

City of North Tonawanda

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

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

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

**TO: Honorable Mayor & Common Council
Aldermen Schmigel, DiBernardo, Lavey, Loncar, Marranca**

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Reorganization TUESDAY, JANUARY 7, 2025, 6:15P.M.

- #1 Adjournment of last regular session of 2024.**
- #2 Designation of Common Council President for 2025.**
- #3 Designation of Common Council meeting nights & Time Allowance
For Audience Participation**

COMMUNICATIONS FROM CITY OFFICIALS

- III.1 Clerk-Treasurer - Re: Designation of Banks for 2025**
- III.2 Clerk-Treasurer - Re: Authorization to make investments during 2025 according to the Cash Management and Investment Policies and Procedures**
- III.3 Clerk-Treasurer - Re: Authorization to make transfers from various City funds**
- III.4 Clerk-Treasurer - Re: Authorization for each Department Head to submit petty cash slips & vouchers to the City Accountant**
- III.5 Clerk-Treasurer - Re: Designation of the Niagara Gazette and The Buffalo News, as the official Newspapers for the City of North Tonawanda**

Respectfully submitted,



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

III.

City of North Tonawanda

COMMON COUNCIL
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120
(716) 695-8555

FROM THE DESK OF SECOND WARD ALDERMAN
FRANK DIBERNARDO, COUNCIL PRESIDENT

December 21, 2024

City Clerk /Treasurer Donna Braun,

1. For the 2024 year the council is requesting the following schedule for our monthly meetings:
1st and 3rd Tuesdays of the month will be regular council meetings
2nd Tuesday of the month will be workshops.
2. We will follow the practice of allowing audience participation for each member to a total of 5 minutes. This time includes feedback from officials.

Please put into the reorganization agenda and communicate accordingly.

2nd Ward Alderman and Council President

Frank DiBernardo

CC: Austin Tylec, Mayor
Common Council
Donna Braun, City Clerk Treasurer
Ed Zebulske, City Attorney

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CITY CLERK'S OFFICE

2024 DEC 23 AM 10:55
NORTH TONAWANDA NY

City of North Tonawanda

III.1

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December 27, 2024

**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:

M & T Bank Checking/Savings/Money Market/Cash Management

Bank of America Investments

NY Class Investments

Please designate the aforementioned banks as depositories for the City of North Tonawanda, New York for the year 2025.

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,



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

III.2

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December 27, 2024

**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 2025 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**

III.3

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216 Payne Avenue, City Hall
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Dear Honorable Mayor and Common Council:

It is likely that various funds will need monies to meet payroll and voucher payments throughout the year 2025.

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
City Clerk-Treasurer**

City of North Tonawanda

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**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:

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

Respectfully,



**Donna L. Braun
Clerk-Treasurer**

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December 27, 2024

**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
City Clerk-Treasurer**