The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, September 16, 2025, at 2:00 pm at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 2:00 pm.

Present:	**Also Present:**	**Absent:**
Mrs. Maralynn Giancola	Dr. Tomorrow Allen-Collins	
Mr. Gerald Cracknell	Mr. Brian Hutchison	
Mr. Brian Archie		
Mrs. Colleen Todd		

At the Request of the Executive Director: Jamie Allen, George Dreer, Roger Lis,

I. MOMENT OF REFLECTION

Chair Giancola's moment of reflection is for good health for ourselves, family and loved ones. She asked for a moment of silence.

II. APPROVAL OF MINUTES FROM MEETINGS

On a motion made by Commissioner Todd, seconded by Commissioner Cracknell and carried, June 10, 2025, monthly meeting minutes of the Board of Commissioners were approved. On a motion made by Commissioner Cracknell, seconded by Commissioner Todd and carried, July 8, 2025, Special meeting minutes of the Board of Commissioners were approved.

III. COMMITTEE REPORTS/RECOMMENDATIONS

A. Facilities & Residential Affairs/Senior Living/Community

Chair Giancola stated that there was no meeting.

B. Finance – Chair Giancola –

Mr. Dreer reported that the finances are well. Mr. Lis stated that as of July, the monthly reports look good. Mr. Lis handed out an organizational chart with pre-completion and post-completion for Jordan Gardens. He stated that we are dealing with the pre-completion chart now and that it has all the companies the Attorneys are putting together for us. These companies are owned by the Housing Authority, and all the companies have been formed. We are waiting for closing in October. Chair Giancola asked for a motion to approve resolution 2025-39 approval of the finance reports for May, June, and July. Commissioner Cracknell made a motion, seconded by Commissioner Todd. All in favor, motion passes.

C. Governance/Human Resources –

Chair Giancola stated that there is not much to report. Chair Giancola asked for a motion to approve the Personnel Action Chart. Motion made by Commissioner Archie, Commissioner Cracknell seconded, and the motion was unanimously carried.

D. Strategic Planning – Commissioner Cracknell –

Commissioner Cracknell reported that they met last week and discussed structural changes with HR and outsourcing the function.

E. Occupancy Reports –

Dr. Collins reported that occupancy rate is up to 92%. There are twenty-one vacant units at WT, five of which are for Jordan Gardens residents that are relocating. She stated that we are trying to keep residents in-house for the relocation as much as possible.

IV. CHAIRMAN'S REPORT

Chair Giancola stated that we will be re-arranging the subcommittees and that the new members will take their oath of office hopefully by October 1st so we will have a full board at our next meeting.

V. EXECUTIVE DIRECTOR'S REPORT

A.) Approval of Write-Off Accounts

Dr. Collins asked for a motion to approve Resolution No. 2025-41 approval of the Write Off Accounts. Motion to approve Resolution 2025-41to approve the write -off accounts was made by Commissioner Cracknell, seconded by Commissioner Archie. All in favor, motion passes.

B.) Approval of Tenant Election

Dr. Collins asked for a motion to approve Resolution No. 2025-42 approval of the Tenant election. Dr. Collins stated that she met Sara Rivera a couple of weeks ago and she is interested in serving on the Board. Dr. Collins shared that in the meeting, Ms. Rivera was informed about the specific requirements to be a NFHA board member and the Tower (both ST and WT) representation that the role entails Motion to approve Resolution No. 2025-42 was made by Commissioner Archie, seconded by Commissioner Cracknell. All in favor, motion passes.

C.) Approval of Security Services Contract

Dr. Collins asked for a motion to approve Resolution No. 2025-43 approval of Security Services Contract to Elite Protection of NY. Motion to approve Resolution No. 2025-43 was approved by Commissioner Cracknell and seconded by Commissioner Todd. All in favor. Motion passes.

D). Approval of JBM revised Contract

Dr. Collins asked for a motion to approve Resolution No. 2025-44 JBM's revised contract to continue with her as an HR consultant. JBM will be used on a as needed basis. Dr. Collins is requesting the extension of her services and adjusted hours. Commissioner Archie asked what's the difference between what Patti Barone does and what JBM does. He stated that he would be comfortable capping her off at 20 hours per month. The board agreed to modify the language of her contract to a minimum of 10 hours per month and not to exceed 20 hours per month. A motion to approve Resolution No. 2025-44 with necessary changes to be made was made by Commissioner Todd, seconded by Commissioner Cracknell. All in favor. Motion passes.

E.) Updates on Niagara Falls Housing Authority Matters

Dr. Collins reported that her updates will be presented in Executive Session.

VI. NFHA ATTORNEY REPORT-

Attorney Hutchison reported that RAD is moving along even though he's not intricately involved.

VII. UNFINISHED BUSINESS

Chair Giancola asked for a motion to approved Resolution 2025-29 that was previously tabled. Motion made by Commissioner Archie, seconded by Commissioner Todd. All in favor, motion passes.

VIII. NEW BUSINESS

Next meeting: *Tuesday, October 14, 2025, 3:00 pm – Administrative Office*

Commissioner Archie made a motion to enter Executive session. Commissioner Todd seconded and the motion was unanimously carried.

Executive Session began at 2:45 pm
Executive Session ended at 3:03 pm

Commissioner Archie made a motion to return to regular session. Commissioner Todd seconded and the motion was unanimously carried. Regular session resumed.

IX. ADJOURNMENT

Commissioner Archie made a motion to adjourn. Commissioner Cracknell seconded. Motion was unanimously carried. The meeting adjourned at 3:05 pm.

Gerald J. Cracknell Jr.

Secretary