

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

**December 31, 2025**

**The following meetings have been scheduled for TUESDAY, JANUARY 6, 2026**

**6:00 PM Common Council Meeting Discussion**

**6:15 PM Common Council Reorganizational Meeting**

**6:30 PM Common Council Meeting**

**-Executive Session**

**Re: Union Contract Negotiations**

**Respectfully submitted,**



**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 TUESDAY, JANUARY 6, 2026, 6:30 PM**

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

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**COMMUNICATIONS FROM CITY OFFICIALS**

<b>I.1 Mayor</b>	<b>Re: Receive and File the reappointment of Jacob Haacker to the Zoning Board of Appeals</b>
<b>I.2 Mayor</b>	<b>Re: Receive and File the reappointment of Emily Root, James Hutton, Larry Young and the appointment of Mary Martin, Nick DiNardo to the Waterfront Commission</b>
<b>I.3 Mayor</b>	<b>Re: Receive and File the reappointment of Joseph Sikora, Robert Frank, Matthew Meisenburg and the appointment of Richard Hall and Robert Orlowski to the Traffic Safety Committee</b>
<b>I.4 Mayor</b>	<b>Re: Receive and File the appointment of Robert Fleishman, William Petty and Gary Flanders</b>
<b>I.5 Mayor</b>	<b>Re: Receive and File the reappointment of Peter Grinnell to the Planning Commission</b>
<b>I.6 Mayor</b>	<b>Re: Receive and File the reappointment of Suzanne Hempel to the Housing Authority Board</b>
<b>I.7 Mayor</b>	<b>Re: Receive and File the appointment of Kelley Culp-Burton to the Historic Preservation Commission</b>

<b>I.8 Mayor</b>	<b>Re:</b> <b>Receive and File the reappointment of Stacy Yaro, Linda Krempa and the appointment of Stephanie McCowen to the Cemetery Board</b>
<b>I.9 Mayor</b>	<b>Re:</b> <b>Receive and File the reappointment of Fern Lew as Bingo Commissioner</b>
<b>I.10 Mayor</b>	<b>Re:</b> <b>Receive and File the reappointment of Peter Mancuso to the Board of Assessment Review Committee</b>
<b>I.11 Mayor</b>	<b>Re:</b> <b>Receive and File the reappointment of Susan Taylor as City Historian</b>
<b>I.12 Mayor</b>	<b>Re:</b> <b>Receive and File the reappointment of Christian Delprince as City Market Clerk</b>
<b>I.13 Mayor</b>	<b>Re:</b> <b>Receive and File the reappointment of Robert DePaolo to the Land Bank of Directors</b>
<b>VII. Accountant</b>	<b>Re:</b> <b>Payment of the Abstract of Claims Dated January 6, 2026</b>
<b>XIV. Youth, Recreation, Parks &amp; Seniors</b>	<b>Re:</b> <b>Approval of Resolution for the Enhancement Project for Botanical Gardens</b>
<b>XVII. Traffic Safety Committee</b>	<b>Re:</b> <b>Various Traffic Safety Recommendations from their December meeting</b>
<b>XXXII. Dir. Community Development</b>	<b>Re:</b> <b>Appointment to Lumber City Development Corporation Board of Directors</b>

Respectfully submitted,

Donna L. Braun

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

CITY OF NORTH TONAWANDA



T. I

AUSTIN J. TYLEC

JAN 06 2026

December 31, 2025

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

Re: Re-appointment to the North Tonawanda Zoning Board of Appeals

Dear Honorable Body:

Please be advised that I am re-appointing Jacob Haacker, 604 Meadow Dr, North Tonawanda, NY 14120 to the North Tonawanda Zone Board of Appeals, effective January 1, 2026, for a term of five (5) years, expiring December 31, 2030.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor

2025 DEC 31 AM8:41  
NORTH TONAWANDA NY

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CITY CLERK'S OFFICE

CITY OF NORTH TONAWANDA



I.2

AUSTIN J. TYLEC

JAN 06 2026

December 31, 2025

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

Re: Appointments to the North Tonawanda Waterfront Commission

Dear Honorable Body:

Please be advised that I am re-appointing the following individuals for the following terms on the Waterfront Commission:

1. Emily Root, 425 Wheatfield St, North Tonawanda, NY 14120, effective January 1, 2026, for a term of two (2) years, and expiring December 31, 2027.
2. James Hutton, 730 Niagara Parkway, North Tonawanda, NY 14120, effective January 1, 2026, for a term of two (2) years, and expiring December 31, 2027.
3. Larry Young, 837 Fairmont Ave, North Tonawanda, NY 14120 effective January 1, 2026, for a term of two (2) years, and expiring December 31, 2027.

Additionally, I am appointing these individuals for the following terms:

4. Mary Martin, 949 Sweeney St, North Tonawanda, NY 14120, effective January 1, 2026, for a term of two (2) years, and expiring December 31, 2027. To replace Joseph Petrie
5. Nick DiNardo, 221 Schenk St, North Tonawanda, NY 14120, effective January 1, 2026, for a term of two (2) years, and expiring on December 31, 2027. To replace Gabby Richards.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor  
City of North Tonawanda

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NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA



I:3

AUSTIN J. TYLEC

JAN 06 2026

December 31, 2025

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

Re: Appointments to the North Tonawanda Traffic Safety Committee

Dear Honorable Body:

Please be advised that I am re-appointing the following individuals to the Traffic Safety Committee: Joseph Sikora, 522 Homestead Dr, North Tonawanda, NY 14120; Robert Frank, 216 Payne Ave, North Tonawanda, NY 14120; and Matthew Meisenburg, 411 Homestead Dr, North Tonawanda, NY 14120, serving as Board Chairman, effective January 1, 2026, for terms of two (2) years, expiring December 31, 2027.

Additionally, I am appointing Richard Hall, 920 East Robinson st, North Tonawanda, NY 14120, effective January 1<sup>st</sup>, 2026, for a two (2) year term, expiring December 31<sup>st</sup>, 2027; And Robert Orlowski, 598 Meadowbrook Dr, North Tonawanda, NY 14120 as a liaison with emergency management without compensation.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor

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2025 DEC 31 AM10:38  
NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA



I.4

AUSTIN J. TYLEC

JAN 06 2026

December 31, 2025

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

**Re: Appointments to the Plumbing Board**

Dear Honorable Body,

Please be advised that I am appointing Robert Fleishman, 7246 Ward Road North Tonawanda, NY 14120 and William Petty, 5843 Meahl road, Lockport, NY 14092 to the Plumbing Board effective January 1, 2026, for terms of two (2) years, expiring December 31, 2027. Additionally, Gary Flanders, 70 Syracuse St, Tonawanda, NY 14150, will complete the term expiring December 31, 2026, vacated by Joseph Liberto.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Austin J. Tylec".  
Austin J. Tylec  
Mayor

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CITY OF NORTH TONAWANDA



15

AUSTIN J. TYLEC

JAN 06 2026

December 31, 2025

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

Re: Re-appointment to the North Tonawanda Planning Commission

Dear Honorable Body:

Please be advised that I am reappointing Peter Grinell, 565 Chestnut St, North Tonawanda, NY 14120 to the North Tonawanda Planning Commission, effective January 1, 2026, for a term of seven (7) years, expiring December 31, 2032.

Respectfully,

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Austin Tylec  
Mayor

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CITY OF NORTH TONAWANDA

*Office of the Mayor*

I.6

AUSTIN J. TYLEC

JAN 06 2026

December 31, 2025

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

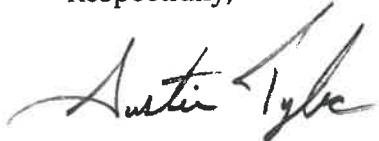
Re: Re-appointment of Housing Authority Board

Dear Honorable Body:

Please be advised that I am re-appointing Suzanne Hempel, 234 Falconer Street, North Tonawanda, NY 14120 to the Housing Authority effective February 1, 2026, for a five (5) year term, expiring January 31, 2031.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec  
Mayor

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NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA

*Office of the Mayor*

AUSTIN J. TYLEC

I.7  
JAN 06 2026

December 31, 2025

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 Kelley Culp-Burton, 211 Main St, North Tonawanda 14120, to the Historic Preservation Commission, effective January 1<sup>st</sup> 2026, for a term of four (4) years, expiring December 31<sup>st</sup>, 2029

Thank you for your attention to this matter.

Respectfully,



Austin Tylec  
Mayor

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CITY OF NORTH TONAWANDA

I. 8

*Office of the Mayor*

JAN 06 2026

AUSTIN J. TYLEC

December 31, 2025

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

Re: Appointment of City Cemetery Board Members

Dear Honorable Body:

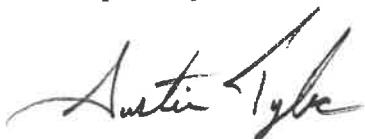
Please be advised that I am re-appointing the following members to the City Cemetery Board:

1. Stacy Yaro, 154 Christiana St, North Tonawanda, NY 14120 effective January 1, 2026, for a two (2) year term, expiring December 31, 2027
2. Linda Krempa, 1406 Lexington Ave, North Tonawanda, NY 14120 effective January 1, 2026, for a two (2) year term, expiring December 31, 2027

Additionally, I am appointing Stephanie McCowen, 78 Payne Ave, North Tonawanda, NY 14120 effective January 1, 2026, for a two (2) year term, expiring December 31, 2027

Thank you for your attention to this matter.

Respectfully,



Austin Tylec  
Mayor  
City of North Tonawanda

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NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA



I.9

JAN 06 2026

AUSTIN J. TYLEC

December 31, 2026

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

**Re: Re-Appointment of Bingo Commissioner**

Dear Honorable Body:

Please be advised that I am re-appointing Fern Lew, 361 Walck Rd, North Tonawanda, NY 14120 as the North Tonawanda City Bingo Commissioner, effective January 1, 2026, for a one (1) year term, expiring December 31, 2026.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor

2025 DEC 31 AM 9:43  
NORTH TONAWANDA, NY

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CITY CLERK'S OFFICE

City Hall, 216 Payne Avenue, North Tonawanda, NY 14120 • 716.695.8540  
[atylec@northtonawanda.org](mailto:atylec@northtonawanda.org)

CITY OF NORTH TONAWANDA



AUSTIN J. TYLEC

I. 10

JAN 06 2026

December 31, 2025

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

Re: Re-appointment to Board of Assessment Review Committee

Dear Honorable Body:

Please be advised that I am re-appointing Peter Mancuso, of 794 Deerfield Dr, North Tonawanda, NY 14120 to the Board of Assessment Review Committee, effective October 1, 2025 for a term of five (5) years, until September 30, 2030.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor  
City of North Tonawanda

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2025 DEC 31 AM 9:49  
NORTH TONAWANDA NY

CITY OF NORTH TONAWANDA



T.11

JAN 06 2026

AUSTIN J. TYLEC

December 31, 2025

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

Re: Re-appointment of City Historian

Dear Honorable Body:

Please be advised that I am re-appointing Susan Taylor, 451 Goundry St., North Tonawanda, NY 14120 as City Historian, effective January 1, 2026, for a one (1) year term, expiring December 31, 2026.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor  
City of North Tonawanda

2025 DEC 31 AM9:48  
NORTH TONAWANDA NY

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CITY OF NORTH TONAWANDA



I.12

JAN 06 2026

AUSTIN J. TYLEC

December 31, 2025

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

Re: Re-Appointment of City Market Clerk

Dear Honorable Body:

Please be advised that I am re-appointing Christian Delprince, 800 W Thomas Fox Dr, North Tonawanda, NY 14120 as the North Tonawanda City Market Clerk, effective January 1, 2026, for a one (1) year term, expiring December 31, 2026.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in black ink that reads "Austin Tylec".

Austin Tylec  
Mayor

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2025 DEC 31 AM9:43  
NORTH TONAWANDA, NY

CITY OF NORTH TONAWANDA

*Office of the Mayor*

AUSTIN J. TYLEC

I.13

JAN 06 2026

December 31, 2025

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

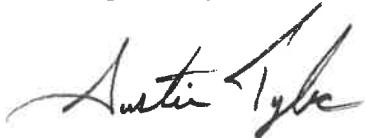
**Re: Appointment to Land Bank Board of Directors**

Dear Honorable Body:

Please be advised that I am re-appointing Robert DePaolo, 386 Old Falls Boulevard, North Tonawanda, NY 14120 as the North Tonawanda City Market Clerk, effective January 1, 2026 for a one (1) year term, expiring December 31, 2026.

Thank you for your attention to this matter.

Respectfully,



Austin Tylec  
Mayor  
City of North Tonawanda

2025 DEC 31 AM9:48  
NORTH TONAWANDA NY

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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.

December 30th, 2025

**JAN 06 2026**

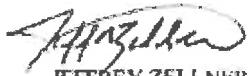
Honorable Austin J. Tylec, Mayor  
And Common Council Members  
City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

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 January 6th, 2026, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm Regards,

  
JEFFREY ZELLNER  
CITY ACCOUNTANT

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CITY CLERK'S OFFICE

2025 DEC 29 AM8:30  
NORTH TONAWANDA, NY

**NORTH TONAWANDA**  
**Dept. of Youth, Recreation, Parks & Seniors**

500 Wheatfield Street  
North Tonawanda, NY 14120  
Phone: (716) 695-8520  
Email: [ntparksrec@northtonawanda.org](mailto:ntparksrec@northtonawanda.org)



December 12, 2025

The Honorable Mayor Tylec and Common Council  
216 Payne Avenue  
North Tonawanda, New York 14120

*XIV*  
JAN 06 2026

On behalf of the NT Parks & Recreation Department I am requesting that you review and pass the attached resolution which allows us to move forward with a desirable enhancement project at the Botanical Gardens (1825 Sweeney Street).

North Tonawanda Botanical Gardens Organization (NTBGO) was able to secure grant funds in the amount of \$98,000 (engineering of all 3 phases) from the Niagara River Greenway Commission which paired with an existing grant of \$99,580 from NYSDECEJ (construction) will bring to fruition the front entrance and boat launch access portion of Phase 1 of the Green Infrastructure Project. We have worked closely with NTBGO in supporting, coordinating and planning this project.

The Greenway funds are reimbursable in full only after project completion (Fall of 2026). The NYSDECEJ funds can only be used for construction; and therefore there is a need for the City to front the cost of the engineering which will be reimbursed through the grant award at the end of project completion.

NTBGO, as a project lead, sent out a request for proposals solicited to reputable Civil Engineering Firms and all proposals were reviewed by a committee (including our City Engineer and myself), with an award going to Nussbaumer and Clarke for services of \$84,000 (under the projected cost and grant amount awarded).

Sincerely,



Alex Domaradzki  
Director  
(716) 695-8520 x5500  
[adomaradzki@northtonawanda.org](mailto:adomaradzki@northtonawanda.org)

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2025 DEC 30 AM 11:57  
NORTH TONAWANDA, NY

**A RESOLUTION AUTHORIZING THE ALLOCATION OF REIMBURSABLE FUNDS FOR THE  
BOTANICAL GARDENS ENHANCEMENT PROJECT**

WHEREAS, the City of North Tonawanda (“City”) maintains a municipal agreement with the North Tonawanda Botanical Garden Organization, a 501(c)(3) nonprofit entity (“NTBGO”), for the beautification, enhancement, and maintenance of the grounds located at 1825 Sweeney Street, commonly known as the Botanical Gardens; and

WHEREAS, on March 19, 2024 the City Council passed a resolution for NTBGO to submit a grant application for engineering of the Green Infrastructure Project at Botanical Gardens to the Niagara River Greenway Commission.

WHEREAS, the North Tonawanda Botanical Garden Organization has been awarded a grant from the Greenway Recreation/Tourism Fund by the Host Community Greenway Fund Standing Committee to support engineering services of the Green Infrastructure Project in the amount of \$98,000.

WHEREAS, the Niagara River Greenway Commission grant operates on a reimbursable basis, requiring project expenses to be paid upfront before reimbursement may be issued upon satisfactory completion of the project; and

WHEREAS, the North Tonawanda Botanical Garden Organization has requested the City’s assistance in fronting the necessary project funds to allow work to proceed in a timely and efficient manner; and

WHEREAS, the total cost of \$98,000 which shall be fully reimbursed to the City upon final approval of completion of engineering services and the Entrance and Boat Launch Access portion of Phase 1 construction expected in 2026.

WHEREAS, the Common Council finds that supporting the project aligns with the City’s goals of public beautification, environmental stewardship, enhancement of recreational and community green spaces, and continued partnership with NTBGO.

**NOW, THEREFORE, BE IT RESOLVED**

that the Common Council of the City of North Tonawanda hereby authorizes the allocation and advance of reimbursable funds in the amount of \$98,000 to support the Botanical Gardens Enhancement Project undertaken by the North Tonawanda Botanical Garden Organization; and

**BE IT FURTHER RESOLVED**

that the City Treasurer and appropriate City officials are authorized and directed to process payment of said funds and to undertake all necessary actions to ensure reimbursement upon completion of the project.

**BE IT FURTHER RESOLVED**

that this Resolution shall take effect immediately.

December 19, 2025

Donna Braun

City Clerk/ Treasurer

216 Payne Avenue North Tonawanda, NY 14120

Traffic Safety Minutes:

XXII.

**JAN 06 2026**

The December meeting of the North Tonawanda Traffic Safety Committee was called to order at 1800 hours. Roll call showed the following members present: M. Meisenburg, R. Frank, M. Lemke, J. Sikora, N. Ferguson, M. Nalbone, and R. Brennan. The minutes from the previous meeting were read and accepted, the following new concerns/requests were discussed, and recommendations made.

1. Request for terrace parking permit for 3 vehicles at 665 Oliver St. The committee reviewed the site and denied the request.
2. Request for terrace parking permit for 2 vehicles at 245 Payne Ave. The committee reviewed the site and denied the request. At the site there is an abandoned vehicle that needs to be removed which will give them 2 parking spaces.
3. Request for terrace parking permit for 1 vehicle at 272 Robinson. The committee reviewed the site and agreed with the request. At the site there is no garage with a very small and narrow driveway.
4. Request for terrace parking permit for 2 vehicles at 667 Oliver St. The committee reviewed the site and denied the request. The driveway can fit 4 to 5 vehicles, so the residents must just coordinate their parking.

The next Traffic Safety Meeting will be held on January 19<sup>th</sup>, 2026.  
Travel safely!

Matthew R. Meisenburg

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2025 DEC 19 AM9:47  
NORTH TONAWANDA, NY



JAN 06 2026

December 22<sup>nd</sup>, 2025

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

Re: Appointment to Lumber City Development Corporation Board of Directors

Dear Honorable Body:

Lumber City Development Corporation (LCDC) is a not-for-profit organization which performs economic development tasks in cooperation with the City of North Tonawanda. Per LCDC by-laws, the City of North Tonawanda Common Council may appoint one (1) member of the Council to a seat on the LCDC Board of Directors. This seat was last held by Alderman Robert Schmiegel.

I hereby respectfully request this Honorable Body to appoint one member to sit on the Lumber City Development Corporation Board of Directors.

Sincerely,

Laura K. Wilson  
Executive Director

2025 DEC 23 AM8:29  
NORTH TONAWANDA NY

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