



200 Gibson Street | Tonawanda, New York 14150 | P: 716-692-3555 | F: 716-692-0418
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The Twelfth Meeting after the Seventy Ninth Annual Meeting of the Tonawanda Housing Authority

February 24, 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 Darlella 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. Officer positions are Chair and Vice Chair, serving for 1 year.

Nominee for Board Chairperson: Dale Zuchlewski. There were no other nominees. A vote was conducted resulting in 7 votes for Dale Zuchlewski and 0 votes against. By a vote of 7-0, Dale Zuchlewski was elected as THA Board Chairperson for a period of 1 year.

Nominee for Vice Chairperson: Jean Harmon. There were no other nominees. A vote was conducted and resulted in 7 votes for and 0 votes against. Jean Harmon was elected to a 1 year term as THA Vice Chairperson

Minutes of previous meeting:

- January Board Meeting Minutes. A Motion was made by Jean Harmon, 2nd by Darlella Wiggins to accept the Minutes as presented with no changes. By a vote of 7-0, the Motion was passed.

Correspondence: None



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New Business

- 2026 / 2027 Budget. The Budget for 2027 was presented and discussed. A Motion to adopt the 2027 Budget was made by Darlella Wiggins, 2nd by Jean Harmon. By a vote of 7-0 the Motion was passed and Budget adopted.
- Resolution for Grants payment to Eco_Logic. This is for a progress payment of \$206,480.88 for architect and engineering for our redevelopment project. A Motion was made by Betty Schaertel 2nd by Darlella Wiggins to make the payment using Grant C409214. By a vote of 7-0, the Motion was passed.
- 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 and questions from both Meetings will be compiled and distributed to Tenants.
- Hillview "no pets" policy. Manager Dale Kokanovich is asking for continued discussion about a change to THA Policy that would eliminate pets on the property. This change has no effect on Service Animals or Emotional Service Animals, which are legally protected. The change is being considered due to the current situation of tenant violation of the policy and damages occurring due to pet owner negligence, which has cost THA close to \$100,000 in damages in the last several years.

Old Business:

- Tenant Handbook update. A rough DRAFT will be presented to the Board prior to the March Board Meeting

Vacancy Report:

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



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- 44 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.
- 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
- Updated Tenant Activity Budget Summary provided. It was noted that returnable bottles and cans (Tin Can Alley) has generated \$46 to the program since it was started.
- Court cases resulting in 2 evictions for non-payment. These 2 non-payment evictions have a total of unpaid rent of almost \$17,000.
- Purchased 10 additional pallets (\$3,710) of road salt.
- Bruce Levine and Manager Dale Kokanovich met with City Officials on 2/19/26 regarding the Phase 2 PILOT Agreement. THA is on the Common Council agenda for March 3rd.
- THA is on the Common Council Agenda for March 17th for Budget approval by the City

Chairman's Report and / Or Committee Reports: None

Remarks:

- Tenant Kirk Smith made comment regarding the legality of the "no pet" policy being considered by Manager Dale Kokanovich and THA. It was pointed out that this change is currently being considered and THA is looking for feedback on this current policy. THA does seek legal advice from our retained Lawyer to review the issue of what is legal before a policy change is acted upon. Any change in policy would have to be approved by the Board after further



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discussion. It was also pointed out that there are distinct legal differences between Emotional Support Animals (ESA) policy and a Pet Policy. THA is considering a change to the Pet policy.

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

Executive Session: Not needed

Adjourn: There being no further business before the Board, a Motion to Adjourn was made by Ralph Abramo, 2nd by Jean Harmon. By a vote of 7-0 the Motion was passed and the Meeting was Adjourned at 6:45pm

Dale Kokanovich 
Executive Secretary
Tonawanda Housing Authority