

March 18, 2026

To Whom It May Concern:

Please be advised that at a Regular Session of the North Tonawanda Common Council held on the 17th day of March 2026 the following resolution was passed:

III. Clerk-Treasurer

Date: March 12, 2026

To: Mayor/Common Council

From: Donna L. Braun - City Clerk/Treasurer

Subject: Standard Workday and Reporting Resolution – 2026

New Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials.

This regulation became effective August 12, 2009.

I offer the following resolution for your consideration:

BE IT RESOLVED, that the City of North Tonawanda hereby establishes the following as standard work days for elected and appointed officials and will report (see attached) the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these Officials to the Clerk of this body.

**Sincerely,
Donna L. Braun
City Clerk-Treasurer**

MOVED by Alderman Lavey

SECONDED by Alderman Schulmeister

That the Common Council at a regular session meeting, held at City Hall, 216 Payne Avenue, North Tonawanda, New York at 6:30 PM on March 17th, 2026 approves the Standard Workday and Reporting Resolution for 2026 and it reads as follows:

BE IT RESOLVED, that the City of North Tonawanda hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these Officials to the Clerk of this body.

2026 Elected/ Appointed Work Schedule City of North Tonawanda New York

ELECTED OFFICIALS:

TITLE	NAME	STANDARD WORKDAY	TERM BEGINS/ENDS	PARTICIPATES IN TIME KEEPING	DAY/MONTH
Mayor	Austin J. Tylec	7	01/01/26-12/31/29	N	20
Clerk-Treasurer	Donna L. Braun	7	01/01/24-12/31/27	Y	20
Attorney	Edward Zebulske III	7	01/01/26-12/31/29	Y	20
2 nd Ward Alderman	Will Schulmeister	6	01/01/26- 12/31/27	N	20
3 rd Ward Alderman	Hilary Roe	6	01/01/26-12/31/27	Y	20
Alderman at Large	Thomas Murphy	6	01/01/26-12/31/29	N	20
Alderman at Large	Joseph Lavey Jr.	6	01/01/24-12/31/27	N	20
1 st Ward Alderman	Gabrielle Richards	6	01/01/26-12/31/27	N	20

APPOINTED OFFICIALS

Adm. Assistant Mayor's Office	Jamie Smith	7	02/09/26-12/31/29	Y	20
Asst. City Attorney	Mario Gregori	6	01/01/24 – 12/31/26	Y	20
Asst. City Attorney	Matthew Mosher	6	01/01/26-12/31/26	Y	20
Zoning Board	Edward Smolinski	6	01/01/22-12/31/26	Y	3
Planning Board	Thomas Jaccarino	6	01/01/20 – 12/31/26	Y	3

Ayes: Alderman Schulmeister, Roe, Murphy, Lavey, Richards

(5)

Nays: None

(0)

CARRIED.

Donna L. Braun

City Clerk-Treasurer