





### 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 17<sup>th</sup>, 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 <sup>nd</sup> Ward Alderman	Will Schulmeister	6	01/01/26- 12/31/27	N	20
3 <sup>rd</sup> 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 <sup>st</sup> 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.**

#### IV.1 Engineer

March 6, 2026

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

Re: Erie Storage Tank Improvements  
 EFC Project No. D0-20008  
 NT Project No. 2026-02  
 SEQR Type II Action

Honorable Body:

In accordance with the New York State Environmental Quality Review Act (SEQRA), the City in its capacity as lead agency, has determined that the Erie Water Tank Improvement would be classified as a Type II Action under SEQRA regulations Section 617.5(c)(1) and 617.5(c)(2). These sections state that actions involving (1) *“maintenance or repair involving no substantial changes in the existing structure or facility”* and (2) *“replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of the Part”* would render the project to be a Type II action. The proposed work at this facility, which includes improvements to the existing storage tank, piping improvements and valving improvements, would fall under this classification.

I respectfully request that the attached resolution be adopted by the Common Council.

Very truly yours,  
 Chelsea L. Spahr, P.E.  
 City Engineer

**MOVED** by Alderman Lavey                      **SECONDED** by Alderman Murphy  
 That the Common Council at a regular meeting, held at City Hall, 216 Payne Avenue, North Tonawanda, New York at 6:30 pm on March 17<sup>th</sup>, 2026, approves the Resolution for the Erie Storage Tank Improvements EFC Project No. D0-20008 NT Project No. 2026-02 SEQR Type II Action and it reads as follows:

**WHEREAS**, the Common Council of the City of North Tonawanda, located in County of Niagara, State of New York (the “City”), desires to make improvements to the existing Erie Avenue Water Storage Tank and its appurtenances to improve water system reliability and safety (the “Project”); and

**WHEREAS**, said Project is subject to classification under the State Environmental Quality Review Act (“SEQRA”); and

**WHEREAS**, the Common Council of the City, as the only involved agency, has examined all information related to the Project and has determined that the Project is classified as a Type II Action pursuant to 6 NYCRR Part 617.5(c)(1) and 6 NYCRR Part 617.5(c)(2) of the SEQRA Regulations;

**WHEREAS**, the SEQRA Regulations declare Type II Actions to be actions that require no further review under SEQRA; and

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council hereby declares itself lead agency in connection with the requirements of SEQRA; and

**BE IT FURTHER RESOLVED** that the Common Council hereby declares that the Project is a Type II Action, which requires no further review under SEQRA.

**Ayes: Alderman Schulmeister, Roe, Murphy, Lavey, Richards** (5)  
**Nays: None** (0)  
**CARRIED.**

## IV.2 Engineer

March 6, 2026

**Honorable Austin J. Tylec, Mayor  
and Common Council Members  
City Hall 216 Payne Ave  
North Tonawanda, NY 14120**

**Re: 2023-01G: Payne Park Aquatic Facility General Contract  
Award of Contract**

**Dear Honorable Body:**

**On February 10, 2026, five (5) bids were received and opened by the City Clerk for the Payne Park Aquatic Facility General Contract. The results are as follows:**

Total Base Bid:

<b>1. Lake Side Contracting Co., Inc.</b>	<b>\$7,979,000.00</b>
2. R.B. Mac Construction Co., Inc.	\$8,356,000.00
3. Walter S. Johnson Co., Inc.	\$8,577,000.00
4. Montante Construction, LLC	\$9,141,740.00
5. Picone Construction Corporation	\$10,548,446.00

**There were also four (4) alternates to the base bid that were received and opened by the City Clerk for the Payne Park Aquatic Facility General Contract. The results are as follows:**

Alternate 1 – Demolition:

<b>1. Lake Side Contracting Co., Inc.</b>	<b>\$48,000.00</b>
2. R.B. Mac Construction Co., Inc.	\$61,200.00
3. Walter S. Johnson Co., Inc.	\$65,000.00
4. Montante Construction, LLC	\$69,930.00
5. Picone Construction Corporation	\$152,000.00

Alternate 2 – Artificial Turf:

1. Lake Side Contracting Co., Inc.	\$129,000.00
2. R.B. Mac Construction Co., Inc.	\$178,000.00
3. Walter S. Johnson Co., Inc.	\$188,000.00
<b>4. Montante Construction, LLC</b>	<b>\$121,200.00</b>
5. Picone Construction Corporation	\$182,000.00

Alternate 3 – Kitchen Equipment:

1. Lake Side Contracting Co., Inc.	\$18,000.00
2. R.B. Mac Construction Co., Inc.	\$19,000.00
<b>3. Walter S. Johnson Co., Inc.</b>	<b>\$15,500.00</b>
4. Montante Construction, LLC	\$20,400.00
5. Picone Construction Corporation	\$22,000.00

## Alternate 4 – Ornamental Fence:

1. Lake Side Contracting Co., Inc.	\$152,000.00
2. R.B. Mac Construction Co., Inc.	\$220,000.00
3. Walter S. Johnson Co., Inc.	\$155,000.00
4. <b>Montante Construction, LLC</b>	<b>\$13,400.00</b>
5. Picone Construction Corporation	\$271,000.00

The Engineering Department with our design consultant, Brandstetter Carroll Inc., have reviewed the bid results and are recommending award of the Contract. Accordingly, I respectfully request that the Common Council award the Payne Park Aquatic Facility General Contract to Lake Side Contracting Co. Inc., 1979 Harlem Road, Buffalo, NY 14212, at their low Base Bid with Alternate 1 and Alternate 4 in the amount of \$8,179,000.00; authorizing the Mayor to sign said contract subject to review by the City Attorney.

Very truly yours,  
Chelsea L. Spahr, P.E.  
City Engineer

MOVED by Alderman Lavey

SECONDED by Alderman Roe

That the Common Council hereby awards the Payne Park Aquatic Facility General Contract to Lake Side Contracting Co. Inc., 1979 Harlem Road, Buffalo, NY 14212, at their low Base Bid with Alternate 1 and Alternate 4 in the amount of \$8,179,000.00; and authorizes the Mayor to sign said contract.

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

(5)

Nays: None

(0)

CARRIED.

#### IV.3 Engineer

March 6, 2026

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

Re: 2023-01P: Payne Park Aquatic Facility Plumbing Contract  
Award of Contract

Dear Honorable Body:

On February 10, 2026, two (2) bids were received and opened by the City Clerk for the Payne Park Aquatic Facility Plumbing Contract. The results are as follows:

Total Base Bid:

1. DV Brown & Associates, Inc.	\$353,000.00
2. J.R. Swanson	\$371,800.00

The Engineering Department with our design consultant, Brandstetter Carroll Inc., have reviewed the bid results and are recommending award of the Contract. Accordingly, I respectfully request that the Common Council award the Payne Park Aquatic Facility Plumbing Contract to DV Brown & Associates Inc., 567 Vickers Street, Tonawanda, NY, 14150, at their low Base Bid amount of \$353,000.00; authorizing the Mayor to sign said contract subject to review by the City Attorney.

Very truly yours.  
Chelsea L. Spahr, P.E.  
City Engineer



Dear Honorable Body:

On February 10, 2026, one (1) bid was received and opened by the City Clerk for the Payne Park Aquatic Facility Electrical Contract. The results are as follows:

Total Base Bid:

1. CIR Electrical Corporation \$476,300.00

There was also one (1) alternate to the base bid that was received and opened by the City Clerk for the Payne Park Aquatic Facility Electrical Contract. The results are as follows:

Alternate 5 – Site Lighting:

1. CIR Electrical Corporation \$146,560.00

The Engineering Department with our design consultant, Brandstetter Carroll Inc., have reviewed the bid results and are recommending award of the Contract. Accordingly, I respectfully request that the Common Council award the Payne Park Aquatic Facility Electrical Contract to CIR Electrical Corporation, 2517 Long Road, Grand Island, NY, 14072 at their low Base Bid with Alternate 5 in the amount of \$622,860.00; authorizing the Mayor to sign said contract subject to review by the City Attorney.

Very truly yours,  
Chelsea L. Spahr, P.E.  
City Engineer

MOVED by Alderman Roe

SECONDED by Alderman Schulmeister

That the Common Council hereby awards the Payne Park Aquatic Facility Electrical Contract to CIR Electrical Corporation, 2517 Long Road, Grand Island, NY, 14072 at their low Base Bid with Alternate 5 in the amount of \$622,860.00; and authorizes the Mayor to sign said contract.

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

(5)

Nays: None

(0)

CARRIED.

## VII. Accountant

March 12, 2026

Honorable Austin J. Tylec, Mayor  
and Common Council  
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 audit, dated March 17<sup>th</sup>, 2026, and further authorize the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant.

Warm regards,  
Jeffrey R. Zellner  
City Accountant

MOVED by Alderman Lavey

SECONDED by Alderman Roe

That the Common Council hereby authorizes for payment the current Abstract of Claims for Common Council Audit dated March 17<sup>th</sup>, 2026, and further authorizes the Mayor and City Clerk-Treasurer to respectively sign and countersign said Warrant:

01	General Fund	\$320,593.25
02	Water Fund	\$95,151.39
04	Sewer Fund	\$94,413.70
06	Capital Project Fund	\$557,066.98
07	Trust & Agency Fund	<u>0.00</u>
00	Final Total	<u>\$1,067,225.32</u>

Ayes: Alderman Schulmeister, Roe, Murphy, Lavey, Richards (5)

Nays: None (0)

CARRIED.

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#### X. Police Chief

March 12, 2026

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

Dear Honorable Body:

Please appoint Mahmoud H. Zeidan as Commissioner of Deeds for the City of North Tonawanda, effective from March 16, 2026, and ending on March 15, 2028.

Respectfully,  
Keith T. Glass  
Chief of Police

MOVED by Alderman Lavey                      SECONDED by Alderman Roe  
That the Common Council hereby approves Mahmoud H. Zeidan to be appointed as Commissioner of Deeds for the City of North Tonawanda, effective March 16, 2026, and ending on March 15, 2028.

Ayes: Alderman Schulmeister, Roe, Murphy, Lavey, Richards (5)

Nays: None (0)

CARRIED.

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#### XXV. Monthly Reports

.1 Senior Citizen Center      .2 Clerk-Treasurer

MOVED by Alderman Lavey                      SECONDED by Alderman Roe  
That the Common Council hereby receives and files the aforementioned Monthly Reports.

Ayes: Alderman Schulmeister, Roe, Murphy, Lavey, Richards (5)

Nays: None (0)

CARRIED.

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#### XXXII. Dir. Community Development

March 11, 2026

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

Re: On-Call Grant Writing and Municipal Engineering Services RFP





