



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

The Second Meeting after Seventy Ninth Annual Meeting of the Tonawanda Housing Authority

April 22, 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 March Meeting were presented. A Motion was made by Betty Schaertel to approve the Minutes as presented. The Motion was 2nd by Jean Harmon. By a vote of 7-0 the Motion was passed.

Correspondence:

- NYSLRS Employer Newsletter

New Business

- Project update. NYS HCR appointed Project Manager Julie Flynn as Project Manager for Hillview Commons. The initial meeting with Ms. Flynn will take place in early May. The NYS Communication Plan will be constructed during this meeting.
- M&T Bank VP Bob Tolan made a site visit on April 11, 2025. M&T may become a lender for our project.
- NBT Bank site visit April 29, 2025. NBT may become a lender for our project.
- HAI Group rebate of \$26, 857.53. This is a rebate due to a reduction in our claim's losses
- NYS Insurance fund rebate \$4,230.96. This is a rebate due to our reduction in claims losses.

Old Business:

- Fiscal Manual. A few details regarding the handling of cash by employees needs to be clarified in the Manual and it will be complete. The manual will be forwarded to Board Members prior to the May meeting so a review and vote for adoption can be taken at that Meeting.
- KeyBank credit line update. KeyBank increased THA monthly charge limit to \$35,000.
- April Move Out spreadsheet. 2 remaining Over Income tenants and both have July 1, 2025 move out dates.
- ERAP update presented. There have been no changes in income for several months. The continuation / guidance for this program will be discussed at the June Directors Meeting.

Vacancy Report:

- 87 Applicants on the Wait List
- 35 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 47 Late Notices for \$38,222
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided to the Board at the Meeting.
- Manager to attend the NYSPHADA Conference June 15-18 in Verona NY.
- Work continues updating THA website and adding an online Application. Online payment is also 'under construction' and expect to be able to offer this in the October – December timeframe.
- Install of Wait List and Mobile Inspections modules training continues.
- LIHTC Tax Credit Training. THA Office Staff will be going through Low Income Housing Tax Credit training as our Hill view project continues. Board Members expressed interest in participating in some of this training as we move forward.
- Kenton Meals on Wheels presented their new food truck. We discussed ways this could help residents of THA in the future.
- THA Development Corporation Annual Board Meeting April 29, 2025 (virtual)


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

Remarks:

- Next Regular Board Meeting is ***May 27, 2025.***

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Bety Schaertel, 2nd by Jean Harmon. By a vote of 7-0 the Motion to Adjourn was passed at 6:46pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority