

CITY OF LOCKPORT
COMMON COUNCIL MEETING AGENDA
REGULAR MEETING
December 20th, 2023
6:30 P.M.

6:00 P.M.

Committee of the Whole Meeting

6:30 P.M.

Common Council Meeting

ROLL CALL

APPROVAL OF MINUTES

Beakman: Approve Common Council minutes of
122023.1 December 13th, 2023

PUBLIC HEARING

Local Law: Residency Waiver

COMMUNICATIONS

**MOTIONS &
RESOLUTIONS**

xxxx: Authorize contract for Air Compressor
122023.2

xxxx: Authorize contract for Plow
122023.3

xxxx: Authorize contract for Oxygen Generator
122023.4

xxxx: Authorize Ambulance Billing Rates
122023.5

xxxx: Commissioner of Deeds
122023.6

xxxx: Authorize Use of Funds from the Parks
122023.7 Revitalization Fund

xxxx: Local Law: Residency Waiver
122023.8

xxxx: Parks and Trails
122023.9

ADJOURNMENT

Beakman: Adjourn meeting to January 10th, 2024
122023.10

CITY OF LOCKPORT
CORPORATION PROCEEDINGS

Lockport Municipal Building

Regular Meeting
Official Record

December 20th, 2023
6:30 P.M.

Mayor Michelle M. Roman called the meeting to order.

ROLL CALL

The following Common Council members answered the roll call:
Aldermen Beakman, Devine, Fogle, Swanson-Gellerson, Kantor, and Lupo.

INVOCATION

RECESS

Recess for public input.

122023.1

APPROVAL OF MINUTES

On motion of Alderman Beakman, seconded by Alderman _____, the minutes of the Regular Meeting of December 13th, 2023 are hereby approved as printed in the Journal of Proceedings. Ayes _____. Carried.

PUBLIC HEARING

The Mayor announced a public hearing on a proposed local law to amend section C-45 of the City Charter – Residency Law.

The Mayor asked the City Clerk if any petitions or communications relative to section C-45 of the City Charter – Residency Law have been received.

Recess for public input.

The Mayor closed the public hearing.

FROM THE MAYOR

Appointments:

FROM THE CITY CLERK

The Clerk submitted payrolls, bills for services and expenses, and reported that the Department Heads submitted reports of labor performed in their departments. Reviewed by the Finance Committee.

Communications (which have been referred to the appropriate City officials)

12/8/2023 Sarah K. Lanzo, City Clerk – notification of bids received on December 8th, 2023 in response to RFP for Air Compressor.

George and Swede Sales & Service \$20,900

12/8/2023 Sarah K. Lanzo, City Clerk – notification of bids received on December 8th, 2023 in response to RFP for Plow.

Joe Basil Chevrolet, Inc \$67,065

Notice of Complaint:

Referred to the Director of Highways, Parks and Water Distribution.

Notice of Claim:

Referred to the Corporation Counsel.

MOTIONS & RESOLUTIONS

122023.2

By Alderman: _____

Whereas, the City of Lockport has appropriated \$26,000 in A.5110.52035 in the FY 2023 budget for an air generator; and

Whereas, on November 29th, 2023, the City published an RFP and collected one quote, from George and Swede Sales and Services for a net total of \$20,900; and

Now, therefore, be it resolved, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with George and Swede Sales and Services for said equipment.

Seconded by Alderman _____ and adopted. Ayes _____.

122023.3

By Alderman: _____

Whereas, the City of Lockport has appropriated \$68,000 in A.5110.52030 in the FY 2024 budget for a street plow; and

Whereas, on November 29th, 2023, the City published an RFP and collected one quote, from Joe Basil Chevrolet, Inc. for a total of \$67,065; and

Now, therefore, be it resolved, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with Joe Basil Chevrolet, Inc. for said equipment.

Seconded by Alderman _____ and adopted. Ayes _____.

122023.4

By Alderman: _____

Whereas, the City of Lockport Fire Department has excess funding in professional services in their FY 2023 budget; and

WHEREAS, the department can improve operations and operating costs by investing in an oxygen generator; and

Whereas, said project is sole source with Dival Fire and EMS Supply for a total cost of \$72,037.70; and

Now, therefore, be it resolved, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with Dival Fire and EMS Supply for said equipment and that the FY 2023 General Fund Budget is amended as follows:

Expenditures

Decrease

A.3410.54055	Professional Services	\$72,038
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Increase

A.3410.52015	Technical Equipment	\$72,038
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Seconded by Alderman _____ and adopted. Ayes _____.

122023.5

By Alderman _____:

Resolved that the City of Lockport establishes the following ambulance rates retroactive to February 14, 2023:

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Ambulance Charges:

BLS Non-Emergency	\$800
BLS Emergency	\$1,025
ALS Non-Emergency	\$1,200
ALS Emergency	\$1,450
ALS Multi	\$1,600
ALS Interface	\$900
Specialty Care	\$1,400
Mileage	\$37.50 per mile
Treat and Release	\$150
ALS Treat and Release	\$475
MVA Treat and Release	\$350
Bariatric Surcharge	\$150
Mutual Aid Fee	\$75

Seconded by Alderman _____ and adopted. Ayes _____.

122023.6

By Alderman _____:

Whereas, Resolution 040721.8 (FY 2021 Budget Supplement #1) established a Park Revitalization Program (H206) in the Capital Budget with \$275,000 in funding; and

Whereas, the City wishes to purchase ten metal trash bins for the parks; now, therefore, be it

Resolved, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with Integrity Machining and Fabrication for \$12,073.50 and utilize funds in the H206 capital project.

Seconded by Alderman _____ and adopted. Ayes _____.

122023.7 Being Prepared.

122023.8

By Alderman _____:

Resolved, that the following local law be and the same is hereby adopted:

**City of Lockport
Local Law No. 4 of the year 2023**

A Local Law to amend Section C-45 under Article II – City Officers, General Provisions, City Elections of Chapter C of the Charter Section C-45 relative to the residency requirement shall be amended in the following manner:

§ C-45 Residency Law.

1. The City of Lockport recognizes that emergency situations arise which require employees of the City of Lockport to be near their place of employment and to assume the continuation of public services to protect the health, safety, and general welfare of the people. The City of Lockport believes that those who are residents of the City of Lockport take a greater interest in promoting the public safety and health in the future of this community, than do nonresidents who reside in areas unaffected by City of Lockport services. The City of Lockport further declares that such a quality is desirable for its employees. The legislative body considers that residency by its employees within the community will help to assure continuation of essential public services. However, the City also recognizes the decline in population in the City, and the need to find the best possible candidate for each position within the City of Lockport. The best candidate may not always be a Resident of the City of Lockport. Therefore, through adoption of this local law, the City of Lockport amends the current local law for residency to require employees to live within five and one half (5.5) miles from One Locks Plaza, Lockport. The legislative body makes a legislative determination that when reviewing candidates for

employment opportunities, qualified candidates that reside within 5.5 miles from One Locks Plaza will be given preference over those that are qualified, but do not live in the City and/or within that radius. Further, if there are no qualified City residents who apply for a given position, or residents within 5.5 miles of One Locks Plaza, then qualified residents of the County of Niagara shall be given preference over those candidates that do not live in the County. The City of Lockport determines that the public need for the best qualified candidate is sufficient to require that candidates of the City be given preference, if qualified, over nonresidents, but after the effective date of this local law, it is no longer a mandatory requirement to be a resident of the City of Lockport to be employed by the City, the employee only needs to maintain his or her permanent residence within 5.5 miles of One Locks Plaza. However, this local law does NOT affect any residency requirements of enumerated positions within this City Charter, Code, or employment agreements that specifically require residency, to wit: elected positions, or the following officer positions: City Clerk, Corporation Counsel, Assessor, Chief Building Inspector, Finance Director, Chief of Police, Fire Chief.

2. Definition. Residency shall mean, for the purpose of this local law, the actual principal domicile of an individual, where he or she (1) normally sleeps (2) maintains usual personal and household effects (3) lists as an address on tax filings; and lists as his or her address for a motor vehicle registration, if any.

3. Residency for new municipal employees that have a residency requirement as described hereinabove. Except as otherwise provided by law, the City of Lockport hereby maintains a residency requirement for all prospective employees that have been specifically enumerated in this Charter, Code, or in Employment contracts as stated hereinabove. Any other City employee shall be interviewed and/or hired as described hereinabove, with preference given to City residents who are qualified for the position, then residents within 5.5 miles of One Lock Plaza, then County residents who are qualified for the position, then the most qualified candidate if no City or County residents apply. Every person initially employed by the City of Lockport that is an enumerated position for residency, on or after the effective date of this local law shall, as a qualification of employment, become a resident within 5.5 miles of One Locks Plaza, Lockport, within twelve (12) months of the date of initial service for the City of Lockport. During the time of service of such an employee whose enumerated position requires residency, said individual shall not cease to be a resident of the City of Lockport.

4. Exceptions. The requirement of residency within the corporate limits of the City does not apply to temporary employees, temporary advisors and consultants, persons having an independent contractor status and current employees of the City of Lockport, who reside outside the corporate limits of the City. Also exempt from residency requirements are members of the Fire Department and Police Department, so long as the Police Department has 200 or more full-time members as set forth in further detail in Section 30(4) of the Police Officers Law. Finally, the City Engineer position is no longer required to have a residency requirement due to the difficulty the City historically has had filling that position. However, said position of City Engineer does have the requirement of the 5.5 mile residency radius.

5. Residency upon promotion. All employees promoted by the City of Lockport on or after the effective date of this local law, whose position specifically requires residency per the Charter, Code, or employment contract, shall be, or, within twelve (12) months of such promotion shall become, a resident within 5.5 miles of One Locks, Plaza, Lockport.

6. Notice and posting. A copy of this local law shall be provided to each employee upon his or her initial appointment or promotion. However, a failure to do so shall not affect the application

of this local law to any employee appointed or promoted after its effective date. A copy of this law shall be posted in all locations normally used for employee communications.

7. Investigation of residency. Should it be alleged that an employee, whose position requires residency, is not in compliance with Section three or four of this local law as the case may be, the City of Lockport may initiate a hearing by providing the employee with written notice of his or her alleged violation and shall allow the employee seven calendar days in which to respond. If there is a failure to respond or if, in the judgment of the City of Lockport, the response is not sufficient to satisfy the requirements of this local law, the City of Lockport shall set a date to hear the charge of nonresidence. The employee shall be sent a notice of the hearing date at least 15 calendar days prior to the hearing. A record of the hearing shall be made. Should an employee whose position requires residency, establish residency to the satisfaction of the City of Lockport prior to the hearing date, it shall result in a cancellation of the hearing authorized by this section.

To conduct the hearing, the City of Lockport may in writing designate an individual who for the purpose of the hearing shall be vested with all powers of the City of Lockport for review and decision. Should the City of Lockport determine that an employee, whose position requires residency, is a nonresident in violation of this local law, the employee shall be notified in writing that he or she has been deemed to have voluntarily resigned from employment as of the date of the determination. Upon reestablishing residency, an individual having so resigned may apply for reinstatement to his or her former position and shall be reinstated if the position is vacant.

8. Waiver of requirements. In the event that the City of Lockport determines that it is in the best interest of the City of Lockport to do so, the provisions of Section three or four – as it relates to enumerated positions with residency requirements- may be waived by the appointing/hiring body, with respect to an incumbent or incumbents of a particular title or titles in accordance with the following standards:

a) Lack of applicants. The requirement of residency within 5.5 miles of One Locks Plaza may be waived in those instances where the City of Lockport has difficulty hiring or promoting the most qualified person because of its residency requirements.

b) Necessity for nonresidence. The requirement of residency within 5.5 miles of One Locks Plaza may be waived in those instances where it is determined that residency is not in the best interest of the municipality.

Such a waiver shall not in any way affect the application of Section three or four of this local law with respect to any other title or titles. **[Added 3-2-2005 by L.L. No. 3-2005]**

Alderman Beakman: _____

Alderman Devine: _____

Alderman Fogle: _____

Alderman Swanson-Gellerson: _____

Alderman Kantor: _____

Alderman Lupo: _____

The Local Law was thereupon declared duly adopted.

Seconded by Alderman _____ and adopted. Ayes _____.

122023.9

By Alderman _____:

Whereas, Parks & Trails is the leading statewide advocate for parks and trails in New York State; and

Whereas, Lockport Main Street (LMS) worked with Park & Trails to certify the City of Lockport as an Empire State Trail Town; and

Whereas, the Parks & Trails recommend that Lockport Main Street and the City of Lockport make both short term and long term improvements and enhancements for our community to welcome and accommodate cyclists. Further, LMS 2024 Implementation is to plan for the provided recommendations and improvements in 2024 as a commitment to the Empire State Trail Town designation, as more described herein in the attached Action Agenda; and

Now therefore be it

Resolved, that the City is authorized to adopt the attached Action Agenda for LMS along with the LMS plans for 2024.

Seconded by Alderman _____ and adopted. Ayes _____.

122023.10

ADJOURNMENT

At _____ P.M. Alderman Beakman moved the Common Council be adjourned until 11 AM., Monday, January 1st 2024.

Seconded by Alderman _____ and adopted. Ayes _____.

SARAH K. LANZO
City Clerk

City of Lockport

I HEREBY CERTIFY that the persons named
in this payroll are employed solely in and have
actually performed the duties of positions and
employments indicated for the period ending
12/07/23, PAID on date 12/14/23
is approved at dollars, \$645,205.26
Civil Service Mary Pat Kilbort

Pay Day Register

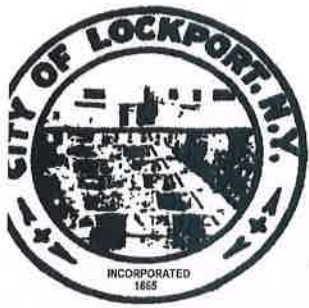
Pay Date Range 11/24/23 - 12/07/23
Pay Batch 12/14/23

Pay Batch 12/14/23 Total

Employees in Pay Batch 220

Female Employees in Pay Batch 53

Hours Description	Hours	Gross	Withholdings and Deductions	Gross Base	Benefits	Gross Base
207A Disability - 207A Disability	160.0000	1,790.00	Gross	645,205.26	Health Ins 298 Class 2 Family	26,029.76
BERV - Bereavement	40.0000	1,421.87	Imputed Income		Health Ins 298 Class 2 Single	9,324.61
CLAL - Clothing Allowance	.0000	60,000.00	Federal	71,996.13	Health Ins 298 Class 3 Family	81,972.54
CMPE 1.0 - Comp Earned @ 1.0	184.3750	.00	FICA	39,432.22	Health Ins 298 Class 3 Single	7,743.20
CMPE 1.5 - Comp Earned @ 1.5	10.7500	.00	Medicare	9,222.31	Health Ins 298 Class 4 Family	5,183.65
CMPU - Comp Time Used	585.0000	19,265.39	New York State	80,394.67	Health Ins 298 Class 4 Single	1,505.37
EDAY - Extra Day	176.0000	5,870.36	457 % Deduction	6,549.05	Total	\$131,759.13
FHDB - Floating Holiday Buy Out	40.0000	1,702.27	457 Flat Dollar Deduction	10,785.38		
FHDE - Floating Holiday Earned	415.6800	.00	AFLAC POSTTAX	200.75	Employer Taxes	
FHDU - Floating Holiday Used	536.0000	14,880.67	AFLAC PRETAX	355.06	FICA	39,432.22
FLSA - FLSA	.0000	650.29	ALLSTATE POSTTAX	735.28	Medicare	9,222.31
FMLN - FMLA Leave without Pay	80.0000	.00	ALLSTATE PRETAX	583.38	Total	\$48,654.53
FMLS - FMLA Sick Used	80.0000	3,792.00	Child Support	737.00		
HOL - Holiday	298.0000	9,206.92	Child Support - Maine	202.00	Workers' Comp	
HOLIDAYPT - Holiday - Part Time	7.0000	150.58	COLONIAL LIFE POSTTAX	55.40	Workers Compensation - General	25,097.80
INLIEU - In Lieu of Health	.0000	27,095.00	FSA PRETAX	624.12	Workers Compensation - Sewer	2,909.04
OOT - Out of Title	790.5000	28,699.45	Health Ins 298 Class 2 Family	2,189.44	Workers Compensation - Water	2,673.52
OOT OT 1.5 - Out of Title OT at	55.5000	2,171.40	Health Ins 298 Class 2 Single	937.76	Workers Compensation 50%	965.30
OT 1.0 - Overtime at Straight 1.0	52.0000	1,879.85	Health Ins 298 Class 3 Family	1,455.10	Total	\$31,645.66
OT 1.5 - Overtime @ 1.5	1,219.0000	56,028.12	Health Ins 298 Class 3 Single	524.64		
OT 1.5 SHIFT 10% - OT @ 1.5	32.0000	1,287.96	Health Ins 298 Class 4 Family	523.12	Direct Deposits	
PRSU - Personal Used	192.0000	5,153.47	Health Ins 298 Class 4 Single	186.05	Armed Forces Bank	1,602.62
REG - Regular	10,961.7500	324,061.84	L&M LIFE	24.68	Bank of Akron	3,391.39
REG PT - Regular Part Time	254.0000	7,250.28	NEW YORK LIFE	309.30	Bank of America	6,641.98
REG SHIFT 10% - Regular Shift	160.0000	4,246.49	Pearl Insurance through CSEA	241.44	BANK OF AMERICA (2)	3,413.18
REG SHIFT 15% - Regular Shift	224.0000	5,995.93	RET ERS LOANS	1,781.55	BANK OF AMERICA (4)	1,220.83
RETRO - Retroactive Pay	.0000	(58.39)	RET ERS POST-TAX SCP	19.28	BANK OF AMERICA (6)	1,244.40
RGS - Regular - Salary	70.0000	.00	RET PF LOANS	60.00	Bank on Buffalo	3,708.49
SAL - Salary	.0000	3,806.51	RET PF PRE-TAX SCP	23.70	Chase	3,837.80
SAL PT - Salary Part Time	.0000	1,865.37	Retire ERS Tier 6 <= \$100,000	560.84	Chase Bank	2,424.53
SCKE - Sick Earned	1,929.2500	.00	Retire ERS Tier 6 <= \$45,000	1,801.00	Chime	250.00
SCKU - Sick Used	689.0000	19,742.42	Retire ERS Tier 6 <= \$45,000 OT	146.80	Citizens Bank	14,724.22
STIP - Stipend	.0000	11,442.31	Retire ERS Tier 6 <= \$55,000	823.14	Cornerstone Comm FCU	136,911.50
VACB - Vacation Buy Out	64.0000	2,516.98	Retire ERS Tier 6 <= \$55,000 OT	54.52	Evans Bank	3,096.87
VACE - Vacation Earned	147.5905	.00	Retire ERS Tier 6 <= \$75,000	610.55	Financial Trust FCU	100.00
VACU - Vacation Used	724.5000	23,289.92	Retire PFRS <= \$55,000	1,698.96	Five Star Bank	746.12
Total	20,177.8955	\$645,205.26	Retire PFRS Tier 6 <= \$100,000	1,308.62	Key Bank	43,343.39
			Retire PFRS Tier 6 <= \$75,000	1,931.46	KEY BANK (2)	3,988.22
			Retire PFRS Tier 6 <=	34.09	Key Bank (Formerly FNB)	25,208.47



Office of the Mayor

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

December 11, 2023

Heather Peck
85 Heathwood Drive
Amherst, NY 14221

Dear Ms. Peck,

As you are aware, the City of Lockport maintains a residency policy. Specifically, Section 45(1) of the City Charter states that emergency situations arise which require employees of the City of Lockport to be near their place of employment, to assume the continuation of public services to protect the health, safety, and general welfare of the people and that those who are residents of the City of Lockport take a greater interest in promoting the public safety and health in the future of this community than do nonresidents who reside in areas unaffected by City of Lockport services. Therefore, employees hired must be residents of the City of Lockport unless specifically provided a waiver by the Mayor of the City of Lockport.

Section 45(8) of the Charter allows the Mayor to issue a waiver of the residency policy in the event that the Mayor determines that it is in the best interests of the City of Lockport to do so. In those instances where the City has difficulty hiring or promoting the most qualified person because of its residency requirements, and that residency is not in the best interests of the municipality, the Mayor may provide said waiver.

I have considered the benefits of the requirement of residency and have determined that **you are exempt from said residency requirement** for the following reasons:

- (1) You reside within a few miles of City Hall and that your position does not involve any emergency situations;
- (2) The City had difficulty hiring/promoting the most qualified person due to the residency requirements for your position; and
- (3) That the residency requirement for your position is not in the best interests of the City.

Thank you for your continued service and dedication to the City.

Yours,

Michelle M. Roman
Mayor

[illegible]



SALES QUOTE

Joe Basil Chevrolet, Inc.
5111 Transit Rd
Depew, NY 14043
Dir. 716-206-1746
Fax 716-685-1746
rschiefer@basilfleet.com

INVOICE NO.
DATE July 27, 2023
BUDGET PRICING CUSTOMER ID 856351

NYS DEALER
#1100005392

TO: Clayton Dimmick
City of Lockport
1 Locks Plaza
Lockport, NY 14094
716-998-0991
cdimmick@lockportny.gov

SHIP TO: [Contact Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Salesperson	Customer PO#	Mini Bid	NYS Discount	PAYMENT TERMS
Ron S			INCL	Net 30
VIN#			STK#	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	NET TOTAL
1	CK31003	2024 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck	\$ 67,065.00	\$ -	\$ 67,065.00
1	1WT	Work Truck Preferred Equipment Group	\$ -	\$ -	\$ -
1	5N5	Rear Camera Kit	\$ -	\$ -	\$ -
1	9L3	Spare tire delete	\$ -	\$ -	\$ -
1	9L7	Upfitter switch kit, (5)	\$ -	\$ -	\$ -
1	AZ3	Seats, front 40/20/40 split-bench	\$ -	\$ -	\$ -
1	C49	Defogger, rear-window electric	\$ -	\$ -	\$ -
1	GT4	Rear axle, 3.73 ratio	\$ -	\$ -	\$ -
1	GXD	Sterling Gray Metallic	\$ -	\$ -	\$ -
1	H2G	Jet Black, Vinyl seat trim	\$ -	\$ -	\$ -
1	IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo	\$ -	\$ -	\$ -
1	K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr	\$ -	\$ -	\$ -
1	KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary	\$ -	\$ -	\$ -
1	L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline	\$ -	\$ -	\$ -
1	MKM	Transmission, Allison 10-Speed automatic	\$ -	\$ -	\$ -
1	NE1	Emissions	\$ -	\$ -	\$ -
1	NZZ	Skid Plates	\$ -	\$ -	\$ -
1	PYW	Wheels, 17" (43.2 cm) painted steel	\$ -	\$ -	\$ -
1	QZT	Tires, LT235/80R17E all-terrain, blackwall	\$ -	\$ -	\$ -
1	VK3	License plate kit, front	\$ -	\$ -	\$ -
1	VYU	Snow Plow Prep Package	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
		<u>Non-OEM Equipment</u>	\$ -	\$ -	\$ -
1	DUMP	9' 3-4 AIR FLO-STAINLESS	\$ -	\$ -	\$ -
1	INCL	9' 3.2 YARD "AIR FLO STAINLESS" DUMP BODY	\$ -	\$ -	\$ -
1	INCL	17" SIDES AND 23" TAILGATE - #201 STAINLESS	\$ -	\$ -	\$ -
1	INCL	ALL 10 AND 12 GAUGE CONSTRUCTION-SIDES/FRONT/REAR	\$ -	\$ -	\$ -
1	INCL	1/4" TRAPEZOIDAL LONG SILLS	\$ -	\$ -	\$ -
1	INCL	7-GAUGE STAINLESS STEEL-#201 STAINLESS	\$ -	\$ -	\$ -

1	INCL	DOUBLE WALL CONSTRUCTION SIDES - POLISHED #201 STAINLESS	\$ -	\$ -	\$ -
1	INCL	1/4 CAB SHIELD WITH SCREEN WINDOW - POLISHED #201 STAINLESS	\$ -	\$ -	\$ -
1	INCL	BOXED TOP RAILS	\$ -	\$ -	\$ -
1	INCL	EXCLUSIVE "QUICK LATCH" TAILGATE LOCKING MECHANISM	\$ -	\$ -	\$ -
1	INCL	ELECT/HYD., D/A, SCISSORS TYPE HOIST.-APPROX. CAPACITY 11 TON	\$ -	\$ -	\$ -
1	INCL	INSTALLED/LIGHTS/FLAPS	\$ -	\$ -	\$ -
1	INCL	MANUFACTURED IN NEW YORK STATE	\$ -	\$ -	\$ -
1	INCL	BODY UP LIGHT - NYS LAW	\$ -	\$ -	\$ -
1	PLOW	WESTERN: 8' PRO PLUS PLOW COMPLETE	\$ -	\$ -	\$ -
1	DELIVERY	Region I	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -

TOTAL DISCOUNT

SUBTOTAL	\$ 67,065.00
SALES TAX	\$ -
TOTAL	\$ 67,065.00



Please Make Checks Payable to Joe Basil Chevrolet, Inc
Thank you For Your Business

THIS QUOTE SERVES AS YOUR ACKNOWLEDGMENT THAT THIS ORDER HAS BEEN REVIEWED FOR ACCURACY AND DEEMED CORRECT.

Name

Title

Date

Sign

Revised 7/27/2023 15:18

[illegible]

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description: Authorize Contract for Street Maintenance Air Compressor	
Proposed By: FY 2023 Budget	Date Submitted: 11/22/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>	
Summary: The FY 2023 Budget included funding for an air compressor for work related to jackhammering, man hole repair and more. This resolution would authorize the City to enter into a contract for said purchase.	
Financial Impact (for current and following year): Funding included in the FY 2023 Budget in line item A.5110.52035. RFP for said project was published on November 29th with a December 8th due date.	
Explanation of attachments: (1) resolution (2) RFP, (3) budget printout, (4) bids	
For Requests Involving Budget Amendments:	
Increase Line Item:	Decrease Line Item:
NA	NA
For Finance Director to Fill Out:	
Date of Approval: 12/8/2023	Resolution: 122023.

RESOLUTION #1 AUTHORIZE CONTRACT FOR AIR COMPRESSOR

WHEREAS, the City of Lockport has appropriated \$26,000 in A.5110.52035 in the FY 2023 budget for an air generator; and

WHEREAS, on November 29th, 2023, the City published an RFP and collected one quote, from George and Swede Sales and Services for a net total of \$20,900; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with George and Swede Sales and Services for said equipment.



CITY OF LOCKPORT

One Locks Plaza
Lockport, New York 14094
(716) 439-6631
E-mail: trusso@lockportny.gov

TIM RUSSO
Director of Finance

REQUESTS FOR PROPOSALS

The City of Lockport is requesting sealed proposals for

Air Compressor

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on December 8th at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the total cost of the scope of work.

Please contact City Clerk Sarah Lanzo at 716-439-6776 or cityclerk@lockportny.gov with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: November 29, 2023

REQUEST FOR PROPOSAL (RFP)

Air Compressor

The City of Lockport, NY, is inviting qualified vendors/contractors to submit proposals for the purchase of an air compressor. The City Common Council has appropriated \$26,000 in A.5110.52035 in the FY 2023 budget for an air compressor. The City may also be interested in trading in Ingersoll Rand Compressors as well, please denote trade in value if applicable.

Equipment Requirements:

- Make and Model: 2023 Airman PDS185S (or similar equipment)
- Compressor Type: Towable, Portable Diesel Screw Compressor
- Hose Reel 50 Feet

Trade In Valuation (If Applicable):

- (1) Ingersoll Rand Compressor - Running
- (2) Ingersoll Rand Compressor – Not Running

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Compliance with Specifications: The extent to which the proposed equipment meets the specified requirements.
- Price: The overall cost of the equipment and installation.
- Experience and References: The vendor's experience in providing similar equipment and references from previous clients.
- Delivery Timeline: The proposed timeline for delivering and installing the equipment.
- Warranty and Support: The availability and terms of warranty and ongoing support services.

Proposal Submission:

- Proposals should be submitted in paper format to the City of Lockport, NY, by the deadline noted on page 1. Proposals should be addressed to:

City of Lockport, NY
Attn: Air Compressor RFP
1 Locks Plaza
Lockport, NY 14094

- For specific question, please contact the Director of Streets, Parks, and Distribution at cdimmick@lockportny.gov.

- The City of Lockport, NY reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process.
- Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selections process for this RFP at any time. The City will not reimburse any costs to produce the proposal.

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted	
Fund	A - General Fund						
EXPENSE							
Department	5110 - Street Maintenance						
51160	Shift Differential	5,746.94	6,315.45	5,094.98	4,910.49	6,500.00	
51170	Additional & Other Compensation	2,191.99	1,800.00	45,600.00	8,335.79	.00	
51185	Allowances	8,125.00	8,475.00	7,850.00	7,850.00	7,850.00	
52035	Public Works Equipment	12,178.52	24,225.37	4,850.00	9,445.84	57,000.00	
Budget Transactions							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Adopted	Anticipated equipment (on a per-needed basis)				1.0000	15,000.00	15,000.00
Adopted	Sullair 184 Air Compressor (jackhammer streets, man hole repair)				1.0000	26,000.00	26,000.00
Adopted	Trailer for Bobcat (and attachments) for milling, sweeping, etc)				1.0000	16,000.00	16,000.00
						Adopted Totals	\$57,000.00
54005	Office Supplies	315.90	351.68	113.89	1,075.14	350.00	
Budget Transactions							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Adopted	Generic office supplies				1.0000	350.00	350.00
						Adopted Totals	\$350.00
54007	Janitorial Supplies	494.90	431.64	1,476.24	1,146.95	700.00	
Budget Transactions							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Adopted	Typical clean supplies				1.0000	700.00	700.00
						Adopted Totals	\$700.00
54033	Licensing & Certifications	262.50	200.00	200.00	200.00	400.00	
Budget Transactions							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Adopted	Street certification CDL reimbursement				4.0000	100.00	400.00
						Adopted Totals	\$400.00
54035	Training and Education	.00	.00	325.00	.00	1,000.00	
Budget Transactions							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Adopted	Safety classes and training for all positions.				1.0000	1,000.00	1,000.00
						Adopted Totals	\$1,000.00
54040	Assoc/Membership Dues	150.00	150.00	.00	.00	.00	
54045	Travel Related Costs	178.00	185.00	.00	.00	.00	



Pavilion, New York

George and Swede Sales & Service

7155 Big Tree Road
Pavilion, New York 14525

Phone 585-584-3425

800-724-8722

Fax 585-584-8853

Web www.georgeandswede.com

Zach Shadbolt Sales Representative

Cell 716-474-0208

Email zachs@georgeandswede.com

Date 11/22/2023

To: City of Lockport
Address:
Cell:

Price Total

2023 Airman PDS185S Compressor
50 ft of hose w/ reel

\$ 25,900.00

\$25,900.00

Options:

Trade of your Ingersol Rand Compressor (Running)

\$ (3,000.00)

\$ (3,000.00)

Trade of your Ingersol Rand Compressor (Not Running)

\$ (2,000.00)

\$ (2,000.00)

Subtotal \$20,900.00

Tax 0.00% \$ -

Total \$ 20,900.00

Down Payment \$ -

Amount Due \$ 20,900.00

Owner/Principle

Date Title

Thank You Zach Shadbolt 716-474-0208

Interest Rates effective only till end of month-rates can potentially change each month.

New and used equipment-Sales-Rentals-Service and Parts

FOB Pavilion, NY

HYUNDAI LINK BELT YANMAR ROLLERS INTERSTATE TRAILERS

All equip subject to availability

Quote effective 14 days

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		Authorize Contract for Street Plow	
Proposed By:	FY 2024 Budget	Date Submitted:	11/22/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
Summary: The FY 2024 Budget included funding for a plow that will improve street conditions in the winter. This resolution would authorize the City to enter into a contract for said purchase.			
Financial Impact (for current and following year): Funding included in the FY 2024 Budget in line item A.5110.52030 for \$68,000. RFP published to collect quotes.			
Explanation of attachments: (1) resolution, (2) RFP, (3) budget printout, (4) bids.			
For Requests Involving Budget Amendments:			
Increase Line Item:		Decrease Line Item:	
NA		NA	
For Finance Director to Fill Out:			
Date of Approval:		Resolution:	
12/8/2023		122023.	

RESOLUTION #2 AUTHORIZE CONTRACT FOR PLOW

WHEREAS, the City of Lockport has appropriated \$68,000 in A.5110.52030 in the FY 2024 budget for a street plow; and

WHEREAS, on November 29th, 2023, the City published an RFP and collected one quote, from Joe Basil Chevrolet, Inc. for a total of \$67,065; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with Joe Basil Chevrolet, Inc. for said equipment.



CITY OF LOCKPORT

One Locks Plaza
Lockport, New York 14094
(716) 439-6631
E-mail: trusso@lockportny.gov

TIM RUSSO
Director of Finance

REQUESTS FOR PROPOSALS

The City of Lockport is requesting sealed proposals for

Plow Truck Purchase

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on December 8th at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the total cost of the scope of work.

Please contact City Clerk Sarah Lanzo at 716-439-6776 or cityclerk@lockportny.gov with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: November 29, 2023

REQUEST FOR PROPOSAL (RFP)

Plow Truck

The City of Lockport, NY, is inviting qualified vendors/contractors to submit proposals for the purchase of a plow truck. The City Common Council has appropriated \$68,000 in A.5110.52030 in the FY 2024 budget for a plow truck.

Equipment Scope and Requirements:

- Make and Model: 2024 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck
- Preferred Equipment Group: 1WT Work Truck
- Additional Features as Available:
 - Rear Camera Kit (5N5)
 - Spare tire delete (9L3)
 - Upfitter switch kit, (5) (9L7)
 - Seats, front 40/20/40 split-bench (AZ3)
 - Defogger, rear-window electric (C49)
 - Rear axle, 3.73 ratio (GT4)
 - Exterior Color: Sterling Gray Metallic (GXD)
 - Interior Color: Jet Black, Vinyl seat trim (H2G)
 - Audio System: Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo (IOR)
 - Battery: Auxiliary, 700 cold-cranking amps/70 Amp-hr (K4Z)
 - Alternators: Dual, 220-amps primary, 170-amps auxiliary (KHF)
 - Engine: 6.6L VB with Direct Injection and Variable Valve Timing, gasoline (LBT)
 - Transmission: Allison 10-Speed automatic (MKM)
 - Emissions: NE1
 - Skid Plates: NZZ
 - Wheels: 17" painted steel (PYW)
 - Tires: LT235/80R17E all-terrain, blackwall (QZT)
 - License Plate Kit: Front (VK3)
 - Snow Plow Prep Package: VYU
 - Dump Body: Make and Model: Air Flo-Stainless 9' 3-4
 - Specifications:
 - 9' 3.2 Yard "Air Flo Stainless" Dump Body
 - 17" Sides and 23" Tailgate - #201 Stainless
 - All 10 and 12 gauge construction - Sides/Front/Rear
 - 1/4" Trapezoidal Long Sills
 - 7-gauge stainless steel - #201 Stainless
 - Double Wall Construction Sides - Polished #201 Stainless
 - 1/4 Cab Shield with Screen Window - Polished #201 Stainless
 - Boxed Top Rails
 - Exclusive "Quick Latch" Tailgate Locking Mechanism
 - Elect/Hyd., Dia, Scissors Type Hoist - Approx. Capacity 11 Ton

- Installed Lights/Flaps
- Manufactured in New York State
- Body Up Light - NYS Law
- Plow: Make and Model: Western 8' Pro Plus Plow
- Specifications: Complete installation

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- **Compliance with Specifications:** The extent to which the proposed equipment meets the specified requirements.
- **Price:** The overall cost of the equipment and installation.
- **Experience and References:** The vendor's experience in providing similar equipment and references from previous clients.
- **Delivery Timeline:** The proposed timeline for delivering and installing the equipment.
- **Warranty and Support:** The availability and terms of warranty and ongoing support services.

Proposal Submission:

- Proposals should be submitted in paper format to the City of Lockport, NY, by the deadline noted on page 1. Proposals should be addressed to:

City of Lockport, NY
Attn: Plow Truck RFP
1 Locks Plaza
Lockport, NY 14094

- For specific question, please contact the Director of Streets, Parks, and Distribution at cdimmick@lockportny.gov.
- The City of Lockport, NY reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process.
- Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selections process for this RFP at any time. The City will not reimburse any costs to produce the proposal.

Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Department Requested	2024 Mayor Recommended	2024 Adopted
Fund	A - General Fund							
	EXPENSE							
	Department 3620 - Code & Safety Inspection							
	Contractual							
	Adopted Phone 3					12.0000	31.28	375.36
	Adopted Tablet Access					12.0000	125.00	1,500.00
							Adopted Totals	\$2,454.96
54765	Judgement and Claims	.00	.00	.00	872.00	.00	.00	.00
	Contractual Totals	\$23,620.53	\$22,631.88	\$46,562.42	\$62,507.00	\$59,854.00	\$47,775.00	\$47,775.00
	Employee Benefits							
58010	FICA	19,524.54	19,112.89	20,442.14	21,585.00	21,997.00	21,997.00	21,997.00
58020	Workers Compensation	20,772.29	15,901.12	20,546.16	21,513.00	16,374.00	16,390.00	16,390.00
58040	Hospital & Medical Insurance	65,351.59	57,838.48	70,315.81	72,000.00	95,591.00	97,117.00	97,117.00
58050	Retirement	35,458.59	34,219.21	30,678.25	32,663.00	31,460.00	37,218.00	37,218.00
	Employee Benefits Totals	\$141,107.01	\$127,071.70	\$141,982.36	\$147,761.00	\$165,422.00	\$172,722.00	\$172,722.00
	Department 3620 - Code & Safety Inspection Totals	\$421,313.45	\$400,268.65	\$458,814.53	\$484,525.00	\$513,069.00	\$508,290.00	\$508,290.00
	Department 5110 - Street Maintenance							
	Personal Services							
51010	Full Time Wages	641,399.41	582,098.91	555,475.29	678,087.00	721,474.00	744,488.00	749,197.00
51040	Part Time Wages	44,636.68	.00	.00	.00	.00	.00	.00
51060	Temporary / Seasonal	.00	22,068.40	13,963.20	20,000.00	25,000.00	14,000.00	14,000.00
51100	Overtime	72,493.07	79,653.33	147,741.21	90,000.00	95,000.00	95,000.00	95,000.00
51120	Longevity	11,750.00	12,650.00	8,350.00	7,950.00	10,450.00	10,675.00	10,675.00
51130	Out of Grade	5,114.20	19,706.49	45,917.45	5,000.00	5,000.00	5,000.00	5,000.00
51160	Shift Differential	6,315.45	5,094.98	4,910.49	5,184.00	6,500.00	6,500.00	6,500.00
51170	Additional & Other Compensation	1,800.00	45,600.00	8,335.79	.00	.00	.00	.00
51185	Allowances	8,475.00	7,850.00	7,850.00	9,166.00	8,750.00	8,750.00	8,750.00
	Personal Services Totals	\$791,983.81	\$774,722.11	\$792,543.43	\$815,387.00	\$872,174.00	\$884,413.00	\$889,122.00
	Equipment and Capital Outlay							
52030	Motor Vehicle Equipment	.00	.00	.00	.00	.00	113,423.00	181,423.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Adopted Plow Truck					1.0000	68,000.00	68,000.00
	Adopted Trimmer attachment for payloador via NYS bid					1.0000	113,423.00	113,423.00
							Adopted Totals	\$181,423.00
52035	Public Works Equipment	24,225.37	4,850.00	296,729.84	57,000.00	40,500.00	24,500.00	24,500.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Adopted Air compressor for shop					1.0000	7,500.00	7,500.00



SALES QUOTE

Joe Basil Chevrolet, Inc.

5111 Transit Rd
Depew, NY 14043
Dir. 716-206-1746
Fax 716-685-1746

rschiefer@basilfeel.com

INVOICE NO.

DATE July 27, 2023

BUDGET PRICING CUSTOMER ID 856351

NYS DEALER
#1100005392

TO: Clayton Dimmick
City of Lockport
1 Locks Plaza
Lockport, NY 14094
716-998-0991

cdimmick@lockportny.gov

SHIP TO: [Contact Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Salesperson	Customer PO#	Mini Bid		NYS Discount	PAYMENT TERMS
Ron S				INCL	Net 30
VIN#				STK#	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	NET TOTAL
1	CK31003	2024 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck	\$ 67,065.00	\$ -	\$ 67,065.00
1	1WT	Work Truck Preferred Equipment Group	\$ -	\$ -	\$ -
1	5N5	Rear Camera Kit	\$ -	\$ -	\$ -
1	9L3	Spare tire delete	\$ -	\$ -	\$ -
1	9L7	Upfitter switch kit, (5)	\$ -	\$ -	\$ -
1	AZ3	Seats, front 40/20/40 split-bench	\$ -	\$ -	\$ -
1	C49	Defogger, rear-window electric	\$ -	\$ -	\$ -
1	GT4	Rear axle, 3.73 ratio	\$ -	\$ -	\$ -
1	GXD	Sterling Gray Metallic	\$ -	\$ -	\$ -
1	H2G	Jet Black, Vinyl seat trim	\$ -	\$ -	\$ -
1	IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo	\$ -	\$ -	\$ -
1	K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr	\$ -	\$ -	\$ -
1	KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary	\$ -	\$ -	\$ -
1	L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline	\$ -	\$ -	\$ -
1	MKM	Transmission, Allison 10-Speed automatic	\$ -	\$ -	\$ -
1	NE1	Emissions	\$ -	\$ -	\$ -
1	NZZ	Skid Plates	\$ -	\$ -	\$ -
1	PYW	Wheels, 17" (43.2 cm) painted steel	\$ -	\$ -	\$ -
1	QZT	Tires, LT235/80R17E all-terrain, blackwall	\$ -	\$ -	\$ -
1	VK3	License plate kit, front	\$ -	\$ -	\$ -
1	VYU	Snow Plow Prep Package	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
		<u>Non-OEM Equipment</u>	\$ -	\$ -	\$ -
1	DUMP	9' 3-4 AIR FLO-STAINLESS	\$ -	\$ -	\$ -
1	INCL	9' 3.2 YARD "AIR FLO STAINLESS" DUMP BODY	\$ -	\$ -	\$ -
1	INCL	17" SIDES AND 23" TAILGATE - #201 STAINLESS	\$ -	\$ -	\$ -
1	INCL	ALL 10 AND 12 GAUGE CONSTRUCTION-SIDES/FRONT/REAR	\$ -	\$ -	\$ -
1	INCL	1/4" TRAPEZOIDAL LONG SILLS	\$ -	\$ -	\$ -
1	INCL	7-GAUGE STAINLESS STEEL-#201 STAINLESS	\$ -	\$ -	\$ -

1	INCL	DOUBLE WALL CONSTRUCTION SIDES - POLISHED #201 STAINLESS	\$ -	\$ -	\$ -
1	INCL	1/4 CAB SHIELD WITH SCREEN WINDOW - POLISHED #201 STAINLESS	\$ -	\$ -	\$ -
1	INCL	BOXED TOP RAILS	\$ -	\$ -	\$ -
1	INCL	EXCLUSIVE "QUICK LATCH" TAILGATE LOCKING MECHANISM	\$ -	\$ -	\$ -
1	INCL	ELECT/HYD., D/A, SCISSORS TYPE HOIST.-APPROX. CAPACITY 11 TON	\$ -	\$ -	\$ -
1	INCL	INSTALLED/LIGHTS/FLAPS	\$ -	\$ -	\$ -
1	INCL	MANUFACTURED IN NEW YORK STATE	\$ -	\$ -	\$ -
1	INCL	BODY UP LIGHT - NYS LAW	\$ -	\$ -	\$ -
1	PLOW	WESTERN: 8' PRO PLUS PLOW COMPLETE	\$ -	\$ -	\$ -
1	DELIVERY	Region I	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			TOTAL DISCOUNT		



Please Make Checks Payable to Joe Basil Chevrolet, Inc
Thank you For Your Business

SUBTOTAL	\$ 67,065.00
SALES TAX	\$ -
TOTAL	\$ 67,065.00

THIS QUOTE SERVES AS YOUR ACKNOWLEDGMENT THAT THIS ORDER HAS BEEN REVIEWED FOR ACCURACY AND DEEMED CORRECT.

Name _____

Title _____

Date _____

Sign _____

Revised 7/27/2023 15:18

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		Authorize Contract for Oxygen Generator	
Proposed By:	Fire Department	Date Submitted:	11/15/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
Summary: The fire department can reduce operating costs by investing in a oxygen generator (as opposed to utilizing a third party vendor for services). In light of budgetary surplus in the professional services line of the FY 2023 budget, the department has requested to utilize excess funds for this project.			
Financial Impact (for current and following year): Due to cost of project, competitive bidding is required. It was deemed that the project is single source.			
Explanation of attachments: (1) resolution, (2) budget printout, (3) quote, (4) single source letter			
For Requests Involving Budget Amendments:			
Increase Line Item:		Decrease Line Item:	
A.3410.52015		A.3410.54055	
For Finance Director to Fill Out:			
Date of Approval:		Resolution:	
12/5/2023			

RESOLUTION #3 AUTHORIZE CONTRACT FOR OXYGEN GENERATOR

WHEREAS, the City of Lockport Fire Department has excess funding in professional services in their FY 2023 budget; and

WHEREAS, the department can improve operations and operating costs by investing in an oxygen generator; and

WHEREAS, said project is sole source with Dival Fire and EMS Supply for a total cost of \$72,037.70; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Lockport Common Council hereby approves of the Mayor to enter into a purchasing agreement with Dival Fire and EMS Supply for said equipment and that the FY 2023 General Fund Budget is amended as follows:

Expenditures

Decrease

A.3410.54055	Professional Services	\$72,038
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Increase

A.3410.52015	Technical Equipment	\$72,038
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Budget Performance Report

Date Range 01/01/23 - 12/05/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund A - General Fund									
REVENUE									
Department 3410 - Fire									
31560	Safety Inspection Fees	12,000.00	.00	12,000.00	.00	.00	1,215.00	10,785.00	10
31640	Ambulance Charges	.00	550,107.00	550,107.00	3,544.58	.00	504,283.90	45,823.10	92
32260	Public Safety Service Fees	10,000.00	.00	10,000.00	.00	.00	3,305.70	6,694.30	33
Department 3410 - Fire Totals		\$22,000.00	\$550,107.00	\$572,107.00	\$3,544.58	\$0.00	\$508,804.60	\$63,302.40	89%
REVENUE TOTALS		\$22,000.00	\$550,107.00	\$572,107.00	\$3,544.58	\$0.00	\$508,804.60	\$63,302.40	89%
EXPENSE									
Department 3410 - Fire									
51010	Full Time Wages	3,138,380.00	22,899.00	3,161,279.00	.00	.00	2,814,031.38	347,247.62	89
51100	Overtime								
51100	Overtime	250,000.00	514,093.00	764,093.00	.00	.00	488,708.41	275,384.59	64
51100.OUT	Overtime Out of Town Transport	.00	.00	.00	.00	.00	190,242.36	(190,242.36)	+++
51100 - Overtime Totals		\$250,000.00	\$514,093.00	\$764,093.00	\$0.00	\$0.00	\$678,950.77	\$85,142.23	89%
51120	Longevity	23,100.00	.00	23,100.00	.00	.00	24,450.00	(1,350.00)	106
51130	Out of Grade	10,000.00	.00	10,000.00	.00	.00	186,724.85	(176,724.85)	1867
51150	Holiday Pay	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0
51170	Additional & Other Compensation	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0
51175	Education & Training Incentives	187,823.00	.00	187,823.00	.00	.00	.00	187,823.00	0
51185	Allowances	48,750.00	.00	48,750.00	.00	.00	47,775.00	975.00	98
52010	Office Equipment	1,700.00	(773.22)	926.78	.00	.00	926.77	.01	100
52015	Technical Equipment	21,200.00	26.41	21,226.41	.00	4,135.60	17,090.81	.00	100
52030	Motor Vehicle Equipment	.00	442,881.00	442,881.00	.00	56,284.30	363,971.70	22,625.00	95
52070	Public Safety Equipment	38,107.00	56,917.00	95,024.00	.00	6,942.78	81,570.52	6,510.70	93
54003	Office Furniture	1,400.00	317.80	1,717.80	.00	.00	1,717.80	.00	100
54005	Office Supplies	2,610.00	1,672.42	4,282.42	.00	98.79	4,009.02	174.61	96
54030	Small Tools	1,976.00	1,200.00	3,176.00	.00	90.13	352.96	2,732.91	14
54035	Training and Education	76,925.00	(186.00)	76,739.00	.00	14,389.00	34,794.84	27,555.16	64
54040	Assoc/Membership Dues	2,461.00	(1,700.00)	761.00	.00	200.00	203.00	358.00	53
54041	Publications	1,000.00	.00	1,000.00	.00	.00	500.00	500.00	50
54045	Travel Related Costs	1,720.00	.00	1,720.00	.00	.00	74.95	1,645.05	4
54050	Equip. Maintenance/Repair	17,380.00	11,000.00	28,380.00	.00	5,436.09	22,208.72	735.19	97
54055	Professional Services	5,000.00	178,219.00	183,219.00	.00	1,800.00	58,712.71	122,706.29	33
54065	Equipment Rental / Lease	9,240.00	.00	9,240.00	.00	938.39	8,301.61	.00	100
54076	Property Repairs	.00	21,691.00	21,691.00	.00	.00	21,691.00	.00	100
54083	Misc. Support Services	9,000.00	.00	9,000.00	.00	1,062.67	6,937.33	1,000.00	89
54085	Clothing and Uniforms	74,343.00	16,380.00	90,723.00	.00	890.71	88,920.87	911.42	99
54115	Computer Licenses & Software	23,000.00	13,100.00	36,100.00	.00	.00	31,901.48	4,198.52	88
54500	Medical Fees and Services	51,000.00	18,252.23	69,252.23	.00	3,774.25	65,477.98	.00	100
54515	Special Supplies	8,000.00	63,490.36	71,490.36	.00	6,824.86	50,568.95	14,096.55	80

Budget Performance Report

Date Range 01/01/23 - 12/05/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund A - General Fund									
EXPENSE									
Department 3410 - Fire									
54605	Telephone Services	6,000.00	700.00	6,700.00	.00	1,275.79	4,724.21	700.00	90
58010	FICA	292,865.00	11,023.00	303,888.00	.00	.00	282,167.27	21,720.73	93
58020	Workers Compensation	181,068.00	2,167.00	183,235.00	.00	.00	175,278.29	7,956.71	96
58040	Hospital & Medical Insurance	763,063.00	11,500.00	774,563.00	.00	.00	724,146.13	50,416.87	93
58050	Retirement	991,911.00	38,084.00	1,029,995.00	.00	.00	216,990.33	813,004.67	21
Department 3410 - Fire Totals		\$6,329,022.00	\$1,422,954.00	\$7,751,976.00	\$0.00	\$104,143.36	\$6,015,171.25	\$1,632,661.39	79%
EXPENSE TOTALS		\$6,329,022.00	\$1,422,954.00	\$7,751,976.00	\$0.00	\$104,143.36	\$6,015,171.25	\$1,632,661.39	79%
Fund A - General Fund Totals									
REVENUE TOTALS		22,000.00	550,107.00	572,107.00	3,544.58	.00	508,804.60	63,302.40	89%
EXPENSE TOTALS		6,329,022.00	1,422,954.00	7,751,976.00	.00	104,143.36	6,015,171.25	1,632,661.39	79%
Fund A - General Fund Totals		(\$6,307,022.00)	(\$872,847.00)	(\$7,179,869.00)	\$3,544.58	(\$104,143.36)	(\$5,506,366.65)	(\$1,569,358.99)	
Grand Totals									
REVENUE TOTALS		22,000.00	550,107.00	572,107.00	3,544.58	.00	508,804.60	63,302.40	89%
EXPENSE TOTALS		6,329,022.00	1,422,954.00	7,751,976.00	.00	104,143.36	6,015,171.25	1,632,661.39	79%
Grand Totals		(\$6,307,022.00)	(\$872,847.00)	(\$7,179,869.00)	\$3,544.58	(\$104,143.36)	(\$5,506,366.65)	(\$1,569,358.99)	



Price Quotation

Date
12/4/23

Prepared for:

**City of Lockport Fire Department
1 Locks Plaza
Lockport, NY**

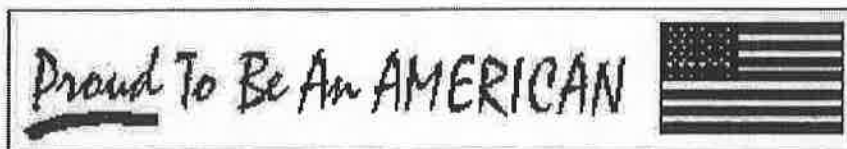
Quotations are valid for 30 days from the above date.

Qty	Item #	Description	Price	Per	Total
1	MOGS20	MOBILE OXYGEN GENERATING SYSTEM, MODEL MOGS-20	\$51,602.81	ea	\$51,602.81
1	4VMAN	4- Valve HP Manifold	\$3,666.67	ea	\$3,666.67
1	100WHIP	100ft High Pressure Trans-Fill Hose Assembly	\$4,277.78	ea	\$4,277.78
4	H/KCYL	H/K Size Steel Oxygen Storage Cylinders	\$661.11	ea	\$2,644.44
1	AC70035S	O Boombox, 2 Position, Stationary, O2	\$7,025.00	ea	\$7,025.00
1	packaging	Packaging/Freight	\$750.00	ea	\$750.00
1	Installation	Installation/Training	\$1,500.00	ea	\$1,500.00
1	AC42078	Heavy-Duty Oxygen Cylinder Cart - 24	\$571.00	ea	\$571.00
		The MOGS will require a dedicated 240v line to operate. We also, offer a buck booster if you have 208v, to transform to 240v a dedicated line is still required			\$72,037.70

**Payment Terms: Wire transfer, 50%
deposit at time of order and 50%
balance prior to shipment**

**Delivery: Drop Ship
Lead Time: 4-6 Weeks**

**Thank You!
Mark Rabent**



1721 Niagara St.
Buffalo NY 14207

Phone: 716-874-9060
Toll Free: 800-343-1354
Fax: 716-874-4686

Date: January 1st, 2023

RE: Sole Source

This letter has been written to confirm that Dival Safety is the sole source distributor for the MOGS line of Oxygen Generating Systems, manufactured through NOVAIR USA Corp. MOGS systems including trailered models are sold and manufactured exclusively through the US corporate headquarters in North Tonawanda, NY.

NOVAIR USA Corp.'s MOGS Oxygen Generating Systems are designed to fill high pressure oxygen cylinders with medical grade oxygen. It is designed to operate while the machine continuously monitors its own quality performance.

NOVAIR USA Corp. warrants that no other items or products are available for purchase that would serve the same purpose or function and there is only one price for the above-named product because of exclusive distribution and marketing rights.

If you desire additional information, please contact me at the toll-free number below, ext. 110, or by e-mail at barbara.wiegand@novair-usa.com

Sincerely,

Barbara Wiegand

Barbara Wiegand
Sales Manager
NOVAIR USA Corp.

NOVAIR



NOVAIR USA Corporation | 814 Wurlitzer Dr., North Tonawanda, New York 14120 USA
Tel: +1 (716) 564-5185 or +1 (800) 414-6474 | www.novair-usa.com | info@novair.com

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description: Authorize Purchase from Parks Revitalization Fund	
Proposed By: Grounds and Parks	Date Submitted: 11/17/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>	
Summary: This resolution would authorize the purchase of 10 metal trash bins for public parks, replacing the plastic totes currently used and in bad condition.	
Financial Impact (for current and following year): Funding would come from the Parks Revitalization fund, which has \$44k remaining.	
Explanation of attachments: (1) Quote, (2) H206 Authorizations, (3) Email explaining difficulty gathering quotes.	
For Requests Involving Budget Amendments:	
Increase Line Item:	Decrease Line Item:
NA	NA
For Finance Director to Fill Out:	
Date of Approval: 11/22/2023	Resolution:

H206 Parks Revitalization Fund - Resolutions and Authorizations

<u>Resolution</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount Authorized</u>	<u>Amount Paid</u>	<u>Remaining Funds</u>
042121.10	Steel Roof Little Loop Building Outwater	Granzow Construction	31,509.74	\$ 31,509.74	\$ -
050521.10	Softball Field Renovation	Rich Sport Field Inc. and Batavia Turf	18,580.00	\$ 10,860.74	\$ 7,719.26
050521.16	Tennis Court Renovation and Re-Surfacing (Altro Park)	AstroTurf Corporation	35,275.00	\$ 35,275.00	\$ -
050521.17	Swimming Pool Shed Roof Repair	Granzow Construction	1,659.89	\$ 1,659.89	\$ -
051921.13	Fence Crown Outwater	BSN Sports	868.10	\$ 868.10	\$ -
061621.13	Asphalt for Outwater and Dolan	In-House	33,500.00	\$ 31,282.16	\$ 2,217.84
061621.13	Fence Upgrades for Outwater and Dolan	Woodsmith Fence Corp.	10,400.00	\$ 10,400.00	\$ -
070721.13	4 lifeguard chairs	Amazon	2,880.00	\$ 2,800.00	\$ 80.00
070721.13	pool repairs	Modern Surface Solutions	5,629.00	\$ 1,800.00	\$ 3,829.00
070721.13	Pool pump	Moley Magnetics	1,724.49	\$ 1,724.49	\$ -
070721.13	Fool vacuum	Hammerhead	2,290.50	\$ 2,630.90	\$ (340.40)
81821.7	Skate Park	Lockport Community Services Inc	10,000.00	\$ 10,000.00	\$ -
90121.11	Concrete Parco Flooring	Palladino Concrete	6,300.00	\$ 6,300.00	\$ -
90121.11	Community Pool	Various	12,500.00		\$ 12,500.00
90121.11	Rodgers Park Skating Area	Various	16,500.00		\$ 16,500.00
90121.11	Bollard posts in Kibler and Grossi	Reliance Foundry	2,215.75	\$ 2,215.75	\$ -
102021.15	Flagpoles	Misc	5,000.00	\$ 5,000.00	\$ -
110321.9	Ida Fritz Park Repairs	Granzow Construction	3,480.74	\$ 3,480.74	\$ -
110321.9	Handicap Access to Dolan Park	Misc	5,700.00	\$ 5,700.00	\$ -
71322.26	Pickelball equipment	Misc	1,397.95	\$ 7,197.00	\$ (5,799.05)
022223.4	Chemical Controller	William L Watson Co.	6,640.00	\$ 6,640.00	\$ -
032223.11	Outwater Park Field Improvements	City of Lockport General Fund	10,548.00	\$ 10,548.00	\$ -
061423.11	Outwater Baseball field banner	Signworks Sportswear	6,485.55	\$ 6,485.55	\$ -
		TOTAL USED	231,084.71	\$ 194,378.06	\$ 36,706.65
		TOTAL BUDGETED	\$ 275,000.00		
		Remaining Unauthorized	\$ 43,915.29		



INTEGRITY MACHINING & FABRICATION

Quotation # 23183

Integrity Machining & Fabrication LLC.
4179 Cambria-Wilson Rd, Suite 1
Lockport, NY 14094
Tel. (716)553-8559

www.Integritymachinefab.com

Company: City Of Lockport

Date: October 11, 2023

Attn: Chris Landry
clandry@lockportny.gov
25 W Main St,
Lockport, NY 14094
(716) 940-6925

Quotation Revision: -

Item	Part Number / Revision	Description	Quantity	Unit Price	Total Price
1	CMD-GC01	Outdoor Garbage Can	10	\$1,207.35	\$12,073.50

Details and Exceptions

1	Material and Labor to be supplied by IMF
2	All quotes are subject to IMF's Sales T&C's (provided on request)
3	This quote does not include a lid/cover

Shipping Terms	Delivery	Terms
EXW	Delivery 10 weeks to ship upon receipt of order	Net 30 upon invoice
Packaging	Quote is valid for 30 days after date quoted	IMF Representative
Standard Packaging		Justin Reynolds

We thank you for the opportunity to quote

Very truly yours,
Justin Reynolds
716-553-8559
jreynolds@integritymachinefab.com

Tim Russo

From: Tim Russo <trusso@lockportny.gov>
Sent: Friday, November 17, 2023 5:52 AM
To: 'Chris Landry'
Subject: RE: [EXTERNAL] RE: City of Lockport

Good morning,

Please send me the quote and I will get a resolution done to use H205 Parks Revitalization fund.

Thanks~!



Timothy Russo
Director of Finance
Finance Department
City of Lockport, NY
716.439.6631

From: Chris Landry <clandry@lockportny.gov>
Sent: Thursday, November 16, 2023 9:32 AM
To: trusso@lockportny.gov
Subject: Fwd: [EXTERNAL] RE: City of Lockport

I got this quote from a metal shop guy to make these trash receptacles for the parks. I'm looking to start to put these in all the parks over the next few years. It was very hard for me to find a company to do these only because we can't afford to buy like 50 or 60 all at once so the other 3 companies I asked for a quote wouldn't even give me one because they can't stop to just make like 10 a year it's not worth it for them to do. Trying to keep it local and be able to get like 10 a year until we have all the parks done. Can I have Carol do a PO for this without getting 2 more quotes? I went over this with Clayton and he wants to use the H2O funds to do this. Thanks Tim let me know

Get [Outlook for iOS](#)

From: Justin Reynolds <jreynolds@integritymachinefab.com>
Sent: Thursday, November 16, 2023 8:33 AM
To: Chris Landry <clandry@lockportny.gov>
Subject: RE: [EXTERNAL] RE: City of Lockport

Good morning Chris,

That is great news. It will be cool to have built something for the city.

Thank you,
Justin

From: Chris Landry <clandry@lockportny.gov>
Sent: Thursday, November 16, 2023 8:28 AM
To: Justin Reynolds <jreynolds@integritymachinefab.com>
Subject: Re: [EXTERNAL] RE: City of Lockport

We're gonna do these Justin. I'll get a PO done up and send it to you.

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From: Justin Reynolds <jreynolds@integritymachinefab.com>
Sent: Monday, October 16, 2023 3:12 PM
To: Chris Landry <clandry@lockportny.gov>
Subject: [EXTERNAL] RE: City of Lockport

Hi Chris,

Attached is the quote you requested. I will call you in a few to explain further. I had quite a few suppliers quote portions of this that I cannot do in house. Most of the materials will be processed here. All the welding will be done here. Some rolling/forming and the powdercoat would be done elsewhere. Early quotes were in the neighborhood of \$2500 each! I shopped around to find the best.

Thank you,
Justin

From: Chris Landry <clandry@lockportny.gov>
Sent: Wednesday, August 9, 2023 10:48 AM
To: Justin Reynolds <jreynolds@integritymachinefab.com>
Subject: City of Lockport

This is my work email. Cedwards@lockportny.gov is the person who does my billing. Thanks for stopping by look forward to doing business with you!

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City of Lockport - Resolution Request Form

Agenda Description: Formal Resolution accepting the Trial Town Certification

Presented By: Lockport Main Street **Date Submitted:** 12/04/23

Topic Area (Select Most Applicable Option):

Community Event
Budget Amendment
Contract Approval
Donation Acceptance
Grant Application / Award
Fund Utilization Request

Local Law Change
Community Development
Community Event
Engineering Process
Code and Planning
Other

✓

Please provide to Clerk at least 9 calendar days prior to Council meeting. Otherwise request will go to following meeting.

Summary of Resolution:

Lockport Main Street worked with Park & Trails to certify Lockport as an Empire State Trial Town. In order to expect this certification we are looking for a formal resolution from the City of Lockport and the Common Council.

Parks & Trails is the leading statewide advocate for parks and trails in New York State.

Explanation of Attachments:

The draft Action Agenda are steps recommended by Parks & Trails that Lockport can make both short term and long term to improve and enhance our community to welcome and accomodate cyclists.

LMS 2024 Implentation is LMS's plan to implement and plan for the provided recomendations and impvoements in 2024 as a committment to the Empire State Trail Town designation.

Please include all backup correspondence, purchase order, quotes, meeting minutes, emails, etc... If any of this information is confidential and cannot be released publically, please denote a check in this field: _____

Clerk/Legal/Finance Approval:

Notes:

Name:

Date of Approval:

A Local Law to amend Section C-45 under Article II – City Officers, General Provisions, City Elections of Chapter C of the Charter Section C-45 relative to the residency requirement shall be amended in the following manner:

§ C-45 Residency Law.

1. The City of Lockport recognizes that emergency situations arise which require employees of the City of Lockport to be near their place of employment and to assume the continuation of public services to protect the health, safety, and general welfare of the people. The City of Lockport believes that those who are residents of the City of Lockport take a greater interest in promoting the public safety and health in the future of this community, than do nonresidents who reside in areas unaffected by City of Lockport services. The City of Lockport further declares that such a quality is desirable for its employees. The legislative body considers that residency by its employees within the community will help to assure continuation of essential public services. However, the City also recognizes the decline in population in the City, and the need to find the best possible candidate for each position within the City of Lockport. The best candidate may not always be a Resident of the City of Lockport. Therefore, through adoption of this local law, the City of Lockport amends the current local law for residency to require employees to live within five and one half (5.5) miles from One Locks Plaza, Lockport. The legislative body makes a legislative determination that when reviewing candidates for employment opportunities, qualified candidates that reside within 5.5 miles from One Locks Plaza will be given preference over those that are qualified, but do not live in the City and/or within that radius. Further, if there are no qualified City residents who apply for a given position, or residents within 5.5 miles of One Locks Plaza, then qualified residents of the County of Niagara shall be given preference over those candidates that do not live in the County. The City of Lockport determines that the public need for the best qualified candidate is sufficient to require that candidates of the City be given preference, if qualified, over nonresidents, but after the effective date of this local law, it is no longer a mandatory requirement to be a resident of the City of Lockport to be employed by the City, the employee only needs to maintain his or her permanent residence within 5.5 miles of One Locks Plaza. However, this local law does NOT affect any residency requirements of enumerated positions within this City Charter, Code, or employment agreements that specifically require residency, to wit: elected positions, or the following officer positions: City Clerk, Corporation Counsel, Assessor, Chief Building Inspector, Finance Director, Chief of Police, Fire Chief.

2. Definition. Residency shall mean, for the purpose of this local law, the actual principal domicile of an individual, where he or she (1) normally sleeps (2) maintains usual personal and household effects (3) lists as an address on tax filings; and lists as his or her address for a motor vehicle registration, if any.

3. Residency for new municipal employees that have a residency requirement as described hereinabove. Except as otherwise provided by law, the City of Lockport hereby maintains a residency requirement for all prospective employees that have been specifically enumerated in this Charter, Code, or in Employment contracts as stated

hereinabove. Any other City employee shall be interviewed and/or hired as described hereinabove, with preference given to City residents who are qualified for the position, then residents within 5.5 miles of One Lock Plaza, then County residents who are qualified for the position, then the most qualified candidate if no City or County residents apply. Every person initially employed by the City of Lockport that is an enumerated position for residency, on or after the effective date of this local law shall, as a qualification of employment, become a resident within 5.5 miles of One Locks Plaza, Lockport, within twelve (12) months of the date of initial service for the City of Lockport. During the time of service of such an employee whose enumerated position requires residency, said individual shall not cease to be a resident of the City of Lockport.

4. Exceptions. The requirement of residency within the corporate limits of the City does not apply to temporary employees, temporary advisors and consultants, persons having an independent contractor status and current employees of the City of Lockport, who reside outside the corporate limits of the City. Also exempt from residency requirements are members of the Fire Department and Police Department, so long as the Police Department has 200 or more full-time members as set forth in further detail in Section 30(4) of the Police Officers Law. Finally, the City Engineer position is no longer required to have a residency requirement due to the difficulty the City historically has had filling that position. However, said position of City Engineer does have the requirement of the 5.5 mile residency radius.

5. Residency upon promotion. All employees promoted by the City of Lockport on or after the effective date of this local law, whose position specifically requires residency per the Charter, Code, or employment contract, shall be, or, within twelve (12) months of such promotion shall become, a resident within 5.5 miles of One Locks, Plaza, Lockport.

6. Notice and posting. A copy of this local law shall be provided to each employee upon his or her initial appointment or promotion. However, a failure to do so shall not affect the application of this local law to any employee appointed or promoted after its effective date. A copy of this law shall be posted in all locations normally used for employee communications.

7. Investigation of residency. Should it be alleged that an employee, whose position requires residency, is not in compliance with Section three or four of this local law as the case may be, the City of Lockport may initiate a hearing by providing the employee with written notice of his or her alleged violation and shall allow the employee seven calendar days in which to respond. If there is a failure to respond or if, in the judgment of the City of Lockport, the response is not sufficient to satisfy the requirements of this local law, the City of Lockport shall set a date to hear the charge of nonresidence. The employee shall be sent a notice of the hearing date at least 15 calendar days prior to the hearing. A record of the hearing shall be made. Should an employee whose position requires residency, establish residency to the satisfaction of the City of Lockport prior to the hearing date, it shall result in a cancellation of the hearing authorized by this section.

To conduct the hearing, the City of Lockport may in writing designate an individual who for the purpose of the hearing shall be vested with all powers of the City of Lockport for review and decision. Should the City of Lockport determine that an employee, whose position requires residency, is a nonresident in violation of this local law, the employee shall be notified in writing that he or she has been deemed to have voluntarily resigned from employment as of the date of the determination. Upon reestablishing residency, an individual having so resigned may apply for reinstatement to his or her former position and shall be reinstated if the position is vacant.

8. Waiver of requirements. In the event that the City of Lockport determines that it is in the best interest of the City of Lockport to do so, the provisions of Section three or four – as it relates to enumerated positions with residency requirements- may be waived by the appointing/hiring body, with respect to an incumbent or incumbents of a particular title or titles in accordance with the following standards:

a) Lack of applicants. The requirement of residency within 5.5 miles of One Locks Plaza may be waived in those instances where the City of Lockport has difficulty hiring or promoting the most qualified person because of its residency requirements.

b) Necessity for nonresidence. The requirement of residency within 5.5 miles of One Locks Plaza may be waived in those instances where it is determined that residency is not in the best interest of the municipality.

Such a waiver shall not in any way affect the application of Section three or four of this local law with respect to any other title or titles. **[Added 3-2-2005 by L.L. No. 3-2005]**

cityclerk@lockportny.gov

From: Lockport Main Street <grace@lockportmainstreet.com>
Sent: Monday, December 4, 2023 3:40 PM
To: City Clerk
Cc: Michelle Roman; Molly Lawson
Subject: [EXTERNAL] [Possible SPAM] LMS Resolution
Attachments: Resolution Request-LMS.pdf; 2024 Implentation .pdf; Draft Lockport Action Agenda 11_17 for TT review.docx.pdf

Hi Sara!

I have attached the resolution and two supporting documents to this email. LMS has worked with Parks & Trails on Lockport's Empire State Trail Town designation. In order to be formally designated LMS requires a resolution adopting the Action Agenda along with LMS's plans for 2024.

I marked it as Community Development, but I am not sure if that's the correct topic. Would you be able to let me know if the resolution and supporting documents are correct and if you require any more information?

Also, if this was able to get on the agenda for December, that would be amazing! Please let me know what you think when you can!

Thank you so much, and have a great day!

Grace Platt
Lockport Main Street
Program Manager & LCFM Market Manager
716-434-0212

City of Lockport

Empire State Trail Town Action Agenda

Draft 11.8.23

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About New York State Canal Corporation

The New York State Canal Corporation runs the New York State Canal System, which includes the Erie, Champlain, Oswego and Cayuga-Seneca canals. Spanning 524 miles, the waterway links the Hudson River with the Great Lakes, the Finger Lakes and Lake Champlain. In 2017, the Canal Corporation celebrated the 200th anniversary of the groundbreaking for the Erie Canal, which occurred in the city of Rome on July 4, 1817. The Canal System includes the Canalway Trails, a network of approximately 420 miles of multiple-use trails across upstate New York. The Canalway Trails follows the towpaths of both active and historic sections of the New York State Canal System as well as adjacent abandoned rail corridors. Together, the canals and trails create a world-class recreationway that is a vibrant, scenic, and unique New York resource. To learn more about the New York State Canal and Canalway Trail System or to obtain a free map, please call 1-800-4CANAL4 or visit the Canal Corporation's website at www.canals.ny.gov.

About Parks & Trails New York

Parks & Trails New York (PTNY) is New York's leading statewide advocate for parks and trails, dedicated since 1985 to improving our health, economy, and quality of life through the use and enjoyment of green space. PTNY works to expand, protect, and promote a network of parks, trails, and open spaces throughout our state for use and enjoyment by all. For more information, visit www.ptny.org.

I. Introduction

Parks & Trails New York (PTNY) and the New York State Canal Corporation developed the Empire State Trail Town program to help upstate communities recognize and capture the economic value of the Empire State Trail, the nation's longest single-state multi-use trail. With the 750-mile trail's completion in 2020, the Erie Canalway Trail— the east-west leg of the statewide system— has continued to be one of the state's premier outdoor recreation destinations. The Empire State Trail Town program was designed to build capacity and guide communities through the process of identifying ways they can transform into trail-friendly destinations where visitors want to stay, explore, and spend.

The Empire State Trail Town program began in 2022 with the Village of Brockport as a pilot community, and continued in 2023 with three additional communities: City of Lockport, Village of Newark and City of Rome. Having been selected for their already high quality trail-based services and amenities and demonstrated commitment to policies geared towards trail users, the selected communities worked with PTNY throughout the year to identify opportunities and develop the tools to more effectively harness visitation to the renowned long-distance trail in their backyard.

Over the course of nine months, Lockport worked with PTNY to develop a network of local partners committed to the Trail Town initiative, conduct research and assessment, and develop promotional resources and strategies. In this document, the work completed through the course of the program is summarized to guide Lockport's advancement as a Trail Town. Upon adoption of this Action Agenda, Lockport will be recognized as an officially certified Empire State Trail Town.

Objectives:

NETWORK: Form a network of individuals (including representatives of the municipality, engaged residents, volunteers, and members of the business community) dedicated to the Trail Town vision

RESEARCH: Conduct research and assessment to identify each Trail Town's strengths and areas for improvement, as well as understand current use of the trail

PROMOTION: Increase the visibility of the Trail Towns as destinations

ADVANCEMENT: Establish a plan and process to guide continued work toward Trail Town goals beyond the direct assistance provided by PTNY

Goals:

Participation in this program enabled Lockport to move toward achieving long-term goals as a result of its dedication to the program objectives. The following goals serve as long-term targets for trail towns:

- Make communities more trail-user friendly.
 1. Increase the frequency with which residents and visitors walk or bike both on and off the trail
- Help communities realize economic benefits of the Canalway Trail.
 1. Increase the number of Canalway Trail users who spend money either at retail businesses or at a bar or restaurant as part of their trip
 2. Increase the number of Canalway Trail users who choose the community for an overnight stay

II. Program Overview

After the three selected communities for 2023 were finalized, the technical assistance provided through the program began with a virtual Trail Town Orientation. This first virtual convening provided an introduction to the program and space to network with the other trail towns in the program.

Following the orientation, Lockport's first task was to form a Trail Town steering committee that incorporated representatives from the village as well as committed partners, local businesses and bicycling advocates. Lockport's steering committee was spearheaded by Lockport Main Street, with involvement from volunteers and engaged community members and feedback from Mayor Michelle Roman.

With the steering committee in place, Lockport was able to begin the first task - a Trail Town Self-Assessment. The assessment encouraged Lockport to take initial stock of their recreation and hospitality assets, and to start thinking about the strengths and weaknesses of the city in terms of attracting bicycle tourists and encouraging residents to walk or bike.

In May, a trail count effort was launched to collect information on trail use throughout the summer. With input from the Trail Town steering committee, PTNY installed an EcoVisio electronic trail counter on the Erie Canalway Trail/Empire State Trail at the intersection with Mill Street on the east side of the city. PTNY also provided a webinar that trained trail town committee members on how to conduct manual trail counts to capture an enhanced level of data, including a breakdown by mode use. Manual counts were conducted by volunteers at Mill Street and the State Street trailhead in September. An analysis of trail count data can be found on page XX.

In early June, PTNY held a two-part participatory workshop in Lockport, with an evening Placemaking Workshop on June 5th, followed by a morning Bike Around Workshop the following day. The Placemaking Workshop provided a hands-on opportunity for about fifteen Trail Town steering committee members and other interested community members to learn more about outdoor recreation tourism and continue the conversations that the Trail Town Self-Assessment started. Through an interactive mapping exercise, workshop participants identified Lockport's top assets (including places, businesses, events, and experiences), as well as gaps or potential areas for improved connectivity, services, or amenities. The following morning, PTNY led a group bike ride around Lockport to highlight some of the assets and gaps identified during the previous evening's workshop. Many different challenges and opportunities were brought up during these conversations, but some of the major takeaways are summarized on page XX. In order to capitalize on the momentum and ideas generated during the workshop, PTNY compiled a Short-Term Recommendations document for Lockport, outlining actions that the city could take immediately to improve the trail user experience and start better capitalizing on trail tourism that same summer.

One of the recommendations that came out of the workshop was to continue to educate local businesses on the value of trail tourism. To that end, Lockport continued to encourage more businesses to apply to be certified as "Bike Friendly New York". As a result of these efforts, Lockport now has a total of eleven Bike Friendly New York certified businesses. More information about the certification program and the participating businesses can be found on page XX.

The second week of July, Lockport's Trail Town Committee helped coordinate a welcome celebration for riders on PTNY's annual *Cycle the Erie Canal* bike tour. The event introduced over seven

hundred cyclists to Lockport, welcoming them with fanfare, a pop-up bike shop, and a bike corral to encourage riders to hop off their bikes and explore the local history and businesses.

In August, Lockport turned its attention to the next phase of the program, which involved taking a look at its assets with the eye of compiling them into an informational resource that trail users could use to plan their visits. PTNY used this information to inform the development of a [Lockport Trail Town landing page](#), hosted on the promotional website for the Erie Canalway Trail, www.cycletheeriecanal.com.

2023 Trail Town Wins

In response to the short-term recommendations identified by PTNY and other conversations held during the the Placemaking and Bike Around workshops, Lockport advanced several Trail Town priorities over the summer and fall of 2023:

- Executing a high-quality, coordinated experience for *Cycle the Erie Canal* bike tour participants with support from many local partners and businesses. A major upgrade this year was the installment of temporary bike corrals for cyclists to leave their bikes while they explored.

In addition to the work undertaken in partnership with PTNY, Lockport and other local partners have been working steadily to advance several projects and programs closely related to the Trail Town mission, including:

- Celebrating the completion of the [Lock Tenders Tribute Monument](#) in September.
- Finalizing the Comprehensive Planning process for Lockport.
- Advancing the Lockport Rotary's community service project to restore and improve the 3/4 mile-long series of four City mini-parks paralleling the Erie Canal from the top of Market Street hill to the Market Street intersection with Vine Street. In 2023, the Lockport Rotary received an [NYS Canal System Tourism Infrastructure grant](#) to improve upon the existing comfort station amenities with a new open air picnic pavilion near the Adam Street lift bridge crossing the Erie Canal in Lockport.
- Continuing to make strides toward the [Lockport Lowertown Loop](#) project. In 2022, the City of Lockport received an NYS Canalway Grant to focus work on the trail that loops the neighborhoods on either side of the canal and re-open the comfort station at the Adams Street bridge.

III. Existing Conditions

About Lockport

The City of Lockport is home to about 21,000 residents¹ and is located in Niagara County, on the ancestral homelands of the Haudenosaunee and Wenrohronon². Situated near the western end of the Erie Canal, Lockport owes its existence to the construction of the Erie Canal, having been mapped out in 1818 in response to the designated future route of the Erie Canal. It is home to the renowned "Flight of Five" Locks, without which the Erie Canal would not have been able to continue west over the Niagara

¹ [2020 Decennial Census](#).

² <https://native-land.ca/>

Escarpment. Today, Lockport is a hub for experiencing and learning about the Erie Canal firsthand, with boat cruises that take visitors through the modern locks, the Erie Canal Discovery Center, and the recently completed Lock Tenders Tribute Monument. Lockport is home to many vibrant local businesses within walking distance of the canal.

[MAP OF LOCKPORT]

- Route of Empire State Trail
- Destination Highlights
- Business districts
 - West Ave
 - Locks District
 - Main St
 - East Ave to Davison Rd
 - Transit St
- BFNYS

Destination Highlights
Locks Heritage District - Lockport is home to the famed 19th century "flight of five" Erie Canal locks. The intact set of five locks, dating to 1862, retain their massive, wooden manually operated gates - in working order! Visitors can also enjoy the Lock Tenders Tribute Monument and the Locks District Museum throughout the fall and winter months.
Lockport Locks & Erie Canal Cruises - Be elevated to the 49-foot top of the Niagara Escarpment in the only double-set locks on the Erie Canal. Enjoy being "locked through" every day from May to October on one of the many two-hour narrated, handicap-accessible tours.
Erie Canal Discovery Center - This multi-media interactive museum transports you back to the 1820's and the early days of the Erie Canal. This three-level building also houses the City of Lockport Visitor Center and the "Lock, Stock & Barrel" Museum Shop on the ground floor.
Widewaters Marina - Located on Market Street to the east of downtown, the marina features a boat launch and marina slips and offers an ideal launching point for boating, canoeing, kayaking, and fishing. There are even kayak, canoe, and bicycle rentals by Erie Canal Boat Company - Lockport. Enjoy a cone or some curly fries at the 50's style restaurant and snack bar across the street.

Erie Canalway Trail/Empire State Trail Type through the City of Lockport

Trail Type	Miles	Percent
Off-road (paved)	1.71	45%
Off-road (stone dust)	1.29	33%
On-road	0.87	22%
Total	3.87	100%

Bike Friendly New York Certified Businesses

Launched in 2017, Bike Friendly New York (BFNY) is a bicycle friendly business certification program administered by PTNY and the New York State Canal Corporation. BFNY aims to recognize and promote businesses that provide special accommodations for bicyclists. A wide range of businesses are eligible for bike-friendly certification, including restaurants and bars, lodging, shops, and museums.

Bike friendliness is not a “yes or no” quality, and the steps that businesses take to cater to cyclists vary. Above all, bike friendly businesses value cyclists as customers. Therefore, they strive to meet the unique needs of cyclists.

At the most basic level, businesses must meet the following requirements:

1. Have a physical location, which is open to the general public and has hours of operation clearly posted at the location and/or online.
2. Be located near, and easily accessible from, a greenway trail.
3. Have an identified parking area for bicycles (this can be a public bike rack, a bike parking area in front of the business, covered and secure bike parking indoors, or another solution)

In addition, businesses must meet a few category-specific criteria. For example, Food and Drink Service establishments must have a menu posted outside and/or online and overnight accommodations must offer one night stays and provide covered and secured bike storage. All criteria can be found at ptny.org/bikefriendly.

Lockport was already home to many Bike Friendly NY certified businesses, and added two more (Shamus Lockport and Windsor Village Shops) through outreach conducted during the Empire State Trail Town program.

Business Name	Category
Erie Canal Discovery Center	Information
Best Western Plus Lockport	Accommodation
Lockport Inn & Suites	Accommodation
B&D's Bagels and Locks	Food & Drink Service
Steamworks Coffee Roasters	Food & Drink Service
Lake Effect Artisan Ice Cream	Food & Drink Service
Shamus Lockport	Food & Drink Service
Windsor Village Shops	Retail
Motherland	Retail
Cornerstone CFCU Arena	Attraction
Heinrich Chevrolet	Other

As of November 2023

Trail Use

Collecting trail user count data is important for understanding the potential market for trail user-oriented services and amenities, as well as for understanding how and when people are using the trail so that the community can best serve their needs. PTNY estimates that the Erie Canalway Trail/Empire State Trail through Lockport sees at least 40,000 visits annually.

Electronic Counters

Trail count data was collected using an electronic counter on the northeast side of the city where the Erie Canalway Trail/Empire State Trail intersects with Mill Street and through manual spot counts at two locations (Mill Street and State Road trailhead). The electronic trail counter used infrared pyroelectric technology to count the people passing within range of the sensor by detecting body temperature, and collected data 24 hours a day at one hour intervals for the period it was installed.

Trail Use by Month

Analysis was conducted on the trail use data to determine trends across different time scales. Trail use was fairly consistent throughout the summer and fall, with the highest average trail use occurring in May. Memorial Day weekend saw a huge surge in trail use, with almost 900 visitors passing the trail counter on Memorial Day itself.

Trail Use by Day of Week & Time of Day

The trail is used more on weekends than on weekdays. Across all days, use peaks in the morning around 9am or 10am, but remains relatively consistent throughout the day until it dips in the evening. These trends indicate that the trail is likely used primarily for recreation, as opposed to commuting. It should be noted that the day that *Cycle the Erie Canal* passed through Lockport (7/9/23) was removed from the data set for the average hourly analysis.

Annual Trail Use Estimate

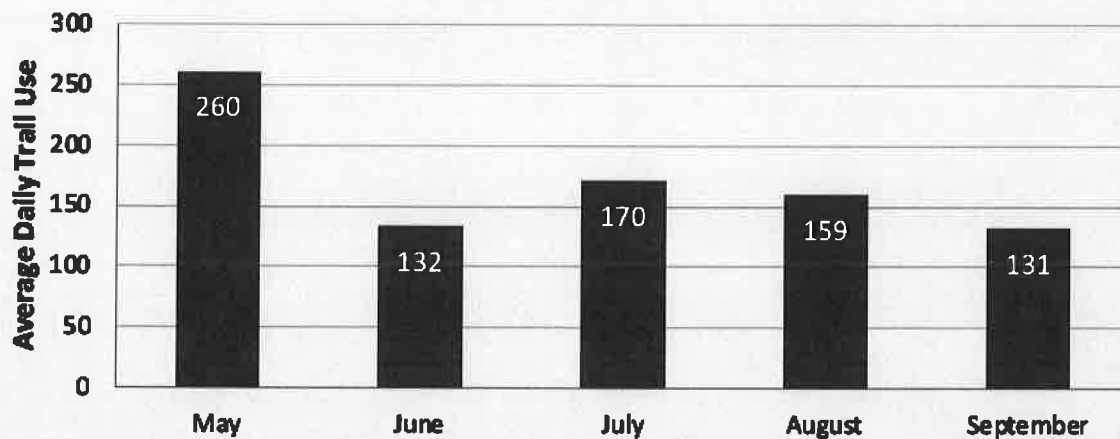
By applying [extrapolation methodology](#) to the available electronic trail use data, PTNY estimates that the trail sees over 40,000 visits per year at Mill Street.

Average Daily Trail Use by Month in Lockport (Mill Street)
May 16, 2023 - September 11, 2023

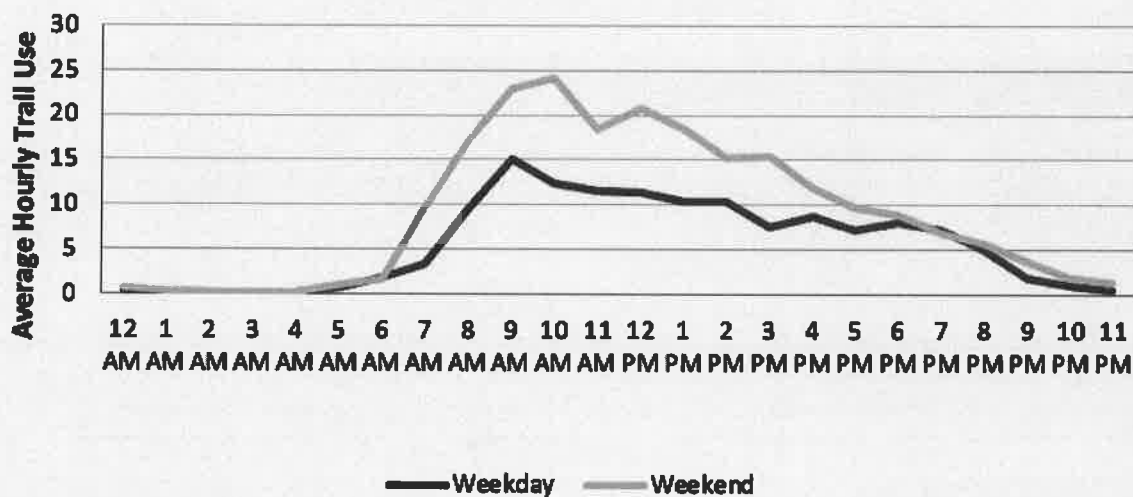
Month	Monthly Use	Average Daily Use
May (part)	4,158	260
June	3,962	132
July	5,277	170
August	4,928	159
September (part)	1,444	131
Recorded Total	19,769	166

Annual Estimate	40,639	111
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Average Daily Trail Use by Month in Lockport (Mill St.)
May 16, 2023 - September 11, 2023



Average Hourly Trail Use in Lockport (Mill St.)
May 16, 2023 - September 11, 2023



Manual Counts

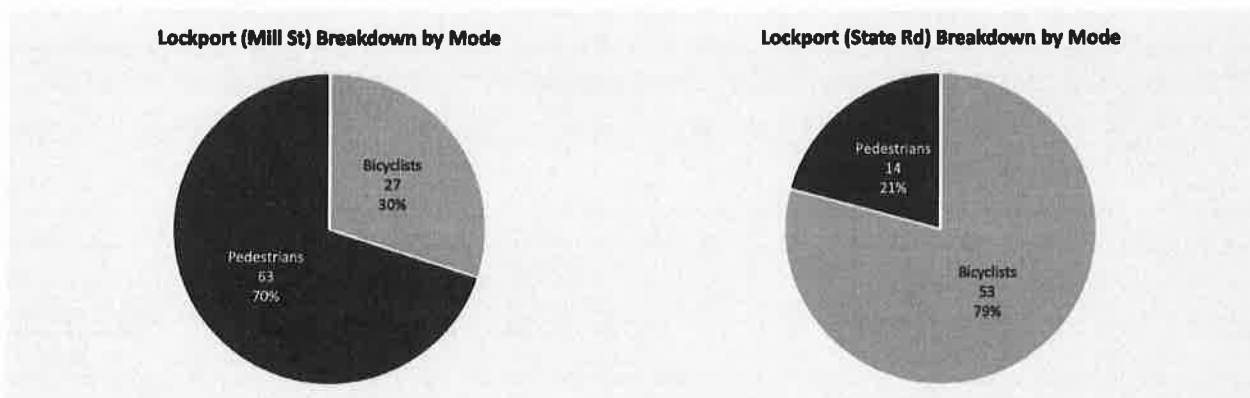
Manual/Observational counts were conducted by volunteers who made ticks on a clipboard for each passing trail user for two-hour periods according to the guidelines established for observational counts.

This data was then used to inform breakdown by mode use and estimate longer periods of trail use using the National Bicycle and Pedestrian Documentation Project (NBDP) [extrapolation methodology](#).

Manual volunteer trail counts were used to provide an additional level of detail to this analysis— namely the breakdown of trail use by mode at different locations along the trail. According to the counts, pedestrians were the primary users of the trail at Mill Street, while cyclists were the primary users at State Road. Mill Street is closer to the Locks Heritage district and Lockport's downtown, which may provide some explanation for this trend. It should be noted that this data is limited to two, two-hour counting windows and the counts at the various locations were not completed on the same day, making direct comparison difficult.

The manual counts were also used to inform an annual use estimate, calculated using the NBDP extrapolation methodology. To have confidence in the estimate, four, two-hour counts are typically required. As that was not available for Lockport, annual estimates were calculated based on available data at each site. Estimates should be taken with caution given the limited data available at these sites.

Location	Dates	Bicyclists		Pedestrians		Other		Total Counted	Estimated Full-Year Trail Use
		Total	Pct	Total	Pct	Total	Pct		
Lockport Mill St	8/26/2023; 8/26/2023	27	30%	63	70%	0	0%	90	55,304
Lockport State Rd	8/22/2023; 9/2/2023	53	79%	14	21%	0	0%	67	47,124



Visitor Promotional Resources

Promotion of available services and amenities is crucial for connecting visiting cyclists to what they need in order to enjoy their stay. In recent years, Lockport has invested significant resources in promoting itself

as a destination and has very strong marketing materials, although none are specifically targeted at visiting trail users.

- Lockport's Erie Canal Discovery Center, located at 24 Church Street, Lockport, NY just a few blocks from the trail is the primary information hub and resource center for visiting trail users, and is a huge asset.
- Lockport's city website has a Parks and Recreation page that features information about the city park system and water recreation opportunities, but no mention of trails, trail access, or trail amenities.
- Discover Lockport, Lockport's tourism website is a wonderful resource for visitors seeking more information about Lockport. It has a Sports and Recreation page, which does have information about the Canalway Trail, but no information about the statewide Empire State Trail and no information specifically for trail users visiting Lockport.
- Lockport Locks District website is a great marketing website for Lockport's Locks District and the attractions in it. Despite its location directly on the Empire State Trail/Canalway Trail, there is no mention of the long-distance trails.
- Lockport Main Street's website is a hub of information about local events.
- Walking tours of the Locks District, including TravelStorys and Riley's Way
- Lockport Main Street "Welcome to Lockport" Brochure

Overall Assessment

Through the Trail Town Self-Assessment, the public Placemaking Workshop, and the PTNY-led Bike Around ride and assessment, several strengths, weaknesses, and opportunities were identified. The outcome of these conversations and assessments are summarized below, and helped inform the recommendations in this document.

Strengths:

- Strong identity and community pride tied to the canal and the Flight of Five locks
- Unique, high-quality local businesses
- Farmers Market and other local events that bring the community together along the trail
- Discover Niagara Shuttle's "Lockport Route" which permits bicycles. The route runs between Niagara Falls and Lockport, and then runs a constant loop to all 8 stops in Lockport before returning to Niagara Falls.
- Erie Canal Discovery Center is staffed and serves as an information hub for visiting trail users
- Strong Main Street association (Lockport Main Street)
- Powerful momentum from the completion of Lock Tenders Tribute Monument
- In the process of completing a new City Comprehensive Plan
- Municipal Widewaters Marina, privately owned restaurant, and kayak and bicycle rentals.
- Dynamic Adopt-a-Trail group that adopts all of the off-road trail on the west side of Lockport (Trailkeepers)

Weaknesses:

- Many of Lockport's businesses, including Main Street, are not directly visible from the ECT/EST and the best route to reach Main Street is not clear.
- Main Street does not feel safe to bike on.

- There are several locations where the trail crosses roads that present safety concerns for cyclists (Lockport Bypass Rd, State Rd)
- All of the current overnight accommodations are located on Transit St, which is not bike friendly and is intimidating for cyclists to ride on
- Confusion about parking in bike lane on Niagara St
- The gateways/entrances to the city are not entirely clear. The canal maintenance facility on the east side is particularly unwelcoming.
- Lack of wayfinding/directional signage on the route of the trail, particularly where it goes on-road.
- Lack of pedestrian-scale wayfinding signage to destinations of interest, including the Locks District, the Discovery Center, and Main Street.
- No unified bike advocacy group or group that meets to ride socially
- Potentially too close to Buffalo to be the first overnight destination for long-distance trail users traveling west to east.

Opportunities:

- Beautification - there is the potential for more public art or gardens along the trail to feature and highlight cycling
- Wayfinding - there is a need for more wayfinding to direct trail users to places of interest
- Information hub - the Discovery Center and Discover Lockport website could have more information and resources for cyclists and be trained to answer frequently asked questions
- Already significant amounts of trail on both sides of the canal on the east side - potential to create a loop route using trails on both sides of the Erie Canal.

IMAGES TO INCLUDE:

- Streetview of Transit St
- Image of N Adam St crossing
- Image of Lockport Bypass Rd crossing
- State St/Stevens St bridge

IV. Recommendations

Short term Recommendations (within the next year)

1. **Replace and augment existing Empire State Trail/Erie Canalway Trail wayfinding signage, especially focusing on sections where the trail goes on-road to provide clear routing through the city.**
 - o Conduct an on-the-ground inventory of ECT/EST signs that are faded, misleading and/or missing through Lockport, focusing on the following locations listed from west to east:
 - i. Steven St intersection at end of State St sidepath; Intersection of Prospect St; Prospect St; Prospect St at intersection with Niagara St; Niagara St at intersection with Transit St; Intersection of Church St/Cottage St; Canal St; Upson Park
 - o Coordinate with NYS Canal Corporation's Trail Manager, NYS OPRHP's Statewide Trails Program Planner, and the NYS DOT Region 5 Bike/Pedestrian Coordinator to identify a

- path forward to replace faded Erie Canalway Trail signs and add additional Empire State Trail signs and arrows where necessary.
- Until this signage is updated, employ temporary wayfinding guidance such as sandwich boards, lawn signs, or temporary paint at critical junctions that have historically caused confusion for trail users, including the following priority locations:
 - i. At Canal St heading east, direct trail users to the right down ramp to continue on the ECT/EST and to the left to access the Discovery Center for information and visitor resources.
 - ii. At the intersection of the trail and Stevens St (bridge), use temporary signage to direct trail users to turn left onto Stevens St to continue on the EST.
- 2. Seek to expand low-cost or free overnight options for visiting trail users.**
- Develop processes and additional infrastructure if needed to allow for single-night biker/hiker camping at the city-managed Widewaters Marina, including access to showers and laundry facilities for cyclists. Per agreement with NYS Canal Corporation, the marina is permitted for 4-6 campsites. For examples of municipally-operated biker/hiker camping accommodations, refer to the [Brockport Welcome Center](#) and the [Little Falls Marina](#). Once established, promote the camping opportunity on Discover Lockport's website and submit the campsite to PTNY to be included on their online maps using [this form](#).
 - Continue to coordinate with the Marvin's at Wide Waters to permit single-night biker/hiker camping and promote the availability of this option through the restaurant's website, local platforms and statewide methods. Submit the campsite to PTNY to be included on their online maps using [this form](#).
 - Encourage local members of the community to join [Warmshowers](#), a reciprocal hospitality website and app designed for touring cyclists.
- 3. Continue to educate Lockport's visitor-oriented business about the benefits of bike-friendliness and encourage them to implement bike-friendly infrastructure and policies.**
- Use Lockport Main Street's platform and individual site visits to communicate the benefits of [Bike Friendly NY certification](#) (attracting more trail users, listing on PTNY's [Lockport Trail Town landing page and map](#), visual identification through window decal) and help businesses apply.
 - Encourage businesses to signal that they value trail users by "putting a bike on it." This can look like anything from bicycle-related storefront displays, a beer, ice cream, or sandwich named to commemorate the trail, bike or trail-themed souvenirs, or other little details. These visual cues will help trail users know that they are welcome.
- 4. Promote all of the amenities and resources Lockport has for visiting trail users.**
- Solidify the Lockport Discovery Center as a Welcome Center for cyclists
 - Make sure staff is educated about what cyclists need to know (e.g. Where can trail users stay overnight? Where can they rent a bicycle or find repair tools? How do they get back on the trail?)
 - Have a bike pump, patch kits, and basic tools on hand, or be able to direct trail users to the fix-it station nearby.
 - Create dedicated content for visiting trail users on the Discover Lockport website for use in online and print materials
 - The website should provide links to [Lockport's Trail Town landing page](#) on [www.CycletheErieCanal.com](#), the [Empire State Trail website](#), and everything a visiting trail user would need to know about Lockport's recreational amenities and services, including where to stay (Bike Friendly NY lodging and camping facilities), the availability of long-term parking at the Discovery Center and

process for who to alert when leaving a car, how to use the Discover Niagara Shuttle with a bicycle, and information about the Discovery Center. Some of this content can be pulled directly from the Trail Town landing page.

5. Adopt all of the available stretches of the Erie Canalway Trail through Lockport.

- Seek volunteer group(s) to adopt the Erie Canalway Trail on the east side of Lockport. From Canal Place to the city line at Cold Springs Road (and beyond) is available for adoption. Refer to the guidelines on [PTNY's Adopt-a-Trail website](#).

Long term recommendations (2-5 years out)

1. Incorporate bicycle and pedestrian wayfinding from the trail to local destinations into Lockport's wayfinding signage plan.

- a. Priority locations for signage:
 - Canal St
 - Potential destinations: Flight of Five/Locks District, ECT/EST, Information (Discovery Center), Downtown (Main St), Lodging (on Transit)
 - Intersection of Trail, State St and Stevens St
 - Potential destinations: Downtown (Main St), Flight of Five/Locks District, Information (Discovery Center), ECT/EST, Lodging (on Transit)
- *Note: The NYS Canal Corporation is developing a set of design guidelines. All signage on Canal Corporation-owned land should be in accordance with these design guidelines, expected to be released in 2024.*
- *Ensure that all wayfinding is consistent with agreed upon best routes between destinations (see Long Term Recommendation #3a)*

2. Establish gateway elements on the trail at the west and east entrances to the city to invite trail users to visit.

Gateway elements can include public art, landscaping/beautification, lighting, community wayfinding signage and maps, and improved amenities and infrastructure to make it clear that trail visitors are welcome.

- Approaching from the west:
 - State Street Trailhead
 - Engage with NYS Canal Corporation to discuss further possibilities to work with Adopt-a-Trail volunteers to further beautify the trailhead
 - Engage with NYS Canal Corporation to discuss the possibility of improving the transition from off-road trail (NYS Canal Corporation-owned trail) to on-road riding on Stevens Street (City of Lockport-owned street)
- Approaching from the east:
 - Upson Park and Canal Work Yard
 - Trail Adopters may play a role in enhancing the trail through Upson Park and around the Canal Work Yard to make it more welcoming. Depending on the level of beautification, there may be need for a permit.

3. Prioritize bicycle and pedestrian connection and access to trails throughout the city.

- a. Determine a preferred route between the Locks District and Main Street with input from the community. Once the preferred route is chosen, seek to improve bicycle connectivity and install wayfinding signage to direct trail users to Main Street.

- b. Prioritize bicycle connectivity to areas zoned for lodging, especially along Transit St.
- c. Implement traffic calming measures on Main Street to make it more bicycle and pedestrian friendly.
- d. Undertake a citywide Active Transportation and/or trails plan.
- e. Create and brand a fully connected loop trail that utilizes already established trail on both sides of the canal, potentially closing the loop at multiple locations, including a pedestrianized Adam St bridge and the Cold Springs bridge further east.
- f. Work to ensure that all trail intersections with roadways are safe and accessible for trail users of all ages and abilities.
 - i. Advocate for enhanced pedestrian safety at the NYS DOT owned/managed Lockport Bypass Rd crossing.
 - ii. Improve the currently deteriorated transitions from trail to roadway at the Mill St and N Adam St crossings in accordance with Empire State Trail Design guide.

V. Implementation

Lockport has identified a series of next steps to advance the Empire State Trail Town effort within the community and ensure that recommendations are implemented in a timely manner.

✓ Lockport commits to this Empire State Trail Town action agenda:

- Council resolution? Something else?

✓ The Trail Town Steering Committee identifies a more sustainable path forward:

Lockport identified a need to reevaluate their current steering committee structure. Currently, the committee is made up of a combination of nonprofits, government officials, and community members, who all have different schedules, workloads, and interests.

Moving forward, the steering committee seeks to:

1. Identify a "champion" to take on a leadership role in spearheading the Trail Town committee moving forward
2. Hold an interest meeting in early 2024 to recruit new members, raise awareness of the opportunity to join the Trail Town committee, and further determine Trail Town priorities
3. Hold regular meetings to keep conversations moving on how to advance the Trail Town recommendations identified in this document
4. Establish sub-committees or leads to take on specific projects and carry out the day-to-day tasks

Partners to include in the Committee moving forward:

- Lockport Main Street (primary contact)
- Locks Heritage District
- Lockport Mayor
- Businesses
 - Windsor Village
 - Others?
- Volunteer Organizations

- Lockport Rotary
- Others?

✓Funding is identified and secured to advance Trail Town projects

Potential funding sources could include:

- 2023 TAP/CMAQ/CRP
- Community Foundation for Greater Buffalo
- Grigg Lewis Foundation
- NYS Canal System Tourism Infrastructure and Events Grants
- Niagara County Center for Economic Development - William G. Maynes
- Rails-to-Trails Conservancy
- Project for Public Spaces Community Placemaking Grants
- League of American Bicyclists Community Spark Grants
- People for Bikes

✓Lockport communicates Empire State Trail Town successes and progress

Lockport Main Street will promote progress or Trail Town initiatives through their social media pages

Trail Town Implementation Plan for 2024:

January:

- **Revise Committee:**
 - We need to find a dedicated individual to lead the committee
 - Potential Members to include: Chris Landry- Department Head of Parks and oversees the Marina; Candice-lead attendant at the Visitor Center; Common Council Member- TBD in addition to our current members.
- Host 1st Committee Meeting by January 15th, 2024 to establish the Implementation Plan and roles of committee members.
- Create dedicated content for visiting trail users on www.DiscoverLockport.com for use in online and print materials including:
 - Link to Lockport's Trail Town
 - Add a section in the Discover Lockport Brochure dedicated to cyclists and providing information on amenities and services
- Begin brainstorming the following:
 - Permit and publicize single-night biker/hiker camping at the city-owned Widewaters Marina, including access to showers and laundry facilities. For examples of municipally-operated biker/hiker camping accommodations, refer to the Brockport Welcome Center and the Little Falls Marina.
 - Encourage local members of the community to join Warmshowers, a reciprocal hospitality website and app designed for touring cyclists.

February:

Committee meeting on Feb. 5th

- Conduct an on-the-ground inventory of ECT/EST signs that are faded and/or missing through Lockport, focusing on the following locations listed from west to east:
 - Steven St intersection at end of State St sidepath; Intersection of Prospect St; Prospect St; Prospect St at intersection with Niagara St; Niagara St at intersection with Transit St; Intersection of Church St/Cottage St; Canal St; Upson Park
- Coordinate with NYS Canal Corporation's Trail Manager, NYS OPRHP's Statewide Trails Program Planner, and the NYS DOT Region 5 Bike/Pedestrian Coordinator to identify a path forward to replace faded Erie Canalway Trail signs and add additional Empire State Trail signs and arrows where necessary.- **LMS would like to have this portion completed by May 2024.**

- Host a networking meeting for businesses to learn more about the benefits of bike-friendliness and encourage them to implement bike-friendly infrastructure and policies, and join the committee- **potential date for meeting: Feb. 12th- I Love Lockport Business Owners Networking Event**
- Create signage for businesses to display to encourage cyclists- this will be consistent with the Discover Lockport branding to continue City wide consistency
- Look into the William G. Maynes Community and Beautification Grant for funding

March:

Committee meeting on March 11th

- Seek to expand low-cost overnight options for visiting trail users.
 - Permit and publicize single-night biker/hiker camping at the city-owned Widewaters Marina, including access to showers and laundry facilities
- Begin training Visitor Center attendants:
 - Make sure staff is educated about what cyclists need to know (e.g. Where can trail users stay overnight? Where can they rent a bicycle or find repair tools? How do they get back on the trail?)- Create a simple F&Q sheet to handout and for attendee's information
 - build out a cyclist's need station including Have a bike pump, patch kits, and basic tools on hand

April:

Committee meeting on April 15th

- Begin planning for Cycle the Erie- Lockport's Welcoming Reception
- Attend local planning session for Cycle the Erie
- Begin to print and gather promotional materials for the season
- **All Discover Lockport updates should be completed by the end of April.**
- If movement is slow with replacing faded signage- begin to create temporary signage to use

May:

Committee meeting on May 13th

- Begin to replace faded trail signs **OR** create temporary signage until the faded signs are replaced.
- Continue to work with NYS Canal Corporation's Trail Manager, NYS OPRHP's Statewide Trails Program Planner, and the NYS DOT Region 5 Bike/Pedestrian Coordinator on replacing the faded signs

June:

Committee meeting on June 10th

- Begin to discuss long-term projects (below is most attainable for our committee and efforts at this point:
 - Establish gateway elements on the trail at the west and east entrances to the city to invite trail users to visit.
 - Gateway elements can include public art, landscaping/beautification, lighting, community wayfinding signage and maps, and improved amenities and infrastructure to make it clear that trail visitors are welcome.
 - Approaching from the west:
 - State Street Trailhead
 - Engage with NYS Canal Corporation to discuss potentially engaging with volunteers to further beautify the trailhead
 - Engage with NYS Canal Corporation to discuss the possibility of Improving the transition from off-road trail (NYS Canal Corporation-owned trail) to on-road riding on Stevens Street (City of Lockport-owned street)
 - Approaching from the east:
 - Upson Park
 - Engage with the NYS Canal Corporation about the potential to address perceived safety issues at the Canal Yard by providing interpretation of the on-going work on the canal and improving the condition of the trail around the work yard.
 - Begin to look into funding for these projects.
 - Continue to plan for Cycle the Erie- Lockport's Welcoming Reception

July:

Committee meeting on July 1st

- Host the Cycle the Erie- Lockport's Welcoming Reception on July 7th, 2024
- Create a welcoming reception for the Empire State Ride which will enter Lockport on July 27th, 2024
- Revisit the committee and see if there is anyone we should add

August:

Committee meeting on August 12th

- Review and revise the Cycle the Erie- Lockport's Welcoming Reception to improve for 2025
- Begin to brainstorm:
 - Incorporate bicycle and pedestrian wayfinding from the trail to local destinations into Lockport's wayfinding signage plan.
 - Priority locations for signage:
 - Canal St

- Potential destinations: Flight of Five/Locks District, ECT/EST, Information (Discovery Center), Downtown (Main St), Lodging (on Transit)
- Intersection of Trail, State St and Stevens St
 - Potential destinations: Downtown (Main St), Flight of Five/Locks District, Information (Discovery Center), ECT/EST, Lodging (on Transit)

****Note: The NYS Canal Corporation is developing a set of design guidelines. All signage on Canal Corporation-owned land should be in accordance with these design guidelines, expected to be released in 2024.

***Ensure that all wayfinding is consistent with agreed upon best routes between destinations (see Long Term Recommendation #3)

September:

Committee meeting on September 16th

- Review current efforts and see what still needs to be done
- Continue to brainstorm long term efforts

October:

Committee meeting on October 7th

- Review current efforts and see what still needs to be done
- Continue to brainstorm long term efforts

November:

Committee meeting on November 4th

- Review current efforts and see what still needs to be done
- Continue to brainstorm long term efforts

December:

Committee meeting on December 9th

- Review the year- complete an assessment of the committee and objectives
- Begin to brainstorm:
 - Prioritize bicycle and pedestrian connections and access to trails throughout the city.
 - a. Undertake a citywide Active Transportation and/or trails plan.

- b. Prioritize bicycle connectivity to areas zoned for lodging, especially along Transit St.
- c. Determine a preferred route between the Locks District and Main Street with input from the community. Once the preferred route is chosen, seek to improve bicycle connectivity and install wayfinding signage to direct trail users to Main Street.
- d. Implement traffic calming measures on Main Street to make it more bicycle and pedestrian friendly.
- e. Create and brand a fully connected loop trail that utilizes already established trail on both sides of the canal, potentially closing the loop using the Cold Springs bridge.
- f. Work to ensure that all trail intersections with roadways are safe and accessible for trail users of all ages and abilities.
 - i. Advocate for enhanced pedestrian safety at the NYS DOT owned/managed Lockport Bypass Rd crossing.
 - ii. Improve the currently deteriorated transitions from trail to roadway at the Mill St and N Adam St crossings in accordance with Empire State Trail Design guide.