

CITY OF LOCKPORT
COMMON COUNCIL PROCEEDINGS

Lockport Municipal Building

Regular Meeting
Official Record

October 14th, 2026
6:00 P.M.

Mayor John Lombardi III called the meeting to order.

ROLL CALL

The following Common Council members answered the roll call:

Alderman Craig, Wyche, O'Malley, Fogle, Wiley and Kirchberger

INVOCATION

ANNOUNCEMENTS

RECESS

Recess for public input.

101426.1

APPROVAL OF MINUTES

On motion of Alderman _____, seconded by Alderman _____ the minutes of the Regular Meeting of September 23rd, 2026 are hereby approved as printed in the Journal of Proceedings. Ayes _____.

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 forwarded to appropriate city officials)

9/21/2026 Steven Manna, 44 Franklin Ave – tree

9/30/2026 Thomas Maxwell, Northern Lights of Niagara LLC, notification of their adult-use retail dispensary application for 144 Main Street, Lockport, NY.

10/1/2026 Emily Stoddard – City Clerk – Notification of bids received 10/1/2026 in response to Bid #WTP2026-01.

<u>Contractor Name</u>	<u>Phone Number</u>	<u>Service</u>	<u>Bid Amount</u>
Univar Solutions	1-800-531-7106	Hydrofluorosilicic Acid	\$9/gallon
USALCO	410-354-0100	Polyaluminum Chloride	\$2.4708/gallon
JCI Jones Chemical	585-538-2314 ext. 256	Chlorine	\$3300/ton

10/9/2026 Jackie Schultz, Emmanuel United Methodist Church, request permission to hold their annual Trunk or Treat on October 30th, 2026 from 5pm-7:30pm.

MOTIONS AND RESOLUTIONS

101426.2

By Alderman Craig:

Resolved, that the Mayor and City Clerk be authorized to issue orders in favor of the claimants for payrolls, bills and services to be paid on October 15th, 2026

Seconded by Alderman _____ and adopted. Ayes _____.

101426.3

By Alderman: _____

Call for Public Hearing – Refuse Relevy

Whereas Section 155-7 A (Solid Waste) of Chapter 158 of the City Code states that unpaid residential and commercial user fees for collection of refuse and recycling shall be the personal liability of the owner, and

Whereas any delinquent assessment, penalty, charge or fee remaining unpaid by May 15 is added to the upcoming year's tax bill for the parcel of property against which it is a lien, and

Whereas the amount added to taxes shall include late payment charges accrued through June 30 plus an additional administrative charge equal to \$15 for each delinquent account, and

Whereas late payment charges shall not continue to accrue after June 30 against any assessment, penalty, charge or fee which is added to taxes, and

Whereas the City Treasurer will submit to the City Council all delinquent assessments, penalties, charges or fees and any other amounts to be added to taxes, and

Whereas upon receipt of such delinquent amounts the Council must hold a public hearing, and

Whereas after making any amendments or corrections to the list of delinquent accounts the Common Council will by resolution confirm said amounts, and

Whereas upon confirmation of said amounts the City will insert the delinquent accounts in the annual tax rolls and which shall become a part of the annual tax upon the respective

parcels against which such amounts are charged and shall be subject to all the provisions of the City Charter; now, therefore, be it

Resolved that the Corporation Counsel is hereby authorized and directed to prepare a resolution listing the re-levies and the dollar amount to be added to the tax rolls, and be it further

Resolved that a public hearing be held at the Common Council meeting on Wednesday, October 28th, 2026, starting at approximately 6:00pm relative to said resolution for re-levy, and be it further

Resolved that the City Clerk is hereby authorized and directed to advertise notice of said public hearing.

Seconded by Alderman _____ and adopted. Ayes _____.

101426.4

By Alderman: _____

Call for Public Hearing on FY 2027 Budget

Resolved that a public hearing be held at the Common Council Meeting on Wednesday, October 28th, 2026 starting at 6:00 P.M. in the Common Council Chambers, Lockport Municipal Building, One Locks Plaza, Lockport, NY relative to the proposed 2027 budget, and be it further

Resolved that the City Clerk is hereby authorized and directed to advertise notice of said public hearing.

Seconded by Alderman _____ and adopted. Ayes _____.

101426.5

By Alderman: _____

Resolution to set Halloween Trick or Treating Hours

Resolved that Saturday, October 31, 2026 is hereby designated as Halloween Day in the City of Lockport, with the hours for trick or treating scheduled from 4pm to 7pm.

Seconded by Alderman _____ and adopted. Ayes _____.

101426.6

By Alderman: _____

Call for Public Hearing on Proposed Schedule of Sewer Rents and other Charges

Resolved that the Corporation Counsel is hereby authorized to prepare a Local Law relative to amending the sewer rate schedule, and be it further

Resolved that a public hearing be held at the Common Council meeting of October 28th, 2026 starting at 6:00pm in the Common Council Chambers, Lockport Municipal Building, One Locks Plaza, Lockport, NY relative to said local law, and be it further

Resolved that the City Clerk is hereby authorized and directed to advertise notice of said public hearing.

Seconded by Alderman _____ and adopted. Ayes _____.

101426.7

By Alderman: _____

Award of Bids for 2027 Water Treatment Chemicals

Whereas the City of Lockport advertised for bid proposals for chemicals for municipal water treatment for the 2027 calendar year, and

Whereas the following bids were received and publicly opened by the City of Lockport on Wednesday October 1st at 11:00 am:

JCI Jones Chemicals, Inc., \$3300 per ton for chlorine;
Univar Solutions USA, Inc., \$9/gallon of Hydrofluorisisic Acid;
USALCO \$2.4708/gallon Polyaluminum Chloride.

Whereas the contracts will be awarded solely from the bids received; and

Whereas the Chief Water Treatment Plant Operator has reviewed the bids and recommends awarding the contract to each of the low bidders; now, therefore, be it

Resolved that the Mayor, subject to Corporation Counsel approval, is hereby authorized and directed to sign contracts with JCI Jones Chemicals, Inc. for chlorine, Usalco for polyaluminum chloride (PAC), and Univar Solutions USA, Inc. for hydrofluorosilicic acid for January 1, 2027 through December 31, 2027.

Seconded by Alderman _____ and adopted. Ayes _____.

101426.8

By Alderman: _____

Approval of Gar Associates, LLC Contract for Citywide Reassessment

Whereas the City desires to maintain a 100% equalization rate and has received a proposal from GAR Associates, LLC to update the City's assessments for the 2027 assessment roll; and

Whereas the reassessment project has a total cost of \$185,000 above the City's normal annual assessment maintenance costs, with payments scheduled over 2026 through 2028; and

Whereas the City anticipates receiving \$24,000 in State aid in 2027 related to the reassessment;

Now, therefore, be it resolved, that the Common Council hereby approves the GAR Associates, LLC reassessment contract in the amount of \$185,000, in addition to the City's normal assessment maintenance costs; and be it further

Resolved that the Mayor is authorized to execute the contract, subject to approval as to form by Corporation Counsel. and be it further

Resolved that the City intends to provide for the remaining reassessment payments in the 2027 and 2028 budgets, subject to annual budget adoption and appropriation; and be it further

Resolved that the 2026 Budget is hereby amended as follows:

Expense:		
Decrease: A.1900.54765	Contingency	\$30,000
Increase: A.1355.54055	Professional Services	\$30,000

Seconded by Alderman _____ and adopted. Ayes _____.

101426.9

By Alderman: _____

Emmanuel Methodist Annual “Trunk or Treat”

Resolved that pursuant to their request, permission is hereby granted to Emmanuel United Methodist Church to barricade Wakeman Alley on Friday October 30th from 5pm-7:30pm, for a “Trunk or Treat” party, and be it further

Resolved that the Director of Streets and Parks be and the same is hereby authorized and directed to arrange for delivery of barricades and traffic cones to said area prior to said event.

Seconded by Alderman _____ and adopted. Ayes _____.

101426.10

ADJOURNMENT

At _____ pm Alderman O’Malley moved the Common Council be adjourned until 6:00pm, Wednesday, October 28th 2026.

Seconded by Alderman Fogle and adopted. Ayes _____.

Emily Stoddard
City Clerk

September 21, 2026

To Lockport City Workers and Mayor John Lombardi,

This concerns a Rotted Tree located in front of 44 Franklin Ave, Lockport NY 14094. Our concern is that in the event of Wind, Lightning, or Snow if this tree falls is most likely to fall into MY HOME at 38 Franklin Ave, which will cause Major Damage as it has been Restored over a 12-year time.

I have spoken to different city workers and the mayor with my concerns numerous times, but as of yet NOTHING has been done about this situation.

Tree in question is rotted from the inside and has a large crack when in the winter months water and ice pour out of it.

An independent arborist confirmed that the tree was rotten on the inside and poses a danger to structure of property and persons. (Dan Cole retired city worker also confirmed what was stated.)

We would like to see this situation addressed.

Thank you,

A handwritten signature in black ink, appearing to read "Steven A. Manna". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Steven A. Manna



RE: Notification of adult-use retail dispensary license application

License Type: New Establishment

Previous DBA:

License Number (if applicable): OCM-MICR-24-000104

Applicant Name: Northern Lights of Niagara LLC

Phone Number: 716 465-9868

Email Address: maxchsbr@gmail.com

Dear Municipal Clerk/NYC Community Board:

This serves as notification that I (name) Thomas Maxwell

of (dba) Northern Lights of Niagara LLC

intend to, or have, file(d) an application for licensure with the Office of Cannabis Management to open a(n):

- ☒ retail dispensary premises (new or additional) ☐ registered organization with dispensing (or ROD)
☐ microbusiness

in (county name) Niagara. This business, once the license is approved, shall be located

at:

Address Line 1: 144 main St.

Address Line 2:

City: Lockport, NY

Zip code: 14094

The mailing address is (if different from business location):

Address Line 1: 1698 Lockport-Olcott rd

Address Line 2:

City/Town/Village: Bort

State: NY Zip code: 14028

(As applicable, name of business if different from above) has
retained the legal services of (attorney or representative) _____

Name: Flurwitz Fine PC
Address Line 1: 424 main st.
Address Line 2: _____
City/Town/Village: Buffalo
State: NY Zip code: 14202
Telephone with area code: 716 849-8900

If the municipality or community board would like to express an opinion to the Cannabis Control Board, they must respond to this notification within 30 days by emailing an opinion to municipalities@ocm.ny.gov. This expressed opinion must be on official municipality or community board letterhead.

If the municipality or community board would like to request a one-time 30 day extension for the municipality or community board to provide their opinion, or if the municipality or community board has any comments, concerns, or questions, they must reach out to the Office at municipalities@ocm.ny.gov with "Notification to Municipalities Municipality Opinion 30 Day Extension Request – [Insert municipality or community board name here]" in the subject line. Municipalities or community boards should be sure to provide proof of the date of receipt of the Notification to Municipalities that they wish to request an extension of time for submitting a municipality opinion. Any request that does not include such information will be rejected as incomplete.

Signed [Signature]
Print Thomas Maxwell

Today's date: September 30, 2026

Hand Delivered

Received by: Emily Stoddard

Date: 9/30/2026

RECEIVED
SEP 30 2026
CITY CLERK OFFICE

BID OPENING



Emmanuel United Methodist Church

75 East Avenue Lockport, New York 14094-3885 (716) 433-2838

www.lockportemmanuelumc.com lkptemmanl@gmail.com

RECEIVED

OCT 09 2026

CITY CLERK OFFICE

October 6, 2026

City Clerk
Office of City Clerk
One Locks Plaza
Lockport, NY 14094

Dear City Clerk:

The intent of this letter is to request official permission to barricade Wakeman Alley on Friday October 30, 2026 for our annual Trunk or Treat. I also request that (as we did previously) the Highways & Parks Department deliver barricades and hazard cones to the church prior to our event. The event (with set up and clean up) runs from 5:00 p.m. till 7:30 p.m.

I thank you in advance for your help in this matter. Please send an official written approval from your office for our records to Lockport Emmanuel UMC 75 East Ave. Lockport, NY 14094 attn. Block Party.

Sincerely,

Jackie Schultz
EUMC Education Coordinator

City of Lockport New York
REQUEST FOR BIDS FOR CHEMICALS FOR MUNICIPAL WATER
TREATMENT FACILITY
BID #WTP2026-01

Bids on items as specified herein will be accepted in the City Clerk's office at City Hall until 11:00 A.M., and opened at 11:00 A.M. on October 1, 2026.

All bids are subject to delivery and must state when delivery can be made as stated herein.

If a bid is submitted on an article intended as a substitute for a grade or brand specified, the bidder must state the grade or brand of the substitution, otherwise it will be assumed that the bid is based on the grade or brand specified.

The City of Lockport reserves the right to accept this bid by items, or as a whole, or to reject any or all bids or waive informalities.

Bids are to be shown NET. Cash discounts are to be stated, if any.

All bids must be accompanied by the requisite bid bond IF SO STATED IN THE SPECIFICATIONS.

Provision of any required performance bond is the responsibility of the bidder.

Prices must be filled in with typewriter or ink on this form and placed in a **SEALED ENVELOPE CLEARLY MARKED WITH THE BID NUMBER AND THE NAME OF COMPANY SUBMITTING THE BID.**

Any and all bids and contracts made or awarded by the City of Lockport or any department, agency or official thereof for work or services performed or to be performed, or goods purchased or sold or to be purchased or sold are made subject to the provisions of Chapter 861 of the Laws of New York, 1953, as amended by Chapter 751 of the Laws of New York, and as now contained or as may hereafter be amended. The provisions of the New York State General Municipal Law and Sections 103a and 103b are applicable to this bid.

BIDDER'S ATTENTION IS REQUESTED REGARDING THE FOLLOWING CONDITIONS AND REGULATIONS. BIDS NOT IN COMPLIANCE WITH THE FOREGOING CONDITIONS AND REGULATIONS WILL NOT BE CONSIDERED.

Anti-Discriminatory Statement:

All programs, policies, procedures, procurement opportunities and activities conducted by and through this organization, its employees, contractors and subcontractors shall be conducted without regard to age, ancestry, color, creed, citizenship (where applicable), gender, genetic information/testing, marital status, mental or physical disability, political affiliation, belief or opinion (where applicable), national origin, race, religious affiliation, belief or opinion, sex, (except where age, sex, or disability involves a bona fide occupational qualification), sexual orientation (where applicable) or status as a participant in Workforce Investment Act (WIA) funded programs (where applicable). The City of Lockport encourages participation of women and minority owned business enterprises in all its procurement opportunities and has a goal of increasing participation of MWBE organizations in its procurement activities.

VENDOR NAME:

ADDRESS:

**CONTACT PERSON FOR QUESTIONS
REGARDING BID**

TELEPHONE NUMBER

AUTHORIZED SIGNATURE

DATE

TITLE

MAIL BIDS TO:
City of Lockport
C/O City Clerk
One Locks Plaza
Lockport, NY 14094

DELIVER BIDS TO:
City of Lockport
C/O City Clerk
CITY HALL
One Locks Plaza
Lockport, NY 14094

**BIDS SUBMITTED BY ELELCTRONIC MEANS OR
FACSIMILE ARE UNACCEPTABLE
SPECIFICATIONS (Page 1 of 3)**

1. Sealed bid proposals will be received on behalf of the City of Lockport (the "City") by the City Clerk at City Hall, One Locks Plaza, Lockport, New York 14094 for the purchase of the three (3) items set forth on the attached price sheet.
2. This is a bid by the City of Lockport.
3. Quantities listed are on a more or less basis of what the City of Lockport anticipate needing unless specified otherwise herein.
4. Bid prices are to be firm for the time period of January 1, 2027 through December 31, 2027.
5. Bid price is to be F.O.B. destination, freight prepaid to the locations set forth under "DELIVERY LOCATIONS."
6. Delivery is required within five (5) calendar days after receipt of the order (three [3] days for hydrofluorosilicic acid and polyaluminum chloride.) Delivery hours are 8:00 A.M. to 2:30 P.M., Monday through Friday unless otherwise noted herein.
7. Chemicals must be transported in dedicated trailers.
8. Seal numbers and a legible copy of the truck driver's license containing his/her photo must be e-mailed or faxed prior to arrival of delivery.
9. Re-weigh tickets (weight after delivery) must be provided within 24 hours of delivery for bulk tank deliveries. (NOTE: Chlorine tonners are exempt from this requirement.)
10. The vendor must provide all MSDS sheets for the product(s) they are providing.
11. The vendor, upon request, must provide safe handling training for the product(s) they are providing.
12. For Item #1 on the attached price sheet, be advised that all chlorine delivered in one ton cylinders, respectively, must meet the AWWA B301-92 standard or the latest standard from the AWWA and be certified to ANSI/NSF Standard 60 for water treatment use. No cylinder deposit charges will be paid. Ton cylinders must be delivered on flatbed trucks. Contractor must provide gaskets for safe and direct connection of the one ton cylinder to the permanent feed line available for gaseous chlorination. All ton containers must contain a new, intact seal, have clearly-defined tare weights and serial numbers on the tanks as well as a new, legible paper tag attached to container.
13. For Item #2 on the attached price sheet, the solution of hydrofluorosilicic acid shall be a minimum 23% solution in lot as set forth in paragraph 14 herein. Deliveries will be in tank trucks dedicated exclusively for the shipment of hydrofluorosilicic acid. Hydrofluorosilicic acid must meet the AWWA B703-94 standard or the latest standard from the AWWA and be certified pursuant to ANSI/NSF Standard 60 for water treatment use. The supplier's truck must be equipped with a 2" quick connect fitting and with pumping equipment (and air blow-off valve) capable of pumping the acid from their truck directly to the customer's tank. A certified analysis stating the percent by weight of the product delivered and the bill of lading shall be provided for each load.
14. For Item #2 on the attached price sheet, deliveries shall be made in lot based upon gallon size as follows:

2,000 gallons – City of Lockport

SPECIFICATIONS (Page 2 of 3)

15. For Item #3 on the attached price sheet, the Polyaluminum Chloride (50% basicity) shall meet the following specifications:

SCOPE: Furnish and deliver polyaluminum chloride with a 50% basicity.

CERTIFICATION: The product that is bid must meet both criteria below:

A. The product must be certified by the National Sanitation Foundation under Standard 60 - Drinking Water Treatment Chemicals - Health Effects.

B. A Designation of "no Objection to Use" by the United States Environmental Protection Agency (USEPA) for treatment of potable water. The product is identified in the USEPA Water Chemicals Codex as NAS/CWTC 044-84.

IMPURITIES: In addition to the specifications listed above, vendor(s) shall ensure that polyaluminum chloride solution does not contain other matter above limits which may be considered injurious to health. In particular:

A. The product shall not contain any amount of natural or synthetic organic polymer.

B. The product shall not contain concentrations of regulated metals exceeding limits as determined by NSF under Standard 60. These limits are based on no more than 10% contribution to the regulated metal concentration limit in the finished water (assuming complete transport of the regulated metal from the product to the water) based on maximum allowable regulated metal concentrations as set by the USEPA in the National Primary Drinking Water Standards and the maximum allowable dosage of the product as determined by NSF during the original product certification process. For more information, see NSF Standard 60, Section 3.0.1 and Appendix E.

PERFORMANCE: The product must have demonstrated ability to perform effectively under the following conditions:

A. All turbidity ranges.

B. All temperatures ranges.

C. pH ranges between 6.0 to 10.0.

DELIVERY: All deliveries must be made in dedicated containers used exclusively for the shipment of polyaluminum chloride solution to maintain product integrity and purity. Deliveries will be by bulk tanker in quantities requested. The truck is to be equipped with pumping equipment, hoses, hose connections and an air blow-off valve to unload into storage tanks.

PRODUCT EVALUATION: Bids will only be accepted from bidders pre-qualified, based on in-plant testing. Contact Dennis McNamara at (716) 433-1646, extension 1 or (716) 255-8176 for product evaluation. The product shall have been evaluated at the water treatment plant through jar testing. In each case a full report and conclusion must have been made to the City of Lockport. The City of Lockport reserves the right to disqualify the product if performance during jar testing does not meet quality standards or fails to perform to the satisfaction of the City of Lockport staff. The vendor(s) and City of Lockport staff shall agree to the requirements that must be met prior to any testing.

16. GENERAL REQUIREMENTS OF THE CITY FOR VENDORS:

A. All chemicals shall be delivered to the Cities facilities in quantities directed by the City. All deliveries will be made between the hours of 8:00 a.m. and 1:00 p.m. Monday through Friday, unless so directed. All pumps, hoses, hose connections and an air blow-off valve shall be supplied by the successful bidder for proper hookup to City of

Lockport equipment, so that all deliveries may be unloaded into the Cities storage facilities with a maximum of safety.

SPECIFICATIONS (Page 3 of 3)

B. All Chemicals shall meet the applicable specifications of the American Water Works Association (AWWA) for use in the treatment of potable water unless otherwise modified herein.

C. All Chemicals shall be certified pursuant to National Sanitation Foundation (NSF) standard 60 Drinking Water Treatment Chemicals. Certification is to be provided.

17. ADDITIONAL DELIVERY REQUIREMENTS:

Vendors submitting pricing pursuant to this offering acknowledge that the items set forth herein are essential to the operation of water operations in the City of Lockport, and that this is a vital public health and welfare concern. As such, vendors submitting quotes hereunder shall guarantee delivery of products ordered within the time frames set forth in the various paragraphs above.

Failure to deliver an ordered item within the time frames set forth in said paragraphs may result in termination of the vendor's contract/agreement. In the event of such a default, the City of Lockport shall have the right to seek an alternate supplier for the item, and vendor shall be responsible for all costs, including shipping or delivery costs, for the procurement of the item(s) from the alternate supplier that are above and beyond the price vendor quoted herein.

This guarantee shall not extend to circumstances completely beyond the vendor's control, such as serious weather related delays or circumstances deemed an "act of God."

18. Failure to supply any requested information, or to submit prices for all items may cause a submission to be considered informal or result in a vendor being declared non-responsible.
19. Vendors shall note there are seven (7) exhibits attached to these specifications. Vendors must complete all of the documents contained in said exhibits and also provide all materials which meet the requirements set forth therein, including but not limited to, a certificate of insurance meeting the City of Lockport standard insurance requirements, which must be provided by the successful bidder(s) after award of the bid.
20. Due to the COVID-19 crisis, entrance into City Hall is currently open but could be limited at any time. As such, vendors should make every effort to deliver quotation packages via USPS, UPS, FedEx or a similar delivery service. Please note that those deliveries must still be received by the City Clerk no later than the scheduled time set forth on the first page of this package. Vendors who are unable to utilize a delivery service may call 716-439-6674 and make an appointment to drop off a package to a member of the City Clerk's staff at City Hall. Calls to schedule an appointment should be made no later than 4:00 p.m. the day before the scheduled opening. The City of Lockport and staff shall not be responsible for the late arrival of quotation packages due to delivery failure or the failure to leave adequate time for an appointment to be scheduled.
28. For questions regarding the specifications, contact City Clerk at (716) 439-6674.

PRICE SHEET

ITEM NO.	QUANTITY	SIZE / UNIT	ITEM NAME	UNIT PRICE
1	20	ONE TON CYLINDERS	CHLORINE	
2	6,000	GALLONS	HYDROFLUOROSILICIC ACID (Minimum 23% Solution)	
3	36,000	GALLONS	POLYALUMINUM CHLORIDE	

DELIVERY LOCATIONS (Page 1 of 1)

City of Lockport
Water Filtration Plant
Lockport, New York 14094
220 Summit Street
(Items #1, #2 and #3)

City of Lockport
Pumping Station
River Road at Wheatfield Street
North Tonawanda, NY 14120
(Item #1)



Emmanuel United Methodist Church

75 East Avenue Lockport, New York 14094-3885 (716) 433-2838

www.lockportemmanuelumc.com lkptemmanl@gmail.com

RECEIVED

OCT 09 2026

CITY CLERK OFFICE

October 6, 2026

City Clerk
Office of City Clerk
One Locks Plaza
Lockport, NY 14094

Dear City Clerk:

The intent of this letter is to request official permission to barricade Wakeman Alley on Friday October 30, 2026 for our annual Trunk or Treat. I also request that (as we did previously) the Highways & Parks Department deliver barricades and hazard cones to the church prior to our event. The event (with set up and clean up) runs from 5:00 p.m. till 7:30 p.m.

I thank you in advance for your help in this matter. Please send an official written approval from your office for our records to Lockport Emmanuel UMC 75 East Ave. Lockport, NY 14094 attn. Block Party.

Sincerely,

Jackie Schultz
EUMC Education Coordinator

City of Lockport - Resolution Request Form

Agenda Description: APPROVAL OF GAR CONTRACT FOR CITYWIDE REASSESSMENT			
Presented By: DPC/SUSAN ISRAEL	Date Submitted: 10/13/2026		
Topic Area (Select Most Applicable Option):			
Community Event	☐	Local Law Change	☐
Budget Amendment	☒	Community Development	☐
Contract Approval	☒	Community Event	☐
Donation Acceptance	☐	Engineering Process	☐
Grant Application / Award	☐	Code and Planning	☐
Fund Utilization Request	☐	Other	☐
<i>Please provide to Clerk at least 9 <u>calendar days</u> prior to Council meeting. Otherwise request will go to following meeting.</i>			
Summary of Resolution: Approve GAR Associates' \$185,000 reassessment contract for the 2027 assessment roll, amend the 2026 General Fund budget by \$30,000 for the initial payment, and provide for the remaining reassessment payments in the 2027 and 2028 budgets. The City anticipates receiving \$24,000 in State aid in 2027 related to the project.			
Explanation of Attachments: 1)RESO 2)GAR CONTRACT & Email Correspondence			
<small>Please include all backup correspondence, purchase order, quotes, meeting minutes, emails, etc... If any of this information is confidential and cannot be released publicly, please denote a check in this field: _____</small>			
Clerk/Legal/Finance Approval:			
Notes:			
Name:		Date of Approval:	

APPROVAL OF GAR ASSOCIATES, LLC CONTRACT FOR CITYWIDE REASSESSMENT

WHEREAS, the City desires to maintain a 100% equalization rate and has received a proposal from GAR Associates, LLC to update the City's assessments for the 2027 assessment roll; and

WHEREAS, the reassessment project has a total cost of \$185,000 above the City's normal annual assessment maintenance costs, with payments scheduled over 2026 through 2028; and

WHEREAS, the City anticipates receiving \$24,000 in State aid in 2027 related to the reassessment;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby approves the GAR Associates, LLC reassessment contract in the amount of \$185,000, in addition to the City's normal assessment maintenance costs; and be it further

RESOLVED, that the Mayor is authorized to execute the contract, subject to approval as to form by Corporation Counsel. and be it further

RESOLVED, that the City intends to provide for the remaining reassessment payments in the 2027 and 2028 budgets, subject to annual budget adoption and appropriation; and be it further

Resolved, that the 2026 Budget is hereby amended as follows:

Expense:		
Decrease: A.1900.54765	Contingency	\$30,000
Increase: A.1355.54055	Professional Services	\$30,000

RECEIVED

DEC 22 2025

CITY OF LOCKPORT
Assessment Department



December 19, 2025

Ms. Susan Israel
Assessor
City of Lockport

RE: Proposal Reassessment Update 2027 and Annual Support Services 2028-2030

Dear Susan:

On behalf of GAR Associates LLC, we respectfully submit our proposal for reassessment support services, as requested.

As you are aware, GAR Associates has assisted the City of Lockport with assessment support services since The early 2000's. Our team has provided the recent citywide update and annual assessment support services in a variety of ways to ensure the City of Lockport property owners are receiving fair and equitable property assessments.

As per our recent conversations, the City is interested in conducting a Citywide reassessment update for the 2027 assessment roll. While assessments overall have been maintained at 100% annually, routine comprehensive update projects are recommended. This includes a complete update of all commercial and land properties. Because of our experience with the City and the Assessor's office policies and procedures, we are able to provide a low-cost/discounted program due to our long-term working relationship and the Assessor's ability to perform a large portion of the tasks associated with this project. We trust that this information is not made public at a public meeting as it would provide others with an unfair advantage in the bidding process should the City choose to seek other proposals.

The Assessment staff for the City has worked very hard to maintain the investment in equitable property assessments by conducting an annual reassessment program. These efforts have saved the taxpayers hundreds of thousands of dollars. The annual program provides many advantages, including protection of the City's investment in its equitable assessment roll, fair distribution of the tax burden and maximization of exemption levels. Many communities that complete full reassessment projects, but subsequently, fail to maintain fair values in their tax roll, face not only loss of the investment but later face costly projects to bring properties back to current market values. In addition, The City can apply for NYSORPS Aid after the Citywide Update is completed.

WNY OFFICE

5500 MAIN STREET, SUITE 348 WILLIAMSVILLE, NEW YORK 14221 TEL: 518-579-3770

CAPITAL REGION OFFICE:

855 NYR 146 SUITE 130 CLIFTON PARK, NEW YORK 12065 TEL: 518.579.3770 FAX: 518.579.3773
TOLL FREE: 1.800.836.0382



Page 2
City of Lockport
Proposal for Reassessment Support

GAR stands ready to continue to modify services, as needed, to meet the requirements of NYS property tax law, the Assessment Department and the City overall.

The attached proposal offers options which are open to discussion and modification.

We look forward to continuing our relationship with the City of Lockport and the Assessment Department. We truly appreciate your confidence in our company and welcome the opportunity to continue to strive for equity and fair assessments.

Sincerely,

GAR Associates, LLC

David M. Barnett, MAI, SRA
CEO/Partner

WNY OFFICE
5500 MAIN STREET, SUITE 348 WILLIAMSVILLE, NEW YORK 14221 TEL: 518-579-3770

CAPITAL REGION OFFICE:
855 NYR 146 SUITE 130 CLIFTON PARK, NEW YORK 12065 TEL: 518.579.3770 FAX: 518.579.3773
TOLL FREE: 1.800.836.0382



Comprehensive Proposal for Services

Fall 2026 – July 1, 2027, including Citywide Reassessment and Annual Customary Services.

Citywide Reassessment Services to Include:

1. Public Relations and Education:

- a. GAR to provide a series of educational web videos that can be uploaded to the City's PROS website. These videos provide a comprehensive review of the reassessment process and the benefits of equitable assessments.
- b. GAR will plan a meeting with local real estate professionals to exchange information about the real estate market and provide valuable information regarding the benefits of full value assessments for property owners.
- c. Assist Assessor with creating press releases, information for City newsletter, website, etc.

2. Data Verification:

- a. The City annually maintains data verification requirements. GAR can offer assistance with this verification on an as needed basis. To help with controlling costs, GAR has provided per-diem pricing for this service, and it is not part of the fixed price for the Citywide reassessment.
- b. If desired, GAR can produce an inventory data mailer for residential property owners. The City would be responsible for mailing. The data mailer would give property owners the ability to review current RPS inventory and provide feedback on any incorrect data. The City Assessors office would take responses and update RPS accordingly.

3. Valuation:

- a. GAR will provide the land table valuation process adjusting for neighborhood/location delineations and variables. Included in this effort is a comprehensive sales verification process to ensure supporting documentation is maintained for the land valuation process.
- b. GAR will update current residential valuation models, adjusting neighborhood delineations and variables. This includes the generation of the market documents. GAR will provide spreadsheets to the Assessor for value review.

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Comprehensive Proposal for Services

- c. GAR will update the commercial Valuation Factor File adjusting for neighborhood delineation and variables. Included in this effort is a comprehensive sales verification process to ensure supporting documentation is maintained for the commercial valuation process. This includes the generation of the valuation documents. GAR will generate spreadsheets and perform all value review.
4. Field/Value Review:
- a. Residential Properties: Under this proposal, GAR assumes the Assessor will perform the majority of the residential field review (valuation determinations). GAR has provided a separate add-on price for assistance with this as needed. This is not part of the fixed price.
 - b. Commercial Properties: GAR will perform all necessary commercial field/value review (valuation determination).
 - c. Vacant Land: GAR will perform all necessary vacant land value review (value determination) for commercial vacant property. The Assessor to perform all necessary land value review for residential and agricultural properties.
 - d. GAR will work with the Assessor to provide appropriate spreadsheets and documentation to assist in the Assessor value review.
 - e. Application for Final Values Estimates. GAR RPSV4 specialist will assist the Assessor in applying the necessary valuation applications to the RPSV4 file.
 - f. Exemption updates: The Assessor will be responsible for recalculating exemptions based on updated assessments (Agricultural, Business, etc.).
 - g. Data Entry. Any data entry required with the field/value review process will be the City's responsibility for residential properties. GAR will be responsible for the commercial properties.
5. Informal Review Process:
- a. The City will be responsible for all residential informal reviews.

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Comprehensive Proposal for Services

- b. GAR will be responsible for all commercial and vacant land property informal reviews. This includes providing trained professional telephone staff to assist property owners in answering any questions and conducting informal reviews.
 - c. Informal Review Portal – Power Appeal. GAR will include the use of the new on-line informal review application called Power Appeal. This is an application accessed directly from the PROS website. This application allows property owners the ability to submit an informal review application 24/7 and upload documentation. This process eliminates paperwork for both the property owner and the Assessor. There is an on-line tutorial and helpline to assist property owners with this process.
6. **Printing and Postage.**
- a. GAR assumes the City will provide all necessary printing and postage for the mailing of the new assessments.
7. **Property Owner Resources.**
- a. GAR will assist the Assessor in organizing and creating appropriate communications for the public (press releases, information for application to the City's website, newsletter, etc.).
8. **Project Management.**
- a. GAR will work closely with the City Assessor to ensure the project time schedule is maintained.
 - b. GAR will be responsible for managing GAR personnel.
 - c. GAR will assist the Assessor in scheduling and holding appropriate project meetings with NYSORPTS representatives.
 - d. GAR will cooperate with NYSORPTS representatives in supplying necessary documentation to assist in the verification process of the project.

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Comprehensive Proposal for Services

Citywide Reassessment Costs

	Discounted Pricing	Standard Pricing
Cost of Services:	\$ 185,000 (\$22.75/per parcel)	\$245,000 (\$30.14/per parcel)
NYSORPTS AID:	<u>(\$ 24,000)</u> (\$3/per parcel) – Est.	
Net Cost:	\$ 161,000 (\$19.81/per parcel)	

Current total parcels – 8,129

Options:

Data Verification:	(Desk Verification and Digital Sketching)
Residential Inspections:	\$20/per parcel
Commercial Inspections:	\$50/per parcel
Field/Value Review:	
Residential:	\$10/per parcel
Informal Reviews:	
Residential:	\$50/review

NOTE: Pricing has been discounted from GAR standard pricing due to the long-standing working relationship with the City of Lockport and familiarity with the City and Assessment Office.

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Comprehensive Proposal for Services

Annual Assessment Service:

Under the current agreement with the City of Lockport Assessment Department, GAR will continue to provide consistent services, including the following:

1. Statistical analysis to determine inequities (residential parcels).
2. Comprehensive review of commercial assessments, current sales/market information and current income and expense information.
3. Identification of neighborhoods most in-need of adjustment to maintain 100% equalization and produce value spreadsheet for assessors review.
4. Commercial Valuation Consultation. GAR will provide a review of the current market trends for commercial parcels within the City and regionally. GAR will perform any necessary sales verification to support valuation recommendations.
5. Consultation. GAR staff provide consultation and review of various commercial permits, informal requests from property owners and/or Assessor and assistance with supporting documentation for BAR Grievances. Review of specific sales transactions and assistance with investigating sales transactions – on an as needed basis.
6. Project Meetings with NYSORPTS.
7. Provide documentation as requested by NYSORPTS.
8. Assist Assessor with creating press releases, information for City newsletter, website, etc.
9. Consultation with Assessor on Small Claims and Article 7 filings, as needed.
10. GAR will assist Assessor with producing Change of Assessment Notices, as requested.
11. GAR will assist Assessor with Commercial Property Informal Reviews.

Annual Assessment Services (as stated above): \$45,000/annually.

Note: For the 2027 Citywide Reassessment, the above services are included in the fixed fee.
In the event additional services may be required, GAR can provide optional pricing.

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Comprehensive Proposal for Services

1. August 1, 2027 – July 1, 2030 (3 Annual Periods) Annual Customary Services.

GAR will provide the Annual Customary Services as outlined above. Depending on market trends and changes to ORPTS requirements for maintaining equitable assessments, services may have to be modified and therefore costs may be negotiated.

GAR will agree to maintain the annual cost of \$45,000 through July 1, 2030, for the above-mentioned services.

Recommendations:

GAR strongly recommends maintaining 100% full market value, at a minimum, under the Annual Customary Services.

GAR encourages the City to consider a Citywide reassessment update. Although the City has maintained 100% full market value (City overall), it is appropriate to review all parcels within the entire City at one point in time. There may be intra-property class inequities that do not appear when performing statistical analysis. From a public relations/property owner perception, ensuring that all properties were reviewed at one given point in time supports the perception all property owners are being treated fairly across all property types. This improves communications between government officials and taxpayers, at a time when taxpayer participation in the assessment process is increasing.

Commercial properties are reviewed annually under the GAR agreement to address any significant valuation changes on a property class basis. Individual property types that have proven to have significant market fluctuations have been adjusted as needed. However, a comprehensive review of all commercial property parcels at one time, including updating the computer model (VFF Valuation Factor File) has not been performed since 2022.

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Comprehensive Proposal for Services

Attached are sample amendments to existing agreements for:

- 1. Citywide Reassessment and Annual Customary Service through July 1, 2027**
- 2. Annual Customary Service for Fall 2027 – 2030 (with automatic renewals)**

Payment Schedule:

July 1, 2026 – December 31, 2026:	\$92,500
January 1, 2027 – July 1, 2027:	\$92,500
2028:	\$45,000
2029:	\$45,000
2030:	\$45,000

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Daniel Cavallari

From: sisrael@lockportny.gov
Sent: Monday, August 31, 2026 3:59 PM
To: 'Daniel Cavallari'
Subject: RE: [EXTERNAL] Re: 2027 Proposal

That is my understanding of it.

For 2026, I believe we would also continue our monthly payments as scheduled. This \$30,000 would be extra. Annual are usually \$40,000-45,000.

From: Daniel Cavallari <dcavallari@lockportny.gov>
Sent: Monday, August 31, 2026 3:51 PM
To: sisrael@lockportny.gov
Cc: 'Sue Mawhiney' <smawhiney@lockportny.gov>
Subject: RE: [EXTERNAL] Re: 2027 Proposal

Thanks,

Just wanted to confirm the following items:

- This pay schedule would look like this:
 - 2026 cost: \$30,000
 - 2027 Budget: \$160,000
 - 2028 Budget: \$62,500
- The City would receive \$24,000 in 2027 as a grant for this.
- Also, the typical annual cost to GAR is around \$40,000.

Thanks,



Daniel Cavallari
Director of Finance
Finance Department
City of Lockport, NY
716.439.6631
dcavallari@lockportny.gov

From: sisrael@lockportny.gov <sisrael@lockportny.gov>
Sent: Monday, August 31, 2026 11:26 AM
To: 'Daniel Cavallari' <dcavallari@lockportny.gov>
Cc: 'Sue Mawhiney' <smawhiney@lockportny.gov>
Subject: FW: [EXTERNAL] Re: 2027 Proposal

I got the answer to your questions from GAR.

From: Ryan Burns <rburns@gar-associates.com>
Sent: Monday, August 31, 2026 11:20 AM
To: sisrael@lockportny.gov
Subject: Re: [EXTERNAL] Re: 2027 Proposal

We can certainly work with you on the budgeting end to make this happen for 2027, I think it's in the best interest of everyone not to lose the 100% eq rate by waiting a year. We also have a bit of a time crunch to decide to go for 2027. When doing a full project, we request utility advisories from ORPTS. The deadline on that was 8/1. We've requested the advisories after that deadline with no issues from NYS - but the sooner we can put that request in, the better.

The re-appraisal reassessment cost is \$185,000 for the work to be done for the 2027 roll. The subsequent maintenance years are in at \$45,000. Here is what I'm thinking, but will defer to you what is possible with remaining funds in 2026 budget:

2026:

Sept - Dec \$30,000 (towards the \$185,000)

2027:

Jan - July \$100,000 (towards the \$185,000)

July - Dec \$60,000 (\$55,000 to complete the \$185k for reassessment + \$5,000 towards the 2028 maintenance)

2028:

Jan - July \$40,000 to complete the maintenance work for the 2028 roll

July - Dec \$22,500 - ½ the \$45,000 for 2029 roll

Regarding the state aid, you are correct. You would pay us in full, the state would send the aid after completion of the 2027 reappraisal reassessment project.

Let me know on your thoughts of the above, we can be flexible.

Thanks,
Ryan

From: sisrael@lockportny.gov <sisrael@lockportny.gov>
Sent: Monday, August 31, 2026 10:46 AM
To: Ryan Burns <rburns@gar-associates.com>
Subject: RE: [EXTERNAL] Re: 2027 Proposal

I finally had my budget meeting last week then went on vacation for a week. I was going to contact you this week. After speaking with the Finance department, he had asked if we could modify the payment schedule to pay the extra in 2027 & 2028 instead since our 2026 budget was already in place last year. I'm not sure if this would push the reval into 2028 or not. Also, we were questioning how the State Aid worked. We pay you the full amount and then the State sends the aid right to us, correct? I'm reading the information on the State Aid and its very confusing about amount and dates that are eligible. Not sure if you can answer about that part or not.

We would like to move on with the Full reval for 2027 if possible but the budgeting for 2027 & 2028 was the big holdout for Finance Department.

Susan E. Israel

Lockport City Assessor

Phone (716) 439-6614

Fax (716) 439-6617

www.lockportny.gov



From: Ryan Burns <rburns@gar-associates.com>

Sent: Monday, August 31, 2026 10:17 AM

To: sisrael@lockportny.gov

Cc: David Barnett <dbarnett@gar-associates.com>; Cindy Baire <cbaire@gar-associates.com>

Subject: [EXTERNAL] Re: 2027 Proposal

Susan,

Wanted to check in again, as I know it is budget season, to see if you knew your plans for 2027.

Let me know if you have any questions, happy to discuss anything in further detail.

Thanks,
Ryan

From: Ryan Burns <rburns@gar-associates.com>

Sent: Wednesday, June 10, 2026 11:05 AM

To: sisrael@lockportny.gov <sisrael@lockportny.gov>

Cc: David Barnett <dbarnett@gar-associates.com>; Cindy Baire <cbaire@gar-associates.com>

Subject: Re: 2027 Proposal

Susan,

I hope you made it through Grievance with minimal issues this year.

I wanted to follow up on this and see if you had any plans on doing the project for 2027. Let me know your thoughts and if you want to discuss anything, please let me know.

Thanks,
Ryan

From: Ryan Burns

Sent: Monday, December 22, 2025 9:32 AM

To: sisrael@lockportny.gov <sisrael@lockportny.gov>

Cc: David Barnett <dbarnett@gar-associates.com>; Cindy Baire <cbaire@gar-associates.com>

Subject: 2027 Proposal

Susan,

See attached for proposal for 2027 comprehensive reval (update land tables, models, comp estimates) as we discussed. Please keep this confidential in the event that the City does decide to RFP for these services, it would give competition an unfair advantage.

I also included 3 years of annual updating after to maintain 100% through 2030 at the same cost we are doing now.

Let me know if you have any questions on this.

Thank you for the opportunity and have a great Holiday!

Ryan Burns
GAR Associates LLC
855 Route 146 Suite 130
Clifton Park, NY 12065
518-579-3770 ext. 3203
www.gar-associates.com