



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 Minutes

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 were reviewed, and a Motion was made by Betty Schaertel, 2nd by Ralph Abramo to accept the minutes as written. By a vote of 7-0 the Motion was passed.

Correspondence: None

New Business

- Tenant Representative election results. Congratulations to the Tenant Representatives elected to 2-year terms, Jennifer Karnyski and Darlella Wiggins. The Board also thanked Lynn Krzeminski for her tenure and contributions as a Tenant Rep.
- THA Project Resolutions. A Resolution was provided by Cannon, Haymon and Weiss that consolidates all Redevelopment lending and signatories as well as THA Board approval for THA Board Chair Dale Zuchlewski to sign all closing documents for Hillview Commons. A Motion to vote on the Resolution was made by Jean Harmon, 2nd by Darlella Wiggins. By a vote of 7-0, the Resolution (#072025-11) was passed.
- Fiscal Audit results. Not ready, will table until August
- Board Member Orientation program. Briefly discussed a new program to assist new Board Members regarding scope and responsibilities. An initial meeting will be scheduled before the august Board Meeting.
- PBV / HUD rental rate and income limit changes. After discussion, the a Motion was made by Darlella Wiggins, 2nd by Lynn Krzeminski to adopt the 2025 HUD Fair Market rent rates and income limits for all apartments. By a vote of 7-0, the Motion was passed.

- Tree removal and Parking lot repair quotes. Copies of the quotes were provided to the board. Kellys Trees was awarded the removal contract (\$15,700) and Baughman Magic Seal was awarded the patch / repair contract (\$14,950)
- Donation to COT Neighbors United. After discussion, the Board agreed to donate \$250 to the organization as a Motion was made by Betty Schaertel, 2nd by Darlella Wiggins. BY a vote of 7-0, the Motion was passed.

Old Business:

- Fiscal Manual – Final Draft provided for review. Tiveron Law also provided some comments for changes to consider. A Motion was made to adopt the Fiscal Policy as presented with the direction it will be amended for creating a Finance Committee, clarification to Segregation of Duties and a Whistleblower component in the next 6 months. The Motion was made by Betty Schaertel, 2nd by Jerry Frizzell. By a vote of 7-0, the Motion was passed.
- Legal Compliance review. Form Finance Committee, Clarify segregation of Duties and Conflict of Interest policy sign off. THA Board Members signed off on the Conflict-of-Interest document for 2025.

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:

- Hillview press event / groundbreaking. Currently being planned for first 2-3 weeks of September.
- 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. Proper documents and process were followed to document the incident.
- Awaiting Intern applications from UB School of Planning and Urban Development for Project Work
- Property clean up is being reinforced, but it seems like a never-ending process. Considering other employee engagement opportunities regarding this ongoing issue.
- Senior Garden update. First vegetables of the season (tomatoes and cucumbers) are about to be picked!
- A Phase 2 Redevelopment update, this portion of the Redevelopment is being worked on as we complete Phase 1 / Hillview Commons. The goal is to be able to go from Hillview right into the first buildings of Phase 2. Early estimates place this timeframe around 1st Quarter of 2027 pending future approvals from NYS.

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

Remarks:

- Tenant Courtney Morgan made comments about ESA's on the property and proper care and handling by the owners. The concern for what could be called aggressive behavior by the animal. THA Legal Counsel Diane Tiveron weighed in stating due to ADA rules regarding Emotional Support Animals, the recommendation is that if a tenant feels a threat, it needs to be reported to THA and the City of Tonawanda police.
- Courtney Morgan also asked about THA holding more events for tenants. THA Manager Dale Kokanovich commented that the Tenant Reps and tenants can form committees to look into tenant events or the limited use of the Community Room for events. Going forward, after redevelopment, the Community Room will become more accessible to Tenants for events with changes to access and usability of the space.

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Betty Schaefer, 2nd by Jean Harmon. By a vote of 7-0, the Motion was passed, and the Meeting was Adjourned at 7:21pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority