



200 Gibson Street • Tonawanda, New York 14150 • (716) 692-3555

## **The Twelfth Meeting and Seventy Ninth Annual Meeting of the Tonawanda Housing Authority**

**February 25, 2025**

**@ 6:00 pm**

### **Meeting Minutes**

**This meeting includes the Annual Election of Officers.**

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

#### **Annual Election of Officers**

- Nominations for Board Chair were taken. Dale Zuchlewski was nominated by Jean Harmon, 2<sup>ND</sup> by Betty Schaertel. There were no other nominations. By a vote of 7-0, Dale Zuchlewski was voted Board Chair for the next year.
- Nominations for Board Vice Chair were taken. Jean Harmon was nominated by Betty Schaertel, 2<sup>nd</sup> by Lynn Krzeminski. There were no other nominations. By a vote of 7-0 Jean Harmon was voted Board Vice Chair for the next year.

#### **Minutes of previous meeting:**

- Board Meeting Minutes from January were presented and a Motion to accept was made by Jean Harmon, 2<sup>nd</sup> by Ralph Abramo. By a vote of 7-0, the Motion was passed.
- Special Board Meeting Minutes were presented, and a Motion was made by Betty Schaertel, 2<sup>nd</sup> by Lynn Krzeminski. By a vote of 7-0 the Motion was passed.

#### **Correspondence:**

- NYSLRS Employer Newsletter

#### **New Business**

- 2026 Budget was presented for Resolution. Concerns and questions were addressed during a Special Meeting on February 12, 2025 and no further questions were asked at

this Meeting. A Motion to accept the 2025 / 2026 Budget as presented was made by Dale Zuchlewski, 2<sup>nd</sup> by Darlella Wiggins. By a vote of 7-0 the 2025 / 2026 Budget was adopted.

### **Old Business:**

- THA Credit Card. Forms presented for signature by Board Officers and Members to allow for the increase of the THA credit line with KeyBank from \$8,333 to \$35,000. A Motion to increase the credit limit was made by Jean Harmon, 2<sup>nd</sup> by Darlella Wiggins. By a vote of 7-0 the Motion was passed.
- Fiscal Manual. Presented DRAFT version to the Board. This is a work in progress and Manager Dale Kokanovich expects to discuss it at the next Board Meeting and take questions. The FINAL version is expected to be presented and voted on in the April 2025 Board Meeting.
- March Move Out letters and updated spreadsheet presented.
- ERAP update presented.

### **Vacancy Report:**

- 74 Applicants on the Wait List
- 33 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 39 Late Notices for \$41,471.
- HM32 and HM32A provided at the Board Meeting

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

- Check Register provided to the Board at the Meeting.
- New Employee Manuals have been distributed to all THA employees.
- Met with Civil Service on 2/24/2025 to discuss roles and positions, rules and regulations for promotions and changes to our positions.
- A meeting was held on 02/21/2025 with Twin Cities Homeless Task Force to clarify how we can work together, identify social services needed by tenants and look for opportunities to collaborate in the future.

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

**Remarks:**

- Next Regular Board Meeting is **March 25, 2025.**
- Tenant Rose Smith asked if there was any update on the new Seniors Building. The Board Chair said there is nothing new to report.

**Executive Session:** If needed

**Adjourn:** There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2<sup>nd</sup> by Lynn Krzeminski. By a vote of 7-0 the Motion was passed and the Meeting was Adjourned at 6:31pm



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority