



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

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

May 28, 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. THA Legal Counsel Diane Tiveron was excused.

Minutes of previous meeting:

- April Board Meeting Minutes presented for review and approval. A Motion to except the Minutes as presented was made by Betty Schaertel, 2nd by Darlella Wiggins. By a vote of 7-0, the Motion was passed.

Correspondence:

- HOME Newsletter

New Business

- Fiscal Year End finish. Roger Lis. THA was able to generate over \$250,000 in revenue for the complete Fiscal year.
- Project update. Bruce Levine gave an update on the Hillview project and the status of the Phase 2 portion of the overall Development Project. Currently, Hillview is expected to break ground in August or September of 2025 and expected occupancy is January 2027.
- Aged Receivables. Senior Account Clerk and Accountant will complete a breakout of the current aged Receivables and present at the June Board Meeting.
- Annual Fiscal Audit scheduled for week of June 9, 2025
- Tenant Elections 2025. Tenant notifications will be delivered to all Tenants mailboxes. Election Day is July 10th.

Old Business:

- Fiscal Manual. It is completed and a Resolution to adopt will be presented AT THE June Board Meeting.
- Rent up challenges including Belmont. THA Staff discussed the new challenges we are facing with turnover and rent up. The process is time consuming on the paperwork side, and, the vacant apartments are more challenging as we get into longer term tenant units.
- NBT site visit 05/01/2025

Vacancy Report:

- 79 Applicants on the Wait List
- 32 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 42 Late Notices for \$35,289
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided.
- Fire update. THA will stabilize the apartment and withdraw insurance claim for repairs. Given the short term until Redevelopment, the decision was made to fix and issues with the unit, clean it and leave it vacant until construction.
- Work continues updating THA website
- Mobile Inspections modules training continues. This program will allow our Maintenance Department to electronically handle Work Orders, and those Work Orders become part of the digital Tenant file.
- LIHTC Tax Credit Training. In Person training will not be scheduled until a later date. Staff will take a virtual training mid to late Summer to begin to "learn the language" of Tax Credit projects.
- THA Development Corporation Board Meeting May 20th. Board appointments and discussion of the project.

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

- **Remarks:**
- Several questions were asked about the Hillview Commons facility. We anticipate an August construction start with a completion date around January 2027.
- Next Regular Board Meeting is ***June 24, 2025***.

Executive Session: If needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Darlella Wiggins, 2nd by Lynn Krzeminski. BY a vote of 7-0, the Chairman declared the meeting adjourned at 7:13pm.

Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority

