



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

**The Fifth Meeting after the Eightieth
Annual Meeting of the Tonawanda Housing
Authority
July 28, 2026
@ 6:00 pm**

**All Public Meetings are recorded*

**Please turn your phone ringer off*

**Please mute your device when not speaking*

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 Darlella Wiggins and Jennifer Karnyski, THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron.

Minutes of previous meeting:

- June Board Meeting Minutes

Correspondence:

- Hillview Commons 2nd Meeting notice

New Business:

Old Business:



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Vacancy Report:

- 38 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 49 Vacant units. The vacancy rate is 21%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 34 Late Notices for \$21,328. Tenant Quit or Pay Notices sent to appropriate Tenants.
- HM32 and HM32A

Manager's Report:

- Check Register provided. Payment to 3D
- THA Annual Fiscal Audit rescheduled to July 22.
- National Grid HVL work continues. New poles have been placed.
- 2nd Senior Hillview Commons Meeting June 29th
- Milestone update. In particular calling out our software conversion is now scheduled to take place in November
- THA will be hiring a LIHTC consultant to help train and transition to LIHTC reporting requirements. Consultant contract would be for approximately 6 months during our transition to LIHTC and through the software conversion

Construction Update:

- Hillview Commons. Roof, windows and siding should be virtually completed by end of July. Interior framing continues. HVAC plumbing, fire sprinkler and electrical work ongoing. Exterior grading begins.
- Continued Phase 2 work.



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- Hillview rent-up discussion ongoing. Lindsay from 3d is meeting with tenants to discuss income limits and qualifications

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

Remarks:

- *Next Meeting is July 28, 2026, at 6:00pm.*
- Resident Kirk Smith asked about new rent rate for residents of Hillview. Manager Dale Kokanovich explained that the one-on-one meetings with tenants to review their income in order to provide the proposed rent for each tenant.

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2nd by Darlella Wiggins. By a vote of 7-0 the Motion passed and the Meeting was Adjourned at 6:44pm

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority



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The Fourth Meeting after the Eightieth Annual Meeting of the Tonawanda Housing Authority

**June 23, 2026
@ 6:00 pm**

**All Public Meetings are recorded*

**Please turn your phone ringer off*

**Please mute your device when not speaking*

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 Darlella Wiggins and Jennifer Karnyski, THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron.

Minutes of previous meeting:

- May Board Meeting Minutes were approved as presented on a Motion made by Betty Scheartel, 2nd by Jean Harmon. By a vote of 7-0, the Motion was passed.

Correspondence:

- Hillview Commons update meeting letter.
- Tenant Update letter.
- Voucher communication to JJG letter.
- Summer Newsletter.



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New Business

- New HUD Fair Market Rent schedule. After a period of review a Motion to approve was made by Ralph Abramo, 2nd by Jean Harmon. The Motion was approved by a vote of 5-2, Board members Darlella Wiggins and Jennifer Karnyski casting "NAY" votes.

Old Business:

- Phase 2 PILOT agreement with the City of Tonawanda. The City of Tonawanda adopted via Resolution the Phase 2 PILOT Agreement at their meeting on June 2, 2026.

Vacancy Report:

- 45 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 47 Vacant units. The vacancy rate is 19%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 33 Late Notices for \$27,876. Tenant Quit or Pay Notices sent to appropriate Tenants.
- HM32 and HM32A

Manager's Report:

- Check Register provided.
- THA Annual Fiscal Audit rescheduled to July 22.
- Follow up on dumpster cost question. A contract proposal from a service provided to THA for dumpster service would be an annual cost of approximately \$20,000.
- National Grid HVL work in progress
- Senior Hillview Commons Meeting June 29th
- Tenant Activity Fund spreadsheet provided.



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- Milestone update. In particular calling out our software conversion is now scheduled to take place in November
- Meeting with M&T Bank on Friday June 26th about THA banking accounts.

Construction Update:

- Hillview Commons.
- Continued Phase 2 work
- Hillview rent-up discussion

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

Remarks:

- *Next Meeting is July 28, 2026, at 6:00pm.*
- Resident Kirk Smith asked about new rent rate for residents of Hillview. Manager Dale Kokanovich explained that the one-on-one meetings with tenants to review their income in order to provide the proposed rent for each tenant.

Executive Session: Not needed

Adjourn: There being no further business before this Board, a Motion to Adjourn was made by Betty Schaertel, 2nd by Darlella Wiggins. By a vote of 7-0 the Motion passed and the Meeting was Adjourned at 6:44pm

Dale Kokanovich
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Hillview Commons (new building) Update

To: Tenants Qualifying for Residence in the new 55+ Hillview Commons Building

What: Hillview Commons question and answer evening.

When: Wednesday July 29, 2026, at 6:30pm

Where: Administration Building Community Room

As time draws closer for the opening of Hillview Commons, I want to meet with Tenants in order to answer questions that you may have regarding the new **Hillview Commons** building and the closure of the existing A AND B Buildings in 2027 and reconstruction of ALL apartments on Gibson and Hinds Streets.

I will be in the **Administration Building Community Room** starting at **6:30pm on Wednesday July 29th** to answer your questions and provide an update to the project.

Thank you


Dale Kokanovich / Manager

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Manage Applications

Waiting List Name	Active	Hold	Pending	Last Renumber	Last Transfer	Last Purge	Sorting Method	
1 Bedroom Waiting List	4	0	0	07/21/2026	04/10/2026	01/18/2017	Preference, Date, Time	   
2 Bedroom Waiting List	11	0	0	07/21/2026	06/03/2026	01/18/2017	Preference, Date, Time	   
3 Bedroom Waiting List	10	0	0	07/21/2026	07/17/2026	01/18/2017	Preference, Date, Time	   
4 Bedroom Waiting List	3	0	0	07/21/2026	05/30/2025	01/18/2017	Preference, Date, Time	   
5 Bedroom Waiting List	1	0	0	07/21/2026		01/18/2017	Preference, Date, Time	   

Last Refresh: 7/21/2026 4:15:29 AM

0

Pending Requests



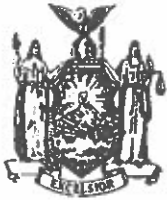
Dale Kotanovich 

0

Applications To Review



No Filter Applied 



New York State Division of Housing and Community Renewal
Housing Management Bureau
25 Beaver Street New York, NY 10004

Marketing Activity Report for Month Ending JUNE 2026

Development Name: Colin Kelly Heights Number: NYS-010

Apartment Size by Number of Bedrooms	0	1	2	3	4	5 or more	Total
1. Number of apartments	0	12	106	32	0	0	150
2. Number of apartments under lease at start of month	0	12	88	22	0	0	122
3. Number of apartments vacated during month	0	0	2	1	0	0	3
4. Number of apartments leased during month	0	0	2	1	0	0	3
5. Number of apartments under lease at end of month (line 2 - line 3) + line 4)	0	12	88	22	0	0	122
6. Number of apartments not under lease at end of month* (line 1 - line 5)	0	0	18	10	0	0	28
7. Number of prospective tenants on waiting list	0	4	9	10	0	0	23

* List all apartments vacant for more than 60 days below or on attached sheet:

Bldg. #	Apt. #	Vacate Date	Reason for Extended Vacancy
	260D	04/30/12	staffing/expense
	250C	06/01/22	staffing/expense
	226C	04/04/25	staffing/expense
	244B	11/01/24	staffing/expense
	216C	03/01/25	staffing/expense
	220B	03/01/25	staffing/expense
	228C	04/01/25	ll
	252C	03/01/25	ll
	252B	06/01/25	ll
	222F	08/21/25	ll
	230E	08/01/25	ll
Remarks: none	224A	09/30/25	ll
	242C	10/01/25	ll
	240D	12/01/25	ll
	202B	03/02/26	ll
	216A	03/01/26	ll
	224C	02/01/26	ll
	228A	03/03/26	ll
	240F	03/02/26	ll

Prepared by: Karen Kisloski Date: 07/09/26 Telephone: (716) 692-3555



**New York State Division of Housing and Community Renewal
Housing Management Bureau, 641 Lexington Avenue, New York, N.Y. 10022**

Report on Tenant Arrears for Month Ending JUNE 2026

Development Name: COLIN KELLY HEIGHTS Number: NYS- 010

Date Submitted: 07/09/2026 Prepared by: KAREN KISLOSKI

Total Residential Units 150 Total Commercial Units 0

I. Analysis of Tenant Arrears

In arrears for-	Residential Tenants		Commercial Tenants	
	Number of Tenants	Amount Due	Number of Tenants	Amount Due
a. Less than one month	8	1,650.06	0	0.00
b. One month but less than two	7	3464.52	0	0
c. Two months but less than three	1	2678.00	0	0
d. Three months or more	25	29704.93	0	0
Totals	41	37,497.51	0	0.00
Gross Rent Potential this month:	\$ 176,949.00		\$ 0.00	
Rent Collected Amount:	\$ 144,382.85		\$ 0.00	
[Rent Collected Amount / Gross Rent Potential]	81.60%		0.00%	

Remarks: Gross rent potential includes PBV charges/payments

II. Analysis of Vacated Tenant Arrears

Period since departure -	Residential Tenants		Commercial Tenants	
	Number of Tenants	Amount Owning	Number of Tenants	Amount Owning
a. Less than two months	2	15066.80	0	0
b. Two months but less than four	5	24433.37	0	0
c. Four months but less than six	1	8258.88	0	0
d. Six months but less than a year	3	8888.18	0	0
e. One year but less than two	4	13810.32	0	0
f. Two years or more	3	15638.39	0	0
Totals	18	86,095.94	0	0.00



New York State Division of Housing and Community Renewal
Housing Management Bureau
25 Beaver Street New York, NY 10004

Marketing Activity Report for Month Ending JUNE 2026

Development Name: Arthur Albright Courts Number: NYS-091

Apartment Size by Number of Bedrooms	0	1	2	3	4	5 or more	Total
1. Number of apartments	0	12	2	28	16	4	62
2. Number of apartments under lease at start of month	0	11	0	24	10	2	47
3. Number of apartments vacated during month	0	0	0	0	0	0	0
4. Number of apartments leased during month	0	0	1	0	0	0	1
5. Number of apartments under lease at end of month (line 2 - line 3) + line 4	0	11	1	24	10	2	48
6. Number of apartments not under lease at end of month* (line 1 - line 5)	0	1	1	4	6	2	14
7. Number of prospective tenants on waiting list	0	4	9	10	3	1	27

* List all apartments vacant for more than 60 days below or on attached sheet:

Bldg. #	Apt. #	Vacate Date	Reason for Extended Vacancy
	229	03/31/23	staffing/expense
	293	06/28/23	staffing/expense
	329	02/15/23	staffing/expense
	309	03/01/24	staffing/expense
	269	10/02/24	staffing/expense
	217	03/01/25	staffing/expense
	295	03/03/25	" "
	283	12/2/25	" "
	263	01/05/26	" "
	333	02/03/26	" "

Remarks: none

Prepared by: Karen Kisloski Date: 07/09/26 Telephone: (716) 692-3555



New York State Division of Housing and Community Renewal
Housing Management Bureau, 641 Lexington Avenue, New York, N.Y. 10022

Report on Tenant Arrears for Month Ending JUNE 20 26

Development Name: ARTHUR ALBRIGHT COURTS Number: NYS- 091

Date Submitted: 07/09/2026 Prepared by: KAREN KISLOSKI

Total Residential Units 62 Total Commercial Units 0

I. Analysis of Tenant Arrears

In arrears for-	Residential Tenants		Commercial Tenants	
	Number of Tenants	Amount Due	Number of Tenants	Amount Due
a. Less than one month	2	19.00	0	0.00
b. One month but less than two	3	90.30	0	0
c. Two months but less than three	1	25.00	0	0
d. Three months or more	5	6442.82	0	0
Totals	11	6,577.12	0	0.00
Gross Rent Potential this month:	\$	78,762.00	\$	
Rent Collected Amount:	\$	57,376.00	\$	
[Rent Collected Amount / Gross Rent Potential]		72.85%		0.00%

Remarks: Gross rent potential includes PBV charges/payments

II. Analysis of Vacated Tenant Arrears

Period since departure-	Residential Tenants		Commercial Tenants	
	Number of Tenants	Amount Owing	Number of Tenants	Amount Owing
a. Less than two months	1	10906.80	0	0
b. Two months but less than four	3	5790.56	0	0
c. Four months but less than six	0	0	0	0
d. Six months but less than a year	1	3409.96	0	0
e. One year but less than two	1	2973.42	0	0
f. Two years or more	2	19734.74	0	0
Totals	8	42,815.48	0	0.00



New York State Division of Housing and Community Renewal
Housing Management Bureau
25 Beaver Street New York, NY 10004

Marketing Activity Report for Month Ending JUNE 2026

Development Name: Jacob J. Guzzetta- Senior Citizens Number: NYS-151

Apartment Size by Number of Bedrooms	0	1	2	3	4	5 or more	Total
1. Number of apartments	9	24	8	0	0	0	41
2. Number of apartments under lease at start of month	1	14	7	0	0	0	22
3. Number of apartments vacated during month	0	0	0	0	0	0	0
4. Number of apartments leased during month	0	0	0	0	0	0	0
5. Number of apartments under lease at end of month (line 2 - line 3) + line 4)	1	14	7	0	0	0	22
6. Number of apartments not under lease at end of month* (line 1 - line 5)	8	10	1	0	0	0	19
7. Number of prospective tenants on waiting list	19	19	19	0	0	0	57

* List all apartments vacant for more than 60 days below or on attached sheet:

Bldg. #	Apt. #	Vacate Date	Reason for Extended Vacancy
	504	08/30/01	staffing/expense
	519	08/01/16	floor
	522	06/30/21	staffing/expense
	414	05/01/22	staffing/expense
	425	04/01/23	staffing/expense
	507	06/01/23	staffing/expense
	525	11/01/23	" "
	506	02/01/24	" "
	417	03/01/24	" "
	512	03/04/24	" "
	524	10/10/24	" "
Remarks: none	406	11/01/24	" "
	408	02/01/25	" "
	509	02/01/25	" "
	419	03/01/25	" "
	426	03/01/25	" "
	503	03/01/25	" "
	404	02/12/26	428 - 02/03/26

Prepared by: Karen Kisloski Date: 07/09/26 Telephone: (716) 692-3555



**New York State Division of Housing and Community Renewal
Housing Management Bureau, 641 Lexington Avenue, New York, N.Y. 10022**

Report on Tenant Arrears for Month Ending JUNE **20** 26

Development Name: JACOB J. GUZZETTA- SENIOR CITIZENS **Number:** NYS- 151

Date Submitted: 07/09/2026 **Prepared by:** KAREN KISLOSKI

Total Residential Units 41 **Total Commercial Units** 0

I. Analysis of Tenant Arrears

In arrears for -	Residential Tenants		Commercial Tenants	
	Number of Tenants	Amount Due	Number of Tenants	Amount Due
a. Less than one month	2	11.00	0	0.00
b. One month but less than two	0	0.00	0	0
c. Two months but less than three	0	0.00	0	0
d. Three months or more	2	1313.00	0	0
Totals	4	1,324.00	0	0.00
Gross Rent Potential this month:	\$ 26,635.00		\$	
Rent Collected Amount:	\$ 12,556.00		\$	
[Rent Collected Amount / Gross Rent Potential]	47.14%		0.00%	

Remarks:

II. Analysis of Vacated Tenant Arrears

Period since departure -	Residential Tenants		Commercial Tenants	
	Number of Tenants	Amount Owning	Number of Tenants	Amount Owning
a. Less than two months	0	0.00	0	0
b. Two months but less than four	0	0.00	0	0
c. Four months but less than six	1	2621.41	0	0
d. Six months but less than a year	0	0.00	0	0
e. One year but less than two	0	0.00	0	0
f. Two years or more	0	0.00	0	0
Totals	1	2,621.41	0	0.00

June '26 – April '27 Milestones

HILLVIEW

- Tenant Management Software change ASAP (\$20,000)
- LIHTC training ASAP (\$10,000)
- Hire additional Office person ASAP

July

- Submit Affirmative Fair Housing Long Form (THA/Lindsay)

November

- Hold tenant meeting. Notify of pending relocation to Hillview (THA/Lindsay or Bruce)
- Anticipated receipt of AFHMP approval
- New tenant management software rollout

December

- Project Rent-Up Conference from AFHMP approval w. HCR (THA/Bruce or Lindsay/Consultant)
- Begin marketing period, including notifications to interested parties (THA)

January 2027

- Contact every JJG tenant and request documents for LIHC certification (THA/Consultant)
- Process LIHTC certification for all JJG tenants and THA Homes Transfers (THA/Consultant)

February

- Secure the services of a moving company (Lindsay)
- Process LIHTC certification for all JJG tenants and THA Homes Transfers (THA/Consultant)

March

- Assign all JJG tenants and THA Homes Transfers to AMI income racks in line with LPA and Regulatory Agreement (THA/Consultant/Spectrum)

- Assign all JIG and THA Homes transfer tenants to rents in approved budget (THA/Consultant/Spectrum)
- Provide 30-day notice of rent change to JIG tenants (THA)
- Prepare new leases for JIG tenants (THA)
- Finalize LIHC certification and submit for 3rd party approval (THA/Consultant and Spectrum (3rd party approval)
- Hold lottery (THA/Lindsay)
- Notify those selected from lottery and secure paperwork. Process certifications (THA, Consultant)

April

- Sign new leases for JIG tenants (THA)
- Coordinate moves from JIG to HC, assist tenants to turn on utilities (THA/Lindsay)
- Submit new tenant files for 3rd party certification and coordinate move-ins

TAX CREDIT DELIVERY MILESTONES

April – 18 units

May – 17 units (35 total)

June - 17 units (52 total)