

**CITY OF DUNKIRK
INAUGURAL MEETING
FRIDAY, JANUARY 1, 2016
12:00 NOON**

1. Inaugural Meeting called to order by Councilman-at-large Rosas and Roll Call.
2. Pledge of Allegiance led by Councilman-at-large Rosas. National Anthem by Paulette Ziemba.
3. Invocation by Father Dennis Riter, Saint Elizabeth Seton Church.
4. **SWEARING IN CEREMONY:**
 1. Retired Judge Raul Figueroa will administer the Oath of Office to the following:
 - a) **Mayor Wilfred Rosas**
 - b) **Council Members: Councilman-at-large Andrew Woloszyn, Councilmen Donald Williams, Jr., Martin Bamonto, Adelino Gonzalez, and Councilwoman Stacy Szukala.**
 - c) **City Treasurer Mark Woods and Clerk, Board of Assessors Tom Mleczko.**
5. Newly installed Common Council Members called to order by Councilmember-at-large Woloszyn and Roll Call.
6. **COMMUNICATIONS:**
 1. Communication from Mayor Rosas reappointing Robert Harris as City Historian and Greg Sek as Bingo Inspector effective January 1, 2016 and expiring December 31, 2019.
 2. Communication from City Treasurer Mark Woods reappointing Paula Lakas as Deputy Treasurer from 1/1/2016 12/31/2017.
7. **PRE-FILED RESOLUTIONS:**
 1. Resolution consenting to appointment of City Clerk.
 - a. Communication from City Clerk Divine reappointing Grace Tarnowski as Deputy City Clerk and Registrar for 2016-2017.
 2. Resolution consenting to appointment of City Attorney.
 3. Resolution consenting to appointment of Fiscal Affairs Officer.
 4. Resolution consenting to appointment of Director of Public Works.
 5. Resolution consenting to appointment of Director of Planning & Development.

6. Resolution establishing payroll procedure.
 7. Resolution authorizing Bond Payments.
 8. Resolution establishing Official Depositories.
 9. Resolution establishing Cash Management & Investments Policy.
 10. Resolution designating the Official City Newspaper.
 11. Resolution designating Official Cable TV Station.
 12. Resolution approving dates for January 2016 Council Meetings.
 13. Resolution establishing Rules of Order of the Common Council.
 14. Resolution establishing Standing Committees for Common Council.
 15. Resolution authorizing agreement for Independent Contractor (L. Gawronski) (Community Development Block Grant Program).
8. **MAYOR WILFRED ROSAS'S INAUGURAL ADDRESS.**
 9. Benediction by Father Dennis Riter, Saint Elizabeth Ann Seton Church.
 10. Musical Arrangement: God Bless America by Paulette Ziemba.
 11. Inaugural Reception will be held at the Clarion Hotel, 30 Lake Shore Drive East, Dunkirk, New York.
 12. **Adjournment.**

Grace Tarnowski
Deputy City Clerk



CITY OF DUNKIRK
A Chadwick Bay Community

Office of the Mayor
City Hall, Dunkirk, New York 14048

WILFRED ROSAS
MAYOR
(716) 366-9881
FAX (716) 366-2049

December 28, 2015

Dunkirk Common Council
City Hall
Dunkirk, NY 14048

Dear Council Members:

Please be advised that I hereby make the following City of Dunkirk appointments:

Mr. Robert Harris, 73 Otter Street, Dunkirk, as City Historian effective January 1, 2016 and expiring December 31, 2019.

Mr. Greg Sek, 14 Armadillo Street, Dunkirk, as Bingo Inspector, effective January 1, 2016 and expiring December 31, 2019..

I appreciate Mr. Harris' and Mr. Sek's willingness to serve our community in their respective capacities and I am confident that they will continue to be a great asset to the City of Dunkirk.

Thank you.

Sincerely,

Wilfred Rosas
Mayor

WR:cao

cc: City Clerk
Personnel
Payroll

2015 DEC 28 PM 3:41
CITY CLERK'S OFFICE
DUNKIRK, N.Y.



CITY OF DUNKIRK
OFFICE OF THE TREASURER
CITY HALL, DUNKIRK, N.Y. 14048

MARK A. WOODS
CITY TREASURER
(716) 366-9863
FAX (716) 363-0058

MEMORANDUM

To: Mayor, Members of The Common Council
From: Mark A. Woods, City Treasurer
Re: Deputy City Treasurer Appointment
Date: January 1, 2016

2015 DE 22 PM 4: 18
CITY OF DUNKIRK
OFFICE OF THE TREASURER

Effective January 1, 2016, I do hereby re-appoint Paula Lakas as the Deputy City Treasurer.

The term of the appointment is to expire on December 31, 2017.

Thank you.

Respectfully submitted,

Mark A. Woods

Mark A. Woods

City Treasurer

RESOLUTION #1-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

CONSENT TO APPOINTMENT OF CITY CLERK

WHEREAS, Section 2-10.02 of the City Code provides that the City Clerk shall be appointed by the Mayor, with the consent of the Common Council; and

WHEREAS, pursuant to Section 2-10.02 of the City Code, Mayor Wilfred Rosas has appointed Lillian R. Divine, 618 Main Street, Dunkirk, New York, to the position of City Clerk and Registrar of Vital Statistics for the City of Dunkirk, subject to the consent of the Common Council; now, therefore, be it

RESOLVED, that Lillian R. Divine, 618 Main Street, Dunkirk, New York, be confirmed as City Clerk and Registrar of Vital Statistics for the City of Dunkirk, effective January 1, 2016, at the rate of Sixteen Dollars and Zero Cents (\$16.00) per hour, not to exceed thirty-two (32) hours per week.



CITY OF DUNKIRK
OFFICE OF THE CITY CLERK
CITY HALL, DUNKIRK, NY 14048

WILFRED ROSAS
MAYOR
(716) 366-9882
FAX (716) 366-2049

LILLIAN DIVINE
CITY CLERK
(716)366-9766
FAX (716)363-0058

GRACE TARNOWSKI
DEPUTY CLERK
(716)366-9766
FAX (716)363-0058

January 1, 2016

Mayor Wilfred Rosas
Common Council Members
City Hall
Dunkirk, New York 14048

Dear Mayor and Council:

I hereby reappoint Grace Tarnowski to the position of Deputy City Clerk and Deputy Registrar of Vital Statistics for the City of Dunkirk, effective January 1, 2016.

Respectfully submitted,

Lillian R. Divine
City Clerk

LRD:kmr

RESOLUTION #2-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

CONSENT TO APPOINTMENT OF CITY ATTORNEY

WHEREAS, Section 2-6.01 of the City Code provides that the City Attorney shall be appointed by the Mayor, with the consent of the Common Council; and

WHEREAS, pursuant to Section 2-6.01 of the City Code, Mayor Wilfred Rosas has appointed Michael R. Cerrie, PO Box 287, Dunkirk, New York, to the position of Part-Time City Attorney for the City of Dunkirk, subject to the consent of the Common Council; now, therefore, be it

RESOLVED, that Michael R. Cerrie, be confirmed as Part-Time City Attorney for the City of Dunkirk, effective January 1, 2016, at Forty-Five Thousand and Zero Cents (\$45,000.00) per annum, with no benefits.

RESOLUTION #3-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

CONSENT TO APPOINTMENT OF FISCAL AFFAIRS OFFICER

WHEREAS, Section 2-10.02 of the City Code provides that the Fiscal Affairs Officer shall be appointed by the Mayor, with the consent of the Common Council; and

WHEREAS, pursuant to Section 2-10.02 of the City Code, Mayor Wilfred Rosas has appointed Richard Halas, 101 Frazier Street, Dunkirk, New York, to the position of Fiscal Affairs Officer for the City of Dunkirk, subject to the consent of the Common Council; now, therefore, be it

RESOLVED, that Richard Halas, be confirmed as Fiscal Affairs Officer for the City of Dunkirk, effective January 1, 2016, as a full time employee with pay at the rate of Fifty Thousand Dollars and Zero Cents (\$50,000.00) *per annum*.

RESOLUTION #4-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

CONSENT TO APPOINTMENT OF DIRECTOR OF PUBLIC WORKS

WHEREAS, Section 2-10.02 of the City Code provides that the Director of Public Works shall be appointed by the Mayor, with the consent of the Common Council; and

WHEREAS, pursuant to Section 2-10.02 of the City Code, Mayor Wilfred Rosas has appointed Gregory Bennice, 10268 Third Street South, Dunkirk, New York, to the position of Director of Public Works for the City of Dunkirk, subject to the consent of the Common Council: now, therefore, be it

RESOLVED, that Gregory Bennice, be confirmed as Director of Public Works for the City of Dunkirk, effective January 1, 2016, at Fifty-Two Thousand Dollars and Zero Cents (\$52,000.00) *per annum*.

RESOLUTION #5-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

**CONSENT TO APPOINTMENT OF
DIRECTOR OF PLANNING AND DEVELOPMENT**

WHEREAS, Section 2-10.02 of the City Code provides that the Director of Planning and Development shall be appointed by the Mayor, with the consent of the Common Council; and

WHEREAS, pursuant to Section 2-10.02 of the City Code, Mayor Wilfred Rosas has appointed Duane C. Beard, 1050 Washington Street, Traverse City, Michigan, to the position of Director of Planning and Development for the City of Dunkirk, subject to the consent of the Common Council; now, therefore, be it

RESOLVED, that Duane C. Beard, be confirmed as Director of the Department of Planning and Development for the City of Dunkirk, effective January 1, 2016, at Fifty Thousand Dollars and Zero Cents (\$50,000.00) *per annum*.

RESOLUTION #6-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

ESTABLISHING PAYROLL PROCEDURE

RESOLVED, that the salaries of all officials and employees of the City of Dunkirk be paid weekly on the Thursday following the pay period, and that the City Treasurer be hereby authorized to draw a general payroll check to be deposited in the payroll fund, and be directed to draw warrants from the payroll fund at the prevailing rates in payment of the same upon receiving the duly certified payroll.

RESOLUTION #7-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

BOND PAYMENT AUTHORIZATION

RESOLVED, that the City Treasurer be and hereby is authorized and directed to draw warrants on the proper funds to cover payments of principal and interest of bonds as they mature.

RESOLUTION #8-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

ESTABLISHING OFFICIAL DEPOSITORIES

RESOLVED, that the First Niagara Bank/Bank of America, the Key Bank, the Community Bank, the Manufacturers and Traders Trust Co., and the Chase Bank, be and hereby are designated depositories for all monies and funds belonging to the City of Dunkirk or which shall be received by the City Treasurer from any and all sources during the years 2016 and 2017, it being understood that all monies referred to above shall be deposited with the City Treasurer, subject to withdrawal as provided for in the Charter of the City of Dunkirk.

RESOLUTION #9-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

ESTABLISHING CASH MANAGEMENT AND INVESTMENTS POLICY

RESOLVED, that this Common Council hereby adopts the Cash Management and Investments Policy adopted by the Common Council on January 1, 1988, and amended on January 1, 1990, for the years 2016 and 2017, as recommended by the New York State Department of Audit and Control.

RESOLUTION #10-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

DESIGNATION OF OFFICIAL CITY NEWSPAPER

RESOLVED, that the Observer, published in the City of Dunkirk, New York, is hereby designated as the official newspaper of the City of Dunkirk, New York for the years 2016 and 2017.

RESOLUTION #11-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

DESIGNATION OF OFFICIAL CABLE TV STATION

RESOLVED, that Cable Access Channel 12, overseen by the Cable Television Advisory Board, in the City of Dunkirk, New York, is hereby designated as the official Cable TV Station of the City of Dunkirk, New York for the years 2016 and 2017.

RESOLUTION #12-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

APPROVING DATES FOR JANUARY 2016 MEETINGS

RESOLVED, that the regular Common Council meetings in January, 2016 be held on January 5th and January 19th; and, be it further

RESOLVED, that prefilling for the January 19th meeting will be January 14th.

RESOLUTION #13-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

RULES OF ORDER OF THE COMMON COUNCIL

The following rules shall be the rules of order of the Common Council and shall govern proceedings of this Body subject to controlling provisions of the Charter of the City of Dunkirk:

I. MEETINGS.

1. The regular meetings of the Common Council shall be held the first and third Tuesday of every month at 5:30 P.M.^{1, 4} in the Common Council Chambers in the City Hall, unless changed at a prior meeting.
2. Special meetings of the Common Council shall be called in accordance with Article IV, Section 4.05 of the City Charter.
3. At all public hearings held by the Council and any other meetings of the Council, when requested by the Presiding Officer, the Chief of Police shall designate one of his uniformed officers to the Council Chambers to act as a Sergeant-at-Arms.

II. QUORUM.

1. A majority of the whole number of Councilmen shall constitute a quorum as provided by Article IV, Section 4.04 of the City Charter.

III. PRESIDING OFFICER.

1. The Councilman-at-Large shall be the presiding officer of the Common Council. In the event of the absence of the presiding officer, the other members of the Council may appoint one of their number to preside.

IV. ORDER OF BUSINESS.

1. Call to order, roll call, and pledge of allegiance to the flag.
2. Approval of the minutes of previous meeting. (Certification of prior meeting.)
3. Privilege of the floor.
4. Communications from the Mayor, including disapproval messages.
5. Communications from the public and petitions.
6. Reports of Standing Committees, Boards and Commissions.
7. Unfinished business, including items referred to Department Heads.
8. Pre-filed Resolutions.
9. New Business.
10. Adjournment.

V. PUBLIC PRIVILEGE OF THE FLOOR.

1. The privilege of the floor shall be extended to any person appearing for himself, in which case each individual appearing shall be limited to three

minutes; and to any person representing any group, who shall be limited to a maximum time of five minutes.

2. The City Clerk shall have the duty of maintaining such time limits, and the Chairman may determine, in his discretion, whether individuals are speaking for themselves or representing groups. The Chairman shall maintain good order and may require any speaker to cease speaking if remarks are made in bad taste or are slanderous or not germane to any action taken or contemplated by the Council. The time limits specified above shall be adhered to, except that the Chairman may allow any person speaking to complete a statement or thought started before such time expires, and a longer time may be allowed by the Chair with approval of a majority of the Council.

VI. RESOLUTIONS.

1. The term "resolution" shall mean a formal written or oral proposed action bearing the name of the sponsoring member of the Common Council. A resolution may be sponsored by any member of the Common Council except the presiding officer.
2. Each resolution, except oral resolutions, must be filed with the City Clerk no later than 5:00 P.M. of the Thursday preceding regularly scheduled meetings. Action upon pre-filed resolutions shall not require a second.
3. Any resolution not pre-filed with the City Clerk may be acted upon only after a second. In the event there be no second, said resolution shall be laid on the table for consideration as a pre-filed resolution at the next regular meeting.
4. Motions to lay on the table shall always be in order and shall be decided without a second or debate.

VII. RULES OF VOTING.

1. All members of the Common Council present shall vote upon every question, except that a Councilman may abstain from voting with permission from a majority of the Council because of a direct interest in the questions presented.

VIII. AGENDA.

1. The City Clerk shall prepare an Agenda of each regularly scheduled Common Council meeting, including pre-filed resolutions, and have delivered a copy thereof to each member of the Common Council no later than the Monday preceding regularly scheduled meetings. The Clerk shall cause a copy of the Agenda to be printed in the local newspaper and posted on the bulletin board in City Hall no later than one day prior to the date of the regular meeting.
2. No Agenda need be prepared or submitted to the Common Council for any Special Meeting of the said governing body.

IX. COMMUNICATIONS FROM THE PUBLIC AND PETITIONS.

1. All written communications should be submitted to the City Clerk's Office and may be addressed to a specific member of the Council. Said written communications must bear a signature.
2. Written communications should not exceed more than 100 words in length.
3. Council shall retain the right to table any action in reference to Communication, for further consideration.
4. Council may refuse to have read any communication considered in poor taste or language.
5. All communications must be received by the City Clerk's Office on Thursday, prior to the scheduled meeting.

X. MISCELLANEOUS.

1. All pre-filed resolutions, communications, reports and items referred to Department Heads directed to the Common Council must be submitted to the City Clerk not later than 5:00 P.M. of the Thursday preceding regularly scheduled meetings in order to be considered at such meeting. Copies shall be made and delivered to each member of the Common Council no later than the Monday preceding regularly scheduled meetings. Any items not received by 5:00 P.M. on Thursday preceding regularly scheduled meetings shall be held for the next regular meeting.
2. The Clerk shall summarize communications and present to the Council for action thereon.
3. All correspondence and communications not germane to the meeting shall not be read by the Clerk, but copies made thereof and sent to each member of the Council. (Monthly reports of Department Heads, etc.)
4. The Clerk shall note the receipt of all communications and the decisions thereon.
5. The Clerk will send minutes of Council meetings to members of the Council within ten (10) business days after such meetings.
6. At the organizational meeting of each Common Council to be held on January 1st of every even-numbered year, the Council, by resolution, shall appoint two members of the Council, one of whom shall be designated the Chairman, to each of the following Standing Committees:
 - (a) Finance, Insurance and Property;
 - (b) Personnel, Judicial and General Welfare, Recreation, Library, Regional Planning;
 - (c) Public Works, Streets, Sidewalks, Public Utilities, Parks, Harbor, Buildings, and Transportation;
 - (d) Public Safety, Fire, Police, Emergency Action;
 - (e) Economic Development (added 1/1/86).
7. Except as otherwise provided herein and in the Charter of the City of Dunkirk, the proceedings of the Common Council shall be governed by the Roberts Rules of Order.
8. **FINANCE COMMITTEE POLICY/PROCEDURE²**

Any resolutions that are within the purview of the Finance Committee, for which full Common Council action is requested, must first be presented to and reviewed by the Council's standing Finance Committee.

The Finance Committee shall convene a regular meeting, on the second and fourth Monday of the month, as needed prior to pre-file Thursday.³

There are adequate opportunities to present any relevant information to the Finance Committee without having to delay any necessary action or to bottleneck City operations.

Any matters/resolutions that need action on an emergency nature may be brought to the Common Council, either as "pre-filed" or as "new business." However, an explanation to the Council of the emergency nature of the matter to be considered must be provided.

Before such items are to be considered, the emergency nature should be described and agreed to by a majority of the Common Council.

Matters that need to be presented to the Finance Committee for approval shall include, but not be limited to:

- (a) Resolutions dealing with the expenditure or receipt of funds, including the hiring of contractor, vendors, *etc.*;
- (b) The transfer of funds between and among accounts;
- (c) The establishing of new accounts.

¹ Time of meeting changed to 7:00 p.m. by DCC Res #170-98 on 11-17-98; time of meeting changed to 6:00 p.m. by DCC Res #62-2010 on 9-21-10.

² Subd. 8 (Finance Committee Policy/Procedure) add by DCC Res #60-98 on 4-7-98.

³ Finance Committee meeting frequency changed by DCC LL#1-2008.

⁴ Time of meeting changed to 5:30 p.m.; and, preview meeting eliminated, by DCC Res #74-2012 on 9-18-12.

RESOLUTION #14-2016
JANUARY 1, 2016

BY: ENTIRE COUNCIL

ESTABLISHING STANDING COMMITTEES

RESOLVED, that for the years 2016 and 2017, the Committees of the Dunkirk Common Council shall be as follows:

FINANCE, INSURANCE AND PROPERTY

Councilman-at-Large Woloszyn, Chairman
Councilman Williams
Councilman Gonzalez

**PERSONNEL, JUDICIAL & GENERAL
WELFARE, RECREATION, LIBRARY
REGIONAL PLANNING**

Councilman Bamonto, Chairman
Councilman Williams
Councilman Gonzalez

**PUBLIC WORKS, STREETS, SIDEWALKS,
PUBLIC UTILITIES, PARKS, HARBOR,
BUILDINGS AND TRANSPORTATION**

Councilman Williams, Chairman
Councilwoman Szukala
Councilman Bamonto

**PUBLIC SAFETY, FIRE, POLICE
EMERGENCY ACTION**

Councilwoman Szukala, Chairman
Councilman-at-Large Woloszyn
Councilman Bamonto

ECONOMIC DEVELOPMENT

Councilman Gonzalez, Chairman
Councilwoman Szukala
Councilman-at-Large Woloszyn

APPOINTMENT DLDC

Councilman Gonzalez

Ex Officio TO DLDC

Councilman-at-Large Woloszyn

RESOLUTION #15-2016
JANUARY 5, 2016

BY: ENTIRE COUNCIL

**AUTHORIZE AGREEMENT FOR INDEPENDENT CONTRACTOR
(L. Gawronski) (Community Development Block Grant Program)**

WHEREAS, the City of Dunkirk has a need for independent consulting services to provide assistance in order for the City to administer and to maintain certain requirements for the City's participation with the U.S. Department of Housing & Urban Development ("HUD") Community Development Block Grant ("CDBG") program, including but not necessarily limited to the provision of technical and compliance assistance necessary for the administration of the CDBG program; and

WHEREAS, it would be in the best interest of the City to contract for such services; and

WHEREAS, Lauri Gawronski ("Gawronski"), 71 East Seventh Street, Dunkirk, New York 14048, by Resolution #31-2015, was engaged to provide such services as an independent contractor for the City in a good and workmanlike manner through the end of 2015 for Twenty Dollars and Zero Cents (\$20.00) per hour up to thirty-five (35) hours per week; and

WHEREAS, there is a need to expand the time expended for such services to the City in order to appropriately address the requirements of the CDBG program; now, therefore, be it

RESOLVED, that the Mayor is directed and authorized to execute any and all agreements between the City and **Lauri Gawronski**, 71 East Seventh Street, Dunkirk, New York 14048, as an independent contractor to provide independent contracting services and assistance with various projects, particularly with regard to the administration of the City's Community Development Block Grant program, to reflect services on a monthly basis, at Twenty Dollars and Zero Cents (\$20.00) per hour, for up to thirty-five (35) hours per week, as services may be needed by the City, and a stipend of Ninety-Six Dollars and Fifteen Cents (\$96.15) per week, equal to Five Thousand Dollars and Zero Cents (\$5,000.00), for costs associated with purchasing private health insurance, with such funds drawn from the Department of Development Contracted Services Account No. 001-8020-4036, with reimbursement drawn from CDBG Administrative funding, contingent upon such funds being made available.