

**CORTLAND HOUSING AUTHORITY
42 CHURCH STREET
CORTLAND, NEW YORK 13045**

C. JANE SNELL, Chair

ELLA M. DIORIO, Executive Director

CORTLAND HOUSING AUTHORITY BOARD OF DIRECTORS MEETING MINUTES
Wednesday, April 9, 2025 - 8:30 a.m.

PRESENT: C. Jane Snell, Chair, Merle McKown, Dianne Higgins, Debra Cuthbert, Sharon Stevans,
Paul Quinlan, Teresa Cullip

STAFF: Ella DiIorio, Joyce Allen

I. CALL TO ORDER –CHAIR SNELL 8:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

Merle McKown made a motion to approve, seconded by Sharon Stevans. Approval of March 12, 2025, minutes passed unanimously.

IV. CHAIR'S ANNOUNCEMENTS

Chair Snell expressed gratitude to Vice Chair Higgins chairing the last Board meeting in her absence.

V. FINANCIAL REPORT – Executive Director DiIorio

A. March financials for the month of March 2025 were given to the Board prior to the meeting and reviewed at the meeting. March is the 12th month in the Fiscal Year End 2025.

B. Occupancy

1. Public Housing is 90.42% leased. There were seven move ins, and two move outs. There are twenty-four open units in the process of turnover. Unit turnovers remain to be the top priority.
2. The Housing Choice Voucher Program is 89% leased with a total of 272 vouchers. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

VI. CAPITAL FUND - Executive Director DiIorio

A. Executive Director DiIorio provided to the Board prior to the meeting a report on Capital Fund programs for Fiscal Year 2022, 2023, and 2024.

B. The elevators for 42 Church and 51 Port Watson will be going out to bid shortly.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio submitted an emergency funding grant opportunity through HAI insurance as well as a grant opportunity through HUD for emergency safety and security.
- B. Executive Director DiIorio and Ann Brown, Administrative Assistant, will be attending a PHA Web training in Florida on topics that include Housing Opportunity through Modernization Act (HOTMA), financials, and website, and many more.
- C. HOTMA will be in effect on June 1, 2025 and the Administrative Plan and Admissions and Continued Occupancy Policy will need to be updated prior to that date.
- D. Resolution No. 25 – 10

Authorization to Amend Cortland Housing Authority Public Housing Admissions and Continued Occupancy Policy

Sharon Stevans made a motion to approve, seconded by Paul Quinlan.

Resolution No. 25 – 10 approved unanimously.

- E. Resolution No. 25 – 11

Authorization to Amend the Cortland Housing Authority Administrative Plan

Dianne Higgins made a motion to approve, seconded by Teresa Cullip.

Resolution No. 25 – 11 approved unanimously.

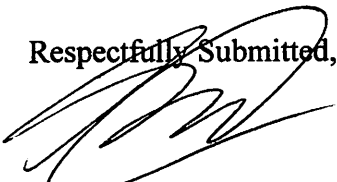
VIII. PERSONNEL – Executive Director DiIorio

- A. Executive Director DiIorio stated there is nothing to report for Personnel at this time other than Cortland Housing Authority, which is fully staffed.

IX. ADJOURNMENT

Chair Snell adjourned at 8:52 a.m.

Respectfully Submitted,



Ella M. DiIorio
Executive Director