



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

## **The First Meeting after Seventy Ninth Annual Meeting of the Tonawanda Housing Authority**

**March 25, 2025**

**@ 6:00 pm**

### **Meeting Minutes**

**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 February Meeting were presented. A Motion to accept the Minutes was made by Betty Schaertel, 2<sup>nd</sup> by Dee Wiggins. By a vote of 7-0 the Motion was passed.

#### **Correspondence:**

- NYSLRS Employer Newsletter

#### **New Business**

- Project update. NYS HCR informed THA that our Hillview Commons project will move forward. Further communication on the project will come in the next few weeks from HCR.
- 2026 Budget was approved by City of Tonawanda at the Common Council meeting on Tuesday March 18, 2025.

#### **Old Business:**

- Fiscal Manual. Discussed and took feedback regarding separation of duties. A DRAFT version will be presented to the Board at the April 22, 2025 Board Meeting.
- April Move Out letters and updated spreadsheet presented.
- ERAP update presented. No change to income from this program.

**Vacancy Report:**

- 69 Applicants on the Wait List
- 34 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 39 Late Notices for \$29,322
- HM32 and HM32A provided at the Board Meeting

**Manager's Report:**

- Check Register provided to the Board at the Meeting.
- Spring 2025 Newsletter.
- COT E-Recycle day April 5, 2025

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

- Next Regular Board Meeting is **April 22, 2025**.
- A question was asked if Belmont will be involved with the Hillview Commons project. Manager Kokanovich said "yes".

**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> Jean Harmon. By a vote of 7-0, the Motion was passed, and the Meeting was Adjourned at 6:24 pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority