

City of North Tonawanda

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

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

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

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

August 6, 2024

The following meetings have been scheduled for TUESDAY, August 6th, 2024

6:15 PM Common Council Meeting Discussion

6:30 PM Common Council Meeting

Respectfully submitted,



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

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

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Regular Session TUESDAY, AUGUST 6, 2024 6:00 PM

AUDIENCE PARTICIPATION – Agenda items only, not to exceed 90 minutes with each speaker limited to a five-minute maximum.

COMMUNICATIONS FROM CITY OFFICIALS

- | | | |
|-------------------------|----------|---|
| II. Attorney | | Re: Resolution to Reclassify Water/Wastewater Plant Personnel Under Section 7.12 of the CSEA Bargaining Unit Agreement |
| IV.1 Engineer | - | Re: Approval for the City of North Tonawanda to participate in the EPA's GLO Initiative |
| IV.2 Engineer | | Re: Approval of Main Street CIPP Engineering Services-Project No. 2023-11 |
| IV.3 Engineer | | Re: Award of Contract to Milherst Construction Project 2024-04 Farnsworth Extension Project |
| VII.1 Accountant | - | Re: Payment of the Abstract of Claims Dated August 6, 2024 |
| VII.2 Accountant | - | Re: Approval of the 2025 Part-Time Wage Schedule |
| X.1 Police Chief | - | Re: Approval of the increase in fines for the Police Department Parking Summons (NT61) |
| X.2 Police Chief | - | Re: Approval of the Tow Contracts for the North Tonawanda Police Department |

X.3 Police Chief

**Re: Approval to hire Nicholas Rosart & Joseph
Ramunno as Police Officers for the City
Of North Tonawanda-starting date
August 16, 2024**

XXV. Monthly Reports

1. Police Department

COMMUNICATIONS FROM OTHERS

A.

Belmont Housing Resources of WNY

**Re: Approval of the new updates to the CNT
PHA Administrator Plan**

B.

Renaissance Club

-

**Re: Permission to close Vandervoort St.,
Sunday, August 8th for NT Porchfest**

Respectfully submitted,



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

City of North Tonawanda

EDWARD A. ZEBULSKE, III
CITY ATTORNEY

NICHOLAS B. ROBINSON
ASSISTANT CITY ATTORNEY

MATTHEW T. MOSHER
ASSISTANT CITY ATTORNEY

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

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

July 11, 2024

II

tabled

~~JUL 16 2024~~

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

RE: Proposal to Reclassify Water and Wastewater Treatment Plant Personnel Under
Section 7.12 of the CSEA Bargaining Unit Agreement

Dear Honorable Body:

Per Section 7.12 of the Collective Bargaining Agreement between the City of North Tonawanda and the Civil Service Employees Association, Inc., and as a result of mutual agreement by the parties, I am hereby requesting authorization to reclassify various Water and Wastewater Treatment Plant personnel as listed in the attached proposed Memorandum of Agreement.

If your Honorable Body concurs, kindly pass a resolution to reclassify the above collective bargaining agreement positions, effective July 17, 2024.

Thank you for your consideration in this matter.

Very truly yours,



Edward A. Zebulské, III
City Attorney

EAZ/lk
Enc.

Cc: Austin Tylec, Mayor

2024 JUL 11 PM 12:55
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

*Memorandum of Agreement
Between
City of North Tonawanda
And
Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO, Local 832
City of North Tonawanda Unit # 7692*

THIS UNDERSTANDING, by and between the City of North Tonawanda (hereinafter, "City") and the Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO, Local 832 Unit 7692 (hereinafter, "CSEA") and,

WHEREAS, the Mayor of the City and CSEA are parties to a collective bargaining agreement (hereinafter, "CBA") covering the period January 1, 2024 through December 31, 2028 and

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein, it is understood and agreed by and between the parties as follows:

1. The City and CSEA agree to the following changes in Titles under Section 7.12 effective July 17, 2024.
2. Water and Wastewater Maintenance Supervisor reclassified from job group XVII down to XVI
3. Senior Water and Wastewater Treatment Plant Mechanic reclassified from job group XIV to job group XIII, once position is vacated.
4. An additional Senior Water and Wastewater Treatment Plant Mechanic at job group XIII shall be added to staffing.
5. Senior Water Treatment Plant Operator shall be upgraded from job group XIV to group XV (effective 1/1/2025 @ step 5)
6. The parties agree that this agreement is without precedent or prejudice to either party with respect to future matters.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed on the 17th Day of July, 2024.

City of North Tonawanda

Civil Service Employees Association

Austin J. Tylec
Mayor

Brian Kosikowski
President

Sharon Ivey
CSEA Labor Relations Specialist



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

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

July 30, 2024

IN. 1

AUG 06 2024

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

**Re: US Environmental Protection Agency's (EPA) Get the Lead Out (GLO)
Initiative Technical Assistance**

Dear Honorable Body:

The EPA has reached out to the City of North Tonawanda to participate in their GLO Initiative. Through GLO, the EPA will offer technical assistance to accelerate lead service line replacement (LSLR) to ensure safer drinking water in our community. The technical assistance will help us to identify and replace lead service lines within our water system as well as help prepare applications for BIL Drinking Water State Revolving Fund (DWSRF) funding for LSLR administered by the NYS Department of Health and NYS Department of Environmental Facilities Corporation.

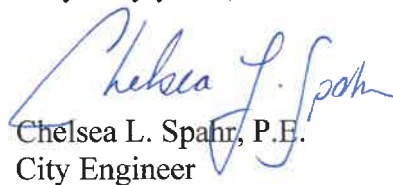
Participation in the GLO Initiative is voluntary and at no cost to the City. However, City staff resources will be used (e.g. gathering data) to help facilitate the assistance.

This technical assistance from the EPA in conjunction with the efforts we have already undertaken with our consultant, Hazen, will help us to meet the EPA goals and deadlines of LSLR throughout the City.

I therefore recommend that the City participate in the EPA's GLO Initiative.

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

Very truly yours,


Chelsea L. Spahr, P.E.
City Engineer

CLS:cls

Cc: file
Edward A. Zebulke III, City Attorney
Jason Koepsell, Superintendent of Water and Wastewater
Jeffery Zellner, City Accountant

**RECEIVED
CITY CLERK'S OFFICE**

**2024 JUL 30 AM 10:04
NORTH TONAWANDA NY**



OFFICE OF GROUND WATER AND DRINKING WATER

WASHINGTON, D.C. 20460

July 24, 2024

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

Dear Ms. Spahr,

Welcome to the U.S. Environmental Protection Agency's (EPA) Get the Lead Out (GLO) Initiative! Thank you for working with us to 'get the lead out' and accelerate lead service line replacement (LSLR) to ensure safer drinking water in communities. This initiative will support the administration of the Infrastructure Investment and Jobs Act, P.L. 117-58 (Nov. 15, 2021), also known as the Bipartisan Infrastructure Law (BIL), by providing technical assistance to help communities like yours identify and plan to replace lead service lines in their water system. Communities can also receive technical assistance in preparing an application for BIL Drinking Water State Revolving Fund (DWSRF) funding for LSLR administered by the New York State Department of Health and the New York State Environmental Facilities Corporation.

To gain the greatest benefits of this process, we ask the City of North Tonawanda to support and encourage your designated staff to work alongside us in this collaborative initiative. EPA and its technical assistance providers will collaborate with your community's designated staff through regular communication via email, phone and/or virtual meetings. We may also ask you to provide access to facilities and historical records to gain a better understanding of your utility's history.

Participation in this initiative is voluntary. We hope it will assist your community in a variety of ways as we provide support with lead service line (LSL) inventories, LSL replacement planning, community engagement/outreach, and/or DWSRF funding applications for LSLR. Funding for our initiative does not include actual replacement of LSLs, but we are certain our technical assistance will help you accelerate your LSLR! We must note that the work of the EPA and its technical assistance providers does not guarantee funding from BIL or other funding sources, as those decisions are made by the specific funding agencies, and the technical assistance does not imply any EPA endorsement of the specific project.

The services provided by the EPA and its technical assistance providers are at no cost to you. However please be advised, your staff's participation in the GLO Initiative may involve time and other resources (e.g., gathering data) which may incur costs directly to the utility. By participating in

this initiative, the City of North Tonawanda waives any claim for compensation for services rendered to the EPA in connection with any activities it carries out in furtherance of the GLO Initiative. Your participation in the initiative does not exempt your community from any applicable EPA policies governing competition for assistance agreements or any applicable laws, regulations, terms and conditions, and procedures under separate written agreements, including those for financial assistance, such as a New York DWSRF assistance agreement.

Should you have any questions or concerns now or during the technical assistance process, please feel free to contact Alex Horansky, Program Manager, at Horansky.Alex@epa.gov. Thank you again for working with us as we 'get the lead out' and aim for 100% LSLR!

Sincerely,

**MARIETTA
ECHEVERRIA**

Digitally signed by MARIETTA
ECHEVERRIA
Date: 2024.07.24 16:04:25 -04'00'

Marietta Echeverria, Director
Drinking Water Capacity and Compliance
Assistance Division

cc: Rose Kyprianou, U.S. EPA
Karen Swetland-Johnson, U.S. EPA
Alex Horansky, U.S. EPA
Dorina Aliu, U.S. EPA



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

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

July 31, 2024

IV 2

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

Re: Main Street CIPP – Engineering Services
Project No. 2023-11

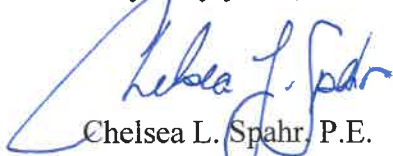
Dear Honorable Body:

This project involves the lining of sanitary sewers and manholes along sections of Main and Goundry Streets. Lining the sanitary sewers and manholes will rehabilitate aged sewer infrastructure in this area of the City extending its useful life. To complete this work, the City intends to procure the services of a professional engineering firm.

Accordingly, I respectfully request the Common Council approve the enclosed Sanitary Sewer Rehabilitation of Main and Goundry Street Proposal with JM Davidson Engineering, D.P.C., 935 Sheridan Drive, Suite 120, Tonawanda, NY 14150 in an amount of \$34,300; authorizing the Mayor to sign the agreement, subject to the review by the City Attorney.

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

Very truly yours,


Chelsea L. Spahr, P.E.
City Engineer

CLS:cls

Cc: file
Mark Zellner, Superintendent of Public Works
Edward Zebulskie, City Attorney
Jeffery Zellner, City Accountant
Jaime Davidson, PE JM Davidson

RECEIVED
CITY CLERK'S OFFICE

2024 AUG 1 AM 10:02
NORTH TONAWANDA NY

July 30, 2024

Ms. Chelsea L. Spahr, PE
City Engineer
City Hall, 216 Payne Avenue
North Tonawanda, New York 14120

**SUBJECT: PROPOSAL | REVISION 1
 CITY OF NORTH TONAWANDA
 SANITARY SEWER REHABILITATION OF MAIN AND GOUNDRY STREETS**

Dear Ms. Spahr,

JM Davidson Engineering, D.P.C. (JMD) appreciates the opportunity to submit the following scope and cost proposal for the above referenced project. JMD is a licensed design professional corporation and has been certified as both a Women Business Enterprise (WBE) and Disadvantaged Business Enterprise (DBE) in New York State.

PROJECT BACKGROUND

The City of North Tonawanda (City) received funding for rehabilitation of existing gravity sanitary sewer pipe and manholes in the downtown area of the City. It is our understanding that the City intends to rehabilitate the sewers with cured-in-place pipe (CIPP) and the manholes with the OBIC Armor lining system. Installation of lateral connection liners to seal the lateral-main joint is also desired if funding permits. The following infrastructure locations have been identified by the City for rehabilitation as part of this project:

- Main Street, from Thompson Street to Island Street
- Main Street, from Island Street to Webster Street
- Main Street, from Webster Street to Goundry Street
- Main Street, from Goundry Street to Tremont Street
- Goundry Street, from Main Street to Marion Street (near railroad bridge overpass)
- Seven sanitary sewer manholes associated with the above sewer sections.

It is our understanding that the two above sanitary sewer locations on Main Street, from Thompson Street to Island Street and Island Street to Webster Street, previously serviced several industrial buildings that are either no longer in operation or have been demolished. As a result, there are numerous sanitary sewer laterals that have been abandoned in this area and will not be reinstated once the CIPP is installed. The City has existing closed-circuit television video (CCTV) for this sewer, as well as record plans from the Main Street Green Infrastructure Improvements Project; however, additional investigation work will be required as part of this project to confirm the laterals that are active and those that are abandoned. Prior to the start of CIPP installation, the contractor will also be required to re-confirm the laterals with a preconstruction CCTV inspection.

To maximize the funding impact on the infrastructure and increase design efficiency, the City intends to "piggyback" this work off existing sanitary sewer rehabilitation contracts, which essentially eliminates the bid

process by utilizing the unit prices from existing local County contracts for the same services. As such, JMD assumes that plan sheets only need to be prepared to a level of detail that will allow prequalified contractors to submit a proposal for this work based on their existing contracts.

SCOPE OF WORK

JMD will assist the City with design and construction support for this sanitary sewer rehabilitation project. The scope of services and basis of contract shall be as follows, including the assumptions made in developing the scope of work.

Task 1 – Sanitary Sewer Investigation and Design Support

- 1.1 Attend a kick-off meeting with the City Engineer and a City DPW representative.
- 1.2 Review background information provided by the City, including existing sanitary sewer maps, Main Street Green Infrastructure Improvements Project record plans, available CCTV for the Main Street sanitary sewer, and any additional documentation that is pertinent to the rehabilitation design.
- 1.3 Coordinate with the Erie County Department of Environment and Planning, Division of Sewerage Management (ECDSM) to obtain bid and contract information for their rehabilitation term agreements.
- 1.4 Reach out to qualified contractors doing rehabilitation work locally for ECDSM and/or other local municipalities to determine their availability and willingness to complete the proposed rehabilitation work in North Tonawanda.
 - a. JMD assumes that once pipe and manhole rehabilitation contractors are identified, the City will determine whether it is possible to “piggyback” this work off existing sanitary sewer rehabilitation contracts, such as ECDSM’s, and the mechanism for entering into an agreement with these contractors. JMD assumes that the City’s Engineering and legal staff will lead the contract efforts and JMD will provide technical assistance as required.
- 1.5 Conduct dye testing in conjunction with CCTV inspection to identify the active sanitary laterals on the two Main Street sewer sections between Thompson Street and Webster Street. Note that we have assumed that the laterals within the sewer sections of Main Street between Webster and Tremont and Goundry between Main and the railroad are all active and none are planned for elimination in this area. This included the following work and assumptions:
 - a. JMD will prepare a notification letter that can be distributed to property owners on the two blocks to be dye tested to inform them of the pending dye testing work and the need to schedule a day/time for building entry. JMD assumes that the City will distribute this letter both via mail and door hangers.
 - b. JMD will complete a site visit with a City representative to attempt to contact building occupants that have not responded to the flyer and schedule a time for dye testing. If possible, a dye testing location within the building will also be identified (i.e., sink, toilet, floor drain).

- c. The City CCTV truck and crew will assist JMD with the dye testing investigation. The City will position the CCTV camera in the sanitary sewer main in the vicinity of the suspected lateral connection. JMD will introduce dye into a plumbing connection within each building and the CCTV will be used to observe the lateral that dye exits. The City will be responsible for ensuring the CCTV camera counter is correctly measuring the distance to the lateral observed with dye, as this will be the basis for the laterals to be reinstated after installation of CIPP.
 - i. We have assumed up to two 8-hour field days a team of two for this effort, in the event that we are unable to gain entry into each building on the first day.
 - d. JMD will prepare a short technical memorandum to summarize the findings of the dye testing investigation for the City's records, including the location (linear footage) of the active lateral connections.
- 1.6 Complete a field visit to verify manhole depths and materials of construction, which will be required for the manhole rehabilitation contractor to prepare a proposal, and the general accuracy of the record information, including pipe lengths, pipe diameters, and materials of construction.
- 1.7 Prepare two 11x17 plan sheets, one for the Main Street locations and one for Goundry Street location, to be used to solicit proposals from the identified contractors. The City's existing GIS data will be used to prepare the plans and we have assumed that topographical survey will not be required. At a minimum, these sheets will include:
- a. The sanitary sewers to receive CIPP and the sanitary laterals to be reinstated and those that are abandoned and will not be reinstated. Lateral locations will be based on the dye testing investigation (see Item 1.5) and the contractor will be required to verify this information during a required preconstruction CCTV inspection.
 - b. The manholes to be rehabilitated with OBIC Armor.
 - c. General notes to the contractor regarding the work to be completed.
 - d. Existing materials of construction and quantities necessary for preparing a proposal.
- 1.8 Request written proposals from the identified pipe and manhole rehabilitation contractors.
- 1.9 Evaluate the proposals received for consistency with piggyback contract pricing and make a recommendation of award to the City.

Task 2 – Construction Support

- 2.1 Coordinate with the Contractors and City regarding construction sequencing and schedules. If possible, the CIPP installation will be scheduled first, followed by the manhole rehabilitation.
- 2.2 Gather and review submittals from the Contractors on materials to be installed during this project.
- 2.3 Provide one on-site Resident Construction Observer. JMD will provide part-time on-site construction observation for 3 weeks (20 hours/week; 60 total hours) and has not budgeted for overtime for this project. The JMD Resident Construction Observer will engage in the following tasks while on-site:

- a. Review and observe on-site construction activities of the contractors for compliance with the construction documents. Where construction does not comply with the construction documents, Construction Observer will work with the City on a mutually agreeable solution to address the deficiencies or non-complying construction.
- b. Observe materials, equipment and supplies to be incorporated into the Project by the contractors and recommend acceptance or rejection of the same.
- c. Perform measurements of the quantities of the work placed in accordance with the Payment Provisions of the contract.
- d. Review draft applications for payment with the contractors.
- e. Draft proposed change orders, work change directives, and field orders.
- f. Participate in final completion inspections.
- g. Prepare Daily Construction Observation Reports that identify each contractor's work force, summarize the type and quantity of work placed, as well as take progress photographs. The Daily Report format will be mutually agreed-upon between the City and JMD prior to the start of construction.
- h. Resident Construction Observation does not include the following tasks:
 - i. Construction review of each contractor's construction means, methods, techniques, sequences or procedures, or the safety precautions and programs in connection with the work.
 - ii. Sampling and testing of construction materials.
 - iii. Construction stakeout and record survey.

2.4 Prepare record information for the project, including updated 11x17 figures, daily inspection reports, construction photographs, submittals, and pertinent construction correspondence. It is assumed that this information will be transmitted electronically to the City; however, one hard copy of each document can be provided to the City if required.

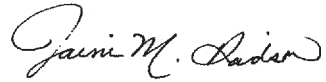
FEES AND TERMS

Services described above shall be provided on a Time and Expense basis with a fee not-to-exceed **\$34,300**. Our projected hours, rates, and expenditures are attached to this letter.

We appreciate the opportunity to present this proposal to you and look forward to working with you on this important project. If you have any questions regarding this letter, please contact me at (716) 912-1423.

Sincerely,

JM Davidson Engineering, D.P.C.

A handwritten signature in black ink that reads "Jaime M. Davidson". The signature is written in a cursive, flowing style.

Jaime M. Davidson, PE
President

Sanitary Sewer Rehabilitation of Main and Goundry Streets
 City of North Tonawanda
 7/30/2024



JM DAVIDSON ENGINEERING - LABOR

Title / Level	Project Manager	Project Engineer	Junior Engineer	Senior Engineer	TOTAL
Hourly Rate	JMD \$155.00	CHK \$135.00	TAB/CGM \$95.00	AMH \$165.00	
Task 1 – Sanitary Sewer Investigation and Design Support					
Review background information / research contracting options	16	4			20
Kick-off meeting with City	2	2			4
Review CCTV/record plans		8	8		16
Prepare public notice			2	2	4
Field visit to schedule dye testing with property owners				4	4
Dye testing investigation		16	16		32
Field visit to verify manhole depths and locations		4	4		8
Prepare two 11x17 sheets depicting work locations and notes to contractors	2		16	8	26
Prepare quantities for bid			2	4	6
Coordinate with CIPP and MH rehab contractors / City on contacts and proposals	2			12	14
Evaluate contractor proposals / recommendations of award	2			4	6
TASK 1 SUBTOTAL HRS	24	34	48	34	140
Task 2 - Construction Support					
Coordination with contractors, City	4			8	12
Collect / review product submittals			8	8	16
Part-time inspection during rehabilitation (20 hrs/week for 3 weeks) <i>(assume 1 week for MHs and 2 weeks for CIPP)</i>	4	60			64
Prepare record information <i>(assume updated 11x17 sheets; inspection reports; photos; submittals)</i>	2	8	8	4	22
TASK 2 SUBTOTAL HRS	10	68	16	20	114
Total Hours	34	102	64	54	254
Total Cost	\$5,270.00	\$13,770.00	\$6,080.00	\$8,910.00	\$34,030.00

Expenses: **\$270.00**

TOTAL FEE: \$34,300.00



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

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

August 1, 2024

IV. 3

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

**Re: Project 2024-04 Farnsworth Extension Project
Award of Contract**

Dear Honorable Body:

On July 23, 2024, two (2) bids were received and opened by the City Clerk for the Farnsworth Extension Project. The results are as follows:

Total Base Bid:

- | | |
|-------------------------------|--------------|
| 1. Milherst Construction Inc. | \$286,570.10 |
| 2. NFP and Sons, Inc. | \$346,310.00 |

Total Alternate 1 (Deduct):

- | | |
|-------------------------------|-------------|
| 1. Milherst Construction Inc. | \$39,650.00 |
| 2. NFP and Sons, Inc. | \$42,700.00 |

Total Alternate 2 (Deduct):

- | | |
|-------------------------------|-------------|
| 1. Milherst Construction Inc. | \$43,820.00 |
| 2. NFP and Sons, Inc. | \$68,640.00 |

Total Alternate 3 (Deduct):

- | | |
|-------------------------------|-------------|
| 1. Milherst Construction Inc. | \$25,800.00 |
| 2. NFP and Sons, Inc. | \$19,350.00 |

Total Base Bid and Alternates (1 and 3):

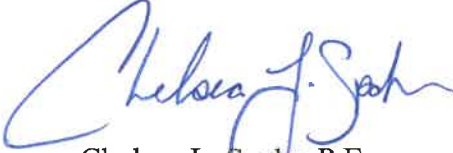
- | | |
|--------------------------------------|---------------------|
| 1. Milherst Construction Inc. | \$221,120.10 |
| 2. NFP and Sons, Inc. | \$284,260.00 |

2024 AUG 1 AM 10:19
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

The Engineering Department and the City's Engineering Consultant, Nussbaumer and Clarke, Inc. have reviewed the bid results and are recommending award of the Contract. Accordingly, I respectfully request that the Common Council award the Farnsworth Extension Contract to Milherst Construction, Inc., 10025 County Road, Clarence Center, NY 14032, at their low Base Bid and Alternates 1 and 3 amount of \$221,120.10; authorizing the Mayor to sign said contract subject to review by the City Attorney.

Very truly yours,



Chelsea L. Spahr, P.E.
City Engineer

CLS:tjs

Cc: file
Edward Zebulski, City Attorney
Jeffrey Zellner, City Accountant
Mark Zellner, Superintendent of Public Works
Mark DiPasquale, P.E., Nussbaumer and Clarke

July 31, 2024

Ms. Chelsea L. Spahr, P.E.
City Engineer
City of North Tonawanda
216 Payne Avenue
North Tonawanda, NY 14120



Re: Award Recommendation
Project 2024-04 – Farnsworth Avenue Extension
File 24J1-0045

Dear Ms. Spahr:

In accordance with the Legal Notice, sealed bids for Project 2024-04 – Farnsworth Avenue Extension were opened and publicly read aloud at 11:00 a.m. on July 23, 2024, at City Hall.

A total of two (2) bids were received. Nussbaumer & Clarke, Inc. (Nussbaumer) has reviewed these bids. Enclosed for the Town's use and information is one (1) copy of the tabulation of bids. Based on discussions with City of North Tonawanda personnel, Bid Alternates 1 and 3 will be used. The bid tabulation is summarized as follows for the Base Bids and the Base Bids combined with Bid Alternates 1 and 3:

BIDDER NAME	TOTAL BASE BID AMOUNT	TOTAL BASE BID WITH BID ALTERNATES 1 AND 3
Milherst Construction Inc.	\$ 286,570.10	\$ 221,120.10
NFP and Sons, Inc.	\$ 346,310.00	\$ 284,260.00

Nussbaumer thoroughly reviewed both proposals and discussed the bid and understanding of the work with Jim Collins, Jr. of Milherst Construction, Inc (Milherst). Nussbaumer is satisfied with Milherst's understanding of the full project scope and expectations.

Therefore, Nussbaumer herein recommends that Project 2024-04 – Farnsworth Avenue Extension be awarded to the lowest responsible bidder, Milherst Construction, Inc., 10025 County Road, Clarence Center, NY 14032 (716-688-9098), in the amount of \$221,120.10 for the Base Bid and Bid Alternates 1 and 3.

Should you have any questions, please do not hesitate to contact us at your convenience.

Sincerely,

NUSSBAUMER & CLARKE, INC.

Mark C. DiPasquale, P.E., PMP
Associate – Engineering

Enclosures

CC: T. Sikora, EIT – North Tonawanda
M. Marino, P.E. – Nussbaumer
C. Freese - Nussbaumer
Electronic File – 02 and 16 (w/bid tab)

Item Number	Description	Farnsworth Avenue - Engineer's Estimate				Milherst Bid		NFP Bid	
		Unit	Unit Price	QTY	Price	Unit Price	Total Price	Unit Price	Total Price
1	Watermain								
1B	Polyvinyl Chloride Pipe (PVC)								
1B2	8-inch PVC Watermain	LF	\$ 120.00	380	\$ 45,600.00	\$ 90.00	\$34,200.00	\$ 118.00	\$ 44,840.00
2	Valves								
2A	Gate Valves								
2A2	8-inch Gate Valve	EA	\$ 2,750.00	4	\$ 11,000.00	\$ 3,000.00	\$12,000.00	\$ 5,000.00	\$ 20,000.00
4	Test Pit Excavation and Backfill								
4A	Test Pit Excavation and Backfill	EA	\$ 500.00	3	\$ 1,500.00	\$ 150.00	\$ 450.00	\$ 600.00	\$ 1,800.00
5	Rock Excavation								
5A	Rock Excavation	CY	\$ 160.00	10	\$ 1,600.00	\$ 0.01	\$ 0.10	\$ 1.00	\$ 10.00
6	Select Backfill								
6A	Select Backfill	CY	\$ 50.00	430	\$ 21,500.00	\$ 65.00	\$27,950.00	\$ 45.00	\$ 19,350.00
7	Interconnections								
7A	Interconnection 1	LS	\$15,000.00	1	\$ 15,000.00	\$10,000.00	\$10,000.00	\$17,500.00	\$ 17,500.00
8	Water Service Connections								
9	Sawcutting								
9A	Sawcutting	LF	\$ 5.00	860	\$ 4,300.00	\$ 5.00	\$ 4,300.00	\$ 7.00	\$ 6,020.00
10	Sanitary Sewer								
10A	8" PVC Sanitary Sewer Pipe	LF	\$ 120.00	330	\$ 39,600.00	\$ 70.00	\$23,100.00	\$ 125.00	\$ 41,250.00
10B	Sanitary Manholes	EA	\$20,000.00	2	\$ 40,000.00	\$12,000.00	\$24,000.00	\$12,000.00	\$ 24,000.00
11	Restoration								
11C	Landscape Restoration								
11C1	Landscape Restoration - Landscaping	LF	\$ 11.00	750	\$ 8,250.00	\$ 12.00	\$ 9,000.00	\$ 10.00	\$ 7,500.00
11C2	Landscape Restoration - Tree Planting	EA	\$ 400.00	1	\$ 400.00	\$ 1,000.00	\$ 1,000.00	\$ 900.00	\$ 900.00
11C4	Landscape Restoration - Tree Removal - Greater than 12-inch	EA	\$ 900.00	1	\$ 900.00	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00
12	Testing and Disinfection								
12A	Testing and Disinfection	LF	\$ 12.00	380	\$ 4,560.00	\$ 10.00	\$ 3,800.00	\$ 10.00	\$ 3,800.00
14	Allowances								
14A	Construction Allowance	LS	\$20,000.00	1	\$ 20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$ 20,000.00
	DOT Items								
207.21	Geotextile Fabric	SY	\$ 5.00	420	\$ 2,100.00	\$ 6.00	\$ 2,520.00	\$ 2.50	\$ 1,050.00
304.12	Subbase Course, Type 2	CY	\$ 110.00	100	\$ 11,000.00	\$ 85.00	\$ 8,500.00	\$ 130.00	\$ 13,000.00
404.0982	Asphalt Pavement 9.5 Top, 80 Series Compaction F2	TON	\$ 100.00	60	\$ 6,000.00	\$ 130.00	\$ 7,800.00	\$ 190.00	\$ 11,400.00
404.1989	Asphalt Pavement 19 Binder, 80 Series Compaction F9	TON	\$ 30.00	100	\$ 3,000.00	\$ 120.00	\$12,000.00	\$ 167.00	\$ 16,700.00
404.3789	Asphalt Pavement 37.5 Base, 80 Series Compaction F9	TON	\$ 38.00	160	\$ 6,080.00	\$ 110.00	\$17,600.00	\$ 160.00	\$ 25,600.00
407.0102	Diluted Tack Coat	GAL	\$ 8.00	250	\$ 2,000.00	\$ 5.00	\$ 1,250.00	\$ 5.00	\$ 1,250.00
490.1	Production Cold Milling of Bituminous Concrete	SY	\$ 18.00	620	\$ 11,160.00	\$ 15.00	\$ 9,300.00	\$ 22.00	\$ 13,640.00
608.0101	Concrete Sidewalks	CY	\$ 1,000.00	20	\$ 20,000.00	\$ 1,500.00	\$30,000.00	\$ 1,200.00	\$ 24,000.00
609.04	Cast-in-Place Concrete Curb	LF	\$ 100.00	280	\$ 28,000.00	\$ 80.00	\$22,400.00	\$ 105.00	\$ 29,400.00
645.5101	Ground Mounted Sign Panels without Z-bars	SF	\$ 60.00	18	\$ 1,080.00	\$ 175.00	\$ 3,150.00	\$ 75.00	\$ 1,350.00
685.0101	Pavement Markings	LF	\$ 1.00	30	\$ 30.00	\$ 50.00	\$ 1,500.00	\$ 15.00	\$ 450.00
	Total		\$		\$ 304,000.00	\$	\$ 286,570.10	\$	\$ 346,310.00
	Alternates								
	Deduct Bid Alternate 1 (DPW to Complete Work)								
11	Restoration								
11C	Landscape Restoration								
11C1	Landscape Restoration - Landscaping	LF	\$ 11.00	750	\$ 8,250.00	\$ 10.00	\$ 7,500.00	\$ 10.00	\$ 7,500.00
11C2	Landscape Restoration - Tree Planting	EA	\$ 400.00	1	\$ 400.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
11C4	Landscape Restoration - Tree Removal - Greater than 12-inch	EA	\$ 900.00	1	\$ 900.00	\$ 600.00	\$ 600.00	\$ 1,500.00	\$ 1,500.00
	DOT Items								
404.0982	Asphalt Pavement 9.5 Top, 80 Series Compaction F2	TON	\$ 100.00	60	\$ 6,000.00	\$ 110.00	\$ 6,600.00	\$ 150.00	\$ 9,000.00
608.0101	Concrete Sidewalks	CY	\$ 1,000.00	20	\$ 20,000.00	\$ 1,000.00	\$20,000.00	\$ 1,100.00	\$ 22,000.00
645.5101	Ground Mounted Sign Panels without Z-bars	SF	\$ 60.00	18	\$ 1,080.00	\$ 150.00	\$ 2,700.00	\$ 75.00	\$ 1,350.00
685.0101	Pavement Markings	LF	\$ 1.00	30	\$ 30.00	\$ 45.00	\$ 1,350.00	\$ 15.00	\$ 450.00
	Alternate 1 Total		\$		\$ 37,000.00	\$	\$ 39,650.00	\$	\$ 42,700.00
	Deduct Bid Alternate 2 (Water Department to Complete Work)								
1	Watermain								
1B	Polyvinyl Chloride Pipe (PVC)								
1B2	8-inch PVC Watermain	LF	\$ 120.00	380	\$ 45,600.00	\$ 80.00	\$30,400.00	\$ 118.00	\$ 44,840.00
2	Valves								
2A	Gate Valves								
2A2	8-inch Gate Valve	EA	\$ 2,750.00	4	\$ 11,000.00	\$ 2,500.00	\$10,000.00	\$ 5,000.00	\$ 20,000.00
12	Testing and Disinfection								
12A	Testing and Disinfection	LF	\$ 12.00	380	\$ 4,560.00	\$ 9.00	\$ 3,420.00	\$ 10.00	\$ 3,800.00
	Alternate 2 Total		\$		\$ 62,000.00	\$	\$ 43,820.00	\$	\$ 68,640.00
	Deduct Bid Alternate 3 (DPW Supply and Delivery to Contractor)								
6	Select Backfill								
6A	Select Backfill	CY	\$ 30.00	430	\$ 12,900.00	\$ 60.00	\$25,800.00	\$ 45.00	\$ 19,350.00
	Alternate 3 Total		\$		\$ 13,000.00	\$	\$ 25,800.00	\$	\$ 19,350.00
	Total Bids								
	Base Bid		\$		\$ 286,570.10		\$ 346,310.00		
	Base Bid + Alternative 1		\$		\$ 246,920.10		\$ 303,610.00		
	Base Bid + Alternative 2		\$		\$ 242,750.10	Lowest Option with 1 Alternative	\$ 277,670.00	Lowest Option with 1 Alternative	
	Base Bid + Alternative 3		\$		\$ 260,770.10		\$ 326,960.00		
	Base Bid + Alternatives 1 & 2		\$		\$ 293,100.10	Lowest Option with 2 Alternatives	\$ 224,970.00	Lowest Option with 2 Alternatives	
	Base Bid + Alternatives 1 & 3		\$		\$ 221,120.10		\$ 284,260.00		
	Base Bid + Alternatives 2 & 3		\$		\$ 216,950.10		\$ 258,320.00		
	Base Bid + Alternatives 1, 2 & 3		\$		\$ 177,300.10	Lowest Option with 3 Alternatives	\$ 215,620.00	Lowest Option with 3 Alternatives	

JEFFREY ZELLNER
CITY ACCOUNTANT

JENNIFER CRESS
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP
JUNIOR ACCOUNTANT

City of North Tonawanda

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

TELEPHONE: (716) 695-8545

FAX: (716) 695-8573

VII.1

AUG 06 2024

July 30th, 2024

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

Dear Honorable Body:

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

Accordingly, please authorize for payment the current Warrant of Claims for Common Council audit, dated August 6th, 2024, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2024 JUL 30 AM 10:48
NORTH TONAWANDA NY

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JEFFREY ZELLNER
CITY ACCOUNTANT

JENNIFER CRESS
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP
JUNIOR ACCOUNTANT

City of North Tonawanda

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

TELEPHONE: (716) 695-8545

FAX: (716) 695-8573

XII.2

AUG 06 2024

July 17, 2024

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

Dear Honorable Body:

Please review and approve the **1.1.2025 – 12.31.2025** part-time wage schedule as presented.

Warm Regards,


JEFFREY ZELLNER
CITY ACCOUNTANT

2024 JUL 17 PM 2:58
NORTH TONAWANDA NY

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**CITY OF NORTH TONAWANDA
Seasonal & Part-time Wage Schedule
January 1, 2023 - December 31, 2025**

For part-time employess, working limited hours, one season of the year:

<u>POSITION</u>	<u>1.1.2023- 12.31.2023</u>	<u>1.1.2024- 12.31.2024</u>	<u>1.1.2025- 12.31.2025</u>
Laborer	\$ 15.00	\$ 15.00	\$ 15.50
Crossing Guard	\$ 15.00	\$ 15.00	\$ 15.50
Lifeguard	\$ 15.50	\$ 15.50	\$ 16.25
Sanitation Laborer	\$ 16.55	\$ 16.55	\$ 17.50
Leader	\$ 15.30	\$ 15.30	\$ 15.80
Head Crossing Guard	\$ 15.30	\$ 15.30	\$ 15.80
Chief Lifeguard	\$ 16.55	\$ 16.55	Not Used
Program Supervisor	\$ 16.05	\$ 16.05	\$ 16.55
Pool Supervisor	\$ 16.55	\$ 16.55	\$ 17.25
Harbor Supervisor	\$ 16.55	\$ 16.55	\$ 17.25
Golf Course Supervisor	\$ 18.50	\$ 18.50	\$ 19.50

FOR PART TIME EMPLOYEES, WORKING LIMITED HOURS, ALL YEAR:

<u>POSITION</u>	<u>1.1.2023- 12.31.2023</u>	<u>1.1.2024- 12.31.2024</u>	<u>1.1.2025- 12.31.2025</u>
Clerk (part-time)	\$ 15.00	\$ 15.00	\$ 15.50
Engineering Technician	\$ 15.00	\$ 15.00	\$ 17.00
Work Program Crew Leader	\$ 15.00	\$ 15.00	\$ 15.50
Police Matron *	\$ 18.00	\$ 18.00	\$ 18.00
Animal Control Officer *	\$ 22.80	\$ 22.80	\$ 22.80
Ordinance Officer - (part-time)	\$ 18.45	\$ 18.45	\$ 18.95
Plumbing Inspector - (part-time)	\$ 19.25	\$ 19.25	\$ 19.75
Electrical Inspector - (part-time)	\$ 19.25	\$ 19.25	\$ 19.75

Minimum Wage: 14.20 effective 12/31/2022. **\$15.00** effective 12/31/2023 **15.50** effective 12/31/2024



DEPARTMENT OF POLICE

CITY OF NORTH TONAWANDA
216 Payne Avenue
North Tonawanda, NY 14120-5491

TELEPHONE:
(716) 692-4111
FACSIMILE:
(716) 692-4321

A handwritten signature in blue ink, appearing to be "K. Glass".

AUG 06 2024

July 15, 2024

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

Dear Honorable Body,

I am requesting the Council approve an increase in fines for violations listed on The North Tonawanda Police Department parking summons (NT61.) Fine increases will not go into effect until we deplete the stock of our current parking tags and order new booklets, which will occur near the end of 2024. To account for inflation and to stay closer in line to the fine amounts assessed by surrounding departments, I propose the following:

Violations with a \$25 fine increase to \$30.

Violations with a \$35 fine increase to \$40.

Handicap parking violations increase from \$60 to \$100 (similar to City of Tonawanda.)

Thank you for your consideration in this matter. These fine increases will go into effect on October 1, 2024.

Respectfully,

A handwritten signature in black ink, appearing to be "K. Glass".

Keith Glass
Chief of Police
North Tonawanda Police Department

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2024 JUL 23 AM 10:36
NORTH TONAWANDA NY



DEPARTMENT OF POLICE

CITY OF NORTH TONAWANDA
216 Payne Avenue
North Tonawanda, NY 14120-5491

TELEPHONE:
(716) 692-4111
FACSIMILE:
(716) 692-4321

A handwritten signature in blue ink, appearing to be "X. J.", written over a horizontal line.

June 23, 2024

Mayor Austin Tylec and
The North Tonawanda Common Council
216 Payne Avenue
North Tonawanda, NY 14120

AUG 06 2024

Dear Honorable Body,

Both United Towing and Bellreng's Automotive Center have met the qualifications for being added to the city tow list. I intend to use them both immediately on a rotating basis to cover the tow calls in the city.

Respectfully,

A handwritten signature in black ink, appearing to be "K. Glass", written in a cursive style.

Keith Glass
Chief of Police
North Tonawanda Police Department

2024 JUL 23 AM 10:35
NORTH TONAWANDA NY

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DEPARTMENT OF POLICE

CITY OF NORTH TONAWANDA
216 Payne Avenue
North Tonawanda, NY 14120-5491

TELEPHONE:
(716) 692-4111
FACSIMILE:
(716) 692-4321

X.3

July 31, 2024

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

Dear Honorable Body,

I intend on hiring Joseph Ramunno and Nicholas Rosart as new officers to our department. Both have already graduated from their respective law enforcement academies and can start the field training program immediately. Start date for these recruits will be August 16, 2024. Funds are included for these recruits in the 2024 budget.

Respectfully,

A handwritten signature in black ink that reads "K. Glass".

Keith Glass
Chief of Police
North Tonawanda Police Department

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2024 JUL 31 PM1:59
NORTH TONAWANDA NY



Department of Police

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

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

XXV #1

July 31, 2024

Honorable Mayor Austin J. Tylec and
Members of the City of North Tonawanda Common Council

Dear Sirs,

Please find the attached Summary of Police Activities Report, the Summary of Criminal Activities Report, and the V&T Report for the month of JUNE 2024.

Respectfully Submitted,

Keith T. Glass
Chief of Police

cc: Joe Loncar
cc: Robert Schmigel
cc: Frank DiBernardo
cc: Joseph Lavey Jr.
cc: Joe Marranta

KTG/as

2024 JUL 31 PM2:01
NORTH TONAWANDA NY

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NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF POLICE ACTIVITIES FOR THE MONTH OF JUNE 2024
--

CRIMINAL

Complaints received and investigated	97
Complaints cleared by arrest or exceptional clearance	50
Complaints ruled unfounded	0
Number of males arrested	under 18: 0 over 18: 15
Number of females arrested	under 18: 0 over 18: 11
Arrests for other authorities	0
Failure to Appear/Violation of Probation Warrant Arrests	0
Above complaints cleared by J.A.B.	30
Complaints cleared by J.A.B. from previous months	0

TRAFFIC

Traffic summonses issued	644
DWI arrests	8
Parking tags issued	21

MISCELLANEOUS

Miscellaneous service	2,525
Incident reports	85
Vehicle accidents	54
Vehicle accidents (fatal)	0
Vehicle stops	611
Police escorts	0
Prisoner meals	56
Mug shots taken	29
Fingerprints taken	29
Persons missing and located	0
Automobiles stolen	5
Automobiles recovered	0
Automobiles recovered for other authorities	0
Record check fees	\$340.00
Photocopy fees	\$150.66
Fingerprint fees	\$0.00
Fines collected	\$49,725.50
Value of property damaged	\$10,736.97
Value of property stolen	\$88,694.29
Value of property recovered	\$1,378.67

Respectfully submitted,



Keith T. Glass
Chief of Police

KTG/as

NORTH TONAWANDA POLICE DEPARTMENT SUMMARY OF CRIMINAL ACTIVITIES FOR THE MONTH OF JUNE 2024
--

CRIMINAL FELONIES, MISDEMEANORS AND OFFENSES

TYPE OF OFFENSE	Received	<u>COMPLAINTS</u> Cleared	Unfounded
AGG. ASSAULT	1	0	
ALL OTHER OFFENSES	9	9	
ARSON	2	0	
BURGLARY	4	0	
COERCION	0	0	
CRIMINAL MISCHIEF	13	7	
CRIM POSS WEAPON	0	0	
DIS CON/HARASS	11	6	
DRUG OFFENSES	3	0	
EMBEZZLEMENT	0	0	
FAILURE TO APPEAR	17	17	
FORGERY	0	0	
FRAUD (ID THEFT)	5	0	
LARCENY	19	9	
LEAVING THE SCENE	7	0	
MURDER	0	0	
RAPE	0	0	
ROBBERY	1	0	
SEXUAL OFFENSES	0	0	
SIMPLE ASSAULT	0	0	
STOLEN PROPERTY	0	0	
UNAUTH USE M/V	5	0	
VIOL OF PROBATION	0	0	
ARRESTS FOR OTHER AUTHORITIES		0	
ARRESTS/CLEAR COMPS. FM PREV MONTHS		2	
TOTALS	97	50	0
# OF ABOVE COMPLAINTS CLEARED BY JAB		30	
# CLEARED BY JAB FROM PREV MONTHS		0	

V & T REPORT FOR THE MONTH OF JUNE 2024

TRAFFIC INFRACTIONS:	
SPEEDING	179
REDLIGHT VIOLATION	53
STOP SIGN VIOLATION	111
NO REGISTRATION	12
NO LICENSE	23
FAULTY EQUIPMENT	33
NO INSPECTION	48
FAILED TO YIELD RIGHT OF WAY	4
SEAT BEAT VIOLATION	17
NO INSURANCE	2
LICENSE PLATE VIOLATION	5
IMPROPER TURN	11
DROVE ON LEFT SIDE OF PAVEMENT MARKINGS	0
FAILED TO KEEP RIGHT	0
LEAVING SCENE OF INCIDENT	4
FAILURE TO SUBMIT TO PRE-SCREEN BREATH TEST	0
AVOIDING INTERSECTION OR TRAFFIC CONTROL DEVICE	0
FAILURE TO NOTIFY COMMISSIONER OF CHANGE OF ADDRESS	2
UNSAFE BACKING	1
MISCELLANEOUS	84
TOTAL	589

TRAFFIC MISDEMEANORS:	
DWI	12
OPERATING WHLE REGIS. SUSPENDED/REVOKED	2
AGGRAVATED UNLICENSED OPER 3RD	25
AGGRAVATED UNLICENSED OPER 2ND	2
RECKLESS DRIVING	2
LEAVING SCENE INJURY ACCIDENT	0
DISPLAY FORGED CERTIFICATE W/O INSPECTION	0
OPER MV WHEN LICENSE/REGISTRATION IS SUSPENDED	0
FAILURE TO SURRENDER SUSP/REVOKED LICENSE/REGIS	9
USE/LEASE/RENTED/LOANED VEHICLE W/O INTERLOCK DEVICE	0
EQUIPMENT VIOLATIONS - MISDEMEANOR	0
FAIL TO SECURE SHIFTABLE LOAD/LOGS INSECURELY FASTENED	0
ILLEGAL SPEED CONTEST	0
POSSESSION OF A LOADED FIREARM IN/ON VEHICLE	0
TOTAL	52

TRAFFIC FELONIES:	
AGGRAVATED UNLICENSED OPERATION 1ST	2
AGGRAVATED DWI/CHILD IN VEHICLE	0
OPERATE MV .08 OF 1% OR MORE ALC-PRIOR CONV DESIG	0
DWI/PREVIOUS CONVICTION W/IN 10 YEARS	1
DRIVING W/ABILITY IMPAIRED BY DRUG(SPECIAL)	0
DRIVING W/ABILITY IMPAIRED BY DRUG(FELONY)	0
LEAVING SCENE ACCIDENT RESULTING IN SERIOUS INJURY	0
TOTAL	3

FINES (CITY IMPOSED):

TRAFFIC	\$48,230.50
PENAL LAW	\$0.00
CITY ORDINANCE	\$75.00
BAIL FORFEITURE	\$0.00
ABC LAW	\$0.00
PARKING TAGS	<u>\$1,420.00</u>
TOTAL	\$49,725.50

MUG SHOTS: 29

PARKING TAGS: 21

MEAL TICKETS: 56

Donna Braun

CFO. A.

From: Joy Tedeschi <jtedeschi@belmonthousingwny.org>
Sent: Wednesday, July 24, 2024 2:51 PM
To: Donna Braun
Cc: lwilson@lumbercitydc.com
Subject: Re: Agenda Item Request
Attachments: 2024 CNT Admin Plan Draft.pdf; Summary of Admin Plan Changes.docx

AUG 06 2024

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

Good Afternoon,

Well, June has come and gone, and we just finished the last of the updates to the CNT PHA Administrative plan. I am writing to ask if you could include an agenda item for the next upcoming Council meeting.

As a reminder, this agenda item requests approval to update the PHA Administrative Plan. These adjustments are necessary due to recent regulatory changes made by the Department of Housing and Urban Development (HUD). Specifically, the changes have been made to the Housing Opportunities Through Modernization Act (HOTMA) Policy and the National Standards for the Physical Inspection of Real Estate (NSPIRE).

The proposed modifications to our Administrative Plan are essential to ensure the compliance and effectiveness of our housing choice voucher programs. I have included a summary of the changes that have been completed in the plan.

I would greatly appreciate your consideration of this agenda item. If you have any questions or concerns, please feel free to let me know.

Respectfully,

Joy

Joyelle Tedeschi, Vice President of Housing Programs

Belmont Housing Resources for WNY, Inc.

2393 Main Street, Buffalo, NY 14214

(716) 884-7791 x 191 (716) 884-8026 fax

www.belmonthousingwny.org

Pronouns: she/her/hers



Dedicated to expanding affordable housing opportunities

From: Joy Tedeschi <jtedeschi@belmonthousingwny.org>
Sent: Tuesday, April 23, 2024 3:12 PM
To: Donna Braun <DBraun@northtonawanda.org>
Cc: lwilson@lumbercitydc.com <lwilson@lumbercitydc.com>
Subject: Re: Agenda Item Request

2024 JUL 25 AM 10:38
NORTH TONAWANDA NY

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Summary of Admin Plan Changes

1. Format change: We followed the model plan published by Nan McKay to ensure compliance with HUD regulations regarding the Administrative Plan. This format not only ensures adherence to regulations but also clearly outlines the requirements and policies the Public Housing Agency (PHA) must follow. It specifies the PHA’s discretionary policies, allowing for clear and transparent reasoning behind these policies.

2. We removed any narrative better suited for an internal procedure manual. This enhances the purpose and understanding of the Administrative Plan, making it more focused and effective.

3. Changes due to HOTMA: These changes take affect **January 1, 2025**.

Category	Before HOTMA	After HOTMA
Interim Reporting	interims will be completed for all changes in family’s income or household composition	The PHA must conduct an interim any time the family’s adjusted income is estimated to increase by 10% or more. However, the PHA may not consider earned income in estimating whether adjusted income has increased, unless the family previously received an interim decrease during the same certification period
Streamlined Annual Reviews	Not applicable	Households with less than 90% fixed income: PHAs can use a streamlined process for annual income recertifications. This means PHAs can reduce the administrative burden by verifying only a portion of the income or using less detailed documentation, as specified by HUD guidelines.
Earned Income Disregard (EID)	Certain earned income increases excluded for a period	EID eliminated
Medical Expense Deduction	Deduct expenses exceeding 3% of income	Deduct expenses exceeding 10% of income
Standard Deduction for Elderly/Disabled Families	\$400 Standard Deduction	Deduction adjusts January 1 st based on inflation
Dependent Deduction	\$480 per dependent	Deduction adjusts January 1 st based on inflation

Imputed Asset Income	Imputed income calculation if net assets > \$5,000	Imputed income calculation if net assets > \$50,000
Exclusion of Temporary Income	Varies by PHA policy	Excludes temporary, nonrecurring, or sporadic income
Educational Scholarships and Grants	Varies by PHA policy	Excludes scholarships and grants used for tuition and education
Calculating Income	All income calculated using anticipated income method	Calculating income at admission and interim using anticipated income method, calculating income at annual reexam using prior year income method

4. NSPIRE Changes:

We did update most of our admin plan last year to prepare for NSPIRE 's full implementation **October 1, 2024**. Below is a summary of changes:

Category	HQS Inspections	NSPIRE Inspections
Inspection Frequency	Annual inspections required for all units	Risk-based approach with less frequent inspections for high-performing properties
Inspection Focus	Checklist of basic housing quality standards	Comprehensive assessment of health, safety, and functional condition
Inspection Criteria	Pass/fail criteria based on specific items	Point-based scoring system evaluating the overall condition
Deficiency Categorization	Categorized as "life-threatening" or "non-life-threatening"	Categorized as "severe," "major," or "minor" deficiencies
Repair Timeframes	24 hours for life-threatening, up to 30 days for non-life-threatening issues	Timeframes vary based on severity of the deficiency
Tenant Responsibilities	Limited tenant responsibilities outlined	More emphasis on tenant education and responsibilities
Inspector Training	Basic training required for HQS inspectors	Enhanced training and certification for NSPIRE inspectors
Technology Use	Limited use of technology, primarily manual inspections	Increased use of technology for data collection and reporting

CFO. B.

Event Permit Application Information

AUG 06 2024

CONTACT NAME: Michael Dove

ADDRESS: 252 Vandervoort St. (Renaissance Club)

PHONE NUMBER: 716-474-1636

EMAIL ADDRESS: mtd8287@yahoo.com

EVENT NAME: NT Porchfest

EVENT DATE: 8/18/24 EVENT TIME: 12-6pm EVENT LOCATION: City Wide

ESTIMATED NUMBER OF ATTENDEES: 40-60

SPONSOR(S): _____

DEPARTMENT INFORMATION:

Are Street Closures Required? Yes No If Yes, What Streets: Vandervoort btwn Thompson and Geneva

Are City Garbage Totes Needed? Yes No Will Any Fire Hydrants Be in Use?: Yes No

Will There Be Fireworks? Yes No Does the Event Require Tents? Yes No (Self-Provided)

Will items be sold at the Event? Yes No (Selling food, as in years past)

Does the Event Use a City Pavilion or Bandshell? Yes No

Will any Sound Amplifiers be used at the Event? Yes No

Will Alcohol be Served at the Event? Yes No

Will Amusement Rides be in Use for this Event? Yes No

Are there going to be Portable Toilets? Yes No What company will be supplying them? _____

Have you contacted the Police Chief to Determine if Support is Needed? Yes No

Have you contacted the Fire chief to Determine if Fire Support is Needed? Yes No

If Yes, to contacting either Chief, please describe the results of the conversation.

Is DPW Support Needed? (Barricadas, Signs, Etc.)? Yes No (Just barricades for the closure)

Have you Notified affected Residents and Businesses? Yes No

If yes, What Comments (if any) have they had? _____

***Please attach signed copies of the Facilities Use Agreement/Rules and Regulations and Hold Harmless Agreement for the City of North Tonawanda, Special Events Permit.

2024 JUL 30 AM 9:21
NORTH TONAWANDA NY
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