



200 Gibson Street | Tonawanda, New York 14150 | P: 716-692-3555 | F: 716-692-0418
email: office@tonha.org | Web: tonha.org

**The Fifth Meeting after the Eightieth
Annual Meeting of the Tonawanda Housing
Authority
July 28, 2026
@ 6:00 pm**

**All Public Meetings are recorded*

**Please turn your phone ringer off*

**Please mute your device when not speaking*

Meeting Minutes

Virtual TEAMS Meeting link at www.tonha.org

Roll Call: Vice Chairperson Jean Harmon, Jerry Frizzell, Ralph Abramo, Betty Schaertel, Tenant Representatives Darlella Wiggins and Jennifer Karnyski, THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron. Chairperson Dale Zuchlewski was excused.

Minutes of previous meeting:

- June Board Meeting Minutes. A Motion was made by Betty Schaertel 2nd by Darlella Wiggins, to accept the Minutes as presented. By a vote of 6-0 the Motion was passed.

Correspondence:

- Hillview Commons 2nd Meeting notice.

New Business: No New Business



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Old Business: No Old Business

Vacancy Report:

- 38 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 49 Vacant units. The vacancy rate is 21%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 34 Late Notices for \$21,328. Tenant Quit or Pay Notices sent to appropriate Tenants.
- HM32 and HM32A

Manager's Report:

- Check Register provided. Payment to 3D
- THA Annual Fiscal Audit rescheduled to July 22.
- National Grid HVL work continues. New poles have been placed.
- 2nd Senior Hillview Commons Meeting July 29th
- Milestone update. In particular calling out our software conversion is now scheduled to take place in November
- THA will be hiring a LIHTC consultant to help train and transition to LIHTC reporting requirements. Consultant contract would be for approximately 6 months during our transition to LIHTC and through the software conversion
- We are shopping for a replacement mower for Maintenance. One of the mowers (from 2014) is in need of \$3500 in repairs.
- E Bike discussion. City of Tonawanda rules and regulations were briefly discussed. THA should adopt a "policy" in order to protect itself in the event of an accident.

Construction Update:



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- Hillview Commons. Roof, windows and siding should be virtually completed by end of July. Interior framing continues. HVAC plumbing, fire sprinkler and electrical work ongoing. Exterior grading begins.
- Continued Phase 2 work.
- Hillview rent-up discussion ongoing. Lindsay from 3d is meeting with tenants in Phase 2 to discuss income limits and qualifications and Move out / Move in process.

Chairman's Report and / Or Committee Reports: No report

Remarks:

- ***Next Meeting is August 25, 2026, at 6:00pm.***
- Regarding THA considering dumpsters for the redeveloped property and elimination of garbage totes Tenant Tonya Chaffee asked THA to consider issues such as rodents, garbage NOT being taken to the tote and left on porches, the long walk to dumpsters at the back of the parking lots as concerns for the property upkeep.
- Tenant Dave Barry asked about qualifications for Hillview tenants. Manager Dale Kokanovich deferred that discussion until Wednesday nights Hillview Commons Tenant Meeting at 6:30pm.

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel with a 2nd by Darlella Wiggins. By a vote of 6-0 the Motion passed and the Meeting was Adjourned at 7:11pm.

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority