



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

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

November 25, 2025

@ 6:00 pm

Meeting Minutes

Virtual TEAMS Meeting link at www.tonha.org

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

Minutes of previous meeting:

- October Board Meeting Minutes were presented. A Motion was made by Jean Harmon, 2nd by Darrella Wiggins, to accept the Minutes as presented. By a vote of 7-0, the Motion was passed.

Correspondence:

- Tenant flyers for Snow Removal Operations and THA Redevelopment, Holiday Assistance.
- National Fuel gas safety letter
- City of Tonawanda property tax letter.

New Business

- Q2 Financials reviewed by Accountant Roger Lis. THA is continuing to perform as expected and in a positive position. Vacancy loss is trending up due to planned vacancy to support Phase 2 of construction / redevelopment.
- Hillview Commons construction and groundbreaking event December 9, 2025

Old Business:

- Hillview rent structures and Special Meeting.

Vacancy Report:

- 46 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 35 Vacant units (22 CK and AA, 13 JJG). The vacancy rate is 14%. Goal is 5% or less.
- 34 Late Notices for \$34,256
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided.
- Construction letter to Tenants
- Community activity budget. Discussed use of the funds and flexibility of the funds. If Tenant Reps are planning an event that requires Budget money, it should be discussed at a Board Meeting if needed.
- Food Pantry update. Darrella Wiggins has been stocking the Pantry's. Jennifer Karnyski has been posting to Tenant Facebook space to see what Tenants think of the Pantry and ideas on its use.
- First snow of the 2025 – 2026 Winter Season hit THA. All areas were plowed and salted.

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

Remarks:

- ***Next Meeting December 16, 2025, at 6:00pm***
- Resident of Senior Building asked about the tree branch removal left over from National Grid work. THA will be removing the debris, along with the tree in that area in the next 30 days.

Executive Session: A Motion was made by Jean Harmon, 2nd by Betty Schaertel, to go into Executive Session to discuss Personnel matters. By a vote of 7-0 the Motion was passed and the public Meeting entered Executive Session at 6:32pm.

A Motion was made by Jean Harmon, 2nd by Betty Schaertel to leave Executive Session and return to Regular Public Meeting. By a vote of 7-0, the Motion was passed, and the Meeting was returned to Public Meeting at 6:56pm.

Adjourn: There being no further business before this Board a Motion to Adjourn was made by Betty Schaertel, 2nd by Jennifer Karnyski. By a vote of 7-0 the Motion was passed, and the Meeting was Adjourned at 6:57pm.

Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority