



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

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

August 26, 2025

@ 6:00 pm

Meeting Minutes

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

Minutes of previous meeting:

- July Board Meeting Minutes. A typographical error was pointed out on page 2 of the July Meeting minutes and will be corrected. A Motion to approve the corrected Meeting Minutes was made by Ralph Abramo, 2nd by Darlella Wiggins. By a vote of 7-0, the Motion was passed.

Correspondence:

- Tonawanda City Officials Outing letter.
- Hillview Commons Building Permit from City of Tonawanda.

New Business

- Fiscal Audit results. Denise Voloski and Scott Dil from Johnson Machowiak, the Auditors, presented the Fiscal year end financials. No anomalies were discovered, and good overall fiscal processes are in place for THA. THA had a good year financially and in preparation for the upcoming construction projects.

Old Business:

- Project Update, both Phase 1 and Phase 2. Phase 1 / Hillview Commons is on track for work to begin as soon as NYSDHCR completes its legal reviews and signoffs on all pertinent documents. Phase 2, all apartment rehab, is progressing as well.

Vacancy Report:

- 72 Applicants on the Wait List
- 21 Vacant units. The vacancy rate is 9%. Goal is 5% or less.
- 45 Late Notices for \$44,340
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

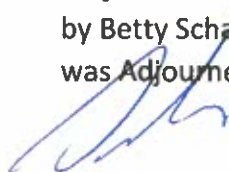
- Water main break 8/18/2025
- Check Register provided.
- Board Orientation, initial meeting was held. Future meetings will be held to look at vacant units, tour NY Housing Authority and spend time in the Office to review applicant flow and Belmont interface issues and concerns.
- Belmont Abatement process. Several units fell into "abatement" with Belmont. This meant THA didn't resolve inspection issues in 30 days or less. Belmont withholds rent money if this occurs. THA has about \$4,800 being held in "abatement" while we research the timeframes Belmont is claiming we deviated from.

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

Remarks: No comments

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel 2nd by Jerry Frizzell. By a vote of 7-0 the Motion was passed and the Meeting was Adjourned at 6:55pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority