

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

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

**RE: Agenda for Reorganization TUESDAY, JANUARY 6, 2026, 6:15P.M.**

**#1 Adjournment of last regular session of 2025.  
#2 Designation of Common Council President for 2026.  
#3 Designation of Common Council meeting nights & Time Allowance  
For Audience Participation**

**COMMUNICATIONS FROM CITY OFFICIALS**

<b>III.1 Clerk-Treasurer</b>	<b>Re: Designation of Banks for 2026</b>
<b>III.2 Clerk-Treasurer</b>	<b>Re: Authorization to make investments during 2026 according to the Cash Management and Investment Policies and Procedures</b>
<b>III.3 Clerk-Treasurer</b>	<b>Re: Authorization to make transfers from various City funds</b>
<b>III.4 Clerk-Treasurer</b>	<b>Re: Authorization for each Department Head to submit petty cash slips &amp; vouchers to the City Accountant</b>
<b>III.5 Clerk-Treasurer</b>	<b>Re: Designation of the Niagara Gazette and The Buffalo News, as the official Newspapers for the City of North Tonawanda</b>

Respectfully submitted,



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

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

III. 1

JAN 06 2026

December 1, 2025

**Honorable Mayor and Common Council  
216 Payne Avenue, City Hall  
North Tonawanda, NY 14120**

**Dear Honorable Mayor and Common Council:**

**The following Commercial Banks hold checking, savings and/or Money Market accounts with the City of North Tonawanda at the present time:**

<b>M &amp; T Bank</b>	<b>Checking/Savings/Money Market/Cash Management</b>
<b>Bank of America</b>	<b>Investments</b>
<b>NY Class</b>	<b>Investments</b>

**Please designate the aforementioned banks as depositories for the City of North Tonawanda, New York for the year 2026.**

**Manufacturers and Traders Trust Company, North Tonawanda Office:**

**General Fund (Checking/Savings)  
Water Fund (Checking/Savings)  
Chemlink (transfer account only)  
Golf Course Account - Charges  
Rental Assistance HUD Fund  
Trust & Agency Fund  
Community Development Fund  
Community Development Block Grant Fund  
Community Development Imprest Account  
Municipal Payroll Fund  
Flex Plan  
Health Reimb  
Housing Rehab  
HOME Re-Habilitation  
Municipal Clearing Account  
Payroll  
Capital Construction Fund (Checking/Savings)**

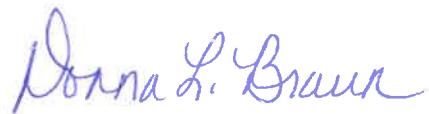
**Bank of America:**

**Belmont - Rental Assistance (transfer account only)**

**In the best interest of the City, with the current market situation, please grant me the authority to make any necessary modifications to the above referenced bank designations.**

**Thank you for your cooperation.**

**Respectfully,**

A handwritten signature in blue ink that reads "Donna L. Braun".

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

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City Clerk-Treasurer  
dbraun@northtonawanda.org

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III.2

JAN 06 2026

December 1, 2025

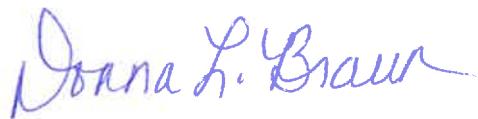
**Honorable Mayor and Common Council  
216 Payne Avenue, City Hall  
North Tonawanda, NY 14120**

**Dear Honorable Mayor and Common Council:**

**Please pass the necessary resolution for the year 2026 authorizing the City Clerk-Treasurer to invest City of North Tonawanda monies in either, Treasury Bills, Money Market Savings Accounts, Commercial Market Rate Investments or Certificates of Deposit, Municipal Investments, whichever promises to produce the highest interest yield per the City of North Tonawanda Cash Management and Investment Policies and Procedures, which are to be followed by the City Clerk-Treasurer, when said investments are made.**

**Thank you for your cooperation.**

**Respectfully,**



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

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III.3

JAN 06 2026

**December 1, 2025**

**Honorable Mayor and Common Council  
216 Payne Avenue, City Hall  
North Tonawanda, NY 14120**

**Dear Honorable Mayor and Common Council:**

**It is likely that various funds will need monies to meet payroll and voucher payments throughout the year 2026.**

**Please authorize the City Clerk-Treasurer to make temporary loans whenever necessary from various City Funds, until revenues are received, and these loans are repaid.**

**Thank you for your cooperation.**

**Respectfully,**

*Donna L. Braun*

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

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III.4

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December 1, 2025

**Honorable Mayor and Common Council  
216 Payne Avenue, City Hall  
North Tonawanda, NY 14120**

**Dear Honorable Mayor and Common Council:**

**As of this date, I have counted the petty cash and receipts for all authorized Departments and found them to be correct.**

**Please authorize each Department to submit petty cash slips and vouchers to the City Accountant for payment.**

**Also, please authorize each Department to continue using the following petty cash accounts:**

<b>Building Inspector</b>	<b>\$ 100.00</b>
<b>City Clerk</b>	<b>\$ 100.00</b>
<b>Fire Department</b>	<b>\$ 500.00</b>
<b>Flexible Spending Acct</b>	<b>\$10,000.00</b>
<b>Golf Course</b>	<b>\$ 1,000.00</b>
<b>Health Reimburse Acct</b>	<b>\$10,000.00</b>
<b>Police Department</b>	<b>\$ 1,000.00</b>
<b>Public Works</b>	<b>\$ 500.00</b>
<b>Recreation</b>	<b>\$ 850.00</b>
<b>Treasurer</b>	<b>\$ 1,000.00</b>
<b>Water Distribution @ WWTP</b>	<b>\$ 100.00</b>
<b>Water Department @ WWTP</b>	<b>\$ 400.00</b>
<b>WWTP</b>	<b>\$ 500.00</b>

**Respectfully,**

*Donna L. Braun*

**Donna L. Braun  
Clerk-Treasurer**

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December 1, 2025

**Honorable Mayor & Common Council  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120**

**Dear Honorable Mayor and Common Council:**

**I respectfully request that your Honorable Body designate the *Niagara Gazette* and *The Buffalo News* as the official newspaper for the City of North Tonawanda.**

**The above-mentioned publications are used for a variety of legal notices during the course of the year. The designation of these newspapers allows for publication of said notices based on the best price for the City of North Tonawanda.**

**If your Honorable Body should concur, I respectfully request that you vote in the affirmative for this official designation.**

**Respectfully,**

*Donna L. Braun*

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