

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, December 9, 2025, at 3:00 pm at 744 Tenth Street, Niagara Falls, NY. Secretary Cracknell called the meeting to order at 3:00 pm.

Present:

Mr. Gerald Cracknell
Mr. Brian Archie
Sister Beth Brosmer
Ms. Markasia McCreary
Mrs. Colleen Todd

Also Present:

Mr. Brian Hutchison

Absent:

Mrs. Maralynn Giancola
Ms. Sara Rivera
Dr. Tomorrow Allen-Collins

At the Request of the Executive Director: Jamie Allen, George Dreer, Gradycia Williams, Patrica Barone, Andy Skavinsky

I. MOMENT OF REFLECTION

Secretary Cracknell asked that we keep Chair Giancola and her family in our prayers. He then wished everyone a safe, happy, and healthy holiday, followed by a moment of silence.

II. SUBCOMMITTEE ELECTIONS

Secretary Cracknell suggested that we move the Subcommittee Elections to next month when Dr. Collins and Chair Giancola are here and when we have a full board.

III. APPROVAL OF MINUTES FROM MEETING

On a motion made by Commissioner Brosmer, seconded by Commissioner McCreary and carried, November 18, 2025, monthly meeting minutes of the Board of Commissioners was approved.

IV. COMMITTEE REPORTS/RECOMMENDATIONS

A. Facilities & Residential Affairs/Senior Living/Community

No meeting scheduled. Nothing to report.

B. Finance – Chair Giancola –

Mr. Dreer reported that he printed out the expense report that consisted of just the checks for October. The rest of the reports are not done due to software issues with iSolve. Mr. Dreer stated that next month it should be fine. Secretary Cracknell asked for a motion to table Resolution 2025-54 approval of the finance reports for October. Commissioner Archie made a motion, seconded by Commissioner Todd. All in favor, motion passes.

C. Governance/Human Resources –

Mrs. Barone wanted to remind the board that all personnel discussions are done in Executive Session. She stated that once the report is received, we can explain anything in advance, so everything is transparent. Secretary Cracknell asked for a motion to approve Resolution No. 2025-55 the Personnel Action Chart. Motion to approve Resolution No. 2025-55 was made by Commissioner McCreary, seconded by Commissioner Brosmer, and the motion was unanimously carried.

D. Strategic Planning – Commissioner Cracknell –

Secretary Cracknell reported that they did not meet and he had nothing to report.

E. Occupancy Reports –

Ms. Williams reported that the occupancy rate is 94%. Jordan Gardens has been removed because it is now a tax credit property. They have been working on the waiting list for two-bedroom apartments for public housing and they will be working with Belmont for a waiting list for Jordan Gardens.

V. CHAIRMAN'S REPORT

Nothing to report.

VI. EXECUTIVE DIRECTOR'S REPORT

A.) Approval of Write Off Accounts

Secretary Cracknell asked for a motion to approve Resolution No. 2025-56 approval of Write Off Accounts for PC, ST, WT and CSV. Motion to approve Resolution No. 2025-56 was made by Commissioner Archie, seconded by Commissioner Todd. All in favor. Motion unanimously carried.

B.) Approval of the Comprehensive Agency Plan Submission

Secretary Cracknell asked for a motion to approve Resolution No. 2025-57 the Comprehensive Agency Plan Submission. Mr. Dreer explained the five-year plan. Motion to approve Resolution No. 2025-57 the Comprehensive Agency Plan submission was made by Commissioner Todd and seconded by Commissioner McCreary. All in favor. Motion unanimously carried.

C.) Approval to Change Flat Rents

Secretary Cracknell asked for a motion to approve Resolution No. 2025-58 to change Flat Rents. Commissioner McCreary asked where did the increase come from. Mrs. Barone reported that it is a HUD regulation and we cannot increase more than 35%. Mr. Dreer reported that we can change it annually by zip code. The flat rents are lower than the market value. Mrs. Barone stated that we are losing money and we were notified that we can do this. We are not being fiscally responsible if we do not do this. The Flat rents are not for everybody, only for over income residents at WT, ST, and PC. Attorney Hutchison stated that this will not impact those most in need. Discussion ensued. Motion to approve Resolution No. 2025-58 was made by Commissioner Archie, seconded by Commissioner Brosmer. All in favor. Motion passes.

D.) Approval to Request a waiver from the Water Board

Secretary Cracknell asked for a motion to approve Resolution No. 2025-59 requesting a waiver from the water board. Mr. Dreer reported that when we fixed the water leak at CSV, it increased our water bill. Motion to approve Resolution No. 2025-59 was made by Commissioner McCreary and seconded by Commissioner Brosmer. All in favor. Motion passes.

E.) Updates on Niagara Falls Housing Authority Matters

Mrs. Barone reported that we have a grant writer helping us with the Ross Grant. The Ross Grant will help residents and get programs for our residents. We have one year left on our Mother Cabrini Grant. This grant was used to help residents and the community become health care workers. Cornerstone village is moving forward nicely. The roofs are completed and we will be able to rent these units out once the interior is completed.

VII. NFHA ATTORNEY REPORT-

Attorney Hutchison reported that evictions continue to go well and are done in an orderly fashion. The Neighborhood Health Center is looking to expand their parking spaces at the FRB, only during business hours and only for their staff. The cost of the lease is being discussed. We will still be responsible for repairs and maintenance. Attorney Hutchison reported that we are moving forward with the closing of CSV. Once we inherit it, we will need to decide what the next steps are, funding for RAD or additional resources. Mr. Dreer stated that the money we get from the reserves does not cover what we have already put into it.

VIII. UNFINISHED BUSINESS

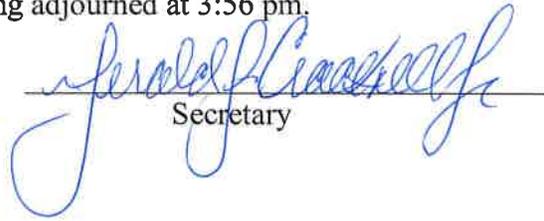
Secretary Cracknell asked for a motion to approve tabled Resolution No. 2025-52. Mrs. Barone stated that she spoke with Civil Service and was told that employees do not have to hand in a leave of absence from their position when they are moving into a new position. Motion to approve Resolution No. 2025-52 was made by Commissioner Todd, seconded by Commissioner McCreary. All in favor. Motion passed.

IX. NEW BUSINESS

Next meeting: *Tuesday, January 13, 2026, 3:00 pm – Administrative Office*

X. ADJOURNMENT

Commissioner Archie made a motion to adjourn. Commissioner Todd seconded. Motion was unanimously carried. The meeting adjourned at 3:56 pm.


Secretary