



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

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

**February 24, 2026
@ 6:00 pm**

Meeting Agenda

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.

This Meeting is the Tonawanda Housing Annual Meeting and will begin with election of Officers for 2026.

Office Positions are Board Chairperson and Board Vice Chairperson

Minutes of previous meeting:

- January Board Meeting Minutes

Correspondence:

New Business

- 2026 / 2027 Budget.
- Vacated rent
- Phase 2 construction update. February Tenant Meetings. 02/17 at 10:00am, 02/23 at 6:00pm. Developer will be at THA to discuss the upcoming changes to the apartments and tenant movement during construction. Minutes included from that meeting
- Hillview "no pets" policy.

Old Business:

- Tenant Handbook update.



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Vacancy Report:

- 46 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 44 Vacant units. The vacancy rate is 12%. Goal is 5% or less. But, THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 35 Late Notices for \$30,312. Tenant Quit or Pay Notices sent to 11 Tenants.
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided
- Court cases resulting in 2 evictions for non-payment.

Chairman's Report and / Or Committee Reports:

Remarks:

- *Next Meeting is March 24, 2026 at 6:00pm.*

Executive Session: If needed

Adjourn:

A handwritten signature in black ink, appearing to read 'Dale Kokanovich'.

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority



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

**January 26, 2026
@ 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 (V), THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron (V).

Minutes of previous meeting:

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

Correspondence:

- HSBC letter naming new point of contact.
- HOME Annual Report

New Business

- Draft 2026 / 2027 Budget. With significant changes to the property, income and expenses will be challenging. Manager Dale Kokanovich presented a "worse case scenario" Draft Budget for the Board to review. A more detailed Budget will be presented at the February Board Meeting with month-to-month projections of expense and income.
- Q3 fiscal results. THA continues to generate positive income in support of daily operations and redevelopment.



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- Vacated Accounts write off - \$7,921.04. A Motion to write off \$7,921.04 was made by Jean Harmon, 2nd by Darlella Wiggins. By a vote of 7-0 the Motion was passed.
- Manager Dale Kokanovich was asked if THA attempts to contact those tenants involved in these write-offs. Mr. Kokanovich stated that yes, we attempt to find former tenants' addresses in order to contact them and ask for payment. Rarely is THA able to find the tenant after departure from the property, so collections are difficult.
- Phase 2 construction update. February Tenant Meetings. 02/17 at 10:00am, 02/23 at 6:00pm. Developer will be at THA to discuss the upcoming changes to the apartments and tenant movement during construction.
- Hillview "no pets" policy. Manager Dale Kokanovich discussed designating the new senior house Hillview facility as "no pets". Existing tenants with properly registered pets (and deposits paid) will be grandfathered and allowed to keep the pet.

Old Business:

- Tenant Handbook update. Tiveron law presented to Manager Dale Kokanovich with a "draft" version of our new Tenant Manual. An updated version will be discussed with the Board and specifically the Tenant Reps.

Vacancy Report:

- 46 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.



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- 37 Vacant units. The vacancy rate is 12%. Goal is 5% or less. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 57 Late Notices for \$64,909
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided
- Extensive use of road salt. An additional purchase will be made in January / February at a cost of approximately \$5,000
- Water line break repair (Danforth) for \$7,184
- Wendell payments. As Wendel provide Change Orders, we pay and then submit for reimbursement. Total value is approx. \$35k
- Meeting with Mayor 01/26/2026. Board Chair Dale Zuchlewski and Manager Dale Kokanovich met with Tonawanda officials for the purpose of introducing ourselves and familiarize officials with our ongoing project.

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

- *Next Meeting is February 24, 2026 at 6:00pm. This is our Annual Meeting with election of Officers for 2026.*

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion Adjourn was made by Jean Harmon, 2nd by Betty Schaertel. By a vote of 7-0 the Motion was passed and the Meeting was Adjourned at 7:29pm

Dale Kokanovich



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Tonawanda Housing Authority

February 17, 2026
@ 10:00 am

Construction Meeting Minutes

Virtual TEAMS Meeting link at www.tonha.org

As construction moves along for the Tonawanda Housing Authority redevelopment project, we will be holding Tenant Meetings along the way to inform Tenants as to progress and issues to be aware of. All Public Meetings are recorded

- Dale Kokanovich , Executive Secretary and Manager for THA - Introductions and Progress report on Hillview Commons (Phase 1 of redevelopment) and brief history of the redevelopment project.
- Attendance sheet and GIN (General Information Notice).
- Bruce Levine - President 3d Development, the construction partner on our project and brief discussion of Phase 2 construction
- Questions regarding the project:
 1. **Will the tenants have to pay for the move of their things to another apartment? No, the cost of moving is paid for by THA**
 2. **Will my rent change? Rent will be charged at 30% of income as it is today.**
 3. **I'm living alone in a 2 bedroom right now, will I be able to return to my 2 bedroom apartment? It is our intention to return you to an apartment you**



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qualify for under NYS Public Housing rules and regulations.

4. Why is THA doing this? Management has reviewed the property to understand the extent of the conditions of the apartments and the property. It was determined that extensive construction was needed to put the property in excellent shape for the next 50 years. This construction project will accomplish that task.

5. How long will I be displaced from my apartment?
Each Phase of apartment construction should take between 8-10 months. We'd like to complete the project in 30 months.

6. Is this legal? THA and 3D Development are working in conjunction with The City of Tonawanda, Erie County and NYS Homes and Community Renewal and NYS Parks on this project. Each phase of the project must be reviewed and approved by All in order to proceed.

7. When will I have to move? Notifications to tenants will begin 90 days prior to move out. Currently, the plan is to begin this project around January 2017.

A handwritten signature in black ink, appearing to read 'Dale Kokanovich'.

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority