



200 Gibson Street | Tonawanda, New York 14150 | P: 716-692-3555 | F: 716-692-0418
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**The Third Meeting after the Eightieth
Annual Meeting of the Tonawanda Housing
Authority
May 26, 2026
@ 6:00 pm**

**All Public Meetings are recorded*

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**Please mute your device when not speaking*

Meeting Minutes

Virtual TEAMS Meeting link at www.tonha.org

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

Minutes of previous meeting:

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

Correspondence: None

New Business

- New HUD Fair Market Rent schedule. Because the presented material was not clear in the rent schedule information



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presented, the adoption of this rent change was tabled until June 2026.

- THA non-subsidized rent change, increase proposal 5% increase (see attached). Proposal was tabled until June 2026. Manager Kokanovich will provide a more clear and concise rent schedule for the Board to review.

Old Business:

- Phase 2 PILOT agreement with the City of Tonawanda. The City of Tonawanda has this proposal on their meeting Agenda scheduled for June 2, 2026.

Vacancy Report:

- 46 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 47 Vacant units. The vacancy rate is 20%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 35 Late Notices for \$32,639. Tenant Quit or Pay Notices sent to 4 Tenants.
- HM32 and HM32A

Manager's Report:

- Check Register provided. For clarification, two payments appear on the Check Register for checks going to the City of Tonawanda. One is for the quarterly sewer bill and the other is for the final payment for the Annual Service Agreement.
- Clarification for the Liability Insurance "deductible" invoice and payment. A "final" payment was made on the deductible for the slip / fall case from September 2025. The deductible of \$5,000 for this event is fully paid.
- Court cases - 2 payment plans, 1 eviction.

Construction Update:



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- Hillview Commons. Walls continue to be placed. Interior wall layout will continue. 3rd story and roof trusses should be in place by June 30th.
- Continued Phase 2 work - Site work to include core drilling to check soil permeability and ground penetrating radar being used to identify underground utilities and obstructions.

Chairman's Report and / Or Committee Reports: None

Remarks:

- *Next Meeting is June 23, 2026, at 6:00pm.*
- Tenant Kirk Smith voiced a concern over THA considering moving away from garbage totes to dumpsters. Concerns for infestation, property cleanliness, cost and tenant compliance. Manager Kokanovich will report back at the next Meeting (June 23, 2026)
- Tenant Rose Smith asked for clarification on income limits and rent amounts for Hillview. Manager Kokanovich is working on the rent matrix and will report back to the Board and all affected Tenants in the future as those numbers come together.

Executive Session: Not needed

Adjourn: There being no further business before this Board a Motion to Adjourn was made by Betty Schaertel, 2nd by Jean Harmon. By a vote of 6-0, the Motion passed and the Meeting was Adjourned at 6:52pm

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority