



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

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

July 22, 2025

@ 6:00 pm

Meeting Agenda

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

Minutes of previous meeting:

- June Board Meeting Minutes

Correspondence:

New Business

- Fiscal Audit results.
- Tenant Rep election results.
- Board Member Orientation program.
- PBV / HUD rental rate and income limit changes.
- Tree removal and Parking lot repair quotes.
- Donation to COT Neighbors United

Old Business:

- Fiscal Manual – Final Draft provided for review. Tiveron Law also provided some comments for changes to consider.
- Legal Compliance review. Form Finance Committee, Clarify segregation of Duties and Conflict of Interest policy sign off.

Vacancy Report:

- 58 Applicants on the Wait List
- 23 Vacant units (11 JIG). The vacancy rate is 9%. Goal is 5% or less.

- 53 Late Notices for \$46,251
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided.
- Small Claims court case. THA was able to get a Judgment for repayment of \$2,973.
- ESA (dog) bite of Maintenance person
- Intern from UB School of Planning and Urban Development for Project Work
- Property clean up
- Senior Garden update

Chairman's Report and / Or Committee Reports:

Remarks:

Executive Session: If needed

Adjourn:



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority



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

June 24, 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:

- May Board Meeting Minutes were presented. A Motion to accept the Minutes was made by Betty Schaertel 2nd by Jean Harmon. By a vote of 7-0, the Motion passed.

Correspondence:

- City Fire has provided their final report. The cause of fire was tenant related.
- Thank you letter from Tonawanda School District for our donation to the Alumni Recognition event.
- Letter from Independent Health regarding renewal (2026) rate changes, Increasing by 13%. This is what Independent Health is requesting from NYS. Final increase will be determined in the last quarter of 2025.

New Business

- Project (Legal) stuff. THADC, HDFC Board info. Omnibus documents needing signatures from all THA Board Members. It was noted that NYS has asked our Development Partner to look at "fast tracking" Phase 2 of the Redevelopment project.
- Belmont HUD rental rates for September. Manager will provide the rent comparison of current and proposed at the July Board Meeting.
- Fiscal Audit was done June 10th. Results should be presented at the July Board Meeting.

Old Business:

- Fiscal Manual – Final Draft provided for review. Tiveron Law also provided some comments for changes to consider. Will be discussed at the July Board Meeting.
- Tenant Rep elections process is underway. Petitions are due back by June 27th. Election Day is Thursday July 10th. NOTED – THA Board has allowed an extension of the Petition Due Date by one week in a Motion presented by Dee Wiggins 2nd by Betty Schaertel. By a vote of 7-0, the Motion passed. New date for Petitions is July 7th, Election day is July 17th.
- A request was made to provide floor plans for Hillview Commons to the Seniors living in JIG. Manager provided Seniors with floor plan drawings for Hillview.

Vacancy Report:

- 67 Applicants on the Wait List
- 33 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 38 Late Notices for \$37,173
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided.
- LIHTC 101 training June 26 and 27th
- Senior raised gardens have been installed
- Small Claims court case July 2nd
- Copy of Albany PHA agenda for NYS FY2026 Budget. As the Federal Budget stands, there are major cuts to Public Housing and Low Income tenants in this proposed bill.

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

Remarks:

- A discussion was held focusing on if a Tenant Rep was "required" to accept the pay for the monthly meetings. Due to income challenges to rent calculations, it seemed to the Board that pay (to accept it or not) should not represent a barrier for tenants to participate as Tenant Reps. THA will provide the process for a Tenant Rep to decline the pay if they so choose to do so.

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Lynn Krzeminski, 2nd by Dee Wiggins. By a vote of 7-0 the Motion passed and the Meeting was Adjourned at 6:58pm.

Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority

Board Member Orientation

What is the Tonawanda Housing Authority and what is its mission

THA was established in 1942, primarily to provide affordable housing for residents and returning soldiers from WW2. The idea was to provide a place to live while residents transitioned to single family homes. Over the decades, THA continues to support those in need of affordable housing within a safe living environment.

Today, THA is made up of subsidized and unsubsidized apartments for family and senior living. Currently we have 252 total apartments on the property.

What is the role of a Board Member

NYS provides an outline for Housing Authority Members. It is vital to understand the role of a Board Member. The THA Board is made up of 7 members. 5 of these positions are appointed by the City of Tonawanda Mayor to 5-year terms. The remaining 2 Members are elected (to 2-year terms) by the Residents of the Housing Authority. A Board Member - Tenant Rep doesn't have a different role but does come with some other responsibilities being a resident of the PHA AND being a Board Member. The scope of a Tenant Representative can include further engagement with tenants but that is decided by the Tenant Representative.

Rent Determination

Rent is determined by local markets for ALL housing. This review is conducted by HI+UD annually, and market rate adjustments are made when needed. Rent is typically calculated as 30% on gross income, but for unsubsidized apartments, State Public Housing regulations apply (like the old THA rent rates prior to subsidies). Rental income must cover the cost of all Operations as well as build Reserves for maintaining the property over time. Manage Belmont Housing requirements

Daily Operations

Daily the Staff of THA is engaged in managing the Tenant and Business needs for the operations of THA. Those duties include:

- Applicant flow – Collecting proper documents (set by NYS) to process applicants into a Lease Agreement. To include all appropriate background reviews to the extent that the Law allows.

- Tenant relations, to include rent determination and collection, Tenant Work Orders, complaints, interactions regarding conflicts, utilities, transportation, property upkeep, Court paperwork and general tenant relations.
- Maintenance Department – Schedule Work Orders submitted by Tenants (prioritization) as well as daily maintenance such as grass cutting, weed whacking, snow plowing, apartment turnover, maintaining the grounds, sidewalks, driveways and buildings, managing contractors, manage scheduled inspections by Federal / State / County / City for things like alarm systems and boilers, apartment habitability, 24 hour on call.
- Management – Short and long term planning for the business, reviewing compliance to all Federal / State, County / City regulations as well as those of NYS Public Housing (changes in knowledge with Redevelopment). Review Staffing adequacy, build Budgets, review profit / loss reports, review purchases for compliance, goal setting for apartment turnover, complaint resolution, Court appearances for evictions, payment planning and Small Claims Court. Manage tenant relations as well as those for the city, County and State. Report to the Board monthly (prepare Meeting agenda and all supporting documents, Roberts Rules) meeting notifications, meeting deadlines for communication, manage virtual meeting application, publishing Meeting minutes, website maintenance, Tenant dispute review and resolution with Legal Counsel, payroll review, Rental Reports HM32 submitted to NYS monthly,

(Review HP Wait Lists and Work Orders, Office White Board, Check ledger for actual costs, tour a couple vacant units, Maintenance Garage and equipment, Redevelopment plans and time frames, Tiveron Law interface for eviction court

Tenant Relations

- Tenant Manual Update 2025.
- Property appearance
- Feeding of animals
- ESA
- Loose cats
- Social support organizations
- Formation of Committees from Tenant base – Gardening, Bingo, Kids Courtyard Sports, Food Pantry / Senior Garden, Child Care, rental assistance. What are the Tenant challenges?
- Mental health
- Language barriers

- Every bottom covered llc – Free diapers

Bedroom Size	Minimum Rent	Current Maximum Rent	Maximum Rent October 1, 2025
1	\$ 500.00	\$ 800.00	\$ 1,002.00
2	\$ 600.00	\$ 925.00	\$ 1,146.00
3	\$ 700.00	\$ 1,000.00	\$ 1,480.00
4	\$ 800.00	\$ 1,200.00	\$ 1,604.00
5	\$ 900.00	\$ 1,400.00	\$ 1,870.00

HUD Income Limits as of 4/1/2025

# of persons	50% of Medium Income	60% of Medium Income
1	\$ 35,350.00	\$ 38,885.00
2	\$ 40,400.00	\$ 44,440.00
3	\$ 45,450.00	\$ 49,995.00
4	\$ 50,500.00	\$ 55,550.00
5	\$ 54,550.00	\$ 60,005.00
6	\$ 58,600.00	\$ 64,460.00
7	\$ 62,650.00	\$ 68,915.00
8	\$ 66,700.00	\$ 73,370.00



FY 2025 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family						
			1	2	3	4	5	6	7
Buffalo-Cheektowaga, NY MSA	\$101,000	Very Low (50%) Income Limits (\$) Click for More Detail	35,350	40,400	45,450	50,500	54,550	58,600	62,650
		Extremely Low Income Limits (\$)*) Click for More Detail	21,250	24,250	27,300	32,150	37,650	43,150	48,650
		Low (80%) Income Limits (\$) Click for More Detail	56,600	64,650	72,750	80,800	87,300	93,750	100,200

NOTE: **Erie County** is part of the **Buffalo-Cheektowaga, NY MSA**, so all information presented here applies to all of the Buffalo-Cheektowaga, NY MSA.

The **Buffalo-Cheektowaga, NY MSA** contains the following areas: Erie County, NY; and Niagara County, NY.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

For last year's Median Family Income and Income Limits, please see here:

[FY2024 Median Family Income and Income Limits for Buffalo-Cheektowaga, NY MSA](#)

Select a different county or county equivalent in New York:

Clinton County
Columbia County
Cortland County
Delaware County
Dutchess County
Erie County

Select county or county equivalent

Select any FY2025 HUD Metropolitan FMR Area's Income Limits:

Buffalo-Cheektowaga, NY MSA

Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

Prepared by the [Program Parameters and Research Division](#), HUD.



Kelley's Tree Service

816 Nash Road, North Tonawanda, NY 14120

(716) 695-6139 (716) 804-1507

www.Kelleystree.com

Kmarranca1@roadrunner.com

- Complete Removal
- Trimming & Pruning
- Stump Removal
- Seasoned Firewood
- 24 hour emergency service

NAME Tonawanda Housing Authority

DATE 6/1/25

ADDRESS 200 Gibson St

PHONE 716-807-8125

Tonawanda NY 14150

ALT PHONE 716-692-3555

LOCATION (if different from above) _____

REFERRED BY Joe Cramer

We hereby submit specifications and estimates, subject to all terms and conditions as set forth as follows.

Remove 12 marked trees haul all wood + brush away
cut stumps ground level

\$15,700.00

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: _____ dollars (\$ _____)

_____ plus tax _____

_____ deposit _____

Note: This proposal may be withdrawn by us if

not accepted within _____ days

Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Date _____

Signature _____

Not responsible for damage from heavy machinery or logs to concrete / landscaping

EQUIPMENT

☒ CHIPPER _____

☐ STUMPER _____

☒ ROPES _____

☐ BULL ROPE _____

☒ SAWS _____

☐ BIG SAW _____

☐ POLE SAW _____

☐ SERVICE DROP _____

☐ CABLE/PHONE DROP _____

☐ SNATCH BLOCK _____

☐ THROW BAG _____

☒ BUCKET _____

☐ SMALL DUMP _____

☒ LARGE DUMP _____

☒ PICKUP _____

☐ LOADER _____

☐ TRACTOR _____

☒ BOBCAT _____

☐ CEMENT/NAILS/
WIRES _____

matto

☐ OTHER _____

☐ OTHER _____

Not liable for any lawn damage.

Not liable for damage to sidewalks and or driveways including any concrete or blacktop on yours or any neighbors permitting us to use their property.

When we grind stumps we leave chips and do not chase roots. We will remove chips at an additional fee only. Fee to be determined.

20% non-refundable deposit on jobs over \$1,000.00 per our discretion

Terms and conditions apply even if customer gives verbal consent to move forward with job and the contract has not been signed as customer was given a copy to review upon completion of estimate.

If approval is given verbally and not cancelled within 72 hours terms of contract apply and payment is to be paid in full.

Due to weather, jobs may have to be pushed back. We have 90 days from the date job was cancelled to reschedule and complete. If customer cancels before that 90 day window no deposit will be refunded.

Payment is expected upon completion of job. If we need to return to site to pick up payment, there may be additional fees.

Price may be adjusted at completion of job due to add ons.

Customer has 72 hours to contact us if anything has been missed (noted on original estimate) or if they are unsatisfied with the job. After 72 hours we are not responsible for anything on the property at a later date.



AL'S TREE SERVICE



650 Two Mile Creek Road
Tonawanda, NY 14150
www.alstreeservice.com 716-692-7041 Certified Arborist



CUSTOMER:

200 Gibson St
Tonga Housing Authority
Tonawanda

DESCRIPTION:

Remove 12 trees at Tonawanda Housing grounds @
200 Gibson St. Trees are marked with red X's.
All trees to be cut low to ground as possible.
Clean up wood & brush.

\$ 25000

Tax Exempt

NOTE: Any additional work must
be in writing authorized and signed
by Al's Tree Service and customer.
NO EXCEPTIONS.



NOTE: CHIPS FROM

STUMP STAY ON SITE

FULLY INSURED
& GUARANTEED

PAYMENT ACCEPTED CHECKS OR CASH ONLY

ESTIMATE

DATE: 6/2/25



200 Gibson Street | Tonawanda, New York 14150 | P: 716-692-3555 | F: 716-692-0418
email: office@tonha.org | Web: tonha.org

These are the new updated HUD rental Fair Market Rents for 2025. THA did not increase the FMR in 2024, though the HUD FMR's did change. THA was in the midst of rolling out the new Rental Rates and didn't want to change again midstream so chose not to implement in 2024.

Dale Kokanovich / Manager

Bedroom Size	Current Rent	New Rent
1	\$ 800.00	\$ 1,002.00
2	\$ 925.00	\$ 1,146.00
3	\$ 1,000.00	\$ 1,480.00
4	\$ 1,200.00	\$ 1,604.00
5	\$ 1,400.00	\$ 1,870.00



BAUGHMAN MAGIC SEAL INC.

PO Box 663 • Amherst, NY 14226
Phone 716-836-8880
Fax 716-836-8884

www.BaughmanMagicSeal.com

QUOTATION

05/15/2025

Quote #: 29617

TONAWANDA HOUSING AUTHORITY
200 GIBSON ST.
TONAWANDA, NY 14150

Attn: DALE KOKANOVICH: (716) 489-5628 e-mail: DKOKANOVICH@TONHA.ORG

Property/Location: 200 GIBSON ST. TONAWANDA, NY-14150-2025

Description	Price	Suffix
Repairs AREAS PAINTED IN ORANGE ON ASPHALT, APPROX 4,100 SQ FT	14,950.00	
- MILL AREAS 1.5" DOWN		
- CLEAN AND PREP		
- APPLY TACK		
- INSTALL 1.5" 7F TOP		
- COMPACT		
- ROLL TO A SMOOTH EVEN FINISH		
- LAYOUT & STRIPE		

Sub Total	\$14,950.00
Sales Tax	
Total	\$14,950.00

ASPHALT PRICE BASED UPON ASPHALT INDEX PRICE AS OF TODAY'S DATE.
DUE TO FLUCTUATING ASPHALT PRICES, THIS QUOTE IS VALID FOR 30 DAYS.
SEALCOATING IS NOT INCLUDED IN THIS QUOTE

Plus NYS Sales Tax or Tax Exempt Certificate

We are **NOT** responsible for damage to property resulting in tracking of wet materials by persons or vehicles. It is recommended that you stay off that area for 24 hours.

This quote is for one mobilization only; additional mobilizations will be surcharged.

Charges will be incurred for any changes/additions to this quote once work has been commenced.

Acceptance of Quote & TERMS:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the specified. Payment Terms: Due upon receipt of invoice. 2% per month finance charge will be applied on accounts over 30 days. Modifications to payment schedule must be made prior to any work being performed. The customer will be responsible for any and all collection fees incurred.

Date of Acceptance:

Signature:

PRINT NAME:



"Buffalo's Original Paving Contractor"

580 Cayuga Road
Cheektowaga, NY 14225-1312
Phone (716) 633-6944
Fax (716) 633-1053
office@louisdelprince.com

TO Tonawanda Housing Authority
200 Gibson Street
Tonawanda, NY 14150
Dale Kokanovich (716) 692-3555
dkokanovich@tonha.org

PROPOSAL

ESTIMATOR	JOB	PAYMENT TERMS	PROPOSAL DATE
Joe Minneci	25-106	Net 30 Days	5/23/2025

Site: Gibson Street Apartments-200 Gibson Street Tonawanda, NY 14150

Scope:

Mill and Pave (3) Entry Drives off Gibson St. (+/- 5,619 SF)

1. Mill pavement 1.5" tk. or to concrete subbase surface.
2. Apply diluted tack coat material.
3. Install 1.5" tk. type 7 hot mix asphalt top course.

Miscellaneous Mill and Pave Rear Lots (+/- 4403 SF)

1. Mill pavement 1.5" tk. or to concrete subbase surface.
2. Apply diluted tack coat material.
3. Install 1.5" tk. type 7 hot mix asphalt top course.

Proy Ave Repairs (+/- 782 SF)

1. Mill pavement 1.5" tk. (Seam where plow hits)
2. Mill & patch misc. potholes.

Notes:

- 1) This quote is for **budgetary purposes only** and is based on preliminary measurements. An in-person site walkthrough will be required, to confirm all work areas and quote a final price.
- 2) No sealing, striping or numbering of parking stalls are included within this proposal.
- 3) No drainage repairs are included in this proposal.
- 4) No concrete repairs are included in this proposal.

Total: \$35,663

Proposal

No. 4951 v1

Date 5/27/2025

Project Tonawanda Housing Authority

Address 200 Gibson St
Tonawanda, NY 14150

Type Tax Exempt

From John Turski

Thomann Asphalt Paving Corp

For Dale Kokanovich

Tonawanda Housing Authority
200 Gibson St
Tonawanda, NY 14150

Option 1

AMOUNT

35,798 SF

\$75,825 00

Asphalt Mill & Overlay - 17 Areas:

- Mill the existing asphalt to a depth of 2" and remove offsite.
- Clean and tack the area as needed.
- Supply and install 2" of type 7 top.
- Roll to a smooth even finish.
- Stripe the new asphalt per the existing layout with high grade traffic paint.

Subtotal \$75,825.00

Tax Exempt \$0.00

Total \$75,825.00

Option 2

20 TN

\$8,500.00

Pot Hole Repair - Several Areas:

- Sweep clean, tack, and fill the potholes with new asphalt.
- Roll flush with the existing grade.

Subtotal \$8,500.00

Tax Exempt \$0.00

Total \$8,500.00



Become a Sponsor TODAY!

- Valiant Visionary \$1000
- Playful Professional \$500
- Spontaneous Sparker \$250
- Imagination Ignitor \$100
- Creativity Contributor \$50
- Exploration Enthusiast \$25



Ways to Donate:



venmo
@cotnu

Donate through Square



Donate through Paypal



Or by check:




















COT Neighbors United
48 Gath Terrace
Tonawanda, NY 14150

COTNU is a 501c3.

For more information please
email us at:
info@cotneighbors.com
or by phone: 716-440-8827

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Manage Applications

Waiting List Name	Active	Hold	Pending	Last Renumber	Last Transfer	Last Purge	Sorting Method	
1 Bedroom Waiting List	2	0	0	06/20/2025	04/25/2025	01/18/2017	Preference, Date, Time	   
2 Bedroom Waiting List	6	0	0	07/08/2025	06/27/2025	01/18/2017	Preference, Date, Time	   
3 Bedroom Waiting List	16	0	0	07/01/2025	06/05/2025	01/18/2017	Preference, Date, Time	   
4 Bedroom Waiting List	10	0	0	06/16/2025	05/30/2025	01/18/2017	Preference, Date, Time	   
5 Bedroom Waiting List	6	0	0	07/01/2025		01/18/2017	Preference, Date, Time	   

Last Refresh: 7/14/2025 4:15:52 AM

0

Pending Requests

0

Applications To Review



Date Kolanovich



No Filter Applied



PH Unit List

Unit #	Unit Address	City	Building	Status	Current Tenant
B	GIBSON Street 220	Tonawanda	Gibson	Vacant	
C	GIBSON Street 228	Tonawanda	Gibson	Vacant	
B	GIBSON Street 244	Tonawanda	Gibson	Vacant	
B	GIBSON Street 264	Tonawanda	Gibson	Vacant	
E	GIBSON Street 266	Tonawanda	Gibson	Vacant	
	HINDS Street 217	Tonawanda	Hinds	Vacant	
B	GIBSON Street 256	Tonawanda	Gibson	Vacant	
D	GIBSON Street 260	Tonawanda	Gibson	Vacant	
	GIBSON Street 414	Tonawanda	Jacob J. Guzzetta	Vacant	
	GIBSON Street 417	Tonawanda	Jacob J. Guzzetta	Vacant	
	Gibson Street 419	Tonawanda	Jacob J. Guzzetta	Vacant	
	Gibson Street 425	Tonawanda	Jacob J. Guzzetta	Vacant	
	Gibson Street 426	Tonawanda	Jacob J. Guzzetta	Vacant	
	GIBSON Street 503	Tonawanda	Jacob J. Guzzetta	Vacant	
	GIBSON Street 506	Tonawanda	Jacob J. Guzzetta	Vacant	
	GIBSON Street 507	Tonawanda	Jacob J. Guzzetta	Vacant	
	GIBSON Street 512	Tonawanda	Jacob J. Guzzetta	Vacant	
	Gibson Street 522	Tonawanda	Jacob J. Guzzetta	Vacant	
	Gibson Street 525	Tonawanda	Jacob J. Guzzetta	Vacant	
	HINDS Street 309	Tonawanda	Hinds	Vacant	
	HINDS Street 269	Tonawanda	Hinds	Vacant	
D	GIBSON Street 202	Tonawanda	Gibson	Vacant	
E	GIBSON Street 226	Tonawanda	Gibson	Vacant	

JTG - 3 1st Floor VACANT

23 TOTAL

11 - JTG