

REGULAR MEETING OF THE COMMON COUNCIL
MARCH 25, 2026
7:00 PM

PRESENT: Mayor Sandra Magiera
Council Members: John Hill, Kylee Johnson, Barry Smith
Michael Reed, Paul Myers
City Clerk: Tracy Chamberlain
City Administrator: Jay Bartoszek
City Assessor: Cynthia Smith
Human Resource Manager: Tina Rider
DPW Superintendent: Robert Carpenter
Fire Chief: Tom Sturdevant
City Historian: James Griffith
Community Engagement & Operations Coordinator: Jolene Longley

Mayor Sandra Magiera called the meeting to order at 7:00 PM. After the Pledge of Allegiance, Mayor Magiera asked for a moment of silence.

At this time there was a presentation honoring Rosalyn “Rosie” Hoag, the first female Mayor of the City of Salamanca. Mayor Magiera thanked members of her family and friends for attending. City Historian James Griffith noted the Historical Society will be holding an event in Rosie’s honor in the future. He noted she was instrumental in getting funding to obtain and renovate the Historical Society building and provided a large amount of the items. Resident April Vecchiarella stated Rosie was so much a part of the City and cannot be replaced. Resident Carol Johnston shared memories of Earth Day cleanup and Rosie’s concerns with dilapidated properties. Mayor Magiera shared a message from a friend.

Council President Kylee Johnson read the attached statement and presented Rosie’s family with a memorial plaque stating: “Rosalyn “Rosie” Hoag 1994–1998, Dedicated to Rosie. Whose Leadership United and Strengthened our community. Serving with Pride, Purpose & Perseverance. Her Leadership marked a new chapter City’s history.”

At this time Mayor Magiera recognized the following staff with more than twenty years of employment with the City of Salamanca: Daniel Kruszynski, Assistant Fire Chief -21 Years • Tina Darling, Police Captain- 22 Years • Timothy Haynoski, Building Maintenance /Dog Control Officer- 22 Years • Tom Sturdevant, Fire Chief -26 Years • James Schulz, Police Sergeant- 26 Years • Tracy Chamberlain, City Clerk - 28 Years, Edwin Frederickson, Assistant Fire Chief -29 Years• James Nelligan, Shop Supervisor - 29 Years • Kimberly Zelinski, Recreation Leader -36 Years

Moved by Johnson and seconded by Smith:

RESOLVED: That we hereby approve and dispense with the reading of the minutes of the last regular meeting of March 11, 2026, the special meetings of March 4, 2026 and March 11, 2026.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

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Agenda Item #5 regarding the Exclusive Rental Management Agreement with VanDyke Agency LLC, was withdrawn.

Moved by Johnson and seconded by Smith:

BE IT RESOLVED, by the Common Council of the City of Salamanca, as follows:

That a proposed Local Law No. 1 for 2026, entitled “A Local Law Repealing Local Law No. 1 for 2007 and providing for a new Municipal Code Chapter 26, pertaining to the administration of code enforcement activities and the enforcement of the New York State Uniform Code and Energy Code”, is hereby introduced before the Common Council of the City of Salamanca, which local law, if adopted will repeal Local Law No. 1 for 2007 and the existing Municipal Code Chapter 26, and provide for a new Chapter 26 pertaining to the administration of code enforcement activities and the enforcement of the New York State Uniform Code and Energy Code.

That copies of this proposed local law be laid upon the desk of each member of Common Council.

That the Common Council hold a public hearing concerning the adoption of the proposed local law at the City Hall Court Room, 225 Wildwood Avenue, Salamanca, NY, on April 8, 2026 at 7:00 p.m.

That the City Clerk publish or cause to be published a public notice of said public hearing in the City’s official newspaper at least five (5) days prior thereto, and post such public notice as prescribed by law.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Johnson and seconded by Hill:

**AN ORDINANCE REPEALING ORDINANCE NO. 2 FOR 2024 AND
ORDINANCE NO. 6 FOR 2015 PERTAINING TO FEE SCHEDULES**

WHEREAS, the City Council of the City of Salamanca has adopted a new permit fee schedule for various permits which incorporates the provisions of Ordinance No. 2 for 2024 and Ordinance No. 6 for 2015;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Salamanca, as follows:

1. Ordinance No. 2 for 2024 and Ordinance No. 6 for 2015 are hereby repealed in their entirety.
2. All other ordinances of the City of Salamanca which are in conflict with the provisions of this Ordinance are hereby superseded or repealed to the extent to give this Ordinance force and effect.

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3. If any provision of this Ordinance or application thereof to any person(s) or circumstance is judged invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications of the Ordinance that can be given effect without the invalidated provision or application, and to this end the provisions of this Ordinance are declared severable.
4. This ordinance shall be effective immediately upon publication as set forth in the City Charter.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Johnson and seconded by Myers:

**AN ORDINANCE REPEALING ORDINANCE NO. 2 FOR 2016
AND ADOPTING A NEW CHAPTER 26, ARTICLE II, SECTION 26.34,
IN THE CITY OF SALAMANCA MUNICIPAL CODE
RELATING TO THE CITY PERMIT FEE SCHEDULE**

WHEREAS, the City Council of the City of Salamanca, through Ordinance No. 2 for 2016, established a fee schedule, Chapter 26, Article III, Section 26.34, in the City of Salamanca Municipal Code, for various permits and City staff have recommended that a new fee schedule be adopted; and

WHEREAS, the City Council has determined that the amendments proposed by City staff are fair and reasonable and will serve to promote the effective administration of City government;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Salamanca, that Ordinance No. 2 for 2016 be repealed in its entirety and a new City of Salamanca Municipal Code, Chapter 26, Article III, Section 26.34 be adopted as attached.

Section 1. New Fee Schedule.

Section 2. Repeal, Amendment and Supersession of Other Ordinances.

All other ordinances of the City of Salamanca which are in conflict with the provisions of this Ordinance are hereby superseded or repealed to the extent to give this Ordinance force and effect.

Section 3. If any provision of this Ordinance or application thereof to any person(s) or circumstance is judged invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications of the Ordinance that can be given effect without the invalidated provision or application, and to this end the provisions of this Ordinance are declared severable.

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Section 4. This ordinance shall be effective immediately upon publication as set forth in the City Charter.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Hill and seconded by Smith:

RESOLVED: That we confirm the removal of Department of Public Works Part Time Laborers Maddox Pelton effective March 19, 2026 and Nick Jackson effective March 27, 2026.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Hill and seconded by Reed:

RESOLVED: That we hereby approve a Supplemental Agreement between the New York State Department of Transportation (NYSDOT) and the City for the Lump Sum Municipal Snow and Ice Agreement for the bridge portion of Route 353 (Center Street) for 2024-2025, and

BE IT FURTHER RESOLVED: That we hereby approve extending the agreement for an additional five-year period, and

BE IT FURTHER RESOLVED: That the Mayor is authorized to sign such agreement.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Hill and seconded by Johnson:

RESOLVED: That we accept the sole bid of Kiss My Grass, Salamanca, NY for the Wildwood Cemetery mowing and trimming for the 2026 season in the amount of \$2,500 per mow and further authorize the Mayor to sign an agreement.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Smith and seconded by Myers:

RESOLVED: That we hereby accept the attached quote of Lyon Micro, Canandaigua, NY for the purchase of server backup equipment, in the amount of \$11,276.25.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

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Moved by Reed and seconded by Smith:

RESOLVED: That we hereby accept the attached quote of DiDonato Associates, Engineering and Architecture, PC, Buffalo, NY for the design services of a new Ice Pond Park Chalet in the amount of \$107,400.00, to be paid through the New York State Office of Parks, Recreation and Historic Preservation grant funds and further authorize the Mayor sign any required documents.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Smith and seconded by Myers:

RESOLVED: That we hereby accept the attached quote of ELEV8 Architecture, Orchard Park, NY for services for the dog shelter relocation project in the amount of \$6,000.00 and further authorize the Mayor sign any required documents.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Reed and seconded by Smith:

RESOLVED: That we hereby waive the agenda rule to consider other business.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Hill and seconded by Reed:

RESOLVED: That we hereby confirm the change in employment position of Randy Weatherell to Part-time Laborer for the Department of Public Works effective March 23, 2025 at \$17.20 per hour and a maximum of 29 hours per week.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Hill and seconded by Johnson:

RESOLVED: That we hereby confirm the appointment of Robert Duchesne, Hinsdale, NY as Full-time Class B Driver for the Department of Public Works effective March 24, 2026, according to the current union contract, with 52 weeks probation and contingent on passing the background check.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

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Communications from the Mayor and Council:

- Council Member Smith noted that Rosie Hoag never forgot a name.
- Council Member Johnson thanked everyone for coming.
- Mayor Magiera noted she wished the honoring could have been done while she was still here.
- Mayor Magiera reminded everyone of the Easter Drive-Thru event on Saturday, March 28, 2026 from Noon to 2 PM at the Community Action parking lot.
- Mayor Magiera noted a section of Main Street will be closed due to the demo of the property at 64 Main Street and appreciates patience during this time.
- Resident Justin Kennison asked if the microphones could be used during the meetings. It was noted they are property of the Court system.

Moved by Johnson and seconded by Hill:

RESOLVED: That the bills be paid as warranted and recommended by the appropriate Commissions and/or Department Heads, the City Comptroller and City Clerk and that the reports of the Police Chief for the month of February 2026, are hereby accepted and filed.

Vendor Number	Vendor Name	Payment Date	Payment Amount	Number
1726	AUSTIN MANNA	03/13/2026	31.43	6074
0080	CATTARAUGUS COUNTY CLERK	03/13/2026	155.00	6075
0926	DYLAN DAVIS	03/13/2026	155.00	6076
1679	HAIDON MORAN	03/13/2026	38.00	6077
0213	JOSEPH GRAY	03/13/2026	172.50	6078
0139	KYLE GROSS	03/13/2026	370.00	6079
0552	CHRIS CAMPBELL	03/20/2026	329.00	6080
1713	LINDA D GIMBRONE	03/20/2026	105.00	6081
1247	NORTHEASTERN ENVIRON. MANAGEMENT	03/20/2026	2,625.00	6082
0577	ROBERT KOSINSKI	03/20/2026	51.95	6083
0025	ANIMAL CARE EQUIPEMENT & SERVICES	03/24/2026	180.67	6084
1097	BREEZELINE	03/24/2026	152.47	6085
0186	CASELLA WASTE SYSTEMS, INC.	03/24/2026	108.38	6086
0192	CATTARAUGUS COUNTY HEALTH DEPART	03/24/2026	524.18	6087
0122	ELAN FINANCIAL SERVICES	03/24/2026	18.26	6088
1007	FSC SYSTEMS, LLC	03/24/2026	992.50	6089
1330	HOME DEPOT CREDIT CARD SERVICES	03/24/2026	2,054.52	6090
0065	HULL ELECTRIC, INC	03/24/2026	607.34	6091
1045	LAWLEY, LLC	03/24/2026	1,545.00	6092
0831	METROPOLITAN TELECOMMUNICATIONS	03/24/2026	2,402.53	6093
0570	SCOTT J COLLINS	03/24/2026	1,459.00	6094

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0340	THE PAPER FACTORY	03/24/2026	190.00	6095
1069	TIM HAYNOSKI	03/24/2026	43.86	6096
1654	TOSHIBA AMERICA BUSINESS SOLUTIONS	03/24/2026	69.00	6097
1035	ULINE, INC	03/24/2026	1,513.89	6098
1060	W.B. MASON CO. INC	03/24/2026	225.47	6099
1211	ASCENDANCE TRUCKS PENNSYLVANIA	03/25/2026	153.47	6100
0915	BLUE COLLAR WORKWEAR	03/25/2026	489.00	6101
0237	FASTENAL COMPANY	03/25/2026	29.86	6102
0065	HULL ELECTRIC, INC	03/25/2026	58.20	6103
0129	JOE JOHNSON EQUIPMENT LLC	03/25/2026	2,914.40	6104
0476	MAC TOOLS - PETER BOLDT	03/25/2026	100.00	6105
0515	NOCO ENERGY CORP.	03/25/2026	13,903.45	6106
1609	STARK TECH OPERATING COMPANY, LLC	03/25/2026	553.00	6107
0340	THE PAPER FACTORY	03/25/2026	207.00	6108
0164	W.W. GRAINGER, INC	03/25/2026	183.38	6109
1202	AMERICAN HEART ASSOCIATION	03/25/2026	173.00	6110
0915	BLUE COLLAR WORKWEAR	03/25/2026	399.00	6111
0476	MAC TOOLS - PETER BOLDT	03/25/2026	99.99	6112
1592	PENN CARE, INC.	03/25/2026	1,142.80	6113
1023	RANDOLPH AUTO SUPPLY, INC.	03/25/2026	959.79	6114
0625	ROCK-N-RESCUE/J.E. WEINEL, INC	03/25/2026	1,103.66	6115
1727	SAIA COMMUNICATIONS, INC,	03/25/2026	106.32	6116
1543	UNIFORM OUTFITTERS, LLC	03/25/2026	363.50	6117
0807	ZOLL MEDICAL CORPORATION	03/25/2026	1,161.00	6118
0122	ELAN FINANCIAL SERVICES	03/25/2026	143.61	6119
0193	GALLS PARENT HOLDINGS, LLC	03/25/2026	247.31	6120
1055	IDEMIA IDENTITY & SECURITY USA LLC	03/25/2026	3,275.00	6121
1023	RANDOLPH AUTO SUPPLY, INC.	03/25/2026	1,325.78	6122
0774	URBAN AUTO CENTER	03/25/2026	125.00	6123
1583	UTILITY ASSOCIATES INC.	03/25/2026	3,663.75	6124

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Under public discussion:

- Resident April Vecchiarella asked for clarification of the Ordinance regarding fees. Code Enforcement Officer Smith stated the building permit fees will have some increases. Most of the changes are to separate commercial from residential fees. He hopes to hold "Town Hall" meetings to review changes. The department is also working on a program to assist individuals that cannot afford repairs. He also noted NYS has updated the Code two times since the City adopted it in 2007.

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- Resident Carol Johnston asked if there are plans to take down boarded up houses. It was noted that some houses are Seneca Nation owned and they are responsible for them. Code Enforcement Officer Smith stated their department has a good working relationship with the Seneca Nation Codes Department. They are working on establishing a program to address issues, however, it will take time. Fire Chief Sturdevant noted that after a fire they are ordering properties be cleaned up immediately. He also noted the Codes department is working hard on changes.
- Resident Kathy Nerogic expressed concern with code complaints and the need to know what specifically the complaint is regarding. City Assessor Cindy Smith stated there is a complaint form and the office tries to get the information.

Moved by Reed and seconded by Smith:

RESOLVED: That the Mayor and Council enter into executive session for the purpose of discussing employment history of a particular person and legal consultation, under the provisions of the State's Open Meetings Law.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Johnson and seconded by Myers:

RESOLVED: That the Mayor and Council reconvene after approximately two hours in executive session.

Adopted Ayes: Hill, Johnson, Smith, Reed, Myers
Nays: None

Moved by Johnson and seconded by Reed:

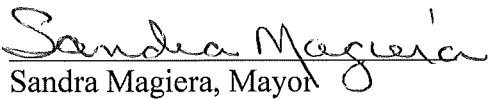
RESOLVED: That we hereby adjourn – 9:52 PM.
Carried.



Tracy Chamberlain, City Clerk

Dated: March 31, 2026

THE ABOVE RESOLUTIONS, ORDINANCES #1 FOR 2026 AND #2 FOR 2026, AS ADOPTED BY THE COMMON COUNCIL, ARE HEREBY APPROVED.


Sandra Magiera, Mayor

Dated: March 31, 2026

Read by Council President Kylee Johnson:

“National Women's history month is observed annually in the United States during the month of March. It celebrates the achievements, leadership, and contributions of women's history, culture, society and various professional fields, while also highlighting ongoing efforts towards gender equality and social justice. This year we would like to recognize Rosalyn "Rosie" Hoag for being the first Female Mayor for the city of Salamanca. This plaque is Dedicated to Rosie, whose Leadership United and strengthened our community. Serving with Pride, Purpose, and Perseverance. Her leadership marked a new chapter in our city's history. We would like to honor her family by gifting them this plaque.”

LEGAL NOTICE
CITY OF SALAMANCA

NOTICE IS HEREBY GIVEN that at a meeting of the Common Council held at the Salamanca Municipal Building, 225 Wildwood Avenue, Salamanca, New York, on the 25th day of March 2026, the Common Council did duly adopt Ordinance No. 1 for 2026 for the City of Salamanca:

**AN ORDINANCE REPEALING ORDINANCE NO. 2 FOR 2016
AND ADOPTING A NEW CHAPTER 26, ARTICLE II, SECTION
26.34, IN THE CITY OF SALAMANCA MUNICIPAL CODE
RELATING TO THE CITY PERMIT FEE SCHEDULE.**

WHEREAS, the City Council of the City of Salamanca, through Ordinance No. 2 for 2016, established a fee schedule, Chapter 26, Article III, Section 26.34, in the City of Salamanca Municipal Code, for various permits and City staff have recommended that a new fee schedule be adopted; and

WHEREAS, the City Council has determined that the amendments proposed by City staff are fair and reasonable and will serve to promote the effective administration of City government;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Salamanca, that Ordinance No. 2 for 2016 be repealed in its entirety and a new City of Salamanca Municipal Code, Chapter 26, Article III, Section 26.34 be adopted as follows:

Section 1. New Fee Schedule.

§ 26.34 Fees for Various Permits.

Residential Permit Fees

New Residential 1 & 2 family -----1- year permit----- \$0.15/Square foot \$400.00 min

3 or more -----1- year permit ----- \$0.15/Square foot \$500.00 min

Residential Additions (Living space) -----\$0.15/Square foot \$150.00 min

Residential Alterations Level-1 ----- \$50.00

Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment or fixtures that serve the same purpose.

Residential Alterations Level-2-----1- year permit ----- \$150.00

Level 2 alterations include the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment, and shall apply where the work area is equal to or less than 50 percent of the building area.

Residential Alterations Level-3 -----1 year permit----- \$300.00

Level 3 alterations apply where the work area exceeds 50 percent of the building area.

Other Residential Repairs, Replace or Alteration That Are Not Applicable Above-----\$50.00

Demolitions under 500Sqft -----	\$50.00
Over 500Sqft -----	\$75.00
New Install of Water and/or Sewer Line to Residential Building	Without excavation--\$70.00
	With excavation----- \$75.00
Replace/Repair Water and/or Sewer Line to Residential Building	Without excavation--- \$45.00
	With excavation----- \$50.00
Fee for Non-City Licensed Plumber work -----	\$25.00
Fence -----	\$50.00
Garages and Other Unattached Permanent Structures -----	\$75.00
Accessory Structures, Shed/Carport -----	\$50.00
Mobile Home -----	\$500.00
Plumbing Fixture Fee -----	\$10.00/fixture
Solar Roof New or Replace -----	\$50.00
Wood or Pellet Stove New or Replace -----	\$50.00
Signs -----	\$50.00
Above Ground Swimming Pool -----	\$100.00
In Ground Swimming Pool -----	\$100.00
Hot Tub -----	\$50.00
Tent Event -----	\$25.00
1-time Permit Renewal -----	\$50.00

Failure to Obtain a Permit Fee: In any instance where a property owner commences work or which a permit under this section is required prior to obtaining such a permit, the applicable permit fee shall be doubled. This shall be in addition to any and all other remedies available to the City under such circumstances. A one-time waiver may be granted to waive this fee at the discretion of the Code Enforcement Officer for emergency circumstances.

Special Use or Temporary Operating Permit -----	\$50.00
Site Plan Review -----	\$100.00
Building Plan Review -----	\$200.00

Third Party Review of Building Plans by Outside Agency or Firm: Owner/Contractor responsible for costs to be billed directly to them

Stamped plans are required for any new construction 1500 square feet and over

Stamped plans are required for any alteration and renovations over \$15,000

Stamped plans may be required by the Code Enforcement Officer for any project

All others projects must provide drawings and/or plot plans

Residential alterations/demolitions require an asbestos survey prior to work being authorized. Exceptions may be granted for level-1 alterations depending on the work being performed or for owners performing their own work on 1or 2 family dwellings or for homes built after January 1, 1974 or for owners agreeing to treat all renovation areas as asbestos areas and agree comply with all provisions for safe handling of asbestos.

Removal of Stop Work Order: If stop work order is for not having a permit, fee amount is covered in "failure to obtain a permit fee" above when the permit is obtained to release the stop work order.

A stop work order for building outside of permit shall have a \$50.00 fee and require proper permit application and fee to release the stop work order.

Failure to Request Required Inspection(s)-----	\$100.00
Failure to Obtain a 3 rd Party Inspection-----	\$250.00
Construction Trailer Temporary-----	\$50.00/trailer
Ramp Variance-----	\$25.00
Rezoning-----	\$400.00
Area Variances-----	\$100.00
Use Variance-----	\$300.00
Sign Variance-----	\$150.00

Commercial Permit Fees

New Construction Commercial -----	1- year permit -----	\$0.15/Square foot	\$500.00 min
Commercial Additions -----		\$0.15/Square foot	\$250.00 min
Commercial Alterations Level-1 -----			\$100.00
Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment or fixtures that serve the same purpose.			
Commercial Alterations Level-2 -----	1- year permit -----	\$0.15/Square foot	\$250.00 min
Level 2 alterations include the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment, and shall apply where the work area is equal to or less than 50 percent of the building area.			
Commercial Alterations Level-3 -----	1 year permit -----	\$0.15/Square foot	\$400.00 min
Level 3 alterations apply where the work area exceeds 50 percent of the building area.			
Other Commercial Alteration That Are Not Applicable Above -----			\$50.00
Commercial Demolitions under 500Sqft -----			\$75.00
Over 500Sqft -----			\$100.00
New Install of Water and/or Sewer Line to Commercial Building			
Without excavation--			\$75.00
With excavation-----			\$80.00
Replace/Repair Water and/or Sewer Line to Commercial Building			
Without excavation--			\$50.00
With excavation-----			\$55.00
Commercial Operating Permit -----			\$50.00
Fee for Non-City Licensed Plumber work -----			\$25.00
Fence -----			\$75.00
Accessory Unattached Permanent Structures -----			\$100.00
Accessory Structures, Shed/Carport -----			\$75.00
Plumbing Fixture Fee -----			\$10.00/fixture
Wood or Pellet Stove New or Replace -----			\$75.00
Solar Roof New or Replace -----			\$75.00
Signs -----			\$50.00
Above Ground Swimming Pool -----			\$100.00
In Ground Swimming Pool -----			\$100.00
Hot Tub -----			\$50.00
Tent Event -----			\$25.00
1-time Permit Renewal -----			\$50.00

Failure to Obtain a Permit Fee: In any instance where a property owner commences work or which a permit under this section is required prior to obtaining such a permit, the applicable permit fee shall be doubled. This shall be in addition to any and all other remedies available to the City under such circumstances. A one-time waiver may be granted to waive this fee at the discretion of the Code Enforcement Officer for emergency circumstances.

Special Use or Temporary Operating Permit----- \$50.00

Site Plan Review----- \$150.00

Building Plan Review----- \$250.00

Third Party Review of Building Plans by Outside Agency or Firm: Owner/Contractor responsible for costs to be billed directly to them

Stamped plans are required for any new commercial construction.

Stamped plans are required for any commercial alteration level-2 or level-3.

Stamped plans may be required by the Code Enforcement Officer for any project

All commercial alterations level-1 shall provide plot plans and drawings and may require stamped plans if requested by the Code Enforcement Officer

All others projects must provide drawings and/or plot plans

Commercial alterations/demolitions require an asbestos survey prior to work being authorized. Exception may be granted for level-1 alterations depending on work being performed.

Removal of Stop Work Order: If stop work order is for not having a permit, fee amount is covered in "failure to obtain a permit fee" above when the permit is obtained to release the stop work order.

A stop work order for building outside of permit shall have a \$50.00 fee and require proper permit application and fee to release the stop work order.

Failure to Request Required Inspection(s)----- \$100.00

Failure to Obtain a 3rd Party Inspection----- \$250.00

Construction Trailer Temporary----- \$100.00/trailer

Reissue of Certificate of Occupancy for Change of Ownership----- \$25.00

Rezoning----- \$400.00

Area Variances----- \$100.00

Use Variance----- \$300.00

Sign Variance----- \$150.00

ZERO DOLLAR PERMIT FEE CHARGES

Any work being completed on any City of Salamanca building or grounds by City of Salamanca contractors or outside contractors shall require the appropriate permit with a \$0 fee.

Any work the Seneca Nation of Indians applies for a permit with the City of Salamanca for shall have a \$0 fee

Any work being completed for an enrolled Seneca Nation member or Seneca Nation Elder program member by the Seneca Nation or their contractor shall have a \$0 fee

Any removal of stop-work order that was issued for any of the above work shall be exempt from any fees or penalties.

Certificate of Occupancy change of status for those changing use from original occupancy shall have a \$0 fee

Certificate of Occupancy issue for the current active building permit shall have a \$0 fee.

Excavation Permit Fee Schedule

Application Fee----- \$30.00 (per permit)

Curb Cut Permit----- \$10.00(per foot & appl.fee)

Driveway----- \$30.00

Section 2. Repeal, Amendment and Supersession of Other Ordinances.

All other ordinances of the City of Salamanca which are in conflict with the provisions of this Ordinance are hereby superseded or repealed to the extent to give this Ordinance force and effect.

Section 3. If any provision of this Ordinance or application thereof to any person(s) or circumstance is judged invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications of the Ordinance that can be given effect without the invalidated provision or application, and to this end the provisions of this Ordinance are declared severable.

Section 4. This ordinance shall be effective immediately upon publication as set forth in the City Charter.

BY ORDER OF THE COMMON COUNCIL OF THE CITY OF SALAMANCA, NEW YORK.

Tracy Chamberlain, City Clerk

Dated: March 26, 2026

Published: April 2, 2026

Kiss My Grass Lawn Care LLC
649 A East State St
Salamanca, NY 14779
(716) 801-0732
Info@kissmygrasswny.com

RECEIVED

MAR 19 2026

SALAMANCA CITY CLERK

The City of Salamanca
225 Wildwood Avenue
Salamanca NY 14779

PROPOSAL FOR LAWN MAINTENANCE SERVICES
WILDWOOD CEMETERY – CITY OF SALAMANCA

Kiss My Grass Lawn Care LLC is pleased to submit this proposal to provide professional lawn maintenance services for the Wildwood Cemetery. With our expertise and experience in landscaping and groundskeeping, we are confident in our ability to maintain the property's green spaces efficiently and professionally.

Our lawn maintenance services will include:

- **Mowing:** Regular mowing of all turf areas.
- **Trimming:** Trimming around tombstones, trees, and other structures.
- **Debris Removal:** Clearing grass clippings from tombstones and removal of litter and debris from the property."

Frequency: Every two (2) weeks, or as specified in contract

Cost of Estimate: **\$2500 per visit**

Company Qualifications:

- Over 15 years of experience in lawn care and municipal property maintenance.
- Fully licensed and insured.
- A team of trained professionals equipped with modern landscaping tools.

References:

We have provided lawn maintenance services for the City of Salamanca at Wildwood Cemetery for the past two (2) years, in addition to servicing other municipal properties.

Conclusion:

We appreciate the opportunity to submit this bid and look forward to the possibility of continued work with The City of Salamanca to maintain the property. Please feel free to contact us for any additional information or to discuss this proposal further.

Dan Quigley
Dustin Fluent
Managing Members
Kiss My Grass Lawn Care LLC

City of Salamanca, NY Veeam Backup Essentials 3 Years - 25TB - Wasabi Hot Cloud Storage 3 Years ¹²

Quote Information:

Quote #: QT-001559

Version: 1

Delivery Date: 03/18/2026

Expiration Date: 04/10/2026

Prepared for:

City of Salamanca

225 Wildwood Avenue

Salamanca, NY 14779

Scott Collins

(716) 945-3230

scollins@salmun.com

Prepared by:

Lyon Micro, LLC

Scott Emser

(716) 984-8750

scott.emser@lyonmicro.com

Quote Summary

Description	Amount
Veeam Backup Essentials - 3YR Subscription (20 Instances)	\$4,873.52
Wasabi Reserved Capacity Hot Cloud Storage - 25TB - 3 Years	\$6,402.73
Total:	\$11,276.25

Please reference the following contract on purchase order:

Contract NCPA-01-169

Terms and Conditions:

Thank you for the opportunity to quote the above products and services. Prices are subject to change without notice and are exclusive of taxes, duties or tariffs, and shipping. Lyon Micro, LLC reserves the right to void and nullify this quote if a part number changes or discontinues. Lyon Micro, LLC reserves the right to cancel orders arising from pricing or other errors. This quote is valid for 30 business days and can be extended at Lyon Micro, LLC's discretion. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. Please consult the warranty documentation that accompanies the product for details. We shall not be liable for any loss of profits, business, goodwill, data interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. ACCEPTANCE PROCEDURES: IF YOU AGREE WITH THE TERMS OF THIS QUOTE PLEASE ISSUE A PURCHASE ORDER AS ACCEPTANCE. Lyon Micro, LLC WILL USE THE QUOTE NUMBER AS YOUR PURCHASE ORDER. PAYMENT IS DUE 30 DAYS FROM DATE OF INVOICE UNLESS OTHERWISE INDICATED ABOVE.

March 17, 2026

Ms. Jolene Longley
Community Engagement & Operations Coordinator
City of Salamanca
225 Wildwood Ave; Salamanca, NY

**Re: Proposal for Design of Ice Pond Chalet
for the City of Salamanca**

Dear Ms Longley:

DiDonato Associates, Engineering and Architecture, P.C. is pleased to submit this proposal to provide professional engineering and architectural services to the City of Salamanca for the design of a new year-round chalet. The facility will be located on Fawn Avenue, adjacent to the Salamanca Ice Pond.

This proposal supplements the Ice Pond Chalet proposal previously submitted by DiDonato on June 18, 2025. It supersedes the prior submission due to increased funding (approximately \$750,000) that has since become available to the City, as well as subsequent discussions between DiDonato and City representatives.

DiDonato will collaborate with the City of Salamanca to design a chalet that serves as a welcoming, community-oriented space for users of all ages. The design will integrate seamlessly with its surroundings while utilizing low-maintenance materials to ensure durability and an appropriate aesthetic.

The City has requested a structure that supports year-round use, including a warming and indoor gathering space, a small concession area with both interior and exterior service windows, accessible ADA-compliant restrooms, storage areas, and space for skate rentals.

The design will incorporate all necessary mechanical, plumbing, and electrical systems. DiDonato will also prepare an estimate of probable construction costs prior to bidding to evaluate whether value engineering measures are required.

I will serve as Project Manager for this project, with Dan Schneider, P.E., providing structural engineering support as needed. Claire Birkemeier and Devin McVay will lead the architectural design efforts. DiDonato Associates proposes to engage Buffalo Engineering to provide mechanical, electrical, and plumbing (MEP) design services.

DiDonato Associates and the project team have extensive experience delivering projects of similar scope and scale.

Design Services Include:

- 1. Preliminary Design / Schematic Design – ~6 weeks**
 - Schematic design development level drawings including layout and finish material options
 - Attendance of one project meeting and one virtual meeting is included in this phase

2. Final Design - ~8 weeks

- Perform code compliance review
- Upon acceptance of schematic design develop documents to final Construction Documents consisting of advancing the SD/DD drawings, technical specifications, and all necessary compliance reports, code review documents to secure building permits and competitive bids.
- Provide estimate of probable costs prior to issuing for bid
- Delivery of sealed and signed final construction documents consisting of plans and specifications that comply with 2025 New York State Code.
- Attendance of two virtual project meetings included in this phase

3. Bidding and Award – 4 weeks

- Conduct pre bid meeting and walk thru
- Answer questions from bidders
- Issue addenda as necessary
- Respond to contractor's RFI
- Interview apparent low bidder, provide letter of recommendation for awarding project

4. Construction Administration - Office – 4-7 months

- Attend and run a pre-construction meeting
- Attend and run 14 bi-weekly construction meeting and prepare meeting agenda/minutes
- Review Contractor's Schedule of Values
- Review Pencil copies of Payment Applications and process payment applications
- Review shop drawings and submittals
- Respond to contractor's RFI
- Issue request for proposals, review cost proposals and prepare change orders.

5. Exclusions/Work Not Included/Assumptions:

- Kitchen services design, including but not limited to fryer and grill, range/ansul hoods.
- Site Plan Submission is not included
- Submission for NYS SEQR approval
- Archeological surveys is not included
- Environmental Studies are not included
- City of Salamanca to provide site design and construction, including but not limited to parking lots and sidewalks accessing the chalet.
- Design of sanitary and sewer to 5 feet outside of building. City of Salamanca to arrange connections to building utilities per our 3/13 conversation
- Emergency generator design is not included
- Fire protection system and alarm design for new facility not included
- Systems designs (i.e. Telephone, Data, Access control, Security, Cameras/CCTV, AV systems, etc.) are limited to empty conduit and junction boxes. Outlet locations shall be coordinated with Owner/Architect and system(s) provided items
- Site water pressure is sufficient and will not require the design of a water pump
- Existing electrical service is sufficient and will not require design of new service to the site or coordination with service provider
- Altering construction documents after submission for bidding and permits to offer different design alternatives
- Submission of record drawings is not included

- Meetings with special interest groups and/or City of Salamanca planning board are not included other than what is mentioned previously
- Public presentations
- Full or Part Time Construction Monitoring is not included but can be provided for additional fees
- Additional project scope during construction

Project Fee:

DiDonato Associates Engineering and Architecture P.C. proposes to provide the engineering and architectural design services described above for a fee of:

Base Bid Design:

Schematic Design Development Costs:

DiDonato Associates	\$ 20,500.00
Kheops (Site Survey)	\$ 4,500.00
Whitestone (Geotech soil borings)	\$ 6,750.00

Construction Document Design Costs:

DiDonato Associates:	\$ 28,200.00
Buffalo Engineering (MEP Design)	\$ 15,500.00
<u>Bid Phase Costs:</u>	\$ 3,000.00

Construction Administration - Office Costs:

DiDonato Associates:	\$ 18,250.00
Buffalo Engineering (MEP Design)	\$ 3,000.00

The cost for providing the above noted services is: **\$ 99,700.00**

Additional services can be provided at the following rates:

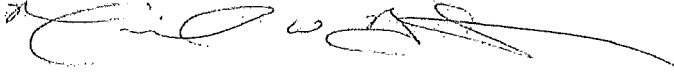
Project Architect:	\$147/HR
Junior Architect:	\$ 96/HR
Structural Engineer:	\$ 98/HR
Construction Manager:	\$ 94/HR

The DiDonato Team has the ability to bring the experience and knowledge we have gathered along the way to this project for the City of Salamanca. The Team recognizes the importance of being cost conscious in the design of this project. As we developed our cost proposal for the project, we evaluated the work that will be needed and established our work hours needed to provide a successful project for the City.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please sign and return one copy of this letter if you agree. If you have any questions regarding this proposal or need further clarification, please do not hesitate to call.

Sincerely,

DiDonato Associates, Engineering and Architecture, P.C.



Michael W. Banks, AIA
Vice President – Architecture

Acceptance:

SIGNED: _____ DATE: _____

stephanie@elev8architecture.com

Protection. All costs associated with the printing of large format drawings sets will be invoiced separately to the owner as a reimbursable plus 10% for processing & administration.

We propose the following hourly rates:

Billable rate

Principal/Senior Architect

\$200

Architect

\$150

Designer

\$100

Acceptance of this proposal for architectural services shall be the payment of a **\$1,000 deposit to Elev8 Architecture** which will be subtracted from the final invoice for the project. The outstanding balance will be invoiced as "progress payments" every 30 days based on the progress. Payment of these progress payments shall be made within 14 days of receipt. If a progress payment remains unpaid after 30 days, Elev8 Architecture will notify the owner and stop work. Invoices that remain unpaid for over 30 days will be charged at a rate of 18% per annum. ELEV8 and its consultants will not proceed with any and all phases until they have been fully compensated for the previous phase.

In addition to progress payments, final payment shall be made prior to or at the time of delivery of the printed and stamped/signed construction and permit documents.

The standard of care for all professional services performed or furnished by ELEV8 Architecture under this accepted agreement will be the skill and care used by members of the aforementioned profession practicing under similar circumstances at the same time and in the same locality. ELEV8 Architecture makes no warranties, expressed or implied, under this accepted agreement or otherwise, in connection with architectural services.

The owner understands that to provide the fees outlined in this proposal, the owner agrees to limitations of architect's liability for any and all claims, losses, costs or damages whatsoever arising out of, resulting from, or in any way related to the project or this agreement and from any cause or causes. The architect's liability shall be limited to the total fees paid by the owner to the architect.

If you have any questions, please do not hesitate to call me at any time.

Sincerely,



Stephanie Goris, RA LEED AP

If you agree with this proposal as described above, please sign at the space below and provide the required deposit as indicated, if this proposal remains unsigned, receipt of your good faith deposit indicates your acceptance of the terms outlined in this agreement.

Print Name: _____

Signature: _____ Date: _____