

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, June 11, 2024 at 10:30 am at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 10:35 am

**Present:**

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

**Also Present:**

Ms. Angela Smith  
Mr. Jason Cafarella

**Absent:**

**At the Request of the Interim Executive Director:** Jamie Allen, Melissa Destino, Roger Lis

**I. MOMENT OF REFLECTION**

Chair Giancola asked that we remember all the kids that are here today and we thank them. Chair Giancola asked for a moment of silence and to keep in our memory Angela Smith's aunt and Jim Swift's aunt, who both passed away.

**II. PRESENTATION FROM STAN WOJTON**

Students from Niagara Falls High School that belong to the Leaders of the Championship team did a presentation on Trauma. These students are committed to learning about trauma to help the community. The three E's of trauma are Event, Experience and Effect of Trauma. There are different types of trauma and a comfortable environment needs to be created to help with trauma. Trauma can come in several forms that include mental, physical and emotion. Relaxation, self-care and hobbies are all healthy ways to cope with trauma.

**III. APPROVAL OF MINUTES FROM MEETINGS**

On a motion made by Commissioner Swift, seconded by Commissioner Todd and carried, the April 30, 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 are summer activities planned at Wrobel Towers including a movie night. Inspections are going well. Summer camp at the community centers are filled up and activities are planned for the kids. The Attain Lab is running and FRB is having an open house. Units are ready for rent, but now we have to fill them. JG revitalization plan is moving forward and tenant meetings are scheduled for all sites.

**B. Finance – Chair Giancola –**

Mr. Lis reported that the reports for March and April are in the packet. REAC financials were submitted. PHAS score was a 24.2/25 and the MAS score was 8.13/25, because of the vacancies. Subsidy was at 87% and it is now at 98% which will help finances going forward. After reviewing the financial reports for April, Chair Giancola asked for a motion to approve the reports. Commissioner Todd made a motion, Commissioner Cracknell seconded and the motion was unanimously carried.

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

Commissioner Swift reported that Dana is working on open positions by using Indeed and there is already a person in place for Administrative Assistant. Personnel actions will be discussed in Executive Session and there are no changes to the Personnel Action Chart. Chair Giancola made a motion to put the job for Administrative Assistant for Occupancy on the table. Motion made by Commissioner Archie, seconded by Commissioner Cracknell, all in favor. Motion passes. Motion to approve the job description for Administrative Assistant for Occupancy was made by

Commissioner Archie, seconded by Commissioner Cracknell, all in favor. Motion passes. 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 Cracknell, Commissioner Todd seconded and the motion was unanimously carried.

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

Commissioner Todd reported that Governance and Strategic planning committee had a meeting together. Ms. Smith reported that we are working on vacancies for when staff retire.

**E. Occupancy Reports –**

Mrs. Destino reported that as of 5/29 there are 83 current vacancies. New move ins are scheduled for 7/1 or prior, for ST, WT, PC and JG. There will be 5 more move ins for ST and 3 more for WT. The Occupancy Department is not slowing down and they are preparing and working files.

**V. CHAIRMAN'S REPORT**

Chair Giancola reported that they have stuff to talk about in Executive Session. The subcommittees will stay the same and Mrs. Dolson will be on the Facilities subcommittee. The subcommittee meetings will also be on the same day as the board meetings.

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

**A) Approval of Write Off Accounts**

Ms. Smith asked for a motion to approve Resolution 2024-32 write off accounts in the amount of \$6,243.44. Commissioner Archie asked Attorney Cafarella how we are doing with evictions. Attorney Cafarella stated there are 6-10 pending evictions. Half of the evictions are for lease violations and the other half are for nonpayment. Motion to approve Resolution 2024-32 was made by Commissioner Swift and seconded by Commissioner Archie and the motion was unanimously carried.

**B) Approval of the Organizational Chart**

Ms. Smith asked for a motion to approve Resolution 2024-33 the organizational chart. Ms. Smith reported that the chart can change at any time. Motion to approve Resolution 2024-33 was made by Commissioner Todd and seconded by Commissioner Swift and the motion was unanimously carried.

**C.) Approval of Changes to the Employee Handbook**

Ms. Smith asked for a motion to approve Resolution 2024-34 changes to the Employee Handbook. Motion to approve Resolution 2024-34 was made by Commissioner Todd and seconded by Commissioner Archie, the motion was unanimously carried.

**D.) Approval of Public Art at Wrobel Towers**

Ms. Smith asked for a motion to approve Resolution 2024-35 public art at Wrobel Towers. Motion to approve public art at Wrobel Towers was made by Commissioner Archie and seconded by Commissioner Swift and the motion was unanimously carried.

**E.) Approval of Award of Contract for Lawn Service**

Ms. Smith reported that the contract is already in place. She stated that the other lawn service company did a horrible job and that we had to move fast and the new company is doing an excellent job. Ms. Smith asked for a motion to approve Resolution 2024-36 Award of contract for Lawn Service. Motion to approve Resolution 2024-36 was made by Commissioner Cracknell and seconded by Commissioner Swift and motion unanimously carried.

**F.) Approval of a Garage, Gator and Lawn Tractor for Cornerstone**

Ms. Smith asked for a motion to approve Resolution 2024-37 for a garage, gator and lawn tractor for Cornerstone. Motion to approve Resolution 2024-37 was made by Commissioner Todd and seconded by Commissioner Cracknell and unanimously carried.

**G.) Approval of \$15,000 for Cornerstone Audit**

Ms. Smith reported that the State is on us because an Audit hasn't been done. Ms. Smith reported that we were quoted \$15,000 to do the Audit. Ms. Smith asked for a motion to approve Resolution

2024-38 for \$15,000 for Cornerstone Audit. Motion to approve Resolution 2024-38 was made by Commissioner Todd and seconded by Commissioner Swift. All in favor, motion passes.

**H.) Approval of Wrobel Towers Roof Repairs.**

Ms. Smith asked for a motion to approve resolution 2024-39 roof repairs at Wrobel Towers for \$578,255.00 with a warranty for 20 years. Motion to approve Resolution 2024-39 was made by Commissioner Archie and seconded by Commissioner Todd. All in favor, motion passes.

**I.) Approval of the Niagara Falls Housing Authority PHA Plan Amendment**

Ms. Smith reported that the PH Plan was already approved but we had to add the amendment. Ms. Smith asked for a motion to approve Resolution 2024-40 NFHA PHA Plan Amendment. Motion to approve Resolution 2024-40 was made by Commission Swift seconded by Commissioner Cracknell, motion unanimously carried.

**J.) Updates on Niagara Falls Housing Authority matters**

Ms. Smith States that she will email the RAD updates and there is meeting in July with the residents. Residents will have to pay all bills. The Pharmacy Tech program had 10 students who graduated with scoring an 80-90 on the exam. The summer program is already filled up so residents will start in the Fall. The grant allows us to give \$250.00 to the students who passed.

**VII. NFHA ATTORNEY REPORT-**

Attorney cafarella reported that he has nothing for the open meeting, everything is for Executive Session.

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

Executive Session began at 11:35 am

Executive Session ended at 12:14 pm

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

Next meeting: Tuesday, September 10, 2024, 3:30 pm – Administrative Office

**X. ADJOURNMENT**

Meeting adjourned at 12:15 pm.

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Secretary

