CITY OF North Tonawanda

Charter Revision Committee

Meeting Minutes

July 9, 2026- City Hall – 6:30 pm

A. Administrative Business

1. Call to Order: The meeting of the Charter Review Committee was held in the 2nd floor conference room and was called to order by Chairman Lou DalPorto at approximately 6:30 pm.
2. Record of Attendance: **Present** were Committee members: Susan Gosch, Daniel Brick, Lou DalPorto, Mary Martin, Heather Farley, Frank Burkhart, Ellen Hutton. Also present was Mayor Austin Tylec.

B. Open Comments:

Lou gave recap on last meeting and summarized the discussion about putting Proposition before voters in the November 2026 election, to change the fulfillment of the City Attorney from an elected position to an appointed position.

Specifically, the Committee agreed that:

1. North Tonawanda is the only municipality in New York State that continues to have the City Attorney as an elected office.
2. This current model is costing the City by utilizing consultants to perform City Attorney duties.
3. The current model presents potential conflicts of interest.

Discussion about the date the change to the incumbent's position would change, if proposition is passed. Voted and agreed that the effective date of change would be January 1, 2027.
Discussion about the type of position that would be appointed.

C. Conclusions and Recommendations:

The Committee recommends the following:

Kate updated spread sheet with current language to change the City Attorney position to an appointed position by the Mayor and confirmed by Common Council.

Sec. 3.021 — Removes the city attorney from the list of elected officials (leaving mayor, council members, city clerk-treasurer).
Sec. 3.023(b) — Strikes the city attorney from the four-year term provision.
Sec. 3.026 (City attorney) — Deletes the entire section; number reserved.
Sec. 3.051 — Removes the assistant city attorney exception from mayoral appointments.
Sec. 3.052(c) — New: general terms rules for appointees don't apply to corporation counsel (term set by agreement/appointment per 3.061).
Sec. 3.054 — New carve-out: corporation counsel compensation set per 3.061, not by ordinance.
Sec. 3.059 — New: establishes the office of corporation counsel as the city's chief legal officer.
Sec. 3.060 — New: appointed by the mayor, confirmed by the council; removable by the mayor with council concurrence.
Sec. 3.061 — New: may be an individual employee or a retained law firm; selection via procurement-consistent process; term set by agreement/appointment; compensation set by council resolution or agreement within appropriations.
Sec. 3.062 — New: must be a NY-admitted attorney in good standing (each designated firm attorney included).
Sec. 3.063 — New: powers and duties — counsel to city officials, litigation, drafting/approval of legal instruments, written opinions, legislative advice, other assigned duties.
Sec. 3.064 — New: mandatory recusal in elected-officer-vs-elected-officer litigation; special counsel may be retained by council resolution within budgeted funds.
Sec. 3.065 — New transition: effective January 1, 2027.

Motion to accept these changes and to submit to City Clerk/Treasurer made by Heather Farley and seconded by Susan Gosch. Unanimous vote by present Committee members to proceed with this decision.

Motion to adjourn the meeting was made by Dan Brick and seconded by Susan Gosch at 7:30pm.

Upcoming meetings/public hearing to be scheduled by Chairman prior to election date.

Respectfully submitted,
Susan Gosch Taylor
Secretary