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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 Darlella 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 with 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. But, 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