DONNA L. BRAUN
City Clerk-Treasurer
dbraun@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

City of North Tonawanda

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120

Treasurer's Office: (716) 695-8575
Clerk's Office: (716) 695-8555
Fax: (716) 695-8557

October 29, 2026

The following meetings have been scheduled for <u>WEDNESDAY, NOVEMBER 4, 2026</u>

6:15 PM Common Council Meeting Discussion

6:30 PM Common Council Meeting

Respectfully submitted,

Donna L Braun

Donna L. Braun
City Clerk-Treasurer

TO: **Honorable Mayor & Common Council**
Alderman Richards, Schulmeister, Roe, Lavey, Murphy

FROM: **Donna L. Braun, City Clerk-Treasurer**

RE: Agenda for Regular Session WEDNESDAY, NOVEMBER 4, 2026, 6:30 PM

AUDIENCE PARTICIPATION – Agenda items only, not to exceed 90 minutes with each speaker limited to a five-minute maximum.

PROOF OF PUBLICATION PUBLISHED 10/09/2026

1) **Legal Notice – Public Hearing – For the 2027 North Tonawanda City Budget and Budget Vote - City Clerk-Treasurer**

PROOF OF PUBLICATION PUBLISHED 10/17/2026

1) **Legal Notice – Public Hearing – For the 2027 North Tonawanda City Budget and Budget Vote AMENDED- City Clerk-Treasurer**

COMMUNICATIONS FROM CITY OFFICIALS

I. Mayor	**Re:**	**Receive and File the appointment of Stephanie McCowan and Charles Weaver to the Historic Preservation Commission**
VII.1 Accountant	**Re:**	**Payment of the Abstract of Claims Dated November 4, 2026**
VII.2 Accountant	**Re:**	**Budgetary Transfer – To purchase equipment needed or an emergency transmission water main break in the woods off Toellner Tank and Fire Hydrants**

VII.3 Accountant — **Re: Budgetary Transfer – For Golf Course Operations, Gateway Personal Services and Senior Center Roof Repairs**

X. Police Chief — **Re: Reappointment of Frank Burkhart as a Commissioner of Deeds for the City of North Tonawanda**

Respectfully submitted,

Donna L Braun

Donna L. Braun
City Clerk-Treasurer

NOV 04 2026

STATE OF NEW YORK
NIAGARA COUNTY,} SS,_____

Delia Bates, of said county, being duly sworn, deposes and says that she is now and during the whole time hereinafter mentioned was the Clerk of

NIAGARA GAZETTE

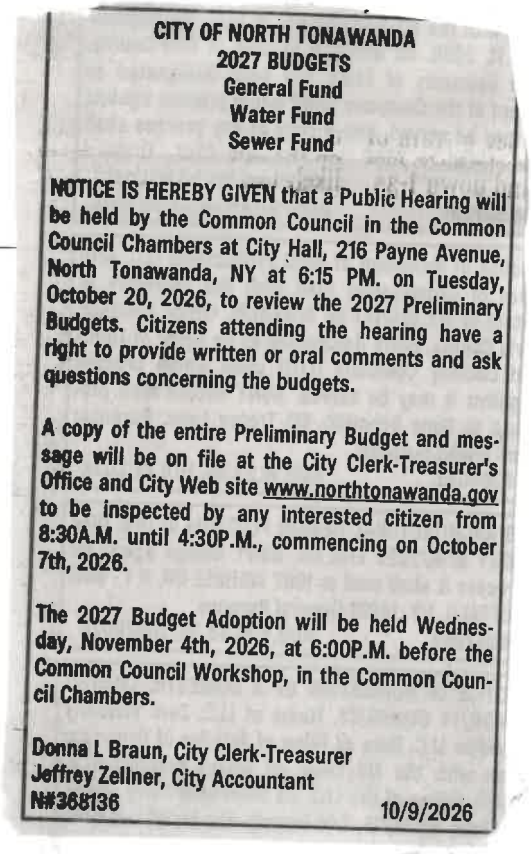
A newspaper published in the County and State aforesaid, and that the annexed printed legal # 368136 was printed and published in said paper on the following dates:

10/09/2026

Delia Bates
Principal Clerk

Subscribed and sworn to before me this
10-15-26

Teresa L McCarthy
Teresa L McCarthy 02/26/2030
Notary Public Expiration Date



CITY OF NORTH TONAWANDA
2027 BUDGETS
General Fund
Water Fund
Sewer Fund

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Common Council in the Common Council Chambers at City Hall, 216 Payne Avenue, North Tonawanda, NY at 6:15 PM. on Tuesday, October 20, 2026, to review the 2027 Preliminary Budgets. Citizens attending the hearing have a right to provide written or oral comments and ask questions concerning the budgets.

A copy of the entire Preliminary Budget and message will be on file at the City Clerk-Treasurer's Office and City Web site www.northtonawanda.gov to be inspected by any interested citizen from 8:30A.M. until 4:30P.M., commencing on October 7th, 2026.

The 2027 Budget Adoption will be held Wednesday, November 4th, 2026, at 6:00P.M. before the Common Council Workshop, in the Common Council Chambers.

Donna L Braun, City Clerk-Treasurer
Jeffrey Zellner, City Accountant
N#368136 10/9/2026

RECEIVED
CITY CLERK'S OFFICE

2026 OCT 20 AM8:33
NORTH TONAWANDA NY

Teresa L McCarthy
Notary Public - State of New York
No. 01MC4962698
Qualified in Niagara County
My Comm. Expires Feb. 26. 2030

STATE OF NEW YORK
NIAGARA COUNTY,} SS,_____

NOV 04 2026

Delia Bates, of said county, being duly sworn, deposes and says that
she is now and during the whole time hereinafter mentioned was the Clerk of

NIAGARA GAZETTE

A newspaper published in the County and State aforesaid,
and that the annexed printed legal # 368385
was printed and published in said paper on the following dates:

10/17/2026

Delia Bates
Principal Clerk

Subscribed and sworn to before me this
10-21-26

Teresa L McCarthy
Teresa L McCarthy 02/26/2030

Notary Public Expiration Date

CITY OF NORTH TONAWANDA
2027 BUDGETS
General Fund
Water Fund
Sewer Fund

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Common Council in the Common Council Chambers at City Hall, 216 Payne Avenue, North Tonawanda, NY at 6:15 PM. on Tuesday, October 20, 2026, to review the 2027 Preliminary Budgets. Citizens attending the hearing have a right to provide written or oral comments and ask questions concerning the budgets.

A copy of the entire Preliminary Budget and message will be on file at the City Clerk-Treasurer's Office and City Web site www.northtonawanda.gov to be inspected by any interested citizen from 8:30A.M. until 4:30P.M., commencing on October 7th, 2026.

The 2027 Budget Adoption will be held Tuesday, November 10th, 2026, at 6:00P.M. before the Common Council Workshop, in the Common Council Chambers.

Donna L Braun, City Clerk-Treasurer
Jeffrey Zellner, City Accountant **AMENDED**
N#368385 **10/17/2026**

RECEIVED
CITY CLERK'S OFFICE
2026 OCT 27 AM 8:18
NORTH TONAWANDA NY

Teresa L McCarthy
Notary Public - State of New York
No. 01MC4962698
Qualified in Niagara County
My Comm. Expires Feb. 26. 2030

CITY OF NORTH TONAWANDA

Office of the Mayor

NOV 04 2026

AUSTIN J. TYLEC

October 26th, 2026

North Tonawanda Common Council
City Hall, 216 Payne Avenue
North Tonawanda, NY 14120

Re: Appointment to Historic Preservation Commission

Dear Honorable Body,

Please be advised I will be appointing Stephanie McCowan of 78 Payne Ave, North Tonawanda, NY 14120; and Charles Weaver of 217 Goundry St, North Tonawanda, Ny 14120, to the Historic Preservation Commission, effective October 26th, 2026, for a term of four (4) years, expiring December 31st, 2029

Thank you for your attention to this matter.

Respectfully,

Austin Tylec
Mayor

RECEIVED
CITY CLERK'S OFFICE

2026 OCT 26 PM12:01
NORTH TONAWANDA NY

City Hall, 216 Payne Avenue, North Tonawanda, NY 14120 · 716.695.8540
atylec@northtonawanda.org

JEFFREY ZELLNER
CITY ACCOUNTANT

JENNIFER CRESS
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP
JUNIOR ACCOUNTANT

City of North Tonawanda

DEPARTMENT OF ACCOUNTING
CITY HALL
216 PAYNE AVENUE NORTH
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545
FAX: (716) 695-8573

VII. 1

NOV 04 2026

10/28/2026

Honorable Austin J. Tylec, Mayor
And Common Council Members
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Dear Honorable Body:

In accordance with Article V, Division 1, Section 5.002 and 5.003 of the City Charter, an Abstract Sheet, comprised of a Warrant of Claims, has been submitted by this office for your review and approval.

Accordingly, please authorize for payment the current Warrant of Claims for Common Council November 4th, 2026, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,

JEFFREY ZELLNER
CITY ACCOUNTANT

2026 OCT 28 PM12:16
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

JEFFREY ZELLNER
CITY ACCOUNTANT

JENNIFER CRESS
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP
JUNIOR ACCOUNTANT

City of North Tonawanda

DEPARTMENT OF ACCOUNTING
CITY HALL
216 PAYNE AVENUE NORTH
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545
FAX: (716) 695-8573

VII.2

NOV 04 2026

10/28/2026

Honorable Austin J Tylec, Mayor
And Common Council Members
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Dear Honorable Body:

In accordance with Article V, Division 2, Section 5.023, and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2026 appropriations, based on the request of the Department Head, copy attached.

Amount	Increase Account	Decrease Account
$25,000	002.8340.0229	002.8340.0270
	Water Distribution – Fire Hydrants	Water Distribution – Water meters and Parts

Amount	Increase Account	Decrease Account
$80,000	002.8340.0480	002.8340.0100
	Water Distribution - Operations	Water Distribution - Personal Services

Reason : On Request forms

Warm Regards,

JEFFREY ZELLNER
CITY ACCOUNTANT

2026 OCT 28 PM12:17
NORTH TONAWANDA NY

RECEIVED
CITY CLERK'S OFFICE

Budgetary Transfer Request Form

Department: Accounting

Date: 9/30/2026

Dollar Amount	Appropriation Accounts and Documentation			
	Increase (Decrease) Account		Increase (Decrease) Account	
$25,000	Account Number	Account Description	Account Number	Account Description
	2.8340.270	Water Meters and Parts	2.8340.229	Fire Hydrants and Supplys

Explanation:

Water distribution has a budget of $30,000 for water meters and parts in 2026. While still in the meter exchange program, failed meters and new meters were purchased under the capital project bond. Money needs to be moved to fire hydrants, as many have been hit, damaged and need to be replaced, requiring us to have to order additional units.

Please Check One

Common Council Action	NO Common Council Action

Department Head Signature	9/30/2026 Date

Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if **all** of the following criteria is met:

1. Transfer appropriations must be less than $250.00
2. Transfer only between existing appropriation accounts within your Department Budget
3. Accumulated transfers made into any one appropriation account can not total more than $250.00 within any fiscal year

2.21 - Budgetary transfers can be initiated by a Department Head through the Common Council if **one** of the following Criteria is met:

1. Transfer appropriations must be over $250.00
2. Creation of a new appropriation account your budget

For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date
	#3	11/4/2026

Budgetary Transfer Request Form

Department: Accounting

Date: 9/30/2026

Dollar Amount	Appropriation Accounts and Documentation			
	Increase (Decrease) Account		Increase (Decrease) Account	
$80,000	Account Number	Account Description	Account Number	Account Description
	2.8340.100	Personnel Services	2.8340.480	Operations

Explanation:

Water distribution was budgeted to have (7) employees for 2026. We will not have a full staff until November 2nd. Money will be moved to the operations budget to purchase equipment needed for an emergecy transmission water main break in the woods off Toellner Tank.

Please Check One

Common Council Action	NO Common Council Action

Department Head Signature	9/30/2026 Date

Budgetary Transfer Policy

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For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date
	#4	11/4/26

JEFFREY ZELLNER
CITY ACCOUNTANT

JENNIFER CRESS
PAYROLL PERSONNEL SPECIALIST

SHERI GAMPP
JUNIOR ACCOUNTANT

City of North Tonawanda

DEPARTMENT OF ACCOUNTING
CITY HALL
216 PAYNE AVENUE NORTH
TONAWANDA, N.Y. 14120

TELEPHONE: (716) 695-8545
FAX: (716) 695-8573

VII.3

NOV 04 2026

10/28/2026

Honorable Austin J Tylec, Mayor
And Common Council Members
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Dear Honorable Body:

In accordance with Article V, Division 2, Section 5.023, and Section 2.2 of the Budgetary Transfer Policy, please authorize the City Accountant to make the following amendment of fiscal year 2026 appropriations, based on the request of the Department Head, copy attached.

Amount	Increase Account	Decrease Account
$3,000	7250.0480	7250.0440
	Golf Course Operations	Golf Course Building & Grounds

Amount	Increase Account	Decrease Account
$4,000	7250.0480	7250.0420
	Golf Course Operations	Golf Course Repairs & Maintenance

Amount	Increase Account	Decrease Account
$4,000	6772.0440	7180.0100
	Senior Center Buildings & Grounds	Swimming Pool Personal Services

Amount	Increase Account	Decrease Account
$6,000	7989.0100	7180.0100
	Gateway Personal Services	Swimming Pool Personal Services

Reason : On Request forms

RECEIVED
CITY CLERK'S OFFICE

Warm Regards,

JEFFREY ZELLNER
CITY ACCOUNTANT

2026 OCT 28 PM12:16
NORTH TONAWANDA NY

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/22/26

Dollar Amount	Appropriation Accounts and Documentation	
	From Appropriation Account 7250.0440 Golf Course Building & Grounds	Into Appropriation Account 7250.0480 Golf Course Operations
$3,000	Account Number / Account Description	Account Number / Account Description

Explanation: Anticipated to be over in our Operations costs due to increased chemical/pesticide costs, as well as increased cost of sellable merchandise (additional items purchased for the 50 year anniversary). Increased sellable merchandise provided increase in proshop sales. Anticipated left ove allocated to the 7250.0440 account will help cover the transfer with no additional funds used over the budgeted allocation.

Please Check One

Common Council Action	NO Common Council Action
X	

	10/22/2026
Department Head Signature	Date

Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if **all** of the following criteria is met:

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2. Creation of a new appropriation account your budget

For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date
	JL 5	11/4/26

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/22/26

Dollar Amount	Appropriation Accounts and Documentation	
	From Appropriation Account 7250.0420 Golf Course Repairs & Maintenance	Into Appropriation Account 7250.0480 Golf Course Operations
$4,000	Account Number / Account Description	Account Number / Account Description

Explanation: Anticipated to be over in our Operations costs due to increased chemical/pesticide costs, as well as increased cost of sellable merchandise (additional items purchased for the 50 year anniversary). Increased sellable merchandise provided increase in proshop sales. Anticipated left ove allocated to the 7250.0420 account will help cover the transfer with no additional funds used over the budgeted allocation.

Please Check One

Common Council Action	NO Common Council Action
X	

Department Head Signature	10/22/2026 Date

Budgetary Transfer Policy

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For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date
	#6	11/4/26

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/22/26

Dollar Amount	Appropriation Accounts and Documentation	
	From Appropriation Account	Into Appropriation Account
	7180.0100 Swimming Pool Personal Services	6772.0440 Senior Center Buildings & Grounds
$4,000	Account Number / Account Description	Account Number / Account Description

Explanation: Account overages from Roof Repairs to Senior Center as well as replacment of parking lot lighting due to storm damage. Costs covered with of excess budgeted funds from Swimming Pool Personal Services which existed due to no open swim program (due to lack of school pool availa

Please Check One

Common Council Action	NO Common Council Action
X	

Department Head Signature	10/22/2026 Date

Budgetary Transfer Policy

2.11 - Budgetary transfers can be initiated by a Department Head on his or her signature if **all** of the following criteria is met:

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For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date
	#7	11/4/2026

Budgetary Transfer Request Form

Department: Parks & Recreation

Date: 10/22/26

Dollar Amount	Appropriation Accounts and Documentation	
	From Appropriation Account	Into Appropriation Account
	7180.0100 Swimming Pool Personal Services	7989.0100 Gateway Personal Services
$6,000	Account Number / Account Description	Account Number / Account Description

Explanation: Account overages coming from staff working multiple departments, coming out of the Gateway Personal Services (Rec & Pool Staff)
Balance in the budgeted Pool Personal Services account covers the overage without exceed budgeted totals.

Please Check One

Common Council Action	NO Common Council Action
X	

Department Head Signature	Date
	10/22/2026

Budgetary Transfer Policy

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For Accounting Department Use Only

	Department of Accounting Audit	Common Council Meeting Date
	# 8	11/4/26

Department of Police

CITY OF NORTH TONAWANDA
216 Payne Avenue
North Tonawanda, N.Y. 14120-5491

TELEPHONE
(716) 692-4111
FACSIMILE
(716) 692-4321
EMERGENCY NO.
9-1-1

NOV 04 2026

October 14, 2026

Honorable Austin J. Tylec, Mayor

And Common Council

City Hall

North Tonawanda, NY 14120

Dear Honorable Body:

Please reappoint Frank C. Burkhart as Commissioner of Deeds for the City of North Tonawanda, effective November 2, 2026, and ending on November 1, 2028.

Respectfully,

Keith T. Glass

Chief of Police

2025 OCT 20 PM12:38
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE