



200 Gibson Street | Tonawanda, New York 14150 | P: 716-692-3555 | F: 716-692-0418  
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**The Fourth Meeting after the Eightieth  
Annual Meeting of the Tonawanda Housing  
Authority**  
**June 23, 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](http://www.tonha.org)**

**Roll Call:** Chairperson Dale Zuchlewski, 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.

**Minutes of previous meeting:**

- May Board Meeting Minutes were approved as presented on a Motion made by Betty Scheartel, 2nd by Jean Harmon. By a vote of 7-0, the Motion was passed.

**Correspondence:**

- Hillview Commons update meeting letter.
- Tenant Update letter.
- Voucher communication to JJG letter.
- Summer Newsletter.



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### **New Business**

- New HUD Fair Market Rent schedule. After a period of review a Motion to approve was made by Ralph Abramo, 2<sup>nd</sup> by Jean Harmon. The Motion was approved by a vote of 5-2, Board members Darlella Wiggins and Jennifer Karnyski casting "NAY" votes.

### **Old Business:**

- Phase 2 PILOT agreement with the City of Tonawanda. The City of Tonawanda adopted via Resolution the Phase 2 PILOT Agreement at their meeting on June 2, 2026.

### **Vacancy Report:**

- 45 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 47 Vacant units. The vacancy rate is 19%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 33 Late Notices for \$27,876. Tenant Quit or Pay Notices sent to appropriate Tenants.
- HM32 and HM32A

### **Manager's Report:**

- Check Register provided.
- THA Annual Fiscal Audit rescheduled to July 22.
- Follow up on dumpster cost question. A contract proposal from a service provided to THA for dumpster service would be an annual cost of approximately \$20,000.
- National Grid HVL work in progress
- Senior Hillview Commons Meeting June 29<sup>th</sup>
- Tenant Activity Fund spreadsheet provided.



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- Milestone update. In particular calling out our software conversion is now scheduled to take place in November
- Meeting with M&T Bank on Friday June 26<sup>th</sup> about THA banking accounts.

#### **Construction Update:**

- Hillview Commons.
- Continued Phase 2 work
- Hillview rent-up discussion

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

#### **Remarks:**

- *Next Meeting is July 28, 2026, at 6:00pm.*
- Resident Kirk Smith asked about new rent rate for residents of Hillview. Manager Dale Kokanovich explained that the one-on-one meetings with tenants to review their income in order to provide the proposed rent for each tenant.

**Executive Session:** Not needed

**Adjourn:** There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2nd by Darlella Wiggins. By a vote of 7-0 the Motion passed and the Meeting was Adjourned at 6:44pm

Dale Kokanovich  
Executive Secretary  
Tonawanda Housing Authority