



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

## **The Eleventh Meeting After the Seventy Eighth Annual Meeting of the Tonawanda Housing Authority**

**January 28, 2025 @ 6:00 pm**

### **Meeting Minutes**

#### **Pledge:**

**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.

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

- Board Meeting Minutes from December were presented. A Motion to accept the Minutes as presented was made by Betty Schaertel, 2<sup>nd</sup> by Darlella Wiggins. By a vote of 7-0, the Motion was passed.

#### **Correspondence:**

- NYSLRS Employer Newsletter
- Tonawanda High School Honor Society Thank you card
- Reappointment letter from City of Tonawanda for Board Member Gerald Frizzell to February 2030.
- Redevelopment letter from Mayors Office in support for our ongoing planned construction.

#### **New Business**

- 2025 / 2026 Budget discussion. Manager Dale Kokanovich has scheduled a Special Board Meeting for February 12, 2025 at 6:00pm to discuss the 2025 Budget.
- Key2Business credit limit change, moving the "credit limit" to \$75,000 annually. The Board advised Manager Kokanovich to also investigate other credit card situations with other banks to look for alternatives to current Purchase Card situation. A Motion to change the limit was made by Betty Schaertel, 2<sup>nd</sup> by Lynn Krzeminski. By a vote of 7-0 the Motion to raise the Purchase Card limit was passed.
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- By-Laws. After a brief discussion, a few minor grammatical issues were identified in the DRAFT provided. Those will be corrected and a new updated FINAL document issued. A Motion to accept the new By Laws, with corrections was made by Jean Harmon, 2<sup>nd</sup> by Darlella Wiggins. By a vote of 7-0, the Motion was passed. THA Lawyer will make corrections and issue the final document before the next Regular Board Meeting.
- 2025 Continued Occupancy review process and paperwork.

### **Old Business:**

- Fiscal Manual update is expected to be presented in DRAFT form in February, depending on Accountant availability.
- March Move Out letters and updated spreadsheet.
- ERAP update. No new reimbursements from the program.

### **Vacancy Report:**

- 97 Applicants on the Wait List
- 32 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 46 Late Notices for \$30,533.
- HM32 and HM32A provided at the Board Meeting

### **Managers' Report:**

- Check Register provided to the Board at the Meeting.
- Arrears and Court process changes for 2025. To include apartment inspections prior to Court appearance to quantify any damages and include in arrears, pursuit of unpaid arrears in Small Claims court, Court papers to any tenant going over 30 days arrears. Notification to Tenants February 2025

**Chairman's Report and / Or Committee Reports:** Board Chair Dale Zuchlewski spoke briefly about the announcement regarding Federal Funding and its implications. There is no clear direction in its impact, but information will be shared as it becomes available.

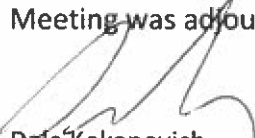
**Bills:** This Action has been eliminated from the Monthly Board Meetings with the adoption of the new BY laws. THA Board no longer must approve bill payment each month. THA Management will continue to provide the Check Register to the Board each month as a cross-reference tool.

**Remarks:**

- Special Board Meeting to discuss 2025 Budget
- Next Regular Board Meeting is **February 25, 2025.**
- Tenant Jennifer Karnyski asked about her specific situation in terms of over income and move out. She said that Dale in the office assured her she didn't have to move out as she was within \$500 of the income limit. She felt she was lied to as she is still receiving notifications of Move out. Her concerns will be addressed in emails and written documentation to ensure correct information is provided and discussed.

**Executive Session:** Not needed

**Adjourn:** There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2<sup>nd</sup> by Jean Harmon. By a vote of 7-0 the Motion was passed, and the Meeting was adjourned at 7:04pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority