

Dear Council President Marrano and the Honorable City Council:

I am requesting that the attached proposed Memorandum of Understanding (“MOU”) between the City of Lackawanna (the “City”) and the Lackawanna Professional Firefighter’s Association (the “Union”) be placed on the agenda for City Council approval on June 22, 2026 authorizing the Mayor to sign same.

The MOU relates to Bereavement Leave provided to our firefighters in the applicable collective bargaining agreement. The MOU contemplates a change from allowing our firefighters bereavement leave from the time of the notification of the death of a family member to the day after the funeral to a period of up to 48 consecutive hours. The rationale behind the change is that in current times, not every family participates in a Christian burial service.

The MOU provides that a firefighter will need to provide documentation verifying the death of the family member.

I have been advised by the Union President, Captain Shad Garner, that the Union body has voted to approve the incorporation of the MOU in the collective bargaining agreement.

Thank you for your consideration of this request.

ARIANNA KWIATKOWSKI, CITY ATTORNEY

MEMORANDUM OF UNDERSTANDING

By and between

**The City of Lackawanna
And
THE LACKAWANNA PROFESSIONAL
FIRE FIGHTER’S ASSOCIATION
LOCAL 3166, I.A.F.F., AFL-CIO**

1. **WHEREAS**, due to changing norms in society, it is becoming more frequent that funeral or memorial services occur weeks/months after a death, or not at all;
2. **WHEREAS**, the parties are desirous of maintaining greater consistency when it comes to utilizing bereavement leave under the parties’ collective bargaining agreement;
3. **NOW THEREFORE**, the parties agree to amend the language for Article XII entitled Bereavement in parties’ collective bargaining agreement as follows:
4. **Article XII** entitled Bereavement in the Collective Bargaining Agreement shall be amended to read:
5. **Section 1.** An employee who has a death in the immediate family (parent, spouse, child, grandchild, brother, sister, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-parents and step-children) shall be entitled to time off from the time of notification of death up to and not to exceed 48 consecutive hours.

6. **Section 2.** An employee who has a death of his/her aunt or uncle shall be entitled to one (1) shift off [to a maximum of eight (8) hours] for each such death.
7. **Section 3.** In the event a member must utilize bereavement leave while he/she is on vacation, he/she shall not lose vacation time for the number of days he/she uses bereavement leave.
8. **Section 4.** An employee requesting bereavement leave shall provide documentation verifying the death of the family member. Acceptable documentation includes, but is not limited to: a death certificate; obituary (printed or digital); funeral home or cremation service announcement; memorial or religious service card; and/or a written statement identifying the name of the deceased, and the date of death. Failure to provide this documentation to the Fire Chief within a reasonable period of time not to exceed thirty (30) days shall result in the denial and forfeiture of bereavement leave benefits, and any time already taken will be charged to the employee accordingly.

Moved by Meegan second by Surdyke to approve Memorandum of Understanding and have Mayor sign same.

Yeas: Anderson, Meegan, Surdyke

Carried 3-0

Requests the City Council approve the ordinance creating a new budget line and approval of an advance in funds.

9. Lackawanna City Council
Honorable Fred Marrano, Council President
City Hall-room 217
714 Ridge Road
Lackawanna, NY 14218

Dear Council Members,

The Fire Department has been awarded a grant through Division of Criminal Justice Services in the amount of \$20,000. This grant was sponsored by Senator April Baskin and will provide fire prevention materials and smoke/CO detectors to be given out during National Night Out. The Grant Agreement was executed on May 26, 2026. This grant will reimburse the City once the items are purchased. I am requesting the creation of a budget line and an advance of funds in the Amount of \$20,000. For the purchase of the items requested for in the grant application.

If you have any questions please feel free to contact me.

Sincerely,

JAMES FINO, FIRE CHIEF

Moved by Surdyke second by Anderson to receive and file, act on ordinance.

Yeas: Anderson, Meegan, Surdyke,

Carried 3-0

ORDINANCE

AN ORDINANCE AMENDING THE 2025-2026 BUDGET ORDINANCES ADOPTED JUNE 9, 2025.

BE IT ENACTED by the City Council of the City of Lackawanna, New York, as follows:

GENERAL FUND

SECTION 1. That the 2025-2026 Budget Ordinance adopted June 9, 2026, is hereby amended to add the following Budget Code to the Capital Fund: **H.2080.0623- “Fire Department National Night Out Grant (DCJ Services)”**.

GENERAL FUND

SECTION 2. That the 2025-2026 Budget Ordinance is hereby amended to transfer unappropriated fund balance in the amount of **\$20,000** to the **“Transfer to Other Fund-Capital” Budget Code [A.9000.9550]**.

CAPITAL FUND

SECTION 3. That the 2025 - 2026 Budget Ordinance is hereby amended to increase the “Capital Fund Inter Fund Transfer” Budget Code **[H.0000.5031]** by **\$20,000**.

SECTION 4. That the 2025 - 2026 Budget Ordinance is hereby amended to allocate budgeted funds in the amount of **\$20,000** to the **H.2080.0623 – “Fire Department National Night Out Grant (DCJ Services)”**.

THIS ORDINANCE WILL TAKE EFFECT IMMEDIATELY.

Dated: June 23, 2026
Lackawanna, New York

Moved by Surdyke second by Anderson to adopt ordinance as written.
Yeas: Anderson, Meegan, Surdyke

Carried 3-0

Requests the City Council approve retaining LaBella Associates to assist the City with preparation and submission of an application for Round 10 of the NYS Downtown Revitalization Initiative. LaBella Associates was one of four proposals received. They were the strongest overall proposal and the lowest cost proposal, with a not-to-exceed fee of \$14,985.

10. Frederic Marrano, City Council President

RE: June 22 Meeting Agenda Item – Recommendation to Retain LaBella Associates for Round 10 Downtown Revitalization Initiative (DRI) Application Assistance

For the June 22, 2026 Council Meeting agenda, I’m requesting City Council concurrence with a joint recommendation from Mayor Iafallo and the Department of Development to retain LaBella Associates

to assist the City with preparation and submission of an application for Round 10 of the New York State Downtown Revitalization initiative (DRI).

LaBella was selected from four (4) proposals received through a Request for Proposals (RFP) process conducted by the City from May 18th through June 5th. Based on the defined evaluation criteria. LaBella submitted the strongest overall proposal, including relevant experience with similar communities and the lowest cost proposal, with a not-to-exceed fee of \$14,985.

The fee would be funded through the Development Consulting Services budget in the 2026-27 Fiscal Year and does not represent an incremental budget increase.

If the City Council concurs with the recommendation, a professional services agreement will be prepared for your honorable body's review and approval, and the Mayor's signature, at the July 20, 2026 meeting.

Round 10 is anticipated to open in August 2026, with applications expected to be due in October or November. Accordingly, work must begin as soon as practical in July to ensure a timely and competitive submission.

Copies of the City's RFP and LaBella's proposal are attached for your reference.

I will be available at the June 22 meeting to answer any questions.
Thank you.

CHARLES CLARK, DIRECTOR OF DEVELOPMENT AND MARKETING
A copy of this information may be obtained in the City Clerk's Office.

Moved by Surdyke second by Anderson to approve request.
Yeas: Anderson, Meegan, Surdyke

Carried 3-0

Requests the City Council approve form RS 2417-A, the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for the City Attorney, Assistant City Attorney and the 3rd Ward Council Member.

11. Honorable Council President
Honorable City Council
714 Ridge Road
Lackawanna, NY 14218

Subject: Approval of Form RS 2417-A for Elected and Appointed Officials

Dear Council Members:

Please approve Form RS 2417-A, the Standard Work Day and Reporting Resolution for Elected and Appointed Officials," for the following individuals:

1. **Arianna Kwiatowski**, City Attorney
2. **Christy Cooper**, Assistant City Attorney

3. Timothy Meegan, Council Member

Purpose of the Resolution:

Form RS 2417-A is a mandatory New York State filing that establishes the standard work day hours (between 6 and 8 hours) for specific official titles. It reports the average number of days worked per month by each official, calculated directly from their state-mandated, three-month Record of Activities (ROA). This data ensures accurate service credit reporting to the New York State and Local Retirement System (NYSLRS).

Thank you for your consideration and timely action on this resolution.

JACQUELYN DOLE, CITY COMPTROLLER

A copy of this information may be obtained in the City Clerk's Office.

Moved by Surdyke second by Anderson to approve Form RS 2417-A.

Yeas: Anderson, Meegan, Surdyke,

Carried 3-0

Requests the City Council approve form RS 2418; the Standard Work Day Resolution form that documents the number of work hours that constitute a full-time standard work day for different employee titles.

12. Honorable Council President
Honorable City Council
714 Ridge Road
Lackawanna, NY 14218

Dear Honorable Body:

Attached for your review and approval is the Standard Work Day Resolution form RS 2418, as required by New York State and Local Retirement System (NYSLRS) employers.

The form is used to officially establish and document the number of hours (between 6 and 8) that constitutes a full-time standard work day for different employee titles. This ensures that the correct number of days worked is reported for pension and retirement credit calculations.

Thank you for your consideration and timely action on this resolution.

JACQUELYN DOLE, CITY COMPTROLLER

A copy of this information may be obtained in the City Clerk's Office.

Moved by Surdyke second by Anderson to approve Form RS 2418.

Yeas: Anderson, Meegan, Surdyke

Carried 3-0

Communications from Citizens:

Requests the City Council approve the closure of Church Street on Saturday, June 27, 2026 from 10:30 a.m. until 3:30 p.m. for the 1st Ward Summer Fest and Senior Fair.

13. Honorable Body,

I am requesting that Church Street be closed in front of Second Baptist Church on Saturday, June 27, 2026 from 10:30 a.m. to 3:30 p.m.

We are hosting our 1st Ward Summer Fest and Senior Fair on that day and want that portion of the street closed for the safety of our children and Seniors in attendance.

If approved, please be sure the barriers are left behind or on the side of the Church on Friday.

Feel free to contact me if you have any questions.

KIMBERLY SMITH, RESIDENT

Moved by Surdyke second by Anderson to approve request, refer to public safety and public works.

Yeas: Anderson, Meegan, Surdyke

Carried 3-0

Business Registration:

Waleid Taher, Big Wills Kitchen, 2540 Hamburg Tpke, fast food/take out.

Moved by Meegan second by Anderson to approve Business Registration.

Yeas: Anderson, Meegan, Surdyke

Carried 3-0