cc: Art Pappas
Subject: Re: FW: Sweeney Estate District invoice

Hi Amanda,

I got confirmation from the Historic Preservation Committee that KTA has completed the work cited so the invoice is good to pay. As you may recall from my last email, \$10,000 of the payment needs to come from the City (general fund maybe?) to be reimbursed through a State grant, and the remainder of \$2,685 can be charged to the Community Development account against grant dollars that we already received and are in the account.

Thanks,
Mike

On Tue, Aug 13, 2019 at 11:11 AM Amanda Reimer <amandarei@northtonawanda.org> wrote:

From: Kerry Traynor [<mailto:ktraynor@kta-preservation.com>]
Sent: Monday, August 12, 2019 9:15 AM
To: Holycross, Amber M.
Cc: Art Pappas; Ashlee Rydzewski; Matthew Parish; Amanda Reimer; kderby@syr.edu; jfonzi@roadrunner.com
Subject: Re: Sweeney Estate District invoice

Please find invoice attached.

I would like to have a public meeting in September. It is my understanding that Jennifer Walkowski from SHPO would like to attend so we will need to co-ordinate with her also.

I look forward to completion of the National Register district.

Best,

Kerry

Budget Amendment Request Form

Department: Accounting

Dollar Amount	\$ 49,083.70	Increase (Decrease) Account	001.8020.8410 AS - Admin	Increase (Decrease) Account	001.0880.0000 Contingent
		Account Number	Account Description	Account Number	Account Description
Explanation: ON Tuesday 4/14/19 the Common Council approved a contract for G#4 Municipal Consulting and Grant-writing presented by the Superintendent of water & wastewater facilities. This amendment is to fund that contract.					
COMMON COUNCIL ACTION IS NECESSARY					
					Date
Department Head Signature 					8/20/19

Date: 8/20/19

Budget Amendment Policy

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

For Accounting Department Use Only

Control #	Department of Accounting/Audit	Common Council Meeting Date
29	AC 8/20/19	9/6/19



1-30-2019

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

Re: Median Household Income (MHI) Survey-Low/Moderate Income Survey (LMI)

Mayor Pappas:

This letter of agreement serves to outline the terms under which G&G Municipal Consulting and Grant Writing (hereinafter referred to as "G&G") would perform services for the City of North Tonawanda ("the city") and the reciprocating responsibilities to be provided by the Village to ensure success of the project.

PURPOSE

G&G shall conduct an Income Survey ("survey") to determine the Median Household Income (MHI) and the Low/Moderate Income (LMI) of the city.

The MHI/LMI is used by State and Federal programs such as USDA Rural Development (RD), NYS EFC and Community Development Block Grant (CDBG) to assess funding program eligibility.

DELIVERABLES

G&G will perform the following:

1. Explain the purpose and benefits of the survey, explain the survey form, outline the survey strategy, and answer questions.
2. Obtain survey authorization if necessary.
3. Draft the survey per State and Federal guidelines and confidentiality mandates.
4. Prior to distribution, G&G will randomly number each survey with the correlated address so that households will not be resurveyed.
5. Conduct and coordinate the survey mailing. Each mailing to all known households (including rentals) in the service area will include a cover letter (approved by the city), the survey form, and a self-addressed stamped envelope (SASE).
6. **If necessary, conduct at least ten (10) door to door canvassing events of non-respondents to ensure the necessary return rate percentage (per state and federal guidelines) is achieved. G&G firmly believes the only way to obtain a favorable MHI/LMI is by going door to door.**
7. Tabulate all survey returns to calculate the MHI/LMI.

8. Provide to the City and NYS EFC, a findings summary, letter report, survey methodology, and any other documentation required by the funding agencies.
9. Carry business insurance, errors and omissions insurance, workers compensation, and vehicle insurance.

City Responsibilities:

1. Provide a master list of all residences in the survey area in spreadsheet format. A fee of up to \$500.00 may apply if the municipality is unable to supply the list.
2. Promote and advertise that G&G is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at city meetings, posted in city offices, local print and/or other methods as appropriate. G&G will provide a sample press release.
3. Review and revise as appropriate, the draft cover letter created by G&G promoting the purpose and importance of the survey. The cover letter will be on city letterhead and used with the mailing of the survey.
4. Assist G&G with suggestions to maximize response efficiency.

COST

There are approximately 13,667 occupied households in the city. This quote will tentatively be based on the number of households provided. Survey fees may be reimbursable under certain grant programs. *A response rate of 38% (5,193 households) will be necessary for a successful survey and will require extensive door to door canvassing by G&G staff.*

FEES:

\$31,750 + postage

In rare circumstances a second targeted mailing (usually 5% of the initial mailing) is necessary in large surveys. This second mailing to approximately 750 households (likely demographic respondents) would only be conducted if absolutely necessary and with prior city approval. This cost would be discounted to \$975.00 + postage.

Thank you for your consideration. I look forward to being of service to you and your municipality. Please don't hesitate to contact me with any questions.

Respectfully,

Jay Grasso

The City of North Tonawanda represents and warrants G&G Municipal Consulting and Grant Writing, that the individual executing this Letter of Agreement on behalf of the city is duly authorized to execute and deliver this agreement, and that the terms enclosed are binding on the city.

TERMS:

\$23,000.00 down payment (includes preparation, printing, postage and mailing)

Remaining balance due upon completion of survey and submission of report to the city

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the date of its signing.

City of North Tonawanda

By: _____ (print) _____ (signature)

Date: _____

Title: _____

G&G Municipal Consulting and Grant Writing

By: _____ (print) _____ (signature)

Date: _____

Title: _____

Amanda Reimer

From: Jay Grasso <Jay@ggprocess.com>
Sent: Wednesday, August 14, 2019 7:52 PM
To: Amanda Reimer; Bill Davignon
Subject: Re: NT water & sewer - mailing lists
Attachments: North_Tonawanda_mhi_quote_2019 (1).docx

Ms. Reimer:

I have attached a copy of the contract.

The cost of the survey is \$31,750.00

The postage is one outgoing and one self addressed return envelope @.55 (\$1.10 per mailing). The survey is estimated at 13,667 occupied households in the city. I anticipate mailing out to about 12,000 residences.

The contract has a provision for up to \$500.00 for potential list preparation. This rarely exceeds \$300.00 and is often times not utilized.

The contract has another provision for a potential targeted (limited) second mailing to 750 houses. This would only be done with permission of the city. The max cost is \$975.00 + postage

Survey max cost: **\$31,750**

Postage minimum for 12,000 residences = 24,000 stamps @.55 = **\$13,200**

Postage maximum for 13,667 residences = 27,334 stamps @.55 = **\$15,033.70**

Potential list preparation: **\$500.00**

Potential additional mailing (750 residences): \$975.00 + \$825.00 postage = **\$1,800.00**

Total with minimum postage, additional mailer and additional list prep = \$47,250.00

Total with maximum postage, additional mailer, and additional list prep = \$49,083.70

You should have received an invoice for down payment from QuickBooks.

Once again, please remember that the additional mailer and prep work might not be needed.

Please contact me with any questions.

Regards,

Jay Grasso, President

G&G Municipal Consulting & Grant Writing

P.O. Box 39

131 S. Union Street, Suite E8

Spencerport, NY 14559

Office: (585) 368-8866

Cell: (585) 703-0920

www.ggprocess.com

CFO-A.

Lori Swartz

From: Matthew Parish <mattparish@northtonawanda.org>
Sent: Wednesday, August 28, 2019 11:36 AM
To: loriswa@northtonawanda.org
Subject: FW: Niagara Falls Int'l Film Festival - Sign

SEP 03 2019

Matthew L. Parish

Matthew L. Parish
North Tonawanda
City Clerk/Treasurer
Phone: 695-8000 Ext. 2101
216 Payne Ave.
North Tonawanda, N.Y. 14120

From: bcowell@thebnff.com [mailto:bcowell@thebnff.com]
Sent: Thursday, August 22, 2019 10:34 AM
To: Matthew Parish
Subject: Niagara Falls Int'l Film Festival - Sign



Matt, good to meet you today - I would like to get approval ASAP to announce the NFIFF Events coming next month with Buffalo Sign Rental at the corner of River Rd and Witmer where they currently have the sign for the thursday music events

Please let me know at your earliest convenience

Regards,

Bill Cowell, Founder/President
Niagara Falls International Film Festival
Buffalo Niagara International Film Festival
3840 E. Robinson Rd., Ste 166
Amherst, NY 14228
www.thebnff.com
www.nfiff.com
bcowell@thebnff.com
716-432-1065