

# 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 15, 2024**

**The following meetings have been scheduled for TUESDAY, AUGUST 20, 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, Marranta**

**FROM: Donna L. Braun, City Clerk-Treasurer**

**RE: Agenda for Regular Session TUESDAY, AUGUST 20, 2024 6:00 PM**

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

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**PROOF OF PUBLICATION PUBLISHED 08/10/2024**

- 1) Legal Notice – Request for Proposals for the City of North Tonawanda Water Meter and AMR System Installation – Supt. Water/Wastewater**

**COMMUNICATIONS FROM CITY OFFICIALS**

- |                         |   |  |
|-------------------------|---|--|
| <b>I.1 Mayor</b>        | - | <b>Re: Receive and File the appointment of James Hutton to the Waterfront Commission</b>             |
| <b>I.2 Mayor</b>        | - | <b>Re: Approval of Resolution to apply for a grant under the NYS Pro-Housing Communities Program</b> |
| <b>IV. Engineer</b>     | - | <b>Re: Approval for the Live Hose Wall Repair</b>  |
| <b>VII.1 Accountant</b> | - | <b>Re: Payment of the Abstract of Claims Dated August 20, 2024</b>                                   |
| <b>VII.2 Accountant</b> | - | <b>Re: Budgetary Transfer – To cover the cost of a number of vehicle and equipment repairs</b>       |
| <b>VII.3 Accountant</b> | - | <b>Re: Budgetary Transfer – To replace antiquated SCADA system</b>                                   |
| <b>VII.4 Accountant</b> | - | <b>Re: Budgetary Transfer – For Emergency Repairs on Structure of Live Hose #4</b>                   |

**X. Police Chief - Re: Appointment of Noah Fox as a Police Officer for the North Tonawanda Police Department**

**IX. Fire Chief - Re: Appointment of Christopher Manth and Aden Spina as Firefighters for the North Tonawanda Fire Department**

**XXV. Monthly Reports**

**.1 Senior Citizen Center .2 Clerk-Treasurer**

**XXXII. Community Development - Re: Permission to hold a Public Hearing for the CDBG activities for JFLR/110 Sweeney St.**

**COMMUNICATIONS FROM OTHERS**

**A. Deborah Lawrence - Re: Permission to be Appointed as a Commissioner of Deeds for the City of North Tonawanda**

**Respectfully submitted,**



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

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

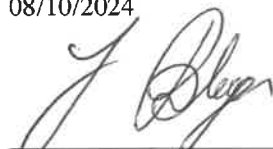
AUG 20 2024

Jackie Bilogan, 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 # 337251 was printed and published in said paper on the following dates:

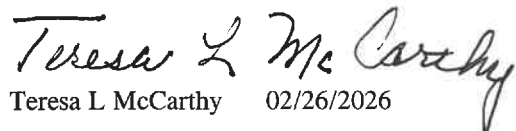
08/10/2024



Principal Clerk

Subscribed and sworn to before me this

8.13.24



Teresa L McCarthy 02/26/2026

Notary Public

Expiration Date

**Legal Notice**  
City of North Tonawanda Water Meter and AMR System Installation Request for Proposals

Sealed proposals will be received by the City of North Tonawanda at the Wastewater Treatment Plant, 830 River Rd, North Tonawanda, NY 14120, until Wednesday, August 28th, 2024, at 3:00pm (EST) from qualified installers, located and authorized to do business in the State of New York, to provide installation plans and services to the City of North Tonawanda for the Water Meter and AMR System Installation.

The Request for Proposals (RFP) shall be available in the following formats: hard copy (paper) and electronic email (Adobe Acrobat \*.PDF format) upon request by contacting Donna Braun at (716)-695-8555 or email to: [dbraun@northtonawanda.org](mailto:dbraun@northtonawanda.org). Each proposal shall contain the full name and address of each person or company submitting the proposal. Proposals shall be delivered NO LATER THAN Wednesday, August 28th, 2024, at 4:00pm (EST) to:

Jason W. Koepsell  
Superintendent of Water/ Wastewater  
City of North Tonawanda  
830 River Rd  
North Tonawanda, NY 14120

All questions shall be submitted in writing and shall be mailed or emailed to: Jason Koepsell, Superintendent of Water/ Wastewater, 830 River Rd North Tonawanda, NY 14120, or [JKoepsell@northtonawanda.org](mailto:JKoepsell@northtonawanda.org).

All proposals must be received on time and in full compliance with the instructions contained in the RFP. The City of North Tonawanda reserves the right to reject any and all Proposals, and to withdraw this solicitation at any time.

N#337251 8/10/2024

TERESA L MCCARTHY  
Notary Public - State of New York  
No. 01MC4962698  
Qualified in Niagara County  
My Comm. Expires Feb. 26, 2026

RECEIVED  
CITY CLERK'S OFFICE  
2024 AUG 14 AM 10:35  
NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA

*Office of the Mayor*

AUSTIN J. TYLEC

*11*

AUG 20 2024

August 12, 2024

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

Re: Appointment to the North Tonawanda Waterfront Commission

Dear Honorable Body:

Please be advised that I am appointing James Hutton, 730 Niagara Parkway, North Tonawanda, NY 14120 effective immediately to the Waterfront Commission. James will be fulfilling the remainder of Tim Martin's term as Tim sadly passed away earlier this year. The term expires December 31, 2025.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec  
Mayor  
City of North Tonawanda

2024 AUG 12 AM 11:23  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE

CITY OF NORTH TONAWANDA

*Office of the Mayor*

*T. 2*

AUG 20 2024

AUSTIN J. TYLEC

August 13, 2024

Honorable Common Council  
216 Payne Ave  
North Tonawanda, NY 14120

**RE: Pro-Housing Communities Pledge**

Dear Common Council,

The City of North Tonawanda is actively pursuing opportunities under New York State's Pro-Housing Communities Program. We are currently applying for a \$607,212 Capital Improvement Grant through Empire State Development. This grant is crucial for funding the replacement of water and sanitary lines on Oliver Street, a project that complements the \$1.5 million Downtown Revitalization Initiative (DRI) grant for Oliver Streetscape Improvements.

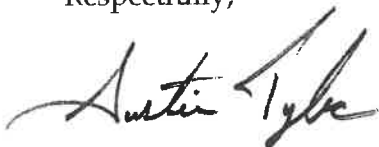
To qualify for this grant, and to be eligible for future property improvement funding, New York State requires that communities take the Pro-Housing pledge and approve the attached Pro-Housing Resolution unaltered. This resolution is a key step in our ongoing efforts to enhance neighborhoods, expand residential development, and provide residents with the tools they need to improve their properties. It also supports our broader goal of addressing aging infrastructure and combating blight.

Please also note, NYS does not require a municipality to address all the items listed in the attached pledge, but does require the attached pledge to be unaltered

I kindly request that you review and approve the attached resolution so we can continue advancing our efforts and secure vital funding for our community.

Thank you for your attention and consideration.

Respectfully,



Austin Tylec  
Mayor

2024 AUG 16 AM 9:28  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE



**THE CITY OF NORTH TONAWANDA MAYOR AND COMMON COUNCIL HEREBY REQUEST THE PRO-HOUSING COMMUNITIES PLEDGE TO BE PASSED**

**WHEREAS**, the City of North Tonawanda (hereinafter “local government”) believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State’s economic growth and community well-being;

**WHEREAS**, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

**WHEREAS**, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

**WHEREAS**, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

**WHEREAS**, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that City of North Tonawanda, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

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Mayor

---

Date

---

Clerk Treasurer

---

Date




**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 15, 2024

  
**AUG 20 2024**

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

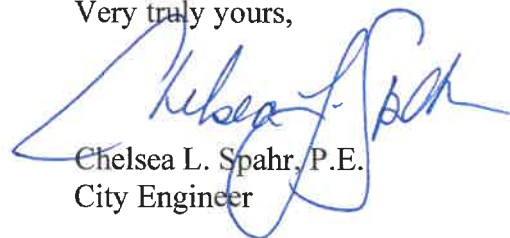
**Re: Live Hose Emergency Wall Repair**

Dear Honorable Body:

Last week there was an accident at the Live Hose Fire Station where the building was hit by the fire engine. The wall that was struck, is a load bearing wall that needs to be repaired. We are currently under contract with Glynn Group Engineering & Architecture, PLLC and Walter S. Johnson Building Co. Inc. to do floor repair work at this station, and they were able to come out to the site to evaluate the damage and each get us a proposal for the engineering work and structural work to do this emergency repair to the building. Attached are both proposals. Additional we are seeking 15% contingency for any additional unforeseen circumstances we may encounter as we do this emergency repair. We are looking to authorize \$75,000 to complete this emergency repair.

I therefore recommend that the Common Council authorize the Mayor to sign the enclosed agreements for the emergency engineering services with Glynn Group Engineering & Architecture, PLLC, 415 South Transit Street, Lockport, NY 14091; in an amount of \$6,100; and for the emergency repair services with Walter S. Johnson Building Co., Inc., 6638 Mooradian Drive, PO Box 688, Niagara Falls, New York 14302; in the amount of \$55,886; subject to review by the City Attorney.

Very truly yours,

  
Chelsea L. Spahr, P.E.  
City Engineer

CLS:cls

Cc: file, w/encls  
Edward A. Zebulski III, City Attorney, w/encls  
Joseph Sikora, Fire Chief  
Jesse Grossman, PE, Glynn Group  
Bill Silvis, Walter S. Johnson Building Co. Inc.

**RECEIVED  
CITY CLERK'S OFFICE**

**2024 AUG 15 PM 3:14  
NORTH TONAWANDA NY**





ENGINEERING & ARCHITECTURE, PLLC

Civil • Geotechnical  
Structural • Architecture  
Material Testing • Consulting

## GGEA ENGINEERING SERVICES PROPOSAL

**CLIENT:** City of North Tonawanda  
Department of Engineering  
City Hall, 216 Payne Avenue  
North Tonawanda, New York 14120  
Attn: Mrs. Chelsea Spahr, P.E.

**DATE:** August 13, 2024

**PROJECT:** North Tonawanda Fire Hall - Live Hose #4 Wall Repair

**PROJECT NO:** 24-1182

**DESCRIPTION:** This proposal is in regards to the provision of professional engineering services by Glynn Group Engineering & Architecture, PLLC (GGEA) for the emergency repair design for the damaged west wall at the City of North Tonawanda Live Hose #4 Fire Hall located at 71 Vandervoort Street. This proposal is based on our visit to the fire hall and observations of the damage and a review of existing documentation of the original building design.

### GGEA SCOPE:

- Review the available documents (design drawings, shop drawings and calculations).
- Visit the site and investigate the nature and extent of the damage to the west wall adjacent to the fire truck entrance.
- Provide temporary shoring and repair recommendations for the damaged area. The repair design references the original design drawings for the building provided by the City .
- Provide limited support during the repair work to provide design clarifications, address encountered conditions and review minor alternates. Support during construction includes review of shop drawings and responding to Requests for Information (RFI's).

### SPECIFIC EXCLUSIONS:

- Design of mechanical, electrical, and plumbing systems is not included.
- Code & energy analysis is not included.
- Re-design, multiple iterations, or value engineering is not included.

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## GLYNN GROUP ENGINEERING & ARCHITECTURE, PLLC

415 South Transit Street, Lockport, New York 14094  
voice 716.625.6933 / fax 716.625.6983  
[www.glynngroup.com](http://www.glynngroup.com)

#### **CLIENT / OWNER RESPONSIBILITIES:**

- Provide feedback in a timely manner.
- Identify a single point of contact for project communication.
- Obtain any required permits and licenses.
- Coordinate inspections as required by the local building department and coordination of special inspections.

#### **EXCEPTIONS / CLARIFICATIONS**

- The budget does not include reproduction of design drawings. GGEA can provide design drawings at an additional fee to be billed hourly. Prints will be delivered via pdf if requested. Mailing/expediting prints will be billed as a reimbursable expense.
- GGEA services only include the specific items identified above. The scope of services specifically excludes a construction cost estimate, a bill of materials, calculation documents, permit application efforts, permit fees, and efforts related to environmental or hazardous materials studies or mitigation.
- Additional Engineering or Architectural services not specifically identified or included under this proposal and resulting in an expanded scope of services, will be invoiced based on accrued costs in accordance with GGEA's 2023 Fee Schedule, at a cost additional to the proposed estimated fee. If GGEA's involvement in the project proceeds into the following year(s), the adjusted rates will be used for that year.
- GGEA services to be provided in accordance with 2024 GGEA Standard Terms and Conditions

**TOTAL ESTIMATED FEE: \$6,100.00 (Budgetary)**

GGEA notes that the required scope of services with regards to the design requirements and assumptions made, may vary to accommodate actual conditions. GGEA presents the fee as budgetary based on information provided and observed during the site visit on 8/6/2024. If the trajectory of the project tends towards exceeding the estimated budgetary fee, the Client will be notified of such circumstance.

**AUTHORIZATION/AGREEMENT:**

**City of North Tonawanda - Live Hose #4 Fire House - Engineering Services for Temporary  
Shoring and Repair of the Damaged West Wall**

*By executing this document, undersigned agrees and acknowledges the provision of this proposal  
and the Standard Terms and Conditions for Field and Engineering Services.*

City of North Tonawanda  
City Hall, 216 Payne Avenue  
North Tonawanda, New York 14120

Glynn Group Engineering & Architecture, PLLC  
415 South Transit Street  
Lockport, New York 14094

-----  
(Signature)

-----  
(Signature)

*JEG*  
JESSE E. GROSSMAN

-----  
(Printed Name)

*FOR*  
MARK W. GLYNN  
-----  
(Printed Name)

-----  
(Date)

8/13/2024  
-----  
(Date)

# WALTER S. JOHNSON BLDG. CO., INC.



GENERAL CONTRACTORS

6638 MOORADIAN DRIVE MAIN POST OFFICE BOX 688  
NIAGARA FALLS, NEW YORK 14302  
(716) 283-8733  
FAX (716) 283-8736

August 15, 2024

Re: **Live House #4 West Wall Reconstruction**

**We are pleased to submit the following price for General Construction Work per the description below at the above referenced project.**

**Total \$53,230**

**Note: Additional Masonry Restoration recommended (Cracked existing Brick)**

**Total \$2,656**

**General Construction Work per below:**

1. Shore precast roof system plank with 20K scaffolding.
2. Reshore same area in basement with Post Shores
3. Carefully remove limestone and have hand engraved letters to Match existing.
4. Carefully remove existing masonry, into dumpster.  
Note: Hope to leave top course and Gravel Stop in place
5. Lay up new block and brick (Try to match existing).  
Note: Inside masonry will be concrete block, not glazed tile.  
Garage Door openings will be 2 feet higher than existing.
6. Furnish Hot dipped Galvanized beams 14' long (W10x26) with 3/8" Plate
7. Demobilize when complete

**Our bid specifically excludes:**

- 1) Roofing or sheet metal
- 2) Structural Engineering drawings
- 3) Electrical Work
- 4) Overhead Door work
- 5) Painting
- 6) Basement restoration (Finishes)
- 7) Temporary Fencing
- 8) Concrete Curbing, Sidewalks, Site Caulking, Fencing, and Light Pole Foundations.
- 9) Sales tax
- 10) Testing
- 11) General condition items ie. bond, portable toilets, temporary fencing,

We look forward to further discussions regarding this proposal.

Sincerely,  
Bill Silvis- Project Manager





NO 4

NO TRUCKS  
IN HERE

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 20 2024

August 13th, 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 20<sup>th</sup>, 2024, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

RECEIVED  
CITY CLERK'S OFFICE

2024 AUG 13 AM 11:05  
NORTH TONAWANDA NY

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.2

AUG 20 2024

8/8/2024

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 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 2024 appropriations, based on the request of the Department Head, copy attached.

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$14,000	001.7110.0420	001.7110.0480
	Parks – Repairs and Maintenance	Parks – Operations

Reason: Need to reallocate money from operation to R&M to cover the cost of a number of vehicle and equipment repairs.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

RECEIVED  
CITY CLERK'S OFFICE

2024 AUG 8 PM 3:38  
NORTH TONAWANDA NY

# Budgetary Transfer Request Form

Department: Parks & Recreation

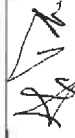
Date: 07/18/24

Appropriation Accounts and Documentation	
From Appropriation Account	Into Appropriation Account
001.7110.0480 Parks Operations	001.7110.0420 Repairs & Maintenance
Account Number	Account Number
\$14,000	Account Description
Account Description	Account Description
<p><b>Explanation:</b>                  Need to reallocate money from our operations account to repairs and maintenance to cover the cost of a number of vehicle and equipment repairs (ball field machine, tires for multiple vehicles, bobcat attachment repair/replacement parts, Toro mower deck replacement)</p>	

**Please Check One**

Common Council Action	NO Common Council Action

X

	7/18/2024
Department Head Signature	Date

**Budgetary Transfer Policy**

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if **all** of the following criteria is met:

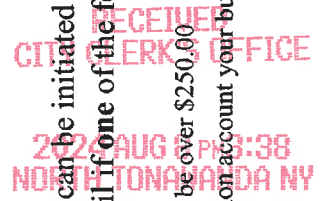
1. Transfer appropriations must be less than \$250.00
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than \$250.00 within any fiscal year

2.21 - Budgetary transfers can be initiated by a Department Head through the Common Council if **one** of the following Criteria is met:

1. Transfer appropriations must be over \$250.00
2. Creation of a new appropriation account your budget

**For Accounting Department Use Only**

	Common Council Meeting Date
# 5	8/20/24
Department of Accounting Audit	Meeting Date





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.3

8/8/2024

AUG 20 2024

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

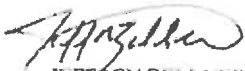
Dear Honorable Body:

In accordance with Article V, Division 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 2024 appropriations, based on the request of the Department Head, copy attached.

<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$40,000	002.8330.0480	002.8330.0100
	Water Purification – Operation	Water Purification – Personal services

Reason: Replace antiquated SCADA system that has failed. New system integrated with WTP CIP. Fuel for generator and chlorine equipment.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

2024 AUG 8 PM 4:21  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE

# Budgetary Transfer Request Form

Department: Accounting

Date: 8/8/24

Appropriation Accounts and Documentation	
Dollar Amount	Increase (Decrease) Account
\$ 40,000	2,8330-100 Personnel Services Account Number Account Description
	2,8330-480 Operations Account Number Account Description
<b>Explanation:</b> NTWTP backup SCADA failed. New system will integrate w/ CIP. 12, 600.00	
	Fuel for generator 7200.00
	Chlorine Equipment inspection & repair 6,000.00
	25,800.00
<b>Please Check One</b>	
Common Council Action	NO Common Council Action
	Department Head Signature
	Date

### Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if all of the following criteria is met:

1. Transfer appropriations must be less than \$250.00
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than \$250.00 within any fiscal year

2.21 - Budgetary transfers can be initiated by a Department Head through the Common Council if one of the following Criteria is met:

1. Transfer appropriations must be over \$250.00
2. Creation of a new appropriation account your budget

RECEIVED  
CITY CLERK'S OFFICE

2024 AUG 8 PM 4:22  
NORTH TONAWANDA NY

### For Accounting Department Use Only

Department of Accounting Audit	Common Council Meeting Date
#6	8/20/24

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.4

AUG 20 2024

8/15/2024

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

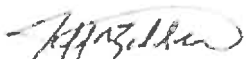
Dear Honorable Body:

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<u>Amount</u>	<u>Increase Account</u>	<u>Decrease Account</u>
\$40,000	001.3410.0440	001.1990.0400
	Fire – Buildings and grounds	Contingent Account – Wage Provisions
\$35,000	001.3410.0440	001.3410.0480
	Fire – Buildings and grounds	Fire - Operations

Reason: Emergency repairs on Structure of Live Hose #4.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

2024 AUG 15 PM 3:11  
NORTH TONAWANDA NY

RECEIVED  
CITY CLERK'S OFFICE

# Budgetary Transfer Request Form

Department: Accounting

Date: 8/15/2024

Appropriation Accounts and Documentation	
From Appropriation Account	Into Appropriation Account
001.1990.0400 Contingent account - Wage provision Account Number      Account Description	001.3410.0440 - Fire - Buildings and Grounds Account Number      Account Description
\$40,000	

**Explanation:**

Emergency Repairs on Live hose Wall Structure due to accident

**Please Check One**

Common Council Action	NO Common Council Action
-----------------------	--------------------------

X

	8/15/2024
Department Head Signature	Date

**Budgetary Transfer Policy**

2.11 - Budgetary transfers can be initiated by a Department

Head on his or her signature if **all** of the following criteria is met:

1. Transfer appropriations must be less than \$250.00
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than \$250.00 within any fiscal year

2.21 - Budgetary transfers can be initiated by a Department Head through the Common Council if **one** of the following Criteria is met:

1. Transfer appropriations must be over \$250.00
2. Creation of a new appropriation account your budget

**For Accounting Department Use Only**

	Department of Accounting Audit	Common Council Meeting Date
	7	8/20/2024

# Budgetary Transfer Request Form

Department: Accounting

Date: 8/15/2024

Appropriation Accounts and Documentation	
<b>Dollar Amount</b>	Into Appropriation Account
\$35,000	001.3410.0480 - Fire - Operations
Account Number	Account Description
001.3410.0440 - Fire - Buildings and Grounds	Account Description
<b>Explanation:</b>	
Emergency Repairs on Live hose Wall Structure due to accident	

**Please Check One**

Common Council Action	NO Common Council Action
X	

	8/15/2024
Department Head Signature	Date

**Budgetary Transfer Policy**

2.11 - Budgetary transfers can be initiated by a Department

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2. Creation of a new appropriation account your budget

**For Accounting Department Use Only**

	Common Council Meeting Date
Department of Accounting Audit	Meeting Date
8	8/20/2024



# DEPARTMENT OF POLICE

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

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

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

August 13, 2024

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

**AUG 20 2024**

Dear Honorable Body,

I hired Noah Fox to fill the vacancy in our department caused by retirements. Fox's effective hire date will be August 30, 2024, and he will be sworn in on August 29, 2024, at 9:00am in the common council chambers. Fox will attend the Niagara County Law enforcement Academy beginning on September 3, 2024.

Respectfully,

A handwritten signature in black ink, appearing to be "K. Glass", written over a horizontal line.

Keith Glass  
Chief of Police  
North Tonawanda Police Department

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CITY CLERK'S OFFICE

2024 AUG 13 AM 8:20  
NORTH TONAWANDA NY



## NORTH TONAWANDA FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF

495 Zimmerman St., North Tonawanda, NY 14120

Tel. (716)693-2201 Fax. (716)693-2216

XI.

AUG 20 2024

August 13, 2024

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

RE: Appointment of Firefighters

Dear Honorable Body:

In accordance with the city Charter of the City of North Tonawanda, and pursuant to the authority vested in me by §3. 002.e thereof; I make the following appointments:

Christopher P. Manth, 417 Stanley Street, North Tonawanda, and Aden M. Spina, 655 Payne Avenue, North Tonawanda, are appointed as Firefighters in the City of North Tonawanda Fire Department. They are filling two funded positions due to retirements.

Both firefighters will be given an Oath of Office during a brief ceremony in the Common Council Chambers on September 9<sup>th</sup>, 2024.

Very sincerely yours,

A handwritten signature in blue ink, appearing to read "Joseph D. Sikora".

Joseph D. Sikora  
Fire Chief

2024 AUG 13 PM2:55  
NORTH TONAWANDA NY

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**NORTH TONAWANDA**  
**Dept. of Youth, Recreation, Parks & Seniors**

500 Wheatfield Street  
North Tonawanda, NY 14120  
Phone: (716) 695-8520



August 5, 2024

The Honorable Mayor Austin Tylec  
And Common Council  
216 Payne Avenue  
North Tonawanda, New York 14120

*XXV*  
**AUG 20 2024**

Ladies and Gentlemen:

The following information is submitted for your perusal concerning participants in various programs offered at the Senior Citizen Center for the month of July 2024

**Total Services: 1,343**

**Unduplicated: 336**

**Duplicated: 1119**

Please note: We also sponsor a “Little Free Food Pantry” and a “Little Library” both of these are available to the public 24/7. We also collect for Mario’s Pet Ministry and have an active travel club.

Sincerely,

Pamela A. Hogan

Recreation & Senior Coordinator

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**2024 AUG 5 AM 10:23  
NORTH TONAWANDA NY**




# 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

**AUG 20 2024**

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CITY CLERK'S OFFICE**

**2024 AUG 7 PM 12:37  
NORTH TONAWANDA NY**

8/7/2024

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

Dear Sirs:

The status of the City of North Tonawanda accounts is reflected by this cash statement for the month of July 2024.

## General Fund

Balance Fwd - Checking	1,580,285.71
Balance Fwd - Money Market	2,215,494.13
Investments	0.00
Receipts for the month	1,988,801.77
Warrants Drawn	(3,276,343.39)
	<u>\$2,508,238.22</u>

## Sewer Fund

Balance Fwd - Checking	194,376.06
Balance Fwd - Money Market	26,229.17
Investments	0.00
Receipts for the month	201,658.57
Warrants Drawn	(338,776.68)
	<u>\$83,487.12</u>

## Water Fund

Balance Fwd - Checking	692,360.84
Balance Fwd - Money Market	1,260,293.28
Investments	0.00
Receipts for the month	25,420.20
Warrants Drawn	(412,027.74)
	<u>\$1,566,046.58</u>

## Trust & Agency Fund

Balance Fwd - Checking	608,927.97
Receipts for the month	55,017.06
Warrants Drawn	(77,431.85)
	<u>\$586,513.18</u>

### Capital Construction Fund

Balance Fwd - Checking	332,670.51
Balance Fwd - Money Market	5,246,135.02
Investments	0.00
Receipts for the month	602,391.30
Warrants Drawn	(905,613.41)
	<hr/>
	\$5,275,583.42

### Community Development Fund

Balance Fwd - Checking	16,436.56
Receipts for the month	201.00
Warrants Drawn	0.00
	<hr/>
	\$16,637.56

### Rental Assistance Fund

Balance Fwd - Checking	0.00
Receipts for the month	324,686.00
Warrants Drawn	(324,686.00)
	<hr/>
	\$0.00

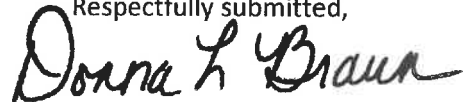
### Housing Rehabilitation Fund

Balance Fwd	12,200.53
Receipts for the month	5.19
Warrants Drawn	0.00
	<hr/>
	\$12,205.72

### Home Rehabilitation Fund

Balance Fwd	40,683.56
Receipts for the month	0.00
Warrants Drawn	0.00
	<hr/>
	\$40,683.56

Respectfully submitted,



Donna L. Braun  
City Clerk-Treasurer


  
**AUG 20 2024**

Account#	Account Description	Fee Description	Qty	Local Share
A0070	City Marketing Fee	City Marketing Fee	4	1,220.00
			<b>Sub-Total:</b>	<b>\$1,220.00</b>
A1255	Minor Sales	Certified Copies - Marriage	35	350.00
			<b>Sub-Total:</b>	<b>\$350.00</b>
A1603	Misc. Fees	Birth Certificates	72	720.00
		Death Certificates	35	920.00
		Deaths Recorded	10	0.00
		Geneology Death	1	22.00
			<b>Sub-Total:</b>	<b>\$1,662.00</b>
A1980	Minor Sales	City Market	9	2,355.00
			<b>Sub-Total:</b>	<b>\$2,355.00</b>
A2110	Planning & Zoning Fees	Board of Appeals App.	3	150.00
		Site Plan Approval	1	100.00
		Subdivision of Lot	1	100.00
		Terrace Park. Permit	1	5.00
			<b>Sub-Total:</b>	<b>\$355.00</b>
A2410	Minor Sales	Boathouse 2024	10	10,584.00
			<b>Sub-Total:</b>	<b>\$10,584.00</b>
A2501	Minor Sales	Solicitors Permit - Yearly	1	25.00
			<b>Sub-Total:</b>	<b>\$25.00</b>
A2505	Marriage License Fee	Marriage License Fee	19	332.50
	One Day Officiant License	One Day Officiant License	1	25.00
			<b>Sub-Total:</b>	<b>\$357.50</b>
A2506	Conservation	Conservation	16	58.99
			<b>Sub-Total:</b>	<b>\$58.99</b>
A2540	Racing & Wagering Fees	Bingo Proceeds	4	184.87
			<b>Sub-Total:</b>	<b>\$184.87</b>
A2542	Dog Licensing	Female, Spayed	75	675.00
		Female, Unspayed	13	221.00
		Male, Neutered	77	693.00
		Male, Unneutered	6	102.00
		Replacement Tags	1	3.00
			<b>Sub-Total:</b>	<b>\$1,694.00</b>
A2610	Minor Sales	Parking Tickets	20	1,220.00
			<b>Sub-Total:</b>	<b>\$1,220.00</b>

2024 AUG 7 AM 10:08  
NORTH TONAWANDA NY

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Account#	Account Description	Fee Description	Qty	Local Share
			<b>Total Local Shares Remitted:</b>	<b>\$20,066.36</b>
Amount paid to:	New York State Department of Health			427.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			209.00
Amount paid to:	NYS Environmental Conservation			2,286.01
<b>Total State, County &amp; Local Revenues:</b>		<b>\$22,988.87</b>	<b>Total Non-Local Revenues:</b>	<b>\$2,922.51</b>

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

*Donna L. Braun*

*8/7/24*

City Clerk-Treasurer

Date



# City of North Tonawanda

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

XXX 11

**AUG 20 2024**

August 13<sup>th</sup>, 2024  
Honorable Mayor & City Council  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

Re: Community Development Block Grant Program (CDBG)- Request for Public Hearing

Dear Honorable Body,

As per Community Development Block Grant (CDBG) regulations, the City of North Tonawanda is required to hold a second public hearing to discuss CDBG activities for JFLR/110 Sweeney Street. The hearing must be held at a meeting with a quorum of the Common Council.

I would like to formally request authorization to hold a required public hearing for the Community Development Block Grant program to be held on **Tuesday September 10<sup>th</sup>, 2024 at 6:00 PM** in the Common Council Chambers immediately preceding the regularly scheduled Common Council workshop.

Thank you for your consideration.

Sincerely,

Laura K. Wilson  
Director

2024 AUG 13 AM 10:13  
NORTH TONAWANDA NY

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CFO, A

8/1/2024

Dear North Tonawanda City Clerk,

AUG 20 2024

I am requesting to become a Commissioner of Deeds in the town of North Tonawanda for the purpose of my job. I work for Kaleida Health at DeGraff Rehabilitation and Skilled Nursing Facility and will need to be able to stamp authorizations for Medicaid signed by residents who are admitted to our facility.

Thank you,

*Deborah Lawrence*

Deborah Lawrence

DeGraff Rehabilitation and Skilled Nursing Facility

RN Transition Placement

[Dlawrence4@kaleidahealth.org](mailto:Dlawrence4@kaleidahealth.org)

716-690-2329

2024 AUG 5 AM 10:04  
NORTH TONAWANDA NY

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