

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, April 9, 2024 at 3:30 pm at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 3:30 pm.

**Present:**

Mrs. Maralynn Giancola  
Mr. Brian Archie  
Mr. James Swift  
Mr. Gerald Cracknell  
Ms. Colleen Todd

**Also Present:**

Ms. Angela Smith  
Mr. Jason Cafarella

**Absent:**

Mr. Earl Bass

**At the Request of the Interim Executive Director:** Jamie Allen, Melissa Destino, Gradycia Williams

**I. MOMENT OF REFLECTION**

Chair Giancola asked for a moment of honor for Melissa's dad, Lenard Cowell, who passed away. Chair Giancola asked for a moment of silence for Melissa and her family.

**II. PRESENTATION FROM THE SERVICE COORDINATORS**

The presentation to the board will be held at the next meeting on May 7, 2024.

**III. APPROVAL OF MINUTES FROM MEETINGS**

On a motion made by Commissioner Swift, seconded by Commissioner Cracknell and carried, the March 12, 2024, monthly meeting minutes of the Board of Commissioners was approved.

**IV. COMMITTEE REPORTS/RECOMMENDATIONS**

**A. Facilities & Residential Affairs/Senior Living/Community**

Commissioner Archie reported that there hasn't been a meeting.

**B. Finance – Chair Giancola –**

Chair Giancola reported that both George Dreer and Roger Lis are not here today. Commissioner Swift stated that seeing the collections broken down, the number is much lower. Ms. Smith reported that every site was broken down so you could see what was collected for the entire year from April 2023-March 2024 and where we are Authority wide. After reviewing the financial reports for February 2024, Chair Giancola asked for a motion to approve the reports. Commissioner Cracknell made a motion, Commissioner Archie seconded and the motion was unanimously carried.

**C. Governance/Human Resources – Commissioner Swift –**

Commissioner Swift reported that we are taking the next steps in filling the ED position. Commissioner Swift stated that they have recommendations from HUD, that they are preparing an RFP and hiring a consultant. Commissioner Swift stated that they would have to vote on the hiring process, whether it is to go through the committee or the Board. Commissioner Archie stated that the committee should make the decisions. Chair Giancola stated that we will set up a committee and get the RFP ready. After reviewing the Personnel Action Chart and Leave of Absence Request, Chair Giancola asked for a motion to approve the Personnel Action Chart. Motion made by Commissioner Swift, Commissioner Cracknell seconded and the motion was unanimously carried.

**D. Strategic Planning – Commissioner Todd –**

Commissioner Todd had nothing to report.

**E. Occupancy Reports –**

Mrs. Destino reported that she adjusts the move ins/move outs accordingly, but she should have been adding the 20 vacates back into the total that are back online. Mrs. Destino reports that she has been staying ahead of the vacates each month and the waiting list is moving along.

**V. CHAIRMAN'S REPORT**

Chair Giancola reported that currently she is the second signer on all checks that go out. Melissa Destino will now be signing checks instead of Chair Giancola. Chair Giancola asked for a motion to approve Resolution 2024-22 a second signatory. Motion to approve Resolution 2024-22 was made by Commissioner Todd and seconded by Commissioner Swift. All in favor, motion passes.

Chair Giancola reported that next month there is a special meeting before the board meeting and we need to determine a time. She stated that we will have kids coming in from peer tutoring for a presentation. Chair Giancola suggested 10:00 am for the special meeting and 10:30 am for the board meeting right after, on May 7, 2024. Motion to pass May's special meeting at 10:00 am and the board meeting at 10:30 am was made by Commissioner Todd, seconded by Commissioner Archie. All in favor.

Chair Giancola reported that if anyone wants to attend the Chambers Honor Dinner on May 9<sup>th</sup> or the Empowerment Dinner, they should let Jamie Allen know.

**VI. INTERIM EXECUTIVE DIRECTOR'S REPORT**

**A) Approval of Boiler Preventative Maintenance**

Ms. Smith asked for a motion to approve Resolution 2024-23 Boiler Preventative Maintenance in the amount of \$16,335.00 for all three years. Motion to approve Resolution 2024-23 was made by Commissioner Todd and seconded by Commissioner Swift and the motion was unanimously carried.

**B) Approval to Change Work Hours**

Ms. Smith asked for a motion to approve Resolution 2024-24 Change Work Hours to 7:00 am-5:00 pm to give staff flexibility. Motion to approve Resolution 2024-24 with changes was made by Commissioner Archie and seconded by Commissioner Cracknell and the motion was unanimously carried.

**C.) Approval of Lawley Insurance for Cornerstone**

Commissioner Swift made a motion to enter into Executive Session. Commissioner Todd seconded and the motion was unanimously carried.

Executive Session began at 4:02 pm

Executive Session ended at 4:46 pm

**D.) Updates on the Niagara Falls Housing Authority matters**

Ms. Smith reported that she approved an emergency hot water tank replacement at Spallino Towers and that it will not impact the residents. The Attain Lab Coordinator is away at training and a meeting will be scheduled when he comes back. Ms. Smith stated that she is going to reach out to the Power Authority and the Mother Cabrini Grant regarding receiving money for the summer camp and the after-school programs if we add a health care component to the programs.

**VII. NFHA ATTORNEY REPORT-**

Mr. Cafarella had nothing to report.

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

Special meeting: Tuesday, May 7, 2024, 10:00 am-Administrative Office

Next meeting: Tuesday, May 7, 2024, 10:30 am – Administrative Office

X.

**ADJOURNMENT**

Motion to adjourn was made by Commissioner Todd seconded by Commissioner Swift, all in favor.  
Meeting adjourned at 4:53 pm.

Y Brian P. Auch S.

Secretary