

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, December 10, 2024 at 3:30 pm at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 3:33 pm.

**Present:**

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

**Also Present:**

Ms. Angela Smith  
Mr. Brian Hutchison

**Absent:**

**At the Request of the Interim Executive Director:** Jamie Allen, George Dreer

**I. MOMENT OF REFLECTION**

Chair Giancola asked for thoughts and prayers for Hershel and Barbara Richardson, extended family of Angela Smith and for Eric Fields' family. Chair Giancola asked for a moment of silence.

**II. PHARMACY TECH STUDENTS CERTIFICATION PRESENTATION**

Six students from the Fall Pharmacy Tech Program were given certificates and stipends for completing the class.

**III. APPROVAL OF MINUTES FROM MEETINGS**

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

On a motion made by Commissioner Todd, seconded by Commissioner Cracknell and carried, the November 19, 2024 special meeting minutes of the Board of Commissioners was approved.

**IV. COMMITTEE REPORTS/RECOMMENDATIONS**

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

Commissioner Archie reported that he is trying to get a meeting with Beacon because tenants want a council and they want to know their rights. He stated that he is trying to find opportunities for new housing with all the vacant lots. He stated Beacon is looking to help, but further conversation is needed. He discussed the occupancy issues with residency for men who are homeless and how we advocate to HUD for housing. Ms. Smith responded that unfortunately there is no budging with HUD on placement in occupancy. She stated that she has had several meetings and one on one conversations regarding our waitlist and emergency housing and we must follow the procedures to not skip over applicants to avoid a law suit. Commissioner Dolson asked how do we advertise our housing? Ms. Smith responded with social media, our website and we put ads in journals, etc. Further conversation ensued.

**B. Finance – Chair Giancola –**

Mr. Dreer reported that not much has changed with the finances. Capital Fund 2022 is almost done, he is starting 2023 finances and 2024 is waiting for approval by HUD. Ms. Smith stated that we are applying for CDBG and it is due by the end of the month.

Chair Giancola asked for a motion to approve the reports. Commissioner Archie made a motion, Commissioner Swift seconded and the motion was unanimously carried.

Chair Giancola asked for a motion to approve Resolution No. 2024-78 approval of Civil Service reimbursement. Civil Service wants us to pay the staff that administer the tests. The Schoolboard and Waterboard were both asked and both approved it. The estimated total for 2025 would be \$4300. Resolution No. 2024-78 has been tabled for further review.

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

After reviewing the Personnel Action Chart and Leave of Absence Request, Commissioner Swift asked for a motion to approve the Personnel Action Chart. Motion made by Commissioner Todd, Commissioner Cracknell seconded and the motion was unanimously carried.

Motion to recall tabled Resolution No. 2024-68 for the Employee handbook changes. Motion made by Commissioner Cracknell, seconded by Commissioner Archie. Motion passed. Motion to approve Resolution No. 2024-68 for the Employee Handbook changes made by Commissioner Cracknell, seconded by Commissioner Dolson. Motion passed.

Motion to approve Resolution No. 2024-80 approval of Director salary and contract terms made by Commissioner Dolson, seconded by Commissioner Cracknell. All in favor, motion unanimously carried.

**D. Strategic Planning – Commissioner Cracknell –**

Commissioner Cracknell reported that all maintenance repairs are being done on site. ST and WT will receive a facelift with window treatments and new paint in the rec room to bring it up to date. RAD conversion is scheduled for June 2025 and we are on target with that. The IT bids are out and Ms. Smith reported that we have received a lot of traction at least 8-10 bids, a lot of them are outside of the area. We have been with our current provider for over 20 years.

**E. Occupancy Reports –**

No updates.

**V. CHAIRMAN’S REPORT**

Nothing to report.

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

**A) Approval of Write off Accounts**

Ms. Smith asked for a motion to approve Resolution 2024-81 approval of write off accounts for ST, WT, PC and JG. Motion to approve Resolution No. 2024-81 was made by Commissioner Swift and seconded by Commissioner Cracknell, motion was unanimously carried.

**B.) Approval of taking units offline for RAD at JG**

Ms. Smith asked for a motion to approve Resolution 2024-82 approval of taking units off line for RAD at Jordan Gardens for tenant relocation during remodel. Motion to approve Resolution 2024-82 was made by Commissioner Dolson and seconded by Commissioner Swift, motion was unanimously carried.

**C.) Approval of RAD Application**

Ms. Smith asked for a motion to approve Resolution No. 2024-83 approval of Rental Assistance Demonstration Application to HUD. Motion to approve Resolution No. 2024-83 was made by Commissioner Todd, seconded by Commissioner Cracknell, motion was unanimously carried.

**D.) Approval of Recommendation for award for Legal Services**

Ms. Smith asked for a motion to approve Resolution 2024-84 approval of the recommendation for award of Legal Services. Motion to approve Resolution No. 2024-84 was made by Commissioner Dolson, seconded by Commissioner Todd. Motion was unanimously carried.

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

Ms. Smith reported that the PCCC is having Kwanza on December 19<sup>th</sup> from 4-7 pm, the FRB is holding a Christmas concert on December 20<sup>th</sup> at 5:30 pm and we are hosting a Senior Christmas Party on December 18<sup>th</sup> at the Doubletree with 127 residents attending. Cornerstone needs emergency roof repairs. We don’t have the cost estimates of the roofs, but the rent is abated in these units due to the non-repairs.

**NFHA ATTORNEY REPORT-**

Attorney Hutchison reported on the Unity Park conversion and that he is working on getting more information from Reno and Cavanaugh to catch up. Santino has been helping with paperwork and evictions. He stated that the managers are very responsive and easy to work with. The managers

have tailored the non-rent related issues/lease violations. He noted that he wanted everyone to know that he is finishing Jason's current contract as Jason wanted to keep his promise that he would have someone in place.

**VII. UNFINISHED BUSINESS**

None

**VIII. NEW BUSINESS**

Next meeting: Tuesday, January 14, 2025 3:30 pm – Administrative Office

**IX. ADJOURNMENT**

Commissioner Archie made a motion to adjourn. Commissioner Swift seconded and the motion was unanimously carried. The meeting adjourned at 4:43 pm.

  
Secretary