

**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, February 12, 2025 - 8:30 a.m.

PRESENT: Merle McKown, Dianne Higgins, Debra Cuthbert, Sharon Stevans

EXCUSED: C. Jane Snell, Chair, Paul Quinlan, Teresa Cullip

STAFF: Ella DiIorio, Joyce Allen

I. CALL TO ORDER –VICE CHAIR HIGGINS 8:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

Sharon Stevans made a motion to approve, seconded by Debra Cuthbert. Approval of January 8, 2025, minutes passed unanimously.

IV. CHAIR’S ANNOUNCEMENTS

There were no announcements.

V. FINANCIAL REPORT – Executive Director DiIorio

A. January financials for the month of January 2025 were given to the Board prior to the meeting and reviewed at the meeting. January is the 10th month in the Fiscal Year End 2025.

1. Resolution No. 25-06

Authorization to Approve the FYE 2026 Cortland Housing Authority Operating Budget

Debra Cuthbert made a motion to approve, seconded by Sharon Stevans.

Resolution No. 25-06 approved unanimously.

B. Occupancy

1. Public Housing is 89.97 % leased. There were three move ins, and three move outs. There are twenty-eight open units in the process of turnover. Unit turnovers remain to be the top priority.
2. The Housing Choice Voucher Program is 91% leased with a total of 277 vouchers. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

VI. CAPITAL FUND - Executive Director DiIorio

- A. The lift stations in Homer, McGraw, and Truxton have been completed. Marathon lift station is anticipated to be completed this week.
- 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, who shared that Cortland Housing Authority, received 87% Public Housing Assessment System (PHAS) score for FYE 23. The categories are broken into Management Assessment Subsystem (MASS), Financial Assessment Subsystem (FASS), and Capital Fund Program (CFP). Occupancy is counted twice for MASS and CFP.

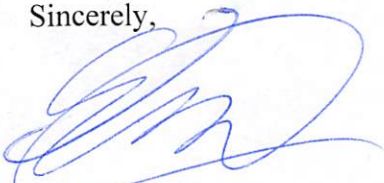
VIII. PERSONNEL – Executive Director DiIorio

- A. There were no updates for this meeting.

IX. ADJOURNMENT

Vice Chair Higgins adjourned at 8:53 a.m.

Sincerely,



Ella M DiIorio