



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

**The Third Meeting after the Eightieth
Annual Meeting of the Tonawanda Housing
Authority
May 26, 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 Jennifer Karnyski and Darlella Wiggins, THA Manager Dale Kokanovich and THA Legal Counsel Diane Tiveron.

Minutes of previous meeting:

- April Board Meeting Minutes.

Correspondence:

New Business

- New HUD Fair Market Rent schedule
- THA non-subsidized rent change, increase proposal 5% increase (see attached)

Old Business:



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

- Phase 2 PILOT agreement with the City of Tonawanda

Vacancy Report:

- 46 Applicants on the Wait List. Reminder, THA has closed all Wait Lists and discontinued taking new applicants.
- 47 Vacant units. The vacancy rate is 20%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 35 Late Notices for \$32,639. Tenant Quit or Pay Notices sent to xx Tenants.
- HM32 and HM32A

Manager's Report:

- Check Register provided
- Clarification for the Liability Insurance "deductible" invoice and payment.
- Court cases

Construction Update:

- Hillview Commons
- Continued Phase 2 work

Chairman's Report and / Or Committee Reports:

Remarks:

- *Next Meeting is June 23, 2026 at 6:00pm.*

Executive Session: If needed

Adjourn:

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority



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

**The Second Meeting after the Eightieth
Annual Meeting of the Tonawanda Housing
Authority
April 28, 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: 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. Chairperson Dale Zuchlewski was excused.

Minutes of previous meeting:

- March Board Meeting Minutes. A Motion was made to accept the Meeting Minutes as presented by Betty Schaertel, 2nd by Darlella Wiggins. By a vote of 6-0 the Motion was passed.

Correspondence:

- City of Tonawanda letters, meeting minutes regarding THA Budget approval.



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

New Business

- THA received the following: \$26,692.50 from NYSERDA as rebate on Energy Savings Initiatives. HAARG Liability Insurance rebate \$1,840.77 and HAPI (property insurance) rebate \$28,341.75 due to no claim activity.
- THA PH1 LP Option agreement Phase 2 for signature. This is the document executed to "sell" Phase 2 property to THA Development Corp to create funding for the project. A Motion to sign the Resolution to adopt this Option Agreement was made by Ralph Abramo, 2nd by Darlella Wiggins. By a vote of 6-0, the Motion was passed.
- Outstanding \$40k debt with the City. Resolution to agree to City plan for closure on this outstanding debt. After reviewing and reading the Resolution, a Motion to accept the retirement of debt process as stated in the Resolution was made by Betty Schertel, 2nd by Darlella Wiggins. By a vote of 6-0, the Motion was passed.
- New HUD Fair Market Rent schedule was presented for discussion. Will be presented for approval at the May Board Meeting.
- THA non-subsidized rent change, increase proposal 5% increase (see attached) presented for discussion. The proposal will be discussed for approval in the May Board Meeting.

Old Business:

- Phase 2 PILOT agreement with the City of Tonawanda. Work continues to get this PILOT finalized and implemented in 2026.

Vacancy Report:

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



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

- 44 Vacant units. The vacancy rate is 19%. THA will be building vacancy rates prior to redevelopment and "vacating" approximately 70 apartments at a time.
- 24 Late Notices for \$16504. Tenant Quit or Pay Notices sent to xx Tenants.
- HM32 and HM32A

Manager's Report:

- Thank you to Karen Kisloski for presenting the Agenda at the Mach Board Meeting in Manager Dale Kokanovich's absence.
- Check Register provided
- Clarification for the Liability Insurance "deductible" invoice and payment. THA has paid this invoice.
- Motion for write-off. March rental arrears write off \$1184.48. After Tiveron Law researched the Estate a Motion to approve the write-off of \$1,184.48 as uncollectable due to the passing of a tenant was made by Betty Schaertel, 2nd by Darlella Wiggins. By a vote of 6-0 the Motion was passed.
- Court cases. Provided update to ongoing Court cases for unpaid rent.

Construction Update:

- Hillview Commons. Construction continues with steel and walls being erected.
- Continued Phase 2 work to include Maintenance and Administration Building changes.
- Tenant Meeting FAQ's sent to all Tenants

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

Remarks:



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

- ***Next Meeting is May 28, 2026 at 6:00pm.***
- Tenant Rep Jennifer Karyski asked (regarding rent increases) how many tenants were at "fair market rate" and would be most affected by the proposed rent change. Manager Dale Kokanovich did not know the actual number but will follow up with Jennifer with the actual number. Also, Jennifer asked if THA had a date for allowing tenants to reinstall window AC units. Again, Mr. Kokanovich will follow up with Jennifer (and the balance of the Board) as to the date these are allowed.

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 6-0, the Meeting was Adjourned at 6:46pm.

Dale Kokanovich
Executive Secretary
Tonawanda Housing Authority

A handwritten signature in blue ink, appearing to read "Dale", is written over the printed name of Dale Kokanovich.