



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

## **The Eighth Meeting after Seventy Ninth Annual Meeting of the Tonawanda Housing Authority**

**October 28, 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:**

- September Board Meeting Minutes were presented. A Motion to accept the Meeting Minutes was made by Darlella Wiggins, 2<sup>nd</sup> Jennifer Karnyski. By a vote of 7-0, the Motion was passed.

#### **Correspondence:**

- Thank You from COT Neighbors United
- THA letter of support sent to Kohler Pool organization, which is applying for a Grant to repair and restore Kohler Pool

#### **New Business**

- Q1 Financials. THA continues to perform well compared to Budget and prior year, stabilizing the fiscal outlook of THA. Income and Expense remain on Budget.
- Receivables write offs. THA has accumulated \$93,042.98 in uncollected / uncollectable rents for an extended period of time. Some are associated with ERAP / Covid, but most are due to Evictions. This amount has been accumulated over 3-4 years and is not typical for an annual write off. A Motion to perform the Write Off was made by Betty Schaertel, 2<sup>nd</sup> by Darlella Wiggins. By a vote of 7-0, the Motion passed.

- Demolition Resolution for Grants unit. In support of Phase 2 of the THA Redevelopment, THA will be reaching out to the NYS Grants unit for funding of the demolition of the JJ Guzzetta Seniors Building with an estimated cost of \$1.7m dollars. This Resolution by the Board is to show support for the request. A Resolution was read and a Motion to approve the Resolution was made by Ralph Abramo, 2<sup>nd</sup> by Betty Schaertel. By a vote of 7-0, the Motion and Resolution passed.
- Hillview and Phase 2 rent structures. More discussion on how the new rent structures overlay with current rates and income levels will be discussed by THA Board and 3d Development to ensure THA accurately presents this information to the tenants.
- Retiree insurance cost increase 10% was noted.

### **Old Business:**

- Tenant Manual update. The updated version of the Tenant Manual will be available January 2026.

### **Vacancy Report:**

- 72 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 30 Vacant units. The vacancy rate is 12%. Goal is 5% or less.
- 32 Late Notices for \$24,779. \*\* amount owed has been cut by 45% due to process changes involving Tiveron Law.
- HM32 and HM32A provided at the Board Meeting

### **Manager's Report:**

- Tenant Activity fund spreadsheet and Halloween Parade flyer. Tenant rep Darlella Wiggins commented about 20 children participated in the parade.
- Check Register provided.
- MRI (Tenant Management Software) on-site training week of 10/13/2025
- Tree removal project. THA provides documentation regarding the overall health of the existing trees on the property and the care plan for 2026 and beyond.

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

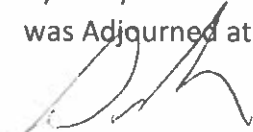
**Remarks:** No comments

***Next Meeting November 25, 2025 at 6:00pm***

**Executive Session:** A Motion was made by Darlella Wiggins, 2<sup>nd</sup> by Betty Schaertel to take the Public Meeting into Executive Session at 6:53 to discuss Personnel Business. By a vote of 7-0, the Motion passed AND THE Public Meeting was taken into Executive Session at 6:52 pm.

A Motion to exit Executive Session and return to a Public Meeting was made by Darlella Wiggins, 2<sup>nd</sup> by Betty Schaertel. By a vote of 7-0, the Motion passed, and the Meeting was returned to Public Meeting at 7:08 pm.

**Adjourn:** There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2<sup>nd</sup> by Darlella Wiggins. By a vote of 7-0 the Motion Passed, and the Meeting was Adjourned at 7:09 pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority