



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

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

September 23, 2025

@ 6:00 pm

Meeting Minutes

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.

Minutes of previous meeting:

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

Correspondence:

- None

New Business

- Joe Kramer Maintenance Superintendent, has passed his Civil Service exam, scoring a 100 on the exam!. Joe Kramer is promoted from Interim Maintenance Superintendent to Regular full time Maintenance Superintendent.
- Sidewalk grinding (uneven sidewalks) will begin in October.

Old Business:

- Hillview Commons and Phase 2 updates. Hillview Commons remains on track with some delay at the State level waiting for signatures. A closing date and groundbreaking will be scheduled after these delays are overcome. Phase 2 is making forward progress as well. There are drawings completed, with the ability to modify as direction dictates. We are clarifying details regarding Preservation and infrastructure at this time.
- Tree removal and parking lot repairs have been completed for 2025. Some minor patching will occur with the work being completed by THA Maintenance Staff.

- Tenant Manual update. The Manual is a work in progress. Working toward a deliverable date of January 1, 2026.

Vacancy Report:

- 72 Applicants on the Wait List
- 29 Vacant units. The vacancy rate is 12%. Goal is 5% or less.
- 42 Late Notices for \$47,110
- HM32 and HM32A provided at the Board Meeting

Manager's Report:

- THA has closed all Wait Lists and no new applicants 9/19/2025. With Phase 2 of construction on the horizon, THA has enough Applicants to process as we begin to create vacancy needed for tenant movement to empty apartments ahead of the contractors.
- Electric outage at Seniors 9/16. Main service line feeding Seniors failed. Ferguson Electric was able to restore power about 24 hours later. Seniors ran on generator power overnight. Expected cost of repair is estimated to be \$25,000 - \$40,000
- Fall Newsletter was published and delivered to the Tenants and posted on www.tonha.org
- Check Register provided. Tenant Rep asked about the multiple lines on the Register with the line "Tonawanda Housing". Those are checks being cut for the Security Deposits for tenants who have left, and some are for THA to retain due to issues in the move out apartment.
- Board Orientation update. No new meetings were held.
- Bottle and can return is now active at Tin Can Alley on Hinds Street. Proceeds benefit the THA Food Pantry. At the request and recommendation of both Tenant Reps, THA will create a separate line on a monthly spreadsheet showing Tenant Activity funds and share each month.
- THA Budget toward Food Pantry. Each month's pantry activity will be shared with the Board.
- Winter preparations are being made. Road salt is ordered and will arrive soon. Winter Prep service of equipment is ongoing.
- Change for Eviction / Court process. Given the legal complexity of arrears notification and the eviction process, Tiveron Law will handle the paperwork flow regarding these legal notifications beginning in October.

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

Remarks:

- Abby Szarowicz from the Homeless Alliance joined the meeting virtually as an advocate for Housing. She asked about Hillview Commons and future plans.
- Tenant Dave Barry asked about rent levels in the redeveloped units. THA will put together a spreadsheet of rent structures, which are based on how a project like this gets financed. Dale Kokanovich will prepare a document for a future Board Meeting.

Next Meeting October 28, 2025 at 6:00pm

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2nd by Jean Harmon. By a vote of 7-0, the Motion was passed and the Meeting was Adjourned at 6:59pm.



Dale Kokanovich

Executive Secretary

Tonawanda Housing Authority