



200 Gibson Street / Tonawanda, New York 14150 / 716-692-3555

Welcome to the Board Meeting for the Tonawanda Housing Authority

Public Meeting Rules

The Tonawanda Housing Authority, in an effort to conduct business in a timely and effective manner and maintain an open line of communication to the Residents, welcome comments and concerns to be expressed in the **Public Comment** section of the Meeting Agenda.

- Persons wishing to speak and to be recognized by the Board Chairperson are to be respectful and courteous, non-repetitive and brief.
- All questions are to be addressed to the Board Chairperson
- Please state your name and address clearly for inclusion in the Meeting Minutes. In the event any person wishes a response outside the confines of the Public Meeting, please leave all necessary contact information with the Board after the Meeting has concluded.
- Persons wishing to address the Board will do so in the **Public Comments** section of the Meeting (see the Agenda)
- Individuals may speak for 5 minutes per speaker, per Meeting. The Board Chairperson will monitor the speaker for this time limit to allow for all Residents to speak who wish to speak.
- The Board Chairperson reserves the Boards rights to limit or expand upon the time limits as he / she deems necessary and prudent.



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

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

May 28, 2025

@ 6:00 pm

Meeting Agenda

Roll Call: Chairperson Dale Zuchlewski, Vice Chairperson Jean Harmon, Jerry Frizzell, Ralph Abramo, Betty Schaertel, Tenant Representative Lynn Krzeminski, Tenant Rep Darlella Wiggins, THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron.

Minutes of previous meeting:

- April Board Meeting Minutes presented for review and approval

Correspondence:

- HOME Newsletter

New Business

- Fiscal Year End finish. Roger Lis
- Project update. Bruce Levine.
- Aged Receivables.
- Annual Fiscal Audit scheduled for week of June 9, 2025
- Tenant Elections 2025.

Old Business:

- Fiscal Manual.
- ERAP update.
- Over income update.
- Rent up challenges including Belmont.
- NBT site visit 05/01/2025

Vacancy Report:

- 79 Applicants on the Wait List
- 32 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 42 Late Notices for \$35,289
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register
- Fire update
- Work continues updating THA website
- Mobile Inspections modules training continues.
- LIHTC Tax Credit Training. In Person training will not be scheduled until a later date. Staff will take a virtual training mid to late Summer to begin to "learn the language" of Tax Credit projects.
- THA Development Corporation Board Meeting May 20th. Board appointments and discussion of the project.

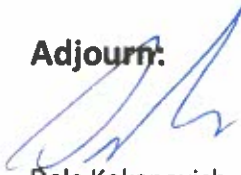
Chairman's Report and / Or Committee Reports:

Remarks:

- Next Regular Board Meeting is ***June 24, 2025.***

Executive Session: If needed

Adjourn:



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority



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

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

April 22, 2025

@ 6:00 pm

Meeting Minutes

Roll Call: Chairperson Dale Zuchlewski, Vice Chairperson Jean Harmon, Jerry Frizzell, Ralph Abramo, Betty Schaertel, Tenant Representative Lynn Krzeminski, Tenant Rep Darlella Wiggins, THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron.

Minutes of previous meeting:

- Board Meeting Minutes from March Meeting were presented. A Motion was made by Betty Schaertel to approve the Minutes as presented. The Motion was 2nd by Jean Harmon. By a vote of 7-0 the Motion was passed.

Correspondence:

- NYSLRS Employer Newsletter

New Business

- Project update. NYS HCR appointed Project Manager Julie Flynn as Project Manager for Hillview Commons. The initial meeting with Ms. Flynn will take place in early May. The NYS Communication Plan will be constructed during this meeting.
- M&T Bank VP Bob Tolan made a site visit on April 11, 2025. M&T may become a lender for our project.
- NBT Bank site visit April 29, 2025. NBT may become a lender for our project.
- HAI Group rebate of \$26, 857.53. This is a rebate due to a reduction in our claim's losses
- NYS Insurance fund rebate \$4,230.96. This is a rebate due to our reduction in claims losses.

Old Business:

- Fiscal Manual. A few details regarding the handling of cash by employees needs to be clarified in the Manual and it will be complete. The manual will be forwarded to Board Members prior to the May meeting so a review and vote for adoption can be taken at that Meeting.
- KeyBank credit line update. KeyBank increased THA monthly charge limit to \$35,000.
- April Move Out spreadsheet. 2 remaining Over Income tenants and both have July 1, 2025 move out dates.
- ERAP update presented. There have been no changes in income for several months. The continuation / guidance for this program will be discussed at the June Directors Meeting.

Vacancy Report:

- 87 Applicants on the Wait List
- 35 Vacant units. The vacancy rate is 13%. Goal is 5% or less.
- 47 Late Notices for \$38,222
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- Check Register provided to the Board at the Meeting.
- Manager to attend the NYSPHADA Conference June 15-18 in Verona NY.
- Work continues updating THA website and adding an online Application. Online payment is also 'under construction' and expect to be able to offer this in the October – December timeframe.
- Install of Wait List and Mobile Inspections modules training continues.
- LIHTC Tax Credit Training. THA Office Staff will be going through Low Income Housing Tax Credit training as our Hill view project continues. Board Members expressed interest in participating in some of this training as we move forward.
- Kenton Meals on Wheels presented their new food truck. We discussed ways this could help residents of THA in the future.
- THA Development Corporation Annual Board Meeting April 29, 2025 (virtual)

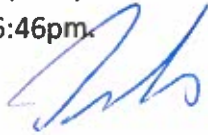
Chairman's Report and / Or Committee Reports: No report

Remarks:

- Next Regular Board Meeting is **May 27, 2025**.

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Bety Schaertel, 2nd by Jean Harmon. By a vote of 7-0 the Motion to Adjourn was passed at 6:46pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority